



A PROJECT OF KUTTIYANA MEMON ASSOCIATION

# K.M.A. GIRLS & BOYS SECONDARY SCHOOL



# PROSPECTUS

# We welcome your interest in our school

## Principal's Message

As Principal of the K.M.A. Boys Secondary School, it is my pleasure to welcome you at our School both on my own behalf and on the behalf of all the members of the school staff. We are justly proud of Kutiyana Memon Association, our teachers, our special needs assistants, our pupils and our parents, all of whom co-operate to create a school that is noted for its inclusiveness and its caring ethos.

At K.M.A. Boys Secondary School, the child is firmly at the heart of our work. We seek to develop the whole child by providing students with meaningful and connected learning experiences. These experiences inculcate their important values, competencies and skills that will allow them to do well in the 21<sup>st</sup> century. With a focus on “Connecting to Learn, Collaborating to Achieve” we have made significant progress and enhancements in our approach, programmes and school outcomes.

Our philosophy of education has always been meeting the needs of the individual child. Children acquire skills and knowledge easily if we can make the surrounding stimulating and purposeful. In the 21<sup>st</sup> century, the Digital Revolution affects us all. Quite simply, it is changing everything. A brilliant barrage of information, entertainment, companionship and education is speedily available. In such a surrounding when work and effort is valued, the child’s self-esteem is heightened, and from this results self-motivation. We try to understand and work with each child, and we firmly believe that it is our responsibility to enable the child in our care to develop as a whole.

In K.M.A. Boys Secondary School, children are encouraged to say:

“I see it, I get it, I can do it.”

We strive for excellence. We expect every child to engage with the full curriculum as we work together with parents to enable each child achieve their full potential. Success for all students is ensured by the delivery of an enriching and structured curriculum and a whole school focus on students welfare that focuses on the positive recognition of student achievements.



**NASEEM REHMAN**  
Principal  
KMA Boys Secondary School

# We welcome your interest in our school

## Principal's Message

I feel immense pleasure to have been a part of KMA Education which comes out with a vision and ideology to serve the under privileged and low income families by providing quality education to rank and file.

I believe

**"Education is not the learning of facts but the training of mind to think."** We don't believe in producing "School Minds" but have been striving hard to instill 21<sup>st</sup> century skills and develop higher order thinking in students so that they can face the challenges of the world bravely and brilliantly.

Our core focus has always been the development and modernization of curriculum which can bring benefits to our students and help them in acquisition of knowledge, skills and values.

I am also overwhelmed greatly that our students have always demonstrated unmatchable performance not only in academics but also in Extra-curricular activities. I am also proud to mention here that we have been conducting 2-year Micro-scholarship Access Program funded by US Embassy in collaboration with i-Earn in school premises where our more than hundred students are being given English Language classes. Moreover, our 4 students have been awarded 1-yaer scholarship to study in USA funded by US Embassy.

I expect this journey will continue with same zeal and dedication and by the grace of Almighty Allah, will receive spectacular achievement and unprecedented success in future.



**SAMEERA CHOUDHARY**  
Principal  
KMA Girls Secondary School

*Join us and make your future and be the future  
of the future*



# Our School

## Introduction:

Kutiyana Memon Association has been rendering its services in the field of education for more than 50 years. At present there are four schools functioning with six sections, accommodating about 6500 students. The school was set up primarily to cater to the educational needs of Pakistani children especially from low-income families. The managing committee had in view a broad based education facility, providing comprehensive education in the light of Islamic dictates.

The KMA has maintained high educational record in the matriculation board of education and had received laurels and applause constantly from the citizens of Karachi, but then came the unfortunate “Nationalization” of the schools and colleges in 1972.

This nationalization brought the downfall of educational standard of the country, which was a complete negative point for the future generation. After thirteen years under state control, the school was handed back to the original sponsors but in a shape that was indeed debilitating and pathetic. It has since taken the tireless and dedicated efforts of many individuals to revitalize the school.



# Mission

- ▶ Strive to build the KMA educational institutions ‘A centre of Excellence.
- ▶ Aim to develop the whole person, preparing students of KMA educational institutions, for a successful future.
- ▶ Value the academic, physical and personal development of students and provide opportunities for their growth
- ▶ Encourage youth to be confident, responsible and beneficial contributor to their country.



# Vision

Education is not a commercial commodity. It should be taken as service to the society. We firmly believe in it and are solemnly committed to groom our students, ***academically – socially – religiously***





## Our values

- We will know and value each child and look for the best in them
- We will value and respect every member of the school community and everyone will be encouraged to take responsibility, to make a contribution and to achieve their full potential
- The core values of integrity, courtesy, trust and care will suffuse every aspect of school life and all will be expected to treat others as they would wish to be treated
- We will be an open, welcoming and responsive school with clear lines of communication
- We will have high expectations of ourselves and each other
- The school will be at the heart of the local community.....

