

AITCHISON COLLEGE LAHORE



RULES & REGULATIONS

FOR THE STUDENTS 2017

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College Rules

General:

1. The College Rules are to be understood and complied with by all concerned.
2. These are applicable to all Aitchisonians on the College Roll at all times and in all places.
3. The Principal's decision in all matters pertaining to discipline will be final.

Common Rules:

1. Conduct

Boys are to show respect for staff and their fellow students. This includes formally greeting staff on all occasions when they meet them, including visitors.

2. General Responsibilities

- a) To attend school and all classes regularly, including assemblies and special school occasions.
- b) To abide by the accepted standards of classroom behavior that are conducive to good learning and which enable teachers to carry out their role as educators.
- c) To engage in sports, clubs and activities.
- d) To wear their College uniform well and to ensure it is clean and in good condition.
- e) To respect the right of others to learn and express their views in an acceptable manner.

- f) To act in a way that does not harm or injure any member of the College.
- g) To respect their peers and teachers regardless of ethnicity, religion or gender.
- h) To respect the property and equipment of the College and that belonging to all others.
- i) To carry out reasonable and lawful instructions given by College staff.
- j) To conduct themselves in a courteous and appropriate manner in school and in public.
- k) To keep the school environment free from litter and to care for Aitchison's unique environment.
- l) To read and observe all school notices and bring them to their parents'/guardians' attention in a prompt manner.
- m) To uphold the College 'Computer Use Policy' that makes each boy responsible for the appropriate use of information technology, including access to and downloading from the College Wi-Fi system and online facilities, and mobile phone use.
- n) To refrain from mobile phone use in class and throughout the teaching day.
- o) To observe the rights to privacy of all individuals and to refrain from taking photographs unless part of an official College function or agreed to by willing participants.

3. General Misconduct

- a) Open defiance in the class/ refusal to work / showing disrespect to the teacher.
- b) Lack of engagement, showing no or little concern in the class, sitting idle or sleeping.
- c) Sitting in the class without book, notebook or stationery.

- d) Leaving College premises without permission or notification to the Head of School during College hours and/or failure to check out of the College properly. Being in the wrong part of the campus at the wrong time, e.g. being outside during lesson time, without permission.
- e) Possessing objectionable material including possession and/or distribution of literature or illustrations which significantly disrupt the educational process or which are obscene or unlawful or pertain to anything prohibited according to College rules.
- f) Possessing or using any dangerous weapon, including replica weapons, wooden batons, knives, knuckledusters etc.
- g) Vandalism is a serious offence. Boys who damage College property with intent or recklessness will either pay for the damage and/or face serious consequences. Bullying, violence, racism, extremism, harassment, verbal abuse and any action which intrudes on the individual rights of others will be dealt with strictly.

4. Illegal Substances

The College has a zero tolerance policy approach to drugs/narcotics on or outside the campus.

5. Attendance

- a) Boys will follow school timings. They must attend school at the scheduled time, after which College gates will be closed and students will be sent back to their homes. Students may not leave until after the scheduled end to the school day or after having met all school obligations.
- b) Boys must maintain at least 90% physical attendance throughout the academic year taking into account approved leave from the Principal.

- c) Students must not leave their classes without a hall pass or a teacher's note.

6. Appearance

- a) The prescribed College attire, according to the occasion, will be worn inside the College at all times by all students as well as when travelling between college and their homes. There will be no mixing of dress, incorrect pattern or style. Dress must be neat and clean.
- b) School shoes must be shined or acceptably clean.
- c) No pins, rings, chains or any other ornament may be worn.
- d) Boys must be clean-shaven, unless a beard is worn for religious, cultural or medical reasons whereupon approval has been sought from the relevant Head of School.
- e) Boys must maintain their hair according to accepted College length and style. Boys whose hair is deemed too long or messy will be sent to the College barber. As a guide, a boy should cut his hair once a month.

7. Communication

- a) The use of cell phones in classrooms or during classroom changeover is strictly prohibited. If a student is found using a mobile phone in class, his phone will be confiscated and he will be given a pink card or suspension if already placed on warning. The confiscated mobile phone will only be returned to the parents once they come to meet with the Head of School. Use of cell phones to take photos or record conversations without the knowledge of those photographed or recorded is considered a violation of personal liberty and incorrect cell phone use and the same consequences will apply.

- b) Computers are for educational use only. Boys who misuse this privilege will be disciplined and may lose their right to computer access. The uploading of any materials related to the College (film, photos, literature) without the express written permission of the College is a serious offence. The College has ‘Computer Use Policy.’

8. Campus

Aitchison College has lush green fields and a beautifully clean environment. Boys are expected to use dustbins for disposing of rubbish. It is a collective responsibility of everyone to maintain cleanliness around the campus.



Aitchison College is a school with old traditions. Boys of all types, talents and backgrounds merge into one great school: often referred to as the DNA of Pakistan. This assembly of boys banishes all class distinctions, selfish habits and anything that is mean or unfair. The ‘handshake’ is the traditional greeting, and an Aitchisonian’s word is his bond. An Aitchisonian is proud of his school uniform and general appearance. He speaks with authority and values duty, loyalty and honesty. He believes in his College’s motto: Perseverance Commands Success.

General Regulations:

Banned Items

1. Alcohol or drugs in any form, unless drugs are approved medication known to the College doctor.
2. Chemicals.
3. Cigarettes or tobacco.
4. Knives, guns or other weapons, including facsimiles.
5. Matches/lighters/explosives or dangerous materials.
6. Pornographic or any other offensive or inappropriate materials.
7. Cameras (unless authorized). The operation of mobile phone cameras is forbidden.
8. Vehicles, except for drop-off and collections or College functions and then only in designated places.
9. Bicycles.
10. CD players/IPods /MP3 Players, unless a boarder and then only for use at designated times.
11. Mobile phones are not to be used during school hours.

