



Aitchison College, Lahore

Boarding Handbook

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Approved by: Principal - Aitchison College

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This handbook will be made available on the parent and student portals as well as the school website. It is a living document and will be reviewed annually or as required. Any comments and feedback can be made by email to coordinator@aitchison.edu.pk

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Useful Contacts

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Zubair Ata	Housemaster Godley House	godley@aitchison.edu.pk	327
Muhammad Tariq	Housemaster Leslie Jones House	lj@aitchison.edu.pk	294
Iqbal Haider	Housemaster Shirazi House	shirazi@aitchison.edu.pk	313
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Boarding House Histories



KELLY

Kelly House

Motto: Quere Verum

Established in 1887 as Boarding House No. 1, Kelly House was among the first two residential blocks developed to offer comfortable and spacious accommodation for around sixteen boys. The house originally carried the motto “Dare and Do,” which was changed in 1954 to “QUERE VERUM,” meaning *Seek the Truth*.

The building was designed to provide living quarters comparable to those of a European club or hotel, in keeping with the fees charged by the College. It included a large communal sleeping room, two attached bathrooms, a kitchen, quarters for two servants and a syce, as well as stabling for a horse. In its early years, Boarding House No. 1 accommodated only Muslim students who paid the ordinary fees and shared a common mess. The house was officially renamed Kelly House in 1935–36 after the Principal Mr. James Kelly who served Aitchison College from 1917-1933.



GODLEY

Godley House

Motto: Facta Non Verba

Established in 1888 and initially called Boarding House No. 2, Godley House was built to house Hindu and Sikh students who paid the ordinary fees, and included a common mess. It provided a similar standard of living to Boarding House No. 1. It was renamed to Godley House in the year 1935-36 in honor of Aitchison's Second Principal Mr. John Cornwallis Godley.



LESLIE JONES

Leslie Jones House

Motto: Tuum Est

Leslie Jones house was the third hostel block to be developed in 1889. Initially called Boarding House No. 3, it was intended to house Muslim, Sikh, and Hindu scholarship-holders and boys paying reduced fees. While it looked identical to the original two Houses from the outside, it was internally arranged into cubicles separated by wooden partitions and was therefore able to accommodate over forty boys. It was renamed to Leslie Jones House in the year 1935-36.



KHALIL & NAUSHABA'S

Khalil & Naushaba's House

Motto: Sui Generis

Established in August 2022 as part of the College's strategic expansion of its residential programme. The founding of this House was made possible through the support of Mr. Adil Sattar during the tenure of Principal Mr. Michael Thomson.



Shirazi House

Motto: Discere Et Vivere

Shirazi House is one of the newly built Boarding Houses of the Senior School, inaugurated in September 2023. It stands as a testament to Aitchison College's commitment to providing an enriching residential experience. Equipped with modern amenities, thoughtfully designed study spaces, and a nurturing environment. This remarkable addition to the

campus was made possible through the generous donation of Mr. Aamir A. Shirazi, whose vision and support have greatly contributed to the College's legacy of excellence.



Gwyn House

Motto: Cleanliness is Half of Faith

The opening ceremony of Gwyn House was done by Field

Marshal Muhammad Ayub Khan, President of Pakistan on the 26th of November 1964. It is named after John M Gwyn who joined as an assistant Master in 1931 and later became Principal. He was the last British Principal. The construction of the Junior school and Gwyn house was a project undertaken by Abdul Ali Khan among many others in the first three years of his tenure.



Saigol House

Motto: Honest Labour is Worship

Just a few yards away from Prep School, facing the historic Old Building and the Main Cricket Ground, Saigol House was the first boarding house established

exclusively for the Prep School boys. Financed by the Saigol Foundation, its foundation stone was laid on 22nd February 1960 by Jalal Bayar, the President of Turkey. The inauguration ceremony, delayed by a few months due to the Indo-Pak war, was presided over by the then Governor of West Pakistan Malik Amir Muhammad Khan (himself an Old Aitchisonian) on 22nd November 1965.

For years, Saigol House remained the boarding house for E1 (now K6), E2, and M1. However,

with a newly established Monnoo House, M1 moved there in 2024. This move decreased the number of batches in Saigol House to two while the number in each batch increased to maintain the total number of boys in the house to around one hundred.



Monnoo House

Motto: Beneficial Knowledge

Monnoo House, inaugurated on 2nd

September 2024 by the Governor of Punjab, Sardar Saleem Haider Khan, and donor Mr. Kamal Monnoo, was completed after two years of careful planning and modern construction. The House features 20 dormitories for five boys each, complete with attached restrooms, wardrobes, and a comfortable living environment. Family accommodations for the Housemaster and Assistant Housemaster ensure close supervision and support.

A refined dining hall and landscaped lawn welcome students at the entrance, while the newly renovated Bahawalpur House serves as the study and prep area. The facility also includes two snooker rooms, two TV rooms, a guest room, and additional staff accommodation. Overall, Monnoo House embodies the College's commitment to high-quality residential care, offering students a supportive space to learn, grow, and build lasting memories.

School Wise Boarding Community

Junior School



Sitting Left to Right: Nadia Javed (Housemistress K3), Rabiya Mairaj (Housemistress K4), Rukhsana Khan (Senior Housemistress Gwyn House), Dr. S.M Turab Hussain (Principal), Fatima Mubeen (Headmistress Junior School), Nusrat Ali Akbar (Housemistress K1), Saima Noor (Housemistress K5), Misra Mumtaz (Housemistress K2)

Prep School



Standing Left to Right: Waleed Hassan (Assistant HM Monnoo), Ahsan Mahmood (Assistant HM Saigol), Malik Saeed Baghoor (Assistant HM Monnoo), Muhammad Jawad Dastagir (Assistant HM Monnoo)
Sitting Left to Right: Sarmad Khan (Assistant HM Saigol), Mubashir Hasan Abid (Assistant HM Saigol), Ahmed Ozaif (Housemaster Saigol House), Dr. S. M Turab Hussain (Principal), Raja Ashfaq Ahmed (Headmaster Prep School), Muhammad Rauf (Housemaster Monnoo House), Syed Amar Mahdi (Assistant HM Saigol)

Senior School

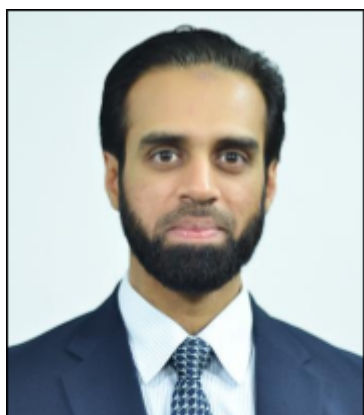
Standing Left to Right: Umair Gulzar (Assistant HM K&N), Jamal Malhi (Assistant HM Kelly), Muhammad Yaqoob (Assistant HM LJ), Muhammad Ali (Assistant HM Godley), Saleem Akhtar (Assistant HM Shirazi)

Sitting Left to Right: Syed Shahmeer Raza (Housemaster K&N), Khalid Saifullah (Housemaster Kelly House), Muhammad Tariq (Housemaster Leslie Jones), Dr. S.M Turab Hussain (Principal), Amina Kamran (Headmistress Senior School), Zubair Ata (Housemaster Godley House), Iqbal Haider (Housemaster Shirazi House)

Housemaster & Housemistress Profiles



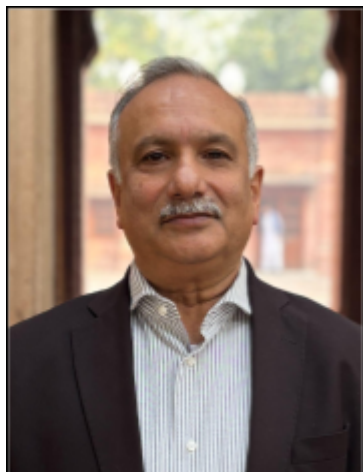
Gwyn House: Rukhsana Shahryar Khan joined Aitchison College in August 2007. She studied at the Convent of Jesus and Mary, Murree, and grew up on the Aitchison campus while her father, Abdul Ali Khan, served as Principal from 1962 to 1970. Having spent nine years of her childhood here and eighteen years as Senior Housemistress of Gwyn House, she considers her association with the College both a privilege and an honour, with many cherished memories attached to the institution.



Saigol House: Ahmed Ozaif studied at Aitchison from 1991 to 2000 and later completed degrees from Government College University Lahore, the University of the Punjab (LL.B), and the Lahore School of Economics (MBA). He subsequently earned an MPA-Advanced (with Distinction) from Sydney Business School, University of Wollongong, Australia. Before joining Aitchison in November 2017 as an English teacher in the Prep School, he worked with *Courting the Law* as Program Manager, contributing writer, and Co-Editor. He became Housemaster of Bahawalpur House in 2018 and moved to Saigol House as Housemaster in August 2021. He is also mentoring teachers enrolled in the Cambridge PDQ Certificate in Educational Leadership.



Monnoo House: Muhammad Rauf, with a Master's in Physics and an M.Phil in Education, has served Aitchison College since 2008. He has held leadership roles including Head of Examinations Prep School, Cambridge Master Trainer, and Housemaster of Bahawalpur and the newly established Monnoo House. He is dedicated to inspiring students, shaping their character, and helping them grow into responsible and compassionate individuals.



Godley House: Zubair Ata joined Aitchison College in March 2017 as the Head of Discipline and Student Welfare in the Senior School. In August of the same year, he was appointed Housemaster of Bahawalpur House in the Prep School, and in November 2018, he took over as Housemaster of Godley House. An Aitchisonian himself, he completed his schooling at Aitchison College before pursuing further studies in the United States, where he majored in Industrial and Personnel Relations and International Relations. More recently, he has also begun teaching Global Perspectives to IGCSE students.



Kelly House: Khalid Saifullah has been serving as an O-Level Islamiyat teacher in the Senior School since 2012. He worked as an Assistant Housemaster from 2016 to 2021, spending one year in Godley House followed by service in Kelly House. He assumed the role of Housemaster of Kelly House in October 2021. In addition, he supervises the Islamic Society as Staff Advisor and conducts character-building and personal development sessions for students. He holds two MPhil degrees in Education and Applied Linguistics along with a Dars-e-Nizami qualification.



Leslie Jones House: Muhammad Tariq joined Aitchison College in 2006. He completed his Master's degree in English Language and Literature from the University of the Punjab in 2001 and later earned an M.Phil. in English Literature from Government College University, Lahore in 2012. He has taught English Language and Literature at both O Level and A Level, and is currently teaching IGCSE English Language. He was appointed Boarding Housemaster of Leslie Jones House in March 2017 and has been organising internships and community service placements for Senior School students since 2009..



K&N's House: Syed Shahmeer Raza joined Aitchison College in December 2015 and has taught Accounting since then. Alongside his academic role, he has contributed to the co-curricular life of the College as Staff Advisor to both the Debating Society and the Entrepreneurial Society. His pastoral journey began as Assistant Housemaster of Leslie Jones House (August 2016–April 2017), followed by his tenure as Housemaster of Tajuddin House from 2018 to 2022. He currently serves as the inaugural Housemaster of K & N's House, established in August 2022.



