The vision is to contribute to the development of an Islamic Society by producing Momins of future, who can easily meet the challenges of this world and the world hereafter.
VISION AND EDUCATIONAL PHILOSOPHY

We at Emaan Academy, will focus on developing the first three attributes of an Islamic society namely Aqeedah (the correct Islamic Ideology), Taqwa (the fear and sense of accountability to Allah) and Ilm (the correct Islamic knowledge). Alhumdulillah for this purpose our yearly theme of “Tauheed” and “Khalifah” would continue in the academic year 2013 – 2014 as well. The seeds of these themes were planted more than a year ago, and it brings me great happiness to share with you that we have found our students to be progressing well and learning to become

- Reflective thinkers
- Accountable for their own actions and being a role model for others
- Active members of the society through community service and resource projects
- Viewers of the Allah’s creation through the lens of Tauheed (correct Aqeedah)
- Active learners, making connections between what they see in real life and what they learn through study
- Independent researchers and learners, driving their own thirst for knowledge
- Leaders, managing and cooperating with different aged students in school through regular Whole School Activities (WSA)
- Confident public speakers and elocutionist

Emaan Academy’s staff and I will be doing our best this year to challenge your child academically, emotionally, and behaviorally by setting high expectations and then helping him/her towards achievement.
• DISCIPLINE AND STUDENT BEHAVIOUR

Raised Responsibility System (RRS) suggested by Marvin Marshall which was first introduced in Emaan Academy in the year 2011 would continue. InshaAllah administrators, teachers and students would be encouraged to work with the RRS system’s self diagnostic forms and discussions to help ensure discipline and active cooperative learning in classrooms.

Self accountability and responsibility are a key to a student’s success, rarely defined by his/her ability. The discipline used for not acting in an acceptable manner involves consequences, not punishment. Classroom rules and procedures will be taught and students will know them beforehand. They will be reasonable and consistently applied.

The four levels of the RRS are A, B, C, D. The first two levels are NOT acceptable, while the later 2 are encouraged.

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>A</td>
<td>Anarchy</td>
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<tr>
<td>B</td>
<td>Bullying</td>
</tr>
<tr>
<td>C</td>
<td>Cooperation</td>
</tr>
<tr>
<td>D</td>
<td>Democracy</td>
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</tbody>
</table>

Anarchy is the absence of order and is characterized by chaos.

Next is Bullying or bossing which is characterized by bothering or bossing others and breaking our standards at school.

Cooperation is when a person is considerate and complies with requests, but the motivation is external—either from peers or adults.

Democracy is the highest level on the hierarchy and our goal for all students. This level is characterized by self-discipline, initiative, and displaying responsibility. On this level, a person's motivation is internal, and he/she does that which is RIGHT.

InshaAllah we are trying to encourage students to learn how to make responsible choices as well as supporting the goals of our school, community, and nation.
• ROLE OF PARENTS IN HOLISTIC DEVELOPMENT

Holistic child development views the child as whole, with a view of all areas of development. Helping the child to recognize himself and gain self identity, identify his/her purpose of life make relationships with family and others of the community through active interaction with the society and the real world.

Parents are responsible for taking an active part in the education process. It is significant to understand that each domain of the holistic development inevitably has an effect on the other domains, thus holding interdisciplinary connections amongst all domains. A parent’s responsibility would include within the following areas of holistic development:

Physical Domain and Emotional Domain: This includes providing your child with proper nutrition and hygiene, along with adequate sleep. It is important that you dress your child appropriately for school and have him/her eat a healthy fulfilling breakfast before reaching school. Furthermore providing opportunities of physical exercise such as trips to park, cycling, swimming, sports, and skating, jogging, jump rope is essential for your child regular exercise and well being.

Cognitive Domain (Academics): The parent is responsible to encourage and guide student behavior and motivation, along with the fulfillment of classroom requirements. Provide healthy alternative of television through hobbies such as reading, writing, drawing/sketching, sculpturing, painting, gardening, word games or puzzles, board games, pretend play, cooking, outdoor play, listening to nasheeds/quran and many others.
Reading with your child and to your child encourages reading habits amongst children, as does providing them with a repertoire of reading books and materials. Research indicates that the largest contributor to success in school is reading at home (and this is true for older children as well as younger ones). I would encourage children to read daily for 10 – 15 minutes, books in English, Urdu and for older students even Arabic.

- **UPCOMING EVENTS**

Alhumdulillah Unit 1 has begun from the first day of school. During this unit the following events and programmes are planned. InshaAllah our staff awaits to welcome you at the programmes/events for parents.

<table>
<thead>
<tr>
<th>Name of event</th>
<th>Activity type</th>
<th>Tentative Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Back to school day</td>
<td>Whole day activities for students</td>
<td>19&lt;sup&gt;th&lt;/sup&gt; August</td>
</tr>
<tr>
<td>Pakistan Day</td>
<td>Whole School Activity for students</td>
<td>20&lt;sup&gt;th&lt;/sup&gt; August</td>
</tr>
<tr>
<td>Orientation Meeting</td>
<td>Both parents are requested to attend</td>
<td>24&lt;sup&gt;th&lt;/sup&gt; August</td>
</tr>
<tr>
<td>Our Heroes Theme</td>
<td>Whole School Activity for students</td>
<td>21&lt;sup&gt;st&lt;/sup&gt; Aug to 30&lt;sup&gt;th&lt;/sup&gt; Aug</td>
</tr>
<tr>
<td>Bake Sale</td>
<td>Mothers +students would be involved</td>
<td>31&lt;sup&gt;st&lt;/sup&gt; August</td>
</tr>
<tr>
<td>Grandparents Day</td>
<td>Grandparents would be invited</td>
<td>13&lt;sup&gt;th&lt;/sup&gt; September</td>
</tr>
<tr>
<td>Parenting Workshop</td>
<td>For mothers</td>
<td>18&lt;sup&gt;th&lt;/sup&gt; September</td>
</tr>
<tr>
<td>Play dough and Clay Day</td>
<td>Whole School Activity for students</td>
<td>19&lt;sup&gt;th&lt;/sup&gt; September</td>
</tr>
</tbody>
</table>
• **WEBSITE**

In this century of technological advancements and information data bases expanding through the information technology systems, we at Emaan Academy are in a continuous struggle to keep up pace and update our systems to become technology and user friendly. As announced earlier we have uploaded many of the curriculums to our website, as well as circulars and syllabus for Unit 1. You are most welcome to obtain these documents from the website [www.emaanfoundation.edu.pk](http://www.emaanfoundation.edu.pk)

I would also like to inform you of the SMS software that was used in the last academic session to keep parents updated with important information. Unfortunately there are some parents who are not part of the SMS list as the contact details made available to school are incorrect. Therefore to update our records a “Contact information Form” has been sent in your child’s agenda. I cannot stress how important these contact details are for the school and therefore would appreciate timely submission of the form by **Friday 23rd August**. Furthermore you are requested to keep the school posted of any change in your contact details in the future.

• **SUMMER HOMEWORK AND ASSESSMENT**

Students are expected to have returned with completed homework assignments and must have spent ample amount of time on improving their reading skills as well as other areas of concerns brought forth in the final report. All homework assignments must be submitted to the respective subject teacher by **Wednesday 21st August**. As informed in the end of the year circular students of Middle Section will be assessed through Unit tests. The tests would be held during regular classes from 21st August – 30th August.
• **SUBMISSION OF ITEMS**

Alhumdulillah most parents had submitted the items needed for their child in the month of June, and I appreciate your support in this regard. Unfortunately there were some parents who did not submit the items and also did not coordinate the matter with us despite several reminders. **Missing items circular might be attached** in your child’s agenda in case there is any stationary, book(s) or other item(s) not yet received from you for your child. To avoid any discrepancies in your child’s daily routine you are earnestly requested to send the mentioned items as soon as possible by **Friday 23rd August**.

• **SAME**

Support a Momin of Emaan Academy (SAME) programme needs your help and support. Attached is a letter with details regarding the programme requirements for the new academic year. Alhumdulillah it was delightful to see the response of some parents who whole heartedly donated to the cause last year as well as provided their time and expertise, May Allah reward their contributions in this world and the world here after.

*The Prophet Muhammad (peace be upon him) said: "The believer's shade on the Day of Resurrection will be his charity."* - Al-Tirmidhi, Hadith 604
• ORGANOGRAM

Given below is the organizational structure of Emaan Academy. It is essential for parents to understand the structure in order to have a better and stronger parent and school communication.

![Organizational Chart]

- All administrative and financial matters are to be addressed to the Administrative Coordinator, Mrs. Hera Khalid Ali who is available from 8:00 am – 1:30 pm (Monday – Thursday) and 8:00 – 12:30 pm (Fridays)
- Mrs. Zahra Khalid Ali, the Academic Coordinator is in charge of all academic issues related to a student/class/subject.
- Our Parent Coordinator, Mrs. Sarah Khalid Ali is in charge of arranging matters between the school and the parent. Matters such as academic meetings, promotional or charitable programmes such as SAME are managed by her.
- The Parent and Academic Coordinator are available from 8:00 – 2:00 pm (Mondays – Thursdays) and 8:00 – 12:30 pm (Fridays)
- Front office can be contacted at anytime between 7:45 am – 2:30 pm (Monday – Thursdays) and 7:45 – 1:00 pm (Friday – Saturdays)
• **GRADE DISTRIBUTION**

It is important for parents to know the class (grade) distribution at Emaan Academy and the specific details of the section division for each of their child. Unfortunately many parents confuse sections which initiate misunderstanding for instructions which are provided from time to time.

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• **PROGRESS AND MONITORING**

Student’s progress in the class is monitored on an on going basis. A progress report is issued four times in a year, covering class work, marked assignments, unit assessments, term assessments and home assignments. It is essential that parents keep continuous supervision of their child’s progress throughout the year. As a policy, if a child is **detained twice**, in the same or different levels during his/her stay at the school, the name will be struck off the school register.

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• **PERSONAL BELONGINGS**

All personal belongings of the child including lunch box/bag, shoes, uniform, books, pencil box, bag, scarf/topi etc must be labeled with the child’s name with a permanent marker. Pictures should be carefully removed from all belongings. Fancy bags, trolley bags, accessories are not permitted at school. Items found around or in the school which are not labeled or claimed are deposited in the LOST AND FOUND box located in the swings area, furthermore items which are unclaimed are removed from the box weekly and are given away as charity.
Students of Junior and Middle Section are expected to carry the following items daily in their bags.

1. A simple pencil box containing the following items:
   - 2 lead pencils
   - 1 sharpener
   - 2 eraser
   - Blue ink pot (plastic)
   - 1 small UHU glue stick
   - 1 round tipped scissor
   - 2 dollar ink pen (Grade VI – VIII)
   - 1 plastic ruler 12/15 inches
   - 1 blue pencil (Grade III, IV)

2. School agenda (must be signed by the parent regularly)

3. Portfolio Folder

- **PHYSICAL APPEARANCE**

  ✓ Students are expected to be well dressed with ironed clean uniforms during the entire course of the year. Faded, short or torn uniforms are not acceptable.
  ✓ Girls must tie their hair properly with simple hair clips/band, hair must be tucked properly under a pinned scarf to ensure no hair is visible. Fancy clips and head bands are not permitted.
  ✓ Students of Middle Section (only) are permitted to wear wrist watch. Fancy watches will not be allowed.
  ✓ Abayases worn by girls of the Middle Section must reach up to the ankle and are to be black and simple with no designs or embroidery.
  ✓ Boys are expected to have short simple clean haircuts.
  ✓ Nails must be neatly trimmed, nail polish and henna (mehendi) is strictly prohibited other than eid/wedding.
  ✓ Spot checking for head lice is carried out throughout the year, therefore your child’s hair must be clean of nits and lice. Infested students may be sent home and not allowed in class till the head lice have been absolutely rid off.
• ATTENDANCE AND TARDY

70% attendance must be obtained at all times, inability to do so would hamper your child’s progress. Excessive holidays, especially those taken along with weekends/announced official holidays would be reprimanded. If a student is absent even for a single day, it is essential to submit a letter of excuse on the first day he/she rejoins the school. If the child is absent for more than three days, make sure that the office is informed through a letter latest by the third day of absence. Verbal notices will NOT BE ACCEPTED. Absence on the very first day of school after vacations will be taken very seriously and may result in suspension. No leave except for medical reason will be granted, while the school is in session. Hence, leave applications for marriages, extended holidays etc will not be entertained during the session. If your child is unwell, proper medical advice should be taken.

To make up for the loss due to absence can be covered by opting for any of the following ways:
1. Contacting any other classmate/parent for details of class and home work.
2. Writing a note to the respective teachers asking for details of your child missed work due to absence
3. For long periods of absence: Taking an appointment through agenda for collection of work from the school office. The office/teacher must be informed at least a day prior to the day of collection.

Students must reach the school premises 5 minutes before their morning timings. Students are expected to be on time, parents are advised to wait at the gate in case their child reaches school later than 5 minutes of the morning time to ensure the child has been admitted into the school premises. Students coming in late would be stamped in agendas, 3 consistent late warnings in the agenda would lead to the student being sent back home, and therefore punctuality is crucial.
• **SNACK**

Students are expected to bring homemade snack items during the week. Liquid or runny items such as salan, daal, soup, jelly, yogurt etc are strictly prohibited. Healthy home made items such as sandwiches, pasta, rice, burger/roll, pizza, cakes can be brought. Use of fried items such as nuggets, french-fries, French toast, samosa etc should be to the bare minimum. Fatty and oily foods make up a very small amount of a person’s daily calorie requirement and therefore should be avoided. It is encouraged that children bring fruits and vegetables on a regular basis along with their snack. Packaged juices or drink are also strictly prohibited and may only be brought on Friday. Friday is child’s choice meal day and therefore any 1 item of a cheaply priced local brand junk food can be bought. JUNK FOOD IS NOT PERMITTED ON ANY OTHER DAY BESIDES FRIDAY. Students bringing junkfood or any other prohibited item would be made to share the snack of others and take the prohibited item back home, therefore your cooperation in this regard would be beneficial for your child’s emotional and physical growth.

Snack should be brought in a labeled lunch box placed in a lunch bag. **DO NOT PUT SNACK IN THE CHILD’S SCHOOL BAG.** Many incidents have been previously been seen where students’ belongings were damages due to the improper snack handling.
• **BOOKS AND COPIES**

Students of Junior and Middle will be receiving the scheduled weekly time table during the first week of school. The time table has been pasted at the back of the agenda. Students must bring all required books and copies as per the daily timetable.

Books and copies being used must be labeled with the child’s name and grade with a black permanent marker. The items should also be plastic coated and items containing pictures with eyes and facial expressions must be clearly blacked out with a permanent marker.

Students of Junior and Middle Section have been provided with Portfolio Folders to store their portfolio assignments during the unit. This folder must be in the child’s bag daily. All Portfolio Assignments must be collected in this folder which is to be kept safely at all times.

• **RENTAL BOOKS**

Rental books will be issued to every child at the start of the year for the entire session. A library card is attached at the back of the book for the issue stamp. During this time the book will stay in the possession of the child at school and when required will be sent home.

The book is considered the school’s property. Any harm caused to the book will be the responsibility of the parent and must be replaced by them in order for us to keep our stocks up to the required level.
**PRESENTATION OF WORK**

Students are expected to complete all class and home work assignment in a proper systematic manner. All work submitted must be according to following specifications:

**Starters, Junior and Middle Section**
- Index to be filled in mentioning the date, topic
- A margin of minimum 1 inch on left side/right side as per subject requirements. A ruler must be used to make a proper straight line.
- Date in the margin
- Day on the top of the heading line at extreme left/right as per subject requirement
- Page number and book initials in margin
- All question numbers and parts of questions to be mentioned in margin.
- All work must be completed with a pencil (Starter and Junior Section) and with a pen for Middle Section (Grade VI onwards)
- Math: One digit must be written in one box.

**Junior and Senior Kindergarten**
- A margin of minimum 1 inch on left side/right side as per subject requirements. A ruler must be used to make a proper straight line.
- Date in the margin
- Day on the top of the heading line at extreme left/right as per subject requirement (Senior Kindergarten)

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<thead>
<tr>
<th>15-08-13</th>
<th>The Cow</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIL Pg 6</td>
<td>Comprehension Questions</td>
<td></td>
</tr>
<tr>
<td>Q4</td>
<td>Answer the following questions</td>
<td></td>
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<tr>
<td>a)</td>
<td>The cow gives us milk which is used to make cheese, butter and other dairy products.</td>
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</table>
• **HOMEWORK POLICY**

Additional pages and work is prepared by the teacher for the entire unit, therefore parents must ensure that the child is completing the proper H.W given and not excessive pages.

**Senior Kindergarten**
Students will be given H.W on the weekend for Mathematics, English, Urdu. Homework will also be given during long holidays. **STUDENTS ARE EXPECTED TO ONLY COMPLETE THE PAGE THAT HAS BEEN EITHER FOLDED OR DATED OR WORKSHEET NAME MENTIONED BY THE TEACHER.** Reading homework for languages will be given during the week as well. Parents are advised to have their child revise and complete all reading and oral homework well.

**Starters (Grade I, II)**
Students will be given Mathematics homework daily while language subjects will be given at least twice a week. Homework will also be given during long holidays. **STUDENTS ARE EXPECTED TO ONLY COMPLETE THE PAGE THAT HAS BEEN EITHER FOLDED OR DATED OR WORKSHEET NAME MENTIONED BY THE TEACHER.**
Reading homework for languages will be given during the week as well. Parents are advised to have their child revise and complete all reading and oral homework well.

**Junior and Middle Section**
Mathematics Homework is given daily while language subjects are given at least twice a week. Homework for all other subjects is given according to the requirements of the topic. The homework must be submitted in the next subject class or on the due date provided by the teacher. Students of Middle Section are also given research assignments which require the use of internet. Parents are advised to supervise such homework assignments.