## Teaching and learning

- We will ensure every learner  
The achievement of success
- We will be an inclusive environment  
in which we are all learners and one  
where the learning needs of the  
individual are recognized
- We will make learning vivid and real
  - We will strive to ensure that the  
whole school is an excellent learning  
environment which inspires, excites  
and celebrates effort and achievement
- There will be a broad curriculum of  
high quality that gives the children  
opportunities to make links, to make  
choices and take responsibility for  
their learning....
- Departments are categorized to check  
level of interest of students.
  - Head of Departments are also  
designated in every department.



# FACILITIES

- ▶ Wide Classrooms.
- ▶ Computer Laboratories
- ▶ Science Laboratory
- ▶ Common Room
- ▶ Projector Room with Multi Media
- ▶ A multi-purpose hall (Basement).
- ▶ Material for Extra Curricular
- ▶ Standby Generator
- ▶ Canteen



### **Library :**

The school has one occupied library with a wide range of reading material ranging from light fiction to classic collection. An extensive selection of reference book is also available. Reading habits are encouraged by allotting specific periods for the library to each class.



### **Computer Lab :**

The school has three fully equipped computer labs for all sections. Latest computers are provided for the training of the students under the supervision of high qualified staff.



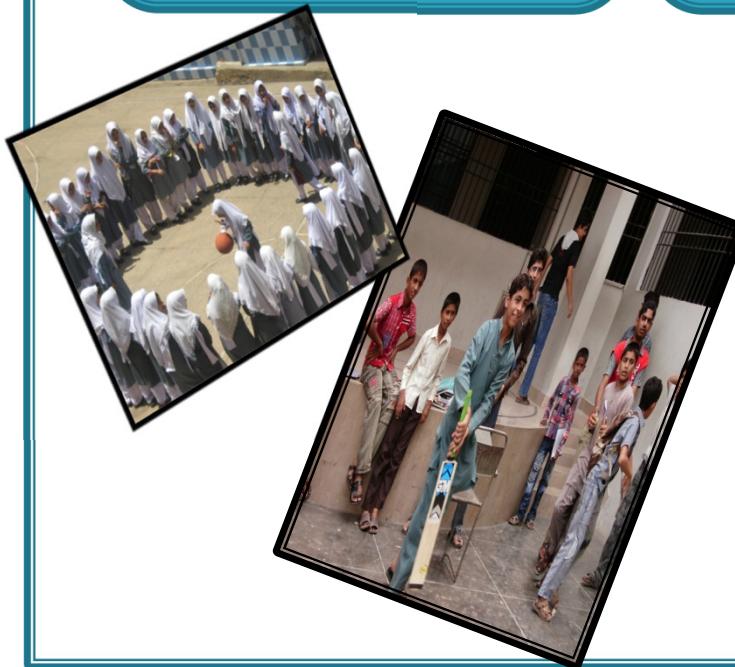
### **Science Lab:**

School have most modern science labs. A team of highly qualified and experienced teachers and lab assistants take care of these labs and guide the students to achieve accurate results.



### **Sports & Physical Training:**

Physical education is compulsory at the school and suitable facilities are provided to conduct both indoor and outdoor games.



### **Canteens:**

The canteen serve light refreshments. The supply is monitored by the administrator of the school and food standard is closely supervised to ensure hygienically prepared quality edibles.



### **Assembly:**

The school day begins at 8:00am with a brief assembly and recitation from the Holy Quran. Each class is required, in rotation, to make a presentation in the assembly on some general topic of interest, linked to their studies or current affairs. Assembly also gather the national anthem with equipped band.



# ADMISSION

- ▶ Parents may register their child according to their age group.
- ▶ Registration, however, does not guarantee admission.
- ▶ Limited seats are available for admission.
- ▶ Candidates transferring from other schools cannot do so without a proper school leaving certificate from the school last attended.
- ▶ Oral and written tests are conducted for admission to Lower Secondary and other classes depending on vacant seats. However the school reserves the right of admission.
- ▶ Candidates for admission are required to register for the admission test. Students who join during the middle of a term shall be charged full fees for that term.
- ▶ If the parent/guardian wishes to withdraw a student, one month notice should be given and/or one month's fee must be paid.
- ▶ The school leaving certificate shall not be issued by the school until all dues have been paid in full.

Age Group	
Classes	Age Limit
VI	10½ to 11½
VII	11½ to 12½
VIII	12½ to 13½
IX	13½ to 14½



“ I think my school is special because we all work together and it’s easy to make friends. I haven’t got a single enemy! All I’ve got is friends. I think this is the best school in the world.”  
Hamza Aslam , pupil



# CURRICULUM

Children will study all the authentic and advanced curriculum suggested and selected by highly qualified staff. Especially, the skills of presentations, Debating and exhibition organizing are effectively delivered to the students. Curriculum progress is gradually examined and assessed to nourish the performances at every stage. Activity books also provide a keen help to the students to learn with great fun.



## **Special Educational Needs and Inclusion:**

The school is committed to meeting the needs of all our children. Should there be concern either with a child's academic, physical, social or emotional development the Assistant Principal will contact parents and guardian.

The school will then adopt a staged response to each identified pupil's need as follows:

- Identify pupil's areas of strength or weakness, which require extra attention from the class teacher, or other members of staff.
- Develop individual education plans designed to meet each pupil's identified needs in consultation with parents and pupils.
- Arrange Extra Classes for slow learners.



## **Personal Development and Well-being:**

This is an important part of our work and is strength of the school. We have a School Council, which meets regularly and has a representative from each year group. Our Senior Class Students act as monitors and buddies to our younger ones. If a child is sad and lonely, they only have to sit at the "Friendship Stop" for a few moments before someone comes to talk and cheer them up!



## **Houses:**

Houses are assigned as per four prominent colours to create competing environment among students to enhance their performance.

A range of activities are held among the houses on weekly, monthly and annually basis.



# EXTRA CURRICULAR ACTIVITIES

The school offers a wide range of extra curricular activities both during and after school. The schools arrange events like debate, declamation elocution, project day, milad etc. The annual sports day is looked forward to with great enthusiasm by all. Special functions are arranged to celebrate national events. Prize distribution ceremonies are held on annual basis, in which awards are given to honour the students for their achievements.

The school arranges excursions, visit to several institutions and factories on regular basis. Recreation trips to farm, planetarium and theme parks take place throughout the academic year.



# GENERAL INFORMATION

► **School hours:**

8.00 am to 02:00 noon

► **School Uniform:**

(For Girls)

Gray Qameez, White Shalwar, White Slash , White scarf and white dupatta.

(For Boys)

White shirt, Gray pant and tie.

► **Absences**

Application requesting for long leave of absence especially for purpose of travel must reach the principal at least fifteen days prior to the date of departure. If this rule is not strictly followed, and a child is on leave without the written permission from the principal, his/her name shall be struck off the roll.

Any individual absent from school for one calendar month without a note will be struck off the rolls. If a child is taken ill and cannot attend school, the principal must be notified in writing immediately. Medical certificate from a registered medical practitioner must be produced for more than two days of absence due to illness. Student cannot leave the premises during school hour unless requested in person by the parents or guardian. Signing of the early departure register and obtaining a gate pass is compulsory in such a case.

► **Fee Payment:**

Monthly fees are to be paid latest by the 15 of each month. After the due date a late surcharge of Rs. 20 shall be taken up to 20th of the month.

Fee defaulters may not be allowed to sit

in the examination. All the dues shall have to be cleared at least fifteen days before the examination.

► **School Identity Card:**

All students are issued identity card on yearly basis.

► **Informal and Formal Complaints:**

Any complaints about school matters should first be brought to the attention of the relevant staff. If the complaint is not resolved, a formal complaint may be made firstly in writing to the principal.

**Parents Meeting Hours :**

11:30 am to 12:30pm

Monday through Thursday

# **RULES AND REGULATIONS**

Parents are requested to see that their children attend school regularly and punctually, wear the prescribed uniform which should be clean and tidy. In case of untidiness or incomplete uniform, a fine may be charged and /or the student may not be allowed to attend class.

- A student may be liable to dismissal on account of irregular attendance, habitual disobedience, immoral acts, disorderly or unseemly conduct and consistent poor performance in studies.
- The school badge and tie are included in uniform, the students should button up their collars and tie their ties properly.
- Bracelets, rings, necklaces, chains, friendship bands or wristband are strictly forbidden
- Hairs must be short and not touch the collars. Sideburns are not allowed. Hence, the hairs should not be coloured neither tinted.
- Parents must remain in contact with the school to know about the progress of their children. They must encourage them to pay due attention to their studies.
- Attending all school programmes is compulsory for students. Absence on such events is liable to punishment.
- Official school timings must be followed  
(7:45am to 2:00pm) Monday to Saturday except Friday.  
(7:45am to 12:30pm) Friday.
- School timings may lead to minor change in case of certain or uncertain factors or Events faced or placed by School's Managements.
- Regularity with punctuality must be adapted to uplift the academic performance of students.
- School office must be informed until 9:00am if the student remains absent.

# RULES AND REGULATIONS

- A written excuse from the parents of an absent student must be presented to the teacher on the return of student to school. Evidences and excuses will be filed in student's record.
- No student will be allowed to leave the school during the official time until or unless parents either guardian may accompany them. Parents or guardians must report the school office to obtain release of their required student.
- Private vans and any other transport service are not the responsibility of the school. It is advised that the parents keep contact number and addresses of the owner of the vans and buses.
- Parents must seal their signature before the student has been released. Furthermore, this evidence will attached in student's File.
- Student's name will be struck off without prior information in case of three consistent absents made without any information.
- Student's I-D must be carried by the parents on every visit. Instructions enlisted on I.D must be obeyed.
- All electronic devices are fully prohibited in school. Although, a penalty will be assigned.

Contact:  
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Contact : 021-32542889  
021-32542372  
Email :  
Website:

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