Shirazi House: Iqbal Haider has been serving in the Senior School of Aitchison College since 2006 as a Geography teacher in the Pakistan Studies Department. He holds Master's degrees in English Language and Literature and Pakistan Studies, and an LLB from Bahauddin Zakariya University, Multan. Since 2012, he has been heading Senior School Co-curricular Activities. He served as Housemaster of Sikandar and Tajuddin Houses from 2008 to 2015, Kelly House from 2015 to 2017, and was appointed Housemaster of Shirazi House in October 2025.

Assistant Housemaster/Housemistress Profiles

Junior School



Ms. Nusrat Ali Akbar – House Mistress K1

A dedicated member of Gwyn House since 1995, Ms. Nusrat has long been associated with the K1 class, deeply understanding their needs.



Misra Mumtaz – House Mistress K2

Joined Gwyn House in 2015. Previously taught for four years at SANWYK Grammar School and one year as an Urdu Lecturer at Rasoolpur

College. Holds a B.Ed from the University of Education and a Master's degree in Urdu from the University of Punjab.



Nadia Javed – House Mistress K3

Joined Gwyn House in 2023. She holds an M.Phil in Business Administration from the University of Education.



Rabiya Mairaj – House Mistress K4

Joined Gwyn House in 2023. Has three years of teaching experience across The Educators School, The Smart School, and Army Public

School (APSACS). Holds a Master's degree in English Literature and Linguistics from National University of Modern Languages (NUML).



Saima Noor – House Mistress K5

Joined Gwyn House in 2012. Prior to that, she taught for three years at Punjab Cadet High School (For Boys) after completing her graduation.

Prep School



Ahsan Mahmood – Assistant Housemaster, Saigol House

Joined Aitchison College in September 2023 as the Prep School Librarian and became part of Saigol House in October 2023. He holds a

Master's degree in Library and Information Science from Allama Iqbal Open University and a Master's degree in Economics from the University of Peshawar.



Sarmad Khan – Assistant Housemaster, Saigol House

Sarmad Khan completed his studies in Humanities and German as a foreign language at Goethe University in Frankfurt, Germany. He has

been employed at Aitchison College for eight years and currently serves as the Head of the German Department and Assistant Housemaster of Saigol House in the Preparatory School.



Syed Ammar Mahdi – Assistant Housemaster, Saigol House

Syed Ammar Mahdi holds a Master of Arts in French from the University of the Punjab (2005) and a Bachelor in

Modern Languages (German & French) from the National University of Modern Languages, Islamabad (2003). He joined Aitchison College as a French Language Teacher in January 2018 and has been serving as Assistant Housemaster of Saigol House since 2022.



Mubashir Hassan Abid – Assistant Housemaster, Saigol House

Mubashir Hassan Abid has 15 years of experience teaching Islamiyat at Aitchison College and holds a B.Ed from the

University of Education, Lahore. He has served as an Assistant Housemaster since 2017, including two years in Godley House (September 2017–May 2019), and has been with Saigol House from May 2019 till date.



Malik Saeed Baghoor - Assistant Housemaster, Monnoo House

Malik Saeed Ahmed Baghoor serves at Aitchison College Prep School as an Islamiyat Teacher and Assistant House

Master of Monnoo House. He holds an M.A. in Islamiyat, an M.Ed., and an LLB, and brings 26 years of teaching experience to his role.



Waleed Hassan – Assistant Housemaster, Monnoo House

Joined Aitchison College in August 2018. He completed his schooling at Sadiq Public School, Bahawalpur. He holds a Bachelor's degree in Defence

and Strategic Studies from Quaid-i-Azam University, Islamabad, and an MPhil in Educational Leadership and Management from LUMS. He currently teaches Humanities and

Languages to Sportsmen, as well as Geography in the Prep School.



Jawad Dastgir – Assistant Housemaster, Monnoo House

Jawad Dastgir recently completed his MPhil in Educational Leadership and Management (ELM) from

LUMS. He is currently serving as an English Teacher at the Prep School and as an Assistant Housemaster of Monnoo House.

Senior School



Saleem Akhtar – Assistant Housemaster, Shirazi House

Saleem Akhtar joined Aitchison College in 2015 as an Urdu Teacher in the Senior School. He holds an M.A. in Urdu, a B.Ed., and an M.Phil.

in Urdu from the University of Education, Lahore. His house responsibilities began in 2017 as Assistant Housemaster of Tajuddin House, where he later became Housemaster in 2022. He also served as Staff Advisor of the Bazm-e-Tamseel Society from 2020 to 2024. Since 2023, he has been serving as the Assistant Housemaster of Shirazi House.



Muhammad Yaqoob – Assistant Housemaster, Leslie Jones House

Muhammad Yaqoob, originally from Dera Ismail Khan, holds an M.Phil. in Physics from Quaid-i-Azam

University, Islamabad. He joined Aitchison College in August 2013 as an O/A Level Physics Teacher in the Senior School. Since 2016, he has served as the Assistant Housemaster of Leslie Jones House and

has been the Staff Advisor for the Chess Society since 2015.



Jamal Malhi – Assistant Housemaster, Kelly House

Jamal Akbar Malhi is serving as the Assistant Housemaster of Kelly House. He is in his fifth year at Aitchison College and Kelly House. He holds an

MS in Mathematics from FAST University, Lahore, and is part of the Mathematics Department in the Senior School.



Umair Gulzar – Assistant Housemaster, K&N's House

Umair Gulzar holds an MPhil in Islamic Studies from Government College University, Lahore. He joined Aitchison College in 2024 as

an Islamiyat teacher for O-Level students in the Senior School and became Assistant Housemaster of K & N House in October 2025. He has also authored several articles published in HEC-recognized journals.



Muhammad Ali – Assistant Housemaster, Godley House

Muhammad Ali joined Aitchison College in 2021 as an Urdu Teacher and became Assistant Housemaster of Godley House in January

2022. He holds an M.A. in Urdu from the University of Punjab (2019) and a BSc (Hons.) in Biotechnology from GCU Lahore (2014–2018). Before joining education, he worked as a production supervisor and as a freelance English content writer. He is also a poet.

Principal's Welcome Note

Aitchison College was founded in 1886 as a boarding institution for the Chiefs of Punjab. Its vision was to provide a modern and well-rounded education to young nobles, preparing them to become progressive, enlightened rulers and leaders of their estates and communities. From the outset, education at Aitchison was designed to be holistic, balancing academics, sports, and co-curricular pursuits. Boarding life was central to this mission, allowing boys to fully immerse themselves in College activities. Living on campus instilled discipline, time management, independence, and, most importantly, a strong sense of community.

Much has changed since then. Today, Aitchison stands as a merit-based institution that values hard work, integrity, and talent above all else. Yet the essence of its founding vision remains unchanged: to shape boys into gentlemen of strong character, moral conviction, and progressive thought and action.

Although Aitchison now functions predominantly as a day school, its boarding houses continue to hold a vital place within the College. Boarding life preserves the spirit of the original mission, offering an environment where holistic education can flourish. Our boarders come from all regions of Pakistan, sustaining Aitchison's identity as a truly national school and upholding its long-standing commitment to community, leadership, and personal growth.

The boarding journey begins in Gwyn House, Junior School, where boys are admitted to K1 at the age of five, and continues through to the five boarding houses of Senior School when they reach the age of eighteen. As boys progress academically from Junior to Prep to Senior School, they transition from boyhood and adolescence into adulthood. Each stage of their development requires specialized pastoral care that is sensitive to the challenges and unique needs of that age. The boarding house administrative staff are trained and experienced in providing a personalized, caring, and homely environment that supports every boy's mental, emotional, and physical well-being.

Our boarding facilities - rooms, dormitories, dining services, and common rooms - are of a high standard and designed to cater to the needs of the boys. The College is committed to providing a residential environment that serves as a second home and offers an experience that is both unforgettable and transformative.

We therefore encourage parents to consider boarding for their son so that he may fully embrace the Aitchison experience and derive the greatest benefit from a truly well-rounded education.

Dr. S.M. Turab Hussain

Principal

Boarding Staff

Housemaster/Housemistress

The Housemaster/Housemistress serves as the primary communication link between students, parents, and the administration. He/She provides daily guidance to students, holds regular House meetings, and maintains open consultation hours to address their academic or pastoral needs. He/She also keeps accurate records of attendance, welfare, and discipline, submitting concise reports to the Headmistress or Principal when required. In all matters of medical, welfare, or disciplinary concern, he/she contacts parents promptly and ensures they receive official communication.

Assistant Housemaster/Housemistress

The assistant housemaster/housemistress assists and shares duties with the housemaster/housemistress. They are responsible for ensuring representation in inter house co-curricular activities and sports. Interact with students on a regular basis and report directly to the housemaster/housemistress.

House Bearer

The house bearers look after the day to day operations of daily routine including logistics and maintenance of the house.

Boarding Tutors

These are on-campus teachers of different subjects who are scheduled to perform prep time duties Monday-Friday during the evening in order to help students with their academic performance.

Prefects & Dorm Leaders (Prep School)

Prep School Boarding Prefects are selected from boys who exhibit the values envisioned by the school. They are disciplined, courteous, and hard working students who give their best in studies and other aspects of school and boarding life. Being proactive and confident, they are expected to lead in helping others with fairness, rising above

personal likes and dislikes. They support the house staff in inculcating values, discipline, and good hygiene practices for which they fulfill the responsibilities given by the housemaster for attendance, hygiene checks, and duties related to academics, sports and co-curricular activities.

Like the Prefects, Dorm Leaders also exhibit the same values, discipline and hard work. Being in the second cadre of leadership, and to prepare for more leadership roles in the future, they assist the Prefects and fulfill all the responsibilities given to them by the housemaster for their specific dorms and corridors.

Prefects (Senior School)

A Boarding Prefect is a senior student leader who sets the tone for his House by modelling discipline, integrity, and the values of Aitchison College. They support the Housemaster in implementing the Boarding Handbook, ensuring smooth routines, and maintaining a safe and respectful environment. Their key duties include taking roll calls, checking morning line-ups, supervising prep and common areas, inspecting dormitories, assisting in organising house activities, and promoting good conduct.

Prefects lead by example—acting as older brothers to younger students, guiding them in behaviour, study habits, and adjustment to boarding life. They also help strengthen house spirit by supporting inter-house events, sports, and extra-curricular participation. In all responsibilities, a Boarding Prefect aims to serve his house with fairness, maturity, and commitment.

Academic Council (Senior School)

An Academic Council Member plays a key role in supporting the academic culture of the House by promoting discipline, consistency, and positive study habits among boarders. They regularly check homework, sit during prep to ensure focused study time, and guide students in organising their academic routines. They work closely with the Housemaster to identify weaker or struggling boys, monitor their progress, and help arrange the necessary support or remedial sessions. As mentors and senior academic role models, they encourage responsibility, offer subject guidance, and help maintain an environment in which every boarder can work productively and strive toward his academic goals. Through their commitment, reliability, and initiative, an Academic Council Member strengthens the learning atmosphere of the House and contributes meaningfully to the academic wellbeing of his peers.

Principles & Aims of Boarding

At Aitchison College, we strive to foster an attitude of lifelong learning. Our boarding houses are designed to provide a holistic environment that not only supports academic pursuits but also actively promotes personal, social, and character development.

Boarding at Aitchison aims to:

- Encourage the development of each student's academic ability, character, and talents.
- Provide accommodation that is comfortable and suited to the needs of boarders, according to age and maturity.
- Foster an open and trusting atmosphere where all members embody the values of respect, courtesy and feel comfortable in their community.
- Promote an inclusive environment where all boys, regardless of cultural background, language, or academic and sporting ability, feel valued and supported.
- Develop students' sense of independence and responsibility by offering a wide range of extra-curricular activities and opportunities for leadership. This is driven through the pastoral and inter-house programmes.
- Guarantee student safety within the school or school-approved activity off campus.

Boarding Rules

The following guidelines outline key expectations of students that help maintain a safe, respectful, and well-organised boarding environment. These rules support students' wellbeing and smooth daily routines and are to be read in tandem with College Rules and the Policy on Disruptive Social Behaviour. Moreover, boarders are expected to follow all additional instructions issued by the boarding staff.

- Boys are required to follow the prescribed boarding routine at all times.
- Line-up & Roll Call is compulsory for all boarding houses at Breakfast, Maghreb & Dinner.
- All boarders are required to attend evening prep classes.
- Rooms/Dorms must be kept clean and orderly. The Housemaster/Housemistress conducts a regular check and can inspect rooms at any time.
- Boys must maintain a neat and presentable appearance and wear school-approved attire at all times while on campus.
- Mobile devices may be used only during approved hours and are strictly prohibited during prep time and after lights out.
- Any misuse of electronic devices, including cyberbullying or access to inappropriate material, will result in confiscation and disciplinary action in accordance with college policies.
- Students and parents must use official school communication channels for all formal correspondence with the school.
- Parents are not permitted to enter boarding house premises during term time. Meetings with the Housemaster or Housemistress must be scheduled in advance.
- Vandalism/damage to college property will lead to serious disciplinary action.

Rules for Visiting Other Boarding Houses

To ensure the safety, privacy, and well-being of all boarders, the following guidelines apply to visits between boarding houses:

Junior School (Gwyn House)

- Junior School boarders are not permitted to visit any other boarding houses.
- Prep or Senior School boarders may visit their siblings/relatives in Gwyn House on Sundays between 10:00 am and 12:00 pm only.
- Mobile phones are not permitted during visits.
- Prep & Senior School boys may accompany their siblings in Gwyn House to DSR or the canteen during visiting hours.

Prep School (Saigol House & Monnoo House)

- Boys from Saigol House and Monnoo House are not permitted to make casual visits to each other's houses.
- They may meet outside the boarding houses only.
- Junior School boarders are not allowed to visit Prep School boarding houses.
- Senior School boys visiting Saigol or Monnoo House may meet their siblings/relatives outside the boarding house or in the Housemaster's Office only. Visiting time is after school or before prep time as well as weekends before Maghrib.

Senior School (Kelly, Godley, LJ, Shirazi & K&N)

- Boys may visit boarders in other Senior School houses after school hours and before prep time.
- Meetings may take place in common rooms or outside the houses.
- Boys from other boarding houses are not permitted to enter bedrooms. Only common rooms/prep rooms and benches outside the house may be utilised.
- Between prep time and lights out, boys must obtain permission from their Housemaster before visiting another boarding house.
- No visits are permitted after lights out.

Adjusting to Boarding Life

Transitioning to boarding life is a significant milestone. It nurtures independence, confidence, and resilience. Yet, adapting to new routines, peers, and surroundings can naturally bring moments of homesickness or emotional unease. In the early weeks, boys may miss their families, find sleep or appetite affected, or experience occasional irritability, withdrawal, or sadness. These responses are normal and part of the process of settling in.

At Aitchison College, this period is understood and supported with care. Students are encouraged not to face these feelings alone but to reach out and talk to their Housemaster/mistress, a trusted teacher, a senior or fellow student. Sharing experiences, seeking support, and getting involved in life at boarding helps ease adjustment and builds emotional strength. A College Psychologist is also available for students.

House staff, teachers, and peers play an active role in helping new boarders understand routines, form friendships, and feel included in school life. Special attention is given to maintaining open communication, cultural comfort, and personal wellbeing. When needed, the College Psychologist and Medical Team provide timely assistance for any emotional or health-related concerns.

Adjustment is viewed not as a difficulty to overcome, but as a natural stage of growth, best navigated through connection, trust, and the supportive community that surrounds every boy.

Residential Life Committee

The Residential Life Committee (RLC) works to strengthen the wellbeing, care, and holistic development of all boarders at Aitchison College while ensuring alignment and consistency in residential life across the Junior, Prep, and Senior Schools. The Committee promotes a shared culture of care, clear communication, and continuity of pastoral support as students transition between boarding houses and schools.

Meeting regularly, the RLC reviews matters relating to boarding culture, student welfare, discipline, and emerging concerns, and works to promote coordinated practices across the three schools. The Committee also supports the planning and coordination of cross-boarding initiatives and activities that foster community and belonging. Operating under the direction of the Principal, it serves as a structured forum for alignment and strategic development of residential life at the College.

Expectations of Parents

We respect parents' role and rights, and encourage them to contact us with reasonable concerns, questions, suggestions or feedback. We are always open to working together to find solutions. Parents are expected to respect the College rules and regulations that govern the boarding experience, and to trust the boarding staff as they function in loco parentis while the student is in their care.

Boarding & Living Facilities

- **Laundry & Ironing Service**

The school provides a basic laundry and ironing service at a minimal cost to parents for students' convenience.

- **Tailoring & Uniform Repairs**

Boarding Houses have access to a tailor on designated days for any uniform adjustments or repairs.

- **Common Rooms / TV Rooms**

Each Boarding House includes comfortable common rooms equipped with televisions for relaxation and social interaction.

Library

- **Junior School Reading Room / Library**

Junior School boarders have access to a dedicated Reading Room in Gwyn House, stocked with over 3,000 books across various genres.

- **Prep & Senior School Library (Syed Babar Ali Library)**

Prep and Senior School boarders can use the main library, offering 16 internet-enabled computers and a collection of over 50,000 fiction, non-fiction, and educational books.

Dining & Nutrition Facilities

- **In-House Cooks**

All meals are prepared by the school's own trained cooks who follow strict food preparation and hygiene standards.

- **Dining Halls**

Each Boarding House features its own Dining Hall and kitchen, supplied directly by the school's central stores.

Health & Medical Facilities

- **24/7 College Dispensary**

A fully staffed dispensary with on-campus doctors is available around the clock to handle medical needs and emergencies.

Leaves & Visits

All leaves are processed by the housemaster/mistress, keeping the boarder's health and wellbeing in consideration, following approval from the Heads of School.

Leave requests must be made by parents via their registered email to the Housemaster/mistress at least two days prior to the request so they can be processed smoothly. Parental support in following these processes is vital as accountability of all students is paramount to a safe boarding environment.

Boarders may only leave with their parents or a registered guardian. Parents must register visiting relatives in advance through their registered contact number or email ID to the Housemaster in order for the boarder to be allowed to leave with them. Requests from unregistered numbers or emails will not be entertained for security purposes.

Sunday Visits

- Every Sunday, boarders are allowed to visit their families at the discretion of the housemaster/mistress upon issuance of a leave slip.
- Boarders must return from their Sunday visit before the Maghrib roll call.
- Alternatively, parents/ relatives may visit the boarding student on campus on Sundays, following prior notification to the housemaster/mistress.
 - **Note:** school academic blocks and boarding houses are out of bounds during these visits.

Weekend Leaves

Long weekend schedules are varied and are posted on the Parents' portal. All three schools follow the same leave schedule. One weekend per month is designated as a long weekend, adjusted according to the school calendar.

Medical Leaves

Students may take medical leaves subject to the recommendation of the college doctor, depending on the seriousness of their medical condition.

Transport Arrangement for Leaves

Parents may request the housemaster/ housemistress to make external travel arrangements (e.g. book bus/flight tickets) for boarders at least 24 hours before the travel date via email. The transport department will process this request and the amount will be charged in the boarder's fees. Alternatively, parents may make travel arrangements and inform the housemaster/mistress. The college will facilitate these travel arrangements by providing dropping/ pick-up services for the boarder.

Prep School Boarders will not be sent alone except with a written email request to the Housemaster, entailing the reason why the student needs to travel alone and who will pick up the boy. In such a case, they can be dropped at Daewoo bus service or the airport only.

Junior School Boarders will be accompanied by available sports staff when going for leave out of station for longer holidays.

Routines

Boarding life across the Junior, Prep, and Senior Schools is structured to balance academic focus, recreation, and rest. Each school follows a routine suited to the age and developmental stage of its pupils, ensuring discipline, consistency, and wellbeing.

Below is an outline of the daily routines for the three boarding sections. All boys are expected to observe proper conduct, attend all meals punctually, and participate fully in games, prayers, and evening routines. Weekend schedules may be slightly more relaxed, allowing time for recreation, social activities, or extended rest.

Activity	Junior School	Prep School	Senior School
Wake Up Bell / Rising Bell*	Summer: 6:00 am Winter 7:30 am		
Breakfast & Roll Call (Mon–Fri)	Summer 7:00-7:30 am Winter: 8:00-8:30 am		
Breakfast (Sat/Sun)	Sat/Sun: 8:00 – 9:00 am		
Brunch (if applicable)	—	10:30 am (Mon–Sat)	Sun: 10:30 am–12 noon
Lunch	1:15–1:45 pm (No lunch on Sundays for Senior School)		
Games / Sports	Swimming/Games 2:00 – 3:30 pm	2:00 – 4:00 pm	College Sports 2:00 – 3:00 pm House Sports follows
Change / Shower	3:30 – 4:00 pm	—	—
Tea Break	4:00 – 4:15 pm	4:30 pm	—
Line Up & Roll Call for Maghrib Prayers*	—	5:30 pm	10 mins before Maghrib
Prep / Study Period I	4:30 – 5:30 pm	6:30 – 8:00 pm	7:00 – 8:00 pm
Reading Class /Quran Class	5:30 – 6:30 pm	—	—
Dinner Line Up / Roll Call	7:00pm	8:00 pm	8:00 – 8:30 pm

Prep / Study Period II	—	8:30 – 9:00 pm	8:30 – 9:30 pm
Evening Tea / Refreshment	—	—	9:30 – 10:30 pm
Lights Out	8:00 pm	9:30 pm	Sun–Thurs: 10:30 pm Fri–Sat: 11:30 pm

*Rising Bell & Maghrib Prayers are subject to change.

Prep Guidelines

Prep (evening study) is an integral part of boarding life across all schools. It provides structured time for academic focus, homework completion, and revision. Attendance is compulsory for all boarders, and each session is supervised by teachers to ensure a productive and disciplined environment. Close to exams, prep frequency in boarding increases to facilitate exam preparation and revision.

Junior School

Gwyn House boys have the facility of an AIM (Assistance Inclusion Mentoring) Centre in Junior School where students get extra academic help if needed.

Communication

Communication between the Housemaster/mistress, parents/ guardians and students is essential, and clear guidelines ensure that all interactions remain respectful, timely, and purposeful. Students are expected to approach the Housemaster or Assistant Housemaster for any personal, academic, medical, emotional, or behavioural matters, reporting concerns immediately either directly to them or, when necessary, to the college hospital or duty staff. They are also expected to maintain respect, clarity, and honesty in all communication.

For parents, the Housemaster/mistress serves as the primary point of contact for all boarding matters, and communication must be made through official school email or phone during office hours, with emergencies first reported by call and followed by written confirmation. Parents are encouraged to raise concerns courteously and factually.

Parent- Student Communication

All calls to the home must be made in accordance with the schedule and frequency approved by the Housemaster/Housemistress which is as follows:

Junior School (Gwyn House)	Calls are allowed over the weekend from 8:30 am till Maghrib under the following schedule: • K4 on Friday • K3 & K2 on Saturday • K1 & K5 on Sunday <i>Calls on the weekdays are only allowed in emergencies or on special occasions.</i>
Prep School (Saigol & Monnoo)	15-minute calls are allowed over the weekends till Maghrib under the following schedule: • K6 & M1 on Friday • E2 & M2 on Saturday • All batches on Sunday <i>Calls on the weekdays are only allowed in emergencies or on special occasions.</i>
Senior School (Kelly, Godley, LJ, K&N's, Shirazi)	Students may call any time except during Prep Time and after Lights Out.

Health & Wellbeing

Every student is expected to respect his own wellbeing and that of others by maintaining healthy routines, positive attitudes, and responsible habits. Students must maintain personal hygiene, including regular bathing, clean clothing, and proper grooming. This includes having clean rooms, bedding and cupboards.

Any illness, injury, or discomfort must be reported immediately to the duty staff or College doctor.

Self-medication is not permitted and all medicines must be kept with the medical officer. Parents are requested to share relevant medical history, allergies, or ongoing treatments at the start of each term so the boarding staff can make any required accommodations.

Emergencies, Serious Injuries/ Illnesses

In emergencies, students must alert the nearest staff member or Prefect immediately. The duty staff will coordinate with the College Hospital and inform the Housemaster/ Head of School. Parents will be informed by the College doctor as soon as possible, depending on the time and severity of the situation, made aware of the student's condition and any action(s) being taken by the staff. Parents may opt to take the student home or talk to them on the telephone. Should the hospital staff feel the need, the student may be taken to Shalamar Hospital for specialist consultation upon parental consent. All serious incidents are recorded in the Medical and Incident Log for follow-up.

Psychological Wellbeing & Emotional Support

Regular Social-Emotional Learning (SEL) workshops are conducted by the College Psychologist across all boarding houses to foster self-awareness, empathy, and positive adjustment among students. Students may seek support for personal, social, or emotional concerns by approaching their Housemaster or Housemistress, who can facilitate a referral to the College Psychologist. This procedure supports the maintenance of a safe, non-judgmental, and confidential environment that encourages students to seek help when needed.

A self-referral pathway is available for Senior School students and Prep School M1 and M2 students, enabling them to contact the College Psychologist directly via email. The purpose of this service is to provide students with a structured space to process experiences, regulate emotions, and support emotional well-being.

Confidentiality will be maintained in accordance with professional and ethical guidelines. In situations involving risk of self-harm, threat to others, or serious safeguarding concerns, confidentiality limits apply. In such cases, the Head of School, Housemaster/Housemistress, and Principal will be informed, and parents/guardians will be notified to ensure appropriate safeguarding measures.

Parents may meet with or refer their son to the College Psychologist by writing to the Housemaster/mistress.

External Psychological Support

For psychological testing, such as assessments for IQ difficulties, learning disorders, or other psychological conditions, the College may, with parental consent, recommend and arrange outsourced assessments through specialized professionals to ensure accurate diagnosis and effective management.

Note: Reports by the external psychological centre can only be provided to parents/ guardians.

Therefore, parents/ guardians are requested to submit these reports to the school for internal psychological support and accommodations in school/ boarding.

If a student is receiving therapy or specialist support from an external centre (e.g. for speech therapy), the Housemaster/ mistress will make arrangements to facilitate the student (e.g. by providing transport and supervision).

Note: Effective psychological care depends on sustained parent–school cooperation. If support is not reinforced at home, the impact of school-based interventions diminishes, compromising the student’s progress and long-term wellbeing. Such lack of reinforcement will be documented as a factor limiting the effectiveness of school support.

Boarding Specific Sanctions

Where a boarder is in breach of House procedures, an appropriate sanction will be issued to ensure that such behaviour is not repeated. Sanctions are used as tools of discipline to teach students that actions bear consequences. While all College Policies (e.g. the School Discipline Policy, Disruptive Social Behaviour Policy, Mobile Phone Policy, etc) apply to all students in boarding, boarding-specific sanctions are in addition to these, catered for the boarding context. Boarding sanctions are applied in the same way that a concerned parent might apply house rules at home- measured and proportional to the behaviour of the student.

Boarding-specific sanctions include:

- **Verbal Warning**
- **Gating:** cancellation of holidays (Sunday visitation/ weekend)
The Housemaster may withhold visitation if a boy fails to follow visitation timelines or is involved in disciplinary violation.
- **Fines:** Junior School students will incur a fine of Rs. 5,000/ if they do not return for Maghrib prayers or until 7:30PM on their weekend/Sunday visits.

Serious Discipline Issues

The following matters will result in serious disciplinary proceedings in school:

- **Bullying, hazing (seniority/juniority), harassment, or any acts of intimidation**
- **Leaving the school without permission:** any student who leaves the school without permission or facilitates another student will be liable to face strict disciplinary action which may lead to expulsion from the school.
- **Possession of any banned substances:** The possession, use, or distribution of prohibited substances and dangerous items-including but not limited to cigarettes, vapes, tobacco, alcohol, drugs and harmful objects such as knives, daggers, and knuckle dusters-is strictly forbidden. Any item deemed unsafe or inappropriate by the school may be confiscated and will result in disciplinary action in accordance with school policy. A boarding housemaster/mistress has the right to inspect and search a student’s dorms or possessions at any time in the company of that student if there is suspicion of contraband.

Boarding Activities

Boarding life is enriched with a wide range of activities designed to foster a sense of community, encourage personal growth, and create memorable experiences. From structured events that build discipline and leadership to relaxed gatherings that promote friendship and fun, each activity plays a role in shaping a vibrant and supportive boarding environment. The following activities highlight some of the key engagements that form the heartbeat of life in the houses.

House Sports

Afternoon sports where each house plays and trains within its own group, giving students time to practise skills, stay active, and enjoy friendly in-house games. Junior School boys use this time for their Free Games period.

Formal Dinners

Structured evening meals that bring students together with external guests including Old Boys and other distinguished visitors to promote etiquette, meaningful conversation, and a strong sense of community.

Sessions/Talks

Informative discussions led by guest speakers or staff, designed to inspire students and broaden their knowledge on various topics.

Societies' Visit to Boarding Houses (Weekends)

Weekend interactions where different school societies visit boarding houses to run fun activities, workshops, or themed events.

Book Club

A monthly gathering where students explore selected books, share opinions, and enjoy thoughtful literary discussion.

Intra Boarding Activities

Relaxed in-house competitions such as chess matches and poetry sharing that encourage creativity and intellectual engagement.

Movie Nights

Casual evening screenings where boarders come together to enjoy films and unwind.

Outdoor Visits and Trips

Recreational outings to Oasis and other outdoor locations that offer students adventure, fresh air, and team-building experiences.

Birthdays

Student birthdays that fall in term time are celebrated in the boarding houses. Parents may deliver a birthday cake or can request the house staff for arrangements. Any other eatables are strictly not allowed.

Security

Aitchison College is covered by CCTV cameras and has a 24-hour security presence.

Money/ Valuables

- The school debits school accounts for purchases at school shops and accounts via chits authorized by the housemaster/ mistress.
- Pocket money is given to students and charged from the fees. Students are advised not to bring large amounts of money. The college will not take any responsibility in case it is misplaced.
- Safekeeping facilities are provided and are accessible on request to the housemaster/ mistress.

Theft

The School will only accept liability for valuables that go missing from its safekeeping. Items kept in unlocked cupboards are placed there at the student's own risk and therefore any loss becomes the student's responsibility. Theft must be reported immediately to the housemaster or housemistress. Proven theft will result in strict disciplinary action.

Annexe 1: Parent/Guardian Authorization Form**Aitchison College, Lahore****Residential Life****Parent/Guardian Authorization Form**

(To be returned to housemaster/housemistress after completed and signed)

This form has been developed to clarify the schools responsibility to both the parents and the student. Aitchison College is committed to every boarders security. A student will not be able to leave campus without an authorized guardian or prior knowledge of the Housemaster/Housemistress. Failure to do so may result in denial of off campus leaves.

Students Name: _____ Boarding House: _____

School No: _____ Class: _____ Parent's CNIC: _____

Parent's Name & Address:

Father's Contact & Email: _____

Mother's Contact & Email: _____

List of relatives/guardians who may take the student for off campus leave or visit him:

No.	Full Name	Relationship with Student	Address	Contact No.
1.				
2.				
3.				

Please Note:

- The nominated persons are authorized to visit and take your son for off campus leaves/visits. Please do NOT include names of domestic staff.
- Names & CNIC of Drivers/unauthorized persons coming to pick your son have to be communicated to the respective housemaster/housemistress.
- This form does not apply to school arranged trips/events.
- Students are NOT allowed to use any public cab service (Uber, Careem, Indrive etc).

Signature of Parent: _____ Signature of Housemaster/Mistress: _____

Annexe 2: Recommended Personal Requirements

The following provides a recommended list for boarders:

Sr No.	Item	Quantity
1.	School Uniform (Summer & Winter)	4 pants & 4 shirts
2.	Undergarments	6
3.	School Socks (Summer & Winter)	6
4.	School Shoes (black)	2
5.	Achkan/Sherwani	1
6.	Slippers	1
7.	Towels	3
8.	Bathrobe (Junior School)	1
9.	Tracksuits	2
10.	Toilet requisites	As per requirement
11.	Plastic Coat Hangers (Prep & Senior)	12
12.	Turban	1
13.	Riding Shoes (only for riders)	1
14.	College Bed Cover (Blue)	1
15.	White School Shalwar Kameez	6

Annexe 3: Referral to the Psychologist Form**Student's Name:** _____**House:** _____**Class & Section:** _____**Date of Referral:** _____**Source of referral:** _____***Confidentiality and Consent***

Parent/Guardian Consent Obtained: Yes/ No

Date: _____

Via: Phone/Email/Letter

By: _____

Name of Parent: _____

Signature of Parent/Guardian: _____

Note: Aitchison College has the right to send the student to the psychologist for his benefit in severe/ urgent instances if the college is unable to reach the parents via telephone/ email.

Reason for Referral

Date (First seen by the psychologist): _____**Psychologist Remarks:**

Referred for Psychological Assessment Outside the School☐ Yes ☐ No

If Yes, List psychological tests and recommended centres:
