

Admission Policy

Policy

Brown School of Scholars is committed to providing equal educational opportunities to all eligible students. Admissions are granted fairly, transparently, and without discrimination based on race, religion, ethnicity, gender, or disability, subject to the school's admission criteria, seat availability, and academic requirements.

Procedures

The admission process shall be as follows:

1. Obtain and submit the completed Admission Application Form.
2. Submit the required documents:
 - Birth Certificate or NADRA B-Form
 - Four recent passport-size photographs
 - Copies of Parent/Guardian CNIC
 - Previous school's result card or academic transcript (if applicable)
 - School Leaving Certificate (for transfer students)
3. The student may be required to appear for an admission assessment or interview, depending on the grade level.
4. Parents/Guardians may be invited for an introductory meeting with the school administration.
5. Pay the prescribed Admission Fee, Registration Fee, and other applicable charges.
6. Admission will be confirmed only after:
 - Successful completion of the admission requirements,
 - Approval by the Principal, and
 - Payment of all required fees.
7. The school reserves the right to refuse admission if eligibility requirements are not met or seats are unavailable.
8. All documents submitted during the admission process become part of the student's permanent school record.

5. Attendance Policy

Policy

Regular attendance is essential for academic success and personal development. Students are expected to attend school punctually every school day. A minimum attendance of **85%** is

required to remain eligible for promotion, examinations, and school awards, unless otherwise approved by the Principal due to exceptional circumstances.

Procedures

1. Students must arrive at school before the official reporting time.
2. Attendance shall be recorded daily by the class teacher.
3. Students arriving after the morning assembly or designated reporting time shall be marked **Late**.
4. Three (3) late arrivals shall be treated as one (1) day's absence.
5. Parents/Guardians must notify the school and submit a written leave application for any planned absence.
6. A medical certificate from a registered medical practitioner is required for illness lasting more than three consecutive school days.
7. Extended leave or long absences require prior written approval from the Principal.
8. Students are responsible for completing all missed classwork, homework, assignments, and assessments after returning to school.
9. Repeated unexplained absences or poor attendance may result in a meeting with parents and appropriate disciplinary or academic action.
10. Attendance records shall be maintained as part of the student's official school record.

School Timings Policy

Policy

Punctuality is essential for effective learning and the smooth functioning of the school. Students and parents are expected to observe the school's official timings.

Procedures

- Students must arrive at least **10 minutes before the morning assembly**.
- Attendance will be recorded at the beginning of the school day.
- Parents/Guardians must collect their children promptly at dismissal time.
- Students will only be released early with prior written permission from a parent/guardian and approval from the school administration.
- Repeated late arrivals or late pick-ups may result in a meeting with parents.

7. Uniform Policy

Policy

Students are required to wear the prescribed school uniform neatly and with pride on all school days and official school functions.

Requirements

Students must:

- Wear a clean, properly ironed school uniform.
 - Wear black, polished school shoes.
 - Display their school ID card at all times.
 - Maintain a neat and appropriate haircut.
 - Avoid wearing jewellery, except for a simple wristwatch.
 - Maintain good personal hygiene and a neat appearance.
-

8. Code of Conduct

Policy

All students are expected to behave respectfully, responsibly, and honestly while maintaining the school's positive learning environment.

Students Shall

- Respect teachers, staff, classmates, and visitors.
- Speak politely and use appropriate language.
- Keep classrooms and school premises clean.
- Protect school property.
- Complete homework and assignments regularly.
- Participate positively in school activities.

Students Shall Not

- Fight, bully, or intimidate others.
 - Use abusive or offensive language.
 - Damage school property.
 - Bring prohibited or dangerous items to school.
 - Cheat during examinations or assessments.
 - Use mobile phones or electronic devices without permission.
-

9. Academic Policy

Policy

Brown School of Scholars is committed to providing high-quality education that promotes academic excellence, critical thinking, creativity, and lifelong learning. The school follows a structured curriculum and effective teaching practices to ensure every student reaches their full potential.

Teachers' Responsibilities

Teachers shall:

- Prepare and implement well-planned lesson plans in accordance with the approved curriculum.
- Deliver engaging, student-centered, and interactive lessons.
- Conduct regular formative and summative assessments to monitor student progress.
- Maintain accurate attendance, assessment, and academic records.
- Complete the prescribed syllabus within the academic calendar.
- Encourage critical thinking, creativity, collaboration, and problem-solving skills.
- Provide timely, constructive feedback to students and communicate progress with parents.
- Create a safe, inclusive, and respectful classroom environment.
- Use appropriate teaching resources and educational technology to enhance learning.
- Uphold professional ethics and serve as positive role models.

Students' Responsibilities

Students shall:

- Attend classes regularly and arrive on time.
- Complete homework, assignments, and projects with honesty and diligence.
- Bring the required textbooks, notebooks, stationery, and learning materials each day.
- Participate actively and respectfully in classroom discussions and school activities.
- Respect teachers, classmates, and all members of the school community.
- Meet all academic deadlines and examination requirements.
- Maintain academic integrity by avoiding plagiarism and cheating.
- Take responsibility for their own learning and strive for continuous improvement.
- Follow all classroom rules and school policies.

Assessment & Examination Policy

Policy

Brown School of Scholars believes that assessment is an essential part of the teaching and learning process. A balanced system of continuous assessment and formal examinations is used to monitor student progress, identify learning needs, and promote academic excellence. Assessments are conducted fairly, transparently, and in accordance with the school's academic standards.

Assessment Methods

Student performance shall be evaluated through a combination of:

- Class Participation
- Homework
- Quizzes
- Assignments and Projects
- Monthly Tests
- Practical Assessments (where applicable)
- Mid-Term Examination
- Final Examination

Examination Procedures

- The school shall publish an annual examination schedule in advance.
- Students must report to examinations on time and bring the required materials.
- Any form of cheating, plagiarism, or examination misconduct is strictly prohibited and may result in disciplinary action.
- Students absent from an examination due to illness or exceptional circumstances must submit a valid written explanation or medical certificate. A make-up examination may be permitted at the discretion of the Principal.
- Examination papers and results shall be treated as confidential and maintained in the student's academic record.

Promotion Criteria

Promotion to the next grade shall be based on the following factors:

- Academic Performance
- Attendance (minimum school requirement)
- Discipline and Conduct
- Teacher Evaluation and Continuous Assessment

The school reserves the right to require remedial work, re-assessment, or repetition of a grade where a student fails to meet the required academic standards.

Reporting of Results

- Parents shall receive student progress reports after each assessment period.
- Parent–Teacher Meetings shall be held to discuss student performance and academic progress.
- Students requiring additional academic support may be provided with remedial guidance and intervention plans.

1. Homework Policy

Policy

Brown School of Scholars believes that homework is an important extension of classroom learning. It reinforces concepts taught in class, develops independent learning skills, encourages responsibility, and strengthens the partnership between home and school. Homework shall be meaningful, purposeful, and appropriate to the student's age and grade level.

Homework Guidelines

Homework should:

- Reinforce and extend classroom learning.
- Be appropriate to the student's age, grade level, and ability.
- Encourage independent thinking and problem-solving.
- Be completed honestly and independently by the student.
- Be submitted on or before the assigned due date.
- Be reasonable in quantity to maintain a healthy balance between study, rest, and extracurricular activities.

Students' Responsibilities

Students shall:

- Record homework accurately in their school diary or assigned platform.
- Complete homework neatly, honestly, and independently.
- Submit all assignments on time.
- Seek clarification from teachers if instructions are not understood.
- Take responsibility for any missed homework due to absence.

Parents' Responsibilities

Parents are encouraged to:

- Provide a quiet and suitable environment for study.
- Supervise, encourage, and motivate their child to complete homework.
- Monitor homework completion without doing the work on the student's behalf.
- Communicate with the teacher if persistent difficulties arise.

Teachers' Responsibilities

Teachers shall:

- Assign purposeful and achievable homework.
- Provide clear instructions and reasonable deadlines.

- Review homework regularly and provide constructive feedback.
- Consider the overall workload to avoid excessive homework.

Late or Incomplete Homework

- Students who fail to submit homework on time may be required to complete it during supervised study periods or as directed by the teacher.
- Repeated failure to complete homework may result in communication with parents and appropriate academic or disciplinary intervention.

. Discipline Policy

Policy

Brown School of Scholars is committed to maintaining a safe, respectful, and disciplined learning environment. The school's approach to discipline emphasizes guidance, character development, self-discipline, and positive behaviour rather than punishment. Students are encouraged to take responsibility for their actions and learn from their mistakes.

Disciplinary action shall be fair, consistent, age-appropriate, and carried out with respect for the dignity of every student.

Objectives

The Discipline Policy aims to:

- Promote respect, responsibility, honesty, and self-discipline.
- Maintain a safe and orderly learning environment.
- Encourage positive behaviour and good citizenship.
- Correct inappropriate behaviour through guidance and counseling.
- Foster cooperation between the school and parents in addressing behavioural concerns.

Progressive Discipline Procedure

The following steps may be applied depending on the nature and seriousness of the misconduct:

1. **Verbal Warning** – The teacher reminds the student of the expected behaviour.
2. **Teacher Counseling** – The teacher discusses the behaviour with the student and provides guidance for improvement.
3. **Written Warning** – A formal warning is recorded and communicated to the parents or guardians.
4. **Parent Meeting** – A meeting is arranged with the parents, teacher, and school administration to discuss the student's behaviour.

5. **Behaviour Improvement Plan** – A written improvement plan is developed with clear expectations, goals, and follow-up reviews.
6. **Suspension** – In cases of serious or repeated misconduct, the student may be suspended for a specified period, subject to the Principal's approval.
7. **Expulsion** – In cases of extreme misconduct, violence, or behaviour that seriously endangers the safety or wellbeing of others, the School Management may expel the student after due review.

Serious Misconduct

Examples of serious misconduct include, but are not limited to:

- Physical violence or fighting.
- Bullying or harassment.
- Theft or vandalism.
- Possession of prohibited or dangerous items.
- Cheating during examinations.
- Repeated defiance of school rules.
- Behaviour that threatens the safety, dignity, or wellbeing of others.

Students' Responsibilities

Students are expected to:

- Respect all members of the school community.
- Follow school rules and classroom expectations.
- Accept responsibility for their behaviour.
- Cooperate with teachers and school staff.
- Resolve conflicts peacefully and respectfully.

Parents' Responsibilities

Parents are expected to:

- Support the school's discipline policy.
- Encourage positive behaviour at home.
- Attend meetings when requested.
- Work collaboratively with the school to support behavioural improvement.

Record Keeping

The school shall maintain confidential records of disciplinary actions and behavioural interventions. These records shall be used to monitor student progress and ensure consistency in implementing the Discipline Policy.

Anti-Bullying Policy

Policy

Brown School of Scholars is committed to providing a safe, respectful, and inclusive learning environment where every student is treated with dignity and respect. The school maintains a **zero-tolerance** approach to bullying in any form. All reports of bullying shall be taken seriously and addressed promptly, fairly, and confidentially.

Definition of Bullying

Bullying is any intentional, repeated behaviour that causes physical, emotional, psychological, or social harm to another person. It may occur in person or through digital communication.

Types of Bullying

Bullying includes, but is not limited to:

- **Physical Bullying** – Hitting, pushing, kicking, damaging belongings, or any form of physical aggression.
- **Verbal Bullying** – Name-calling, teasing, insults, threats, or abusive language.
- **Emotional Bullying** – Intimidation, humiliation, spreading rumours, or actions intended to cause emotional distress.
- **Social Bullying** – Deliberately excluding, isolating, or encouraging others to reject a student.
- **Cyberbullying** – Bullying through mobile phones, social media, messaging applications, email, online games, or other digital platforms.

Reporting Procedure

Any student, parent, teacher, or staff member who witnesses or experiences bullying should report the incident immediately.

The school shall:

1. Receive and document the complaint promptly.
2. Conduct a fair and confidential investigation.
3. Speak separately with the students involved and any witnesses.
4. Notify the parents or guardians of the students concerned.
5. Take appropriate disciplinary action in accordance with the school's Discipline Policy.
6. Provide counseling, guidance, and appropriate support to affected students.
7. Monitor the situation to prevent further incidents.

Responsibilities

Students Shall

- Treat everyone with kindness and respect.

- Report bullying immediately to a teacher or school administrator.
- Support classmates who may be affected by bullying.
- Never participate in or encourage bullying.

Teachers and Staff Shall

- Promote a respectful and inclusive classroom environment.
- Respond promptly to all reports of bullying.
- Maintain confidentiality throughout the investigation.
- Model positive behaviour and respectful communication.

Parents Shall

- Encourage respectful behaviour at home.
- Report concerns to the school without delay.
- Cooperate with the school in resolving bullying incidents.
- Support their child in following the school's expectations for positive behaviour.

Confidentiality

The school shall handle all bullying complaints with appropriate confidentiality while ensuring that necessary information is shared with those responsible for protecting student welfare.

Commitment

Brown School of Scholars is committed to fostering a culture of respect, empathy, inclusion, and kindness where every student feels safe, valued, and empowered to learn and grow.

Child Protection Policy

Policy

Brown School of Scholars is committed to providing a safe, secure, and nurturing environment where every child is protected from abuse, neglect, exploitation, and harm. The school recognizes that every child has the right to learn in an atmosphere of dignity, respect, and safety.

All members of the school community share responsibility for safeguarding the welfare of students.

Objectives

The school aims to:

- Protect students from all forms of physical, emotional, sexual, and psychological abuse, neglect, exploitation, and harassment.
- Promote a culture of safety, respect, and child wellbeing.
- Ensure that safeguarding concerns are addressed promptly and appropriately.
- Maintain confidentiality while acting in the best interests of the child.
- Comply with all applicable child protection laws and regulations.

School Responsibilities

The school shall:

- Protect students from abuse, neglect, exploitation, and bullying.
- Maintain confidentiality when handling child protection concerns.
- Report safeguarding concerns immediately to the Principal and the appropriate authorities where required by law.
- Ensure that all staff understand and follow child safeguarding procedures.
- Provide regular training and awareness programmes on child protection for all employees.
- Promote respectful and appropriate behaviour between staff and students.
- Maintain a safe and secure school environment.

Reporting Procedure

Any teacher, staff member, student, or parent who suspects that a child is at risk of harm should report the concern immediately to the Principal or the designated Child Protection Officer.

All reports shall be:

1. Taken seriously.
 2. Recorded confidentially.
 3. Investigated in accordance with school procedures.
 4. Referred to the relevant authorities when legally required.
 5. Followed by appropriate support for the affected child.
-

15. Health & Safety Policy

Policy

Brown School of Scholars is committed to maintaining a healthy, safe, and hygienic environment for all students, staff, and visitors. The school shall take all reasonable measures to prevent accidents, promote wellbeing, and respond effectively to emergencies.

School Responsibilities

The school shall:

- Maintain adequately stocked first aid facilities.
- Ensure that trained first aid personnel are available during school hours.
- Conduct regular fire, evacuation, and emergency drills.
- Keep classrooms, laboratories, washrooms, and playgrounds clean and hygienic.
- Provide safe and clean drinking water.
- Monitor student health and respond promptly to illness or injury.
- Maintain safe school buildings, furniture, and equipment.
- Promote hygiene, sanitation, and healthy lifestyle practices.

Parents' Responsibilities

Parents/Guardians shall:

- Inform the school of any medical conditions, allergies, disabilities, or special healthcare needs affecting their child.
- Provide updated emergency contact information.
- Keep the child at home if suffering from a contagious illness until medically fit to return.
- Provide prescribed medication only with written instructions where administration during school hours is necessary.

Emergency Response

In the event of illness or injury:

- First aid shall be provided immediately.
- Parents or guardians shall be contacted without delay.
- Emergency medical services shall be contacted when necessary.
- An incident report shall be completed and maintained in the school's records.

Transport Policy

Policy

Brown School of Scholars is committed to providing safe, reliable, and well-managed transportation services for students. All students using school transport are expected to follow the transport rules and behave responsibly to ensure the safety and comfort of everyone.

Transport Rules

Students shall:

- Follow the instructions of the driver, transport supervisor, and school staff at all times.
- Board and leave the vehicle in an orderly and safe manner.
- Remain seated while the vehicle is in motion.
- Wear seat belts where available.
- Keep hands, head, and personal belongings inside the vehicle.
- Speak respectfully and avoid behaviour that may distract the driver.
- Keep the vehicle clean and avoid damaging transport property.
- Respect fellow passengers and maintain good discipline throughout the journey.

Parents' Responsibilities

Parents/Guardians shall:

- Ensure that students are ready at the designated pick-up point before the scheduled time.
- Inform the school promptly of any changes to transport arrangements.
- Ensure that young children are collected promptly from the designated drop-off point.
- Notify the school immediately if their child will not use school transport on a particular day.

Misconduct

Misconduct on school transport may include:

- Fighting or bullying.
- Use of abusive or inappropriate language.
- Standing or moving around while the vehicle is in motion.
- Damaging the vehicle or its equipment.
- Distracting the driver or engaging in unsafe behaviour.

Students who violate transport rules may face disciplinary action, including:

- Verbal or written warning.
- Parent notification.
- Temporary suspension of transport services.

- Permanent withdrawal of transport privileges in cases of repeated or serious misconduct.

Safety

The school shall make every reasonable effort to ensure that school vehicles are maintained in a safe condition and operated in accordance with applicable safety requirements. All students are expected to cooperate in maintaining a safe transport environment for everyone.

Fee Policy

Policy

Brown School of Scholars is committed to maintaining a transparent and efficient fee management system. School fees are essential for providing quality education and maintaining

school facilities and services. Parents/Guardians are responsible for ensuring that all fees are paid on or before the prescribed due dates.

Fee Payment

- School fees shall be paid in accordance with the school's approved fee schedule.
- Fees are payable on or before the due date specified by the school.
- Payment receipts should be retained by parents as proof of payment.
- Any changes to the fee structure shall be communicated to parents in advance.

Late Payment

Failure to pay fees by the due date may result in one or more of the following actions:

- Imposition of late payment charges in accordance with the school's fee regulations.
- Restriction from appearing in monthly, mid-term, or final examinations until outstanding dues are cleared.
- Withholding of report cards, certificates, or transfer documents where permitted by applicable regulations.
- Suspension of selected school services after repeated non-payment.
- Referral of the matter to the school administration for further action.

Fee Concessions

Any fee concession, scholarship, or special payment arrangement shall be granted only with the approval of the School Management or the Principal and in accordance with the school's approved policies.

Refund Policy

Admission, registration, and other non-refundable fees shall not be refunded except where specifically approved by the School Management in exceptional circumstances.

Parents' Responsibilities

Parents/Guardians shall:

- Pay all school fees on time.
- Inform the school promptly if they experience temporary financial difficulties and wish to request a payment arrangement.
- Ensure that all outstanding dues are cleared before the end of the academic session, unless otherwise approved by the school.

. Parent Partnership Policy

Policy

Brown School of Scholars believes that a strong partnership between parents and the school is essential for the academic success, character development, and overall well-being of every

student. Open communication, mutual respect, and shared responsibility create a positive learning environment and help students achieve their full potential.

Parents' Responsibilities

Parents/Guardians are expected to:

- Attend Parent–Teacher Meetings (PTMs) and other school events.
- Monitor and support their child's homework, study habits, and academic progress.
- Encourage regular attendance, punctuality, and positive behaviour.
- Support and reinforce the school's rules, policies, and disciplinary procedures.
- Maintain respectful and constructive communication with teachers and school staff.
- Inform the school promptly of any significant academic, medical, behavioural, or family circumstances that may affect the student's learning or well-being.
- Ensure that their contact information remains accurate and up to date.
- Work collaboratively with the school to resolve concerns in the best interests of the student.

School's Responsibilities

The school shall:

- Maintain regular communication with parents regarding student progress and school activities.
- Provide opportunities for parents to discuss their child's academic and personal development.
- Respond to parents' concerns in a fair, respectful, and timely manner.
- Encourage parents to participate in school programmes and activities whenever appropriate.

19. Communication Policy

Policy

Brown School of Scholars is committed to maintaining clear, timely, and effective communication with parents, students, staff, and the wider school community. Official communication shall be accurate, respectful, and conducted through approved communication channels.

Official Communication Channels

The school shall communicate through:

- School Diary
- Official SMS and WhatsApp Messages
- Email
- Parent–Teacher Meetings (PTMs)
- School Circulars and Notices
- Official School Website and Social Media Platforms (where applicable)

Communication Guidelines

- Parents are expected to read and respond to school communications promptly.
- All official announcements, notices, and policy updates shall be issued through approved school communication channels.
- Parents should notify the school immediately of any changes to their contact information.
- Concerns regarding a student's academic or behavioural progress should first be discussed with the Class Teacher before being referred to the Section Coordinator or Principal, if necessary.
- All communication between parents and school staff shall be respectful, professional, and constructive.
- Confidential student information shall only be shared with authorized individuals in accordance with the school's confidentiality

. Digital Learning Policy

Policy

Brown School of Scholars recognizes the importance of technology in modern education and encourages its responsible, safe, and ethical use to enhance teaching and learning. Students are

expected to use digital devices, the internet, and artificial intelligence (AI) tools in a manner that supports academic integrity, respect, and responsible digital citizenship.

Objectives

The Digital Learning Policy aims to:

- Promote the effective use of technology to improve learning outcomes.
- Encourage responsible digital citizenship and online safety.
- Protect students' privacy and personal information.
- Ensure the ethical use of artificial intelligence and other digital technologies.
- Foster academic honesty in all digital learning activities.

Students' Responsibilities

Students must:

- Use school technology and internet resources responsibly and only for educational purposes.
- Respect digital etiquette by communicating politely and respectfully online.
- Keep usernames, passwords, and personal information secure and confidential.
- Avoid accessing inappropriate, harmful, or unauthorized websites and online content.
- Use AI and digital tools ethically under the guidance and permission of their teachers.
- Submit original work and acknowledge any permitted use of digital or AI-assisted resources.
- Respect copyright, intellectual property, and the privacy of others.
- Report any inappropriate online behaviour, cyberbullying, or security concerns to a teacher immediately.

Teachers' Responsibilities

Teachers shall:

- Integrate technology appropriately to support teaching and learning.
- Guide students in the safe, responsible, and ethical use of digital resources.
- Monitor the appropriate use of technology during school activities.
- Promote academic integrity and responsible use of AI tools.

Parents' Responsibilities

Parents/Guardians are encouraged to:

- Supervise their child's use of digital devices at home.
- Encourage safe and responsible online behaviour.

- Support the school's expectations regarding digital learning and AI use.
- Inform the school of any concerns related to their child's online safety or digital wellbeing.

Misuse of Technology

Misuse of school technology, internet services, or digital devices—including cyberbullying, unauthorized access, plagiarism, misuse of AI tools, or accessing inappropriate content—may result in disciplinary action in accordance with the school's Discipline Policy and applicable laws.

School Property Policy

Policy

Brown School of Scholars is committed to maintaining a clean, safe, and well-equipped learning environment. All students are expected to respect and protect school property, facilities, furniture, equipment, books, and learning resources. Every member of the school community shares responsibility for preserving school property for the benefit of all.

Students' Responsibilities

Students shall:

- Treat all school property with care and respect.
- Keep classrooms, laboratories, the library, playgrounds, and other school facilities clean and orderly.
- Use furniture, equipment, books, and learning materials responsibly.
- Report any damaged or unsafe property to a teacher or school administrator immediately.
- Return all borrowed school property in good condition.

Damage to School Property

- Accidental damage shall be reported immediately to the school administration.
- Any intentional or negligent damage to school property may require repair or replacement at the parent's or guardian's expense.
- Serious or repeated acts of vandalism or misuse of school property may result in disciplinary action in accordance with the school's Discipline Policy.

24. Staff Professional Conduct Policy

Policy

Brown School of Scholars expects all teachers and staff members to uphold the highest standards of professionalism, integrity, and ethical conduct. Staff are responsible for creating a safe, respectful, inclusive, and supportive learning environment while serving as positive role models for students.

Teachers' Responsibilities

Teachers shall:

- Demonstrate professionalism, honesty, and integrity in all professional duties.
- Maintain confidentiality regarding student, parent, and school information.
- Treat all students fairly, respectfully, and without discrimination.
- Promote a positive, inclusive, and supportive classroom environment.

- Maintain high standards of teaching, preparation, and classroom management.
- Continue professional development through training, workshops, and self-improvement.
- Communicate respectfully and professionally with students, parents, colleagues, and school management.
- Comply with all school policies, procedures, and applicable laws and regulations.
- Serve as positive role models by demonstrating appropriate behaviour, appearance, and ethical conduct at all times.

Professional Ethics

All staff members are expected to:

- Protect the dignity, safety, and wellbeing of every student.
- Avoid conflicts of interest and maintain professional boundaries.
- Use school resources responsibly.
- Support teamwork, collaboration, and continuous improvement within the school community.
- Report any conduct that may compromise student safety or the school's reputation through the appropriate channels.

. Complaints & Grievance Procedure

Policy

Brown School of Scholars is committed to resolving complaints and grievances promptly, fairly, respectfully, and confidentially. The school encourages open communication and constructive dialogue to address concerns in the best interests of students and the school community.

Complaints Procedure

Parents, students, or staff should follow the steps below when raising a concern:

1. **Discuss with the Class Teacher** – Most concerns should first be discussed with the Class Teacher for an informal resolution.
2. **Meet the Section Coordinator** – If the matter remains unresolved, it should be referred to the Section Coordinator.
3. **Meet the Principal** – If further action is required, the complaint should be presented to the Principal for review.
4. **Submit a Written Complaint** – If the issue is still unresolved, a formal written complaint may be submitted to the school administration.
5. **School Management Review** – The School Management Committee shall review the matter and communicate its decision. This decision shall normally be considered final within the school's internal grievance process.

Guiding Principles

- All complaints shall be handled fairly, impartially, and confidentially.
- Every person involved shall be treated with dignity and respect.
- Complaints shall be investigated promptly and objectively.
- Appropriate records of formal complaints and their outcomes shall be maintained.
- No individual shall face retaliation for raising a genuine concern in good faith.

26. Emergency Procedures

Policy

Brown School of Scholars is committed to protecting the safety and well-being of students, staff, and visitors. The school shall maintain emergency preparedness procedures to ensure a prompt, organized, and effective response to emergencies.

Emergency Procedures

In the event of an emergency, the following procedures shall be followed:

1. Follow the school's emergency or evacuation procedures immediately.
2. Evacuate the building calmly using the designated emergency exits.
3. Assemble at the designated assembly point without delay.
4. Teachers shall take attendance and report any missing students to the school administration.
5. Students shall remain with their class and follow the instructions of teachers and emergency personnel.
6. Parents or guardians shall be informed promptly whenever necessary.
7. Emergency services shall be contacted immediately when the situation requires.
8. No student or staff member shall re-enter the building until it has been declared safe by the appropriate authorities.

Emergency Preparedness

The school shall:

- Conduct regular fire, evacuation, and emergency drills.
- Maintain emergency exits and firefighting equipment in working condition.
- Ensure that staff receive appropriate emergency response training.
- Keep first aid supplies readily available.
- Periodically review and update emergency response procedures to ensure continued effectiveness.

Declaration

This **Policy & Procedures Manual** has been developed to establish clear standards, expectations, and operational guidelines for the effective management of **Brown School of Scholars, Sadiqabad**. These policies are designed to promote academic excellence, student well-being, ethical conduct, and a safe, inclusive, and disciplined learning environment.

Brown School of Scholars is committed to providing high-quality education in a secure, respectful, and inspiring atmosphere where every student is encouraged to achieve academic success, develop strong character, and become a responsible citizen. Every member of the school community—including students, parents, teachers, staff, and management—is expected to understand, support, and comply with the policies and procedures outlined in this manual.

The School Management Committee reserves the right to review, amend, or update these policies from time to time to ensure compliance with applicable education regulations and to meet the evolving needs of the school. Any revisions shall be communicated to the school community through official channels.

By working together in partnership, we can uphold the values of **Knowledge, Character, and Leadership** and ensure the highest standards of education and personal development for every student.

Approval

Approved By: School Management Committee

School: Brown School of Scholars, Sadiqabad

Principal: _____

Academic Session: 2027–2028

Version: 1.0

Date of Approval: _____

Official School Stamp: _____

Signature of Principal: _____

Signature of Chairperson, School Manageme