Bullying

12. Any form, verbal or physical, or any means of bullying or victimization is strictly forbidden.

Attendance

13. Should a student attend less than 90% of classes, he is liable to be deemed ineligible to pass or sit examinations unless otherwise exempted by the Principal.
14. All boys must be at school for assembly, tutorial, house meetings or first period whichever is applicable. Latecomers must report

to the MOD (Master or Mistress on Duty) on late duty or afterwards to the relevant school office. A late student will be admitted to class by the teacher upon presentation of a “Late Pass.” In the absence of this a student will be sent to the Headmaster or Headmistress or relevant school office.

Absences

15. Absences should be reported as soon as possible to the Headmaster’s or Headmistress’ office. After an absence from school for more than one day, a Day boy will bring, on the day of return, a note signed by his parents/guardian, stating clearly the reason for the absence. His school record will record the matter. Explanations received beyond 7 days post absence will be recorded as unapproved absence.

Leave

15. Students are required to attend all classes and remain in the school grounds during school hours. No student may leave the school grounds during interval or lunch without obtaining prior permission from the Headmaster or Headmistress. This includes collecting books/clothing/food from cars. When leaving school during the day to attend dental/medical or similar appointments, boys must sign in and out at the relevant school office. Boarders leaving the boarding house for external travel must obtain a Leave or Gate Pass from their Housemaster or Housemistress and sign the Leave Register on leaving and returning. Refer to the *Boarding Handbook* for full details on Boarders’ Leave and related matters.

Leave Applications

- 17.** Parents must consider carefully the effect on learning and the consequences of asking for leave during school time. The process of applying for leave is for parents/guardians to write to the Headmaster or Headmistress in advance of leave, notifying dates and the reason for absence. Each application is considered on merit. Leave during examinations does not automatically entitle a student to re-sit an examination. Medical leave must be supported by a doctor's certificate and, if required, verified by the College doctor. Leave applications submitted 2 days after leave has been taken will not be accepted and recorded as unapproved absence.
- 18.** Leave in excess of three (3) days may only be granted by the Principal on recommendation from the Headmaster or Headmistress or Boarding Housemaster/Housemistress.

Extended Leave

- 19.** The Principal may grant up to one year's leave and hold a boy's place in the College subject to the payment of tuition holding fees. On return to school a boy will sit re-admission tests in English and Mathematics before being re-admitted to the College. The readmission grade is set by the Principal.

Damage

- 19.** Damage of any kind must be reported immediately to the Headmaster, Headmistress, College Bursar or Housemaster. In the case of willful damage or negligence, boys will be expected to contribute all or part of the cost of repair and are liable to punishment.

Litter

- 21.** It is the responsibility of every student to ensure that the College is free from litter. Students will take responsibility for litter in their immediate vicinity and place any litter in bins provided for that purpose.

General Consequences:

The College works from the principle that no boy deliberately sets out to break school rules. Thus, in most cases, a gentle reminder or warning is both sufficient and educational. When a boy fails to heed instructions or repeatedly breaks rules, a pink card, Saturday detention, suspension or even expulsion or withdrawal may result, depending on the nature and severity of the misbehavior or transgression and its frequency. Consequences will usually take into account the record of a student's past behavior and/or any mitigating circumstances.

General Consequences are, therefore, graded and designed to teach first and encourage the right behaviour before applying more serious sanctions and consequences. Offences are divided into: **Minor, Moderate, Serious and Very Serious**. Minor offences will result in a warning or reminder; moderate offences will result in a Saturday detention, serious offences will result in suspension, and very serious offences will result in expulsion from the College. The College reserves the right to modify its rules from time to time. The Principal's decision is final.

Minor 'first' offences for which a caution or reminder would usually apply:

- Lateness to school, class, sport or an activity
- Missing College diary, school text or failure to enter homework instructions
- 1st failure to do homework without adequate excuse (submission of work required)
- 1st uniform offence or appearance infraction 'scruffy' look: shirt out, need for haircut, inappropriate shoes, loose tie, missing uniform etc.

- Failure to acknowledge or address a teacher in the proper manner
- Running in the corridors or rowdy behaviour

Moderate offences liable to result in Pink Card or Saturday detention:

- 2nd lateness to school or class or sport or activity
- Minor but reckless or ‘silly’ damage to school property (including restitution)
- 2nd missing College diary, school text or failure to copy homework instructions
- 2nd failure to do homework without adequate excuse (plus submission of work)
- 2nd school uniform or appearance infraction
- 2nd failure to acknowledge or address a teacher in the proper manner
- Interference in school equipment
- 1st Interference in the rights of others to work or express their views in class in a reasonable manner
- Littering
- Failure to obtain signed approval for leave
- Fighting (scuffle) in which no injury is sustained

Serious Offences liable to result in suspension:

- Minor bullying or harassment –no previous record
- Fighting (beyond a scuffle)
- Repeated interference in school equipment whether damage is caused or not
- Copying another student’s work

Very Serious Offences liable to result in a boy being withdrawn from the College:

- Possession of any type of weapons, narcotics, obscene literature
- Using unfair means in Examinations/Tests
- Stealing and moral turpitude
- Willfully and deliberately damaging College property
- Activities calculated to cause disaffection among others
- Being insolent or rude towards teacher or housemaster/housemistress
- Without proper cause frequently absenting from classroom and other College activities
- Poor performance in academics (also refer Promotion and Withdrawal Policy)
- Extreme, sustained or repