Over View :

Indeed, the education that the School provides, with its politically liberal ethos, enables its students to integrate within their home communities in Pakistan, as well as in the countries and communities abroad to which they ultimately bring their professional skills and expertise. Muhammadi School maintains a balance of Western and Asian best practice and, by so doing, provides a curriculum that meets the needs of children and young people in the modern world.

Our philosophy aims to encourage students, in the best learning environments we are able to provide, to be confident, articulate, and actively engaged with the world around them. We want them to achieve their maximum academic and social potential, to be engaged and responsive learners – in other words, to be the best they can be. At the same time, the education we provide must enable our students to respond positively to the opportunities and challenges of the rapidly changing world – including the need to make the best of what they know and to keep on learning. Our students today must be prepared to engage with economic change, including the continued globalisation of the economy and society, and with the rapid expansion of communication technologies.

Our education must also reaffirm our commitment to the traditional values – to the virtues of truth, justice, honesty, trust and a sense of duty.

Curriculum :

Students and their experiences are at the heart of Mohammadi School’s vision which defines our goals and ambitions. Students deserve a high quality education with an accessible and innovative curriculum. We believe that education should enhance students’ abilities to explore and question the nature of phenomena in the world around them.

Our curriculum builds a sound foundation for future learning. The curriculum delivery methodology in the secondary school classrooms encourages a student-centred approach

the student at the heart of the learning process enabling them to play an active role in their own development”. Our expectation, therefore, is that when students have completed their secondary school studies, they do not have just a mastery of content but are also able to analyse, look at texts critically, make connections between subjects, and write effectively. With such skillsets and values, our students are valued highly by universities and employers in Pakistan and abroad.

**Examinations**

### Assessments in Playgroup to Class 2:

The mode of assessment in Playgroup to Class 2 is informal and ongoing; there are no end of term examinations.  
In Playgroup to class 2, teachers maintain students’ attainment data through observation of their learning and behaviour as they perform tasks and participate in different class activities and record them using the observation sheets. In addition teachers maintain students’ portfolios which incorporates students’ work across the curriculum.  
Teachers also design portfolio worksheets after completing a specific unit/ topic to assess and record students’ learning and to plan essential follow up to cater to students’ learning needs.

In addition to that students’ attainment at the end of each term in Classes 1 and 2, end of term diagnostics assessment is conducted in English, Urdu, Mathematics, Science and General knowledge. These assessments are internally set and conducted in schools, one subject a day. Normal classes resume after the assessment has been carried out each day.

### Class 3-9:

Unified Mid-Year Examination is held at the end of the first term and Unified Annual Examination is held at the conclusion of the final term. In addition to the examination results, the term marks reflect a student’s all-round progress, including performance in coursework, assignments, projects and tests

### Class 10-11 (O Levels) :

Examinations are modelled on the IGCSE pattern, giving due consideration to the academic attainment of targets of the classes concerned. Trial examinations are held in preparation for the final examination after course coverage.

### Unified Examination :

The unified examinations ensure uniformity in syllabus coverage as well as the marking process. Each campus has developed its own examination cell to ensure the integrity of the examination process.

# Teachers’ Resource Centre–TRC

The Teachers’ Resource Centre (TRC) has been established to support teachers in their ambitions to improve teaching and learning in the schools. All Head Office, Central Region Office and The Smart School–HO employees are members of the TRC.

We are using the Library Management System (Library Software) to classify and catalogue TRC resources according to Dewey Decimal Classification (DDC) and Anglo American Cataloguing Rules (AACR). DDC and AACR are international systems for libraries used all over the world.

The TRC catalogue is now online. Members can search their required material by Subject, Author, Title etc. We have a collection of materials on School Management, Classroom Management, Leadership, Curriculum, Educational Research, Information Literacy, English and Urdu Language, Islam, Physics, Chemistry, Biology, Mathematics and Arts.

We also have two workstations with full internet access for research work.

The Teachers’ Resource Centre is an influential and important place in the evolution of educational advancement.

**ADDMISSIONS**

# Admission Basic Information :

 New admissions are taken in March.

 No admission is granted in any of the branches after 30 August.

 The academic session begins in August/September.

 Each academic session consists of two terms.

 Annual exams are conducted in June.

 Co-education is available across the network whereas all girls/boys campuses are available in some locations/cities.

# Admission Procedure at The City School

### Registration

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arents wishing to admit a child should first register for an admission test by completing the admission form at the school office and taking an appointment card for the test and interview.  
Registration does not in any way confirm or guarantee admission. It is subject to getting through an admission test/ interview and availability of the seat.

The class for which a child is tested is determined according to the child’s age as at 31st July (28th/29th February in case of Balochistan)

## Assessment/Admission Test

#### Pre-Nursery – Kindergarten

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n informal individual assessment test is taken combined with an interview with both the parents. Generally, the reading level of a child, the vocabulary and concepts of colours and numbers are assessed. In addition, the confidence of the child, the level of spoken English and motor skills are taken into consideration.

#### Class-I Onward

A

pplication for Class I onward are tested in three subjects – English, Urdu and Mathematics.  
The pass percentage is 50%. Duration of each paper is approximately 30 minutes.  
For the written test, the child should come properly equipped with a pencil, eraser, sharpener and ruler.  
The papers are not set from any specific textbooks or syllabus but are of a general nature designed to test the aptitude of the child in the basic subjects.  
The test paper is not shown to anyone and only marks are communicated to the parents/ guardians.  
A candidate caught cheating during the admission test will be rejected.  
The list displaying names of selected candidates will be put up on the notice board of the concerned branch on the date given by the school.

In all cases, merit is the sole criterion for admission. The decision of the school cannot be challenged in any way and will be final.

## Admission Formalities

* + Parents fill in the admission form and pay the registration fees after which they receive:
    - Relevant Fee structure slip
    - Appointment card with testing date & time on it
    - Registration receipt
    - Prospectus purchase cash receipt
    - Admission and fee payment information
    - Prospectus & newsletter (if any)
  + The documents to be attached with the Admission Form include:
    - A photocopy of Provisional Certificate and Character Certificate from last institution attended
    - 2 recent passport size photographs
    - 2 self addressed envelopes
    - Attested photocopy of Birth Certificate
    - Report card from last school
  + Test and interview with both the parents on the specified date
  + Result is finalised within a week of the test & displayed on the notice board. Parents are informed about further formalities
  + Parents are given the admission fee bill, payable by a certain due date in a specific bank as mentioned on the fee bill
  + The following fees are payable:

|  |  |  |
| --- | --- | --- |
| A | Registration Fee | Non-refundable |
| B | Admission Fee | Non-refundable |
| C | Security Fee | Refundable |
| D | Tuition Fee | Payable every two months |
| E | Computer Fee | Payable every two months |

* On receipt of paid fee bill, parents are given:
  + Admission Order (original)
  + Book List
  + Uniform List

### Note:

* Fee is subject to annual review
* Family packages are available in selected schools
* **Admissions will not be taken after the 30th of August for all schools**
* Application forms are available at the school office and should be filled in the school

### Rules of Payment:

* Fees are charged for all twelve months of the year and are payable every two months
* Parents have the option to pay the fee for the whole year as a lump sum
* The fees payable for the period of the summer vacation are paid in advance and prior to closure
* Once the fee bill has been issued, payment is made directly to the bank where the school operates its account. Parents must pay the fees by the date specified on the fee bill
* Fees paid after the due date is subject to a flat surcharge as specified on the fee bill
* If the tuition fee has not been paid by the end of the second month, the student is automatically withdrawn
* Fee can also be paid through credit card. (Point of Sale – POS machines available at select campuses). Direct debit and phone banking facilities are also available. These options are available in specified cities only. Kindly contact our branch to confirm the availability of these options.

# Guidance Counselling

At MuhammadiSchool, our guidance counsellors provide holistic academic and career guidance to the students. Whilst working with students on their academic choices, our trained counsellors also keep in mind the personal challenges and stresses that the students might be dealing with. Families, peers and the school administration may often be involved in the guidance counselling process. In this way the service is aimed at creating a support system for students to facilitate their decision-making process.

we pay attention to educating our staff about the emotional, behavioural, and social support needs of our students. We have involved parents, teachers and counsellors in creating a student support system.

# Career and Academic Development

At MPS, academic and career guidance focuses on having up-to-date information and developing resources for higher education opportunities and career options, making important information more accessible. Each senior branch in the network has a guidance counsellor who can help you with these choices whether it is about local or international study, or career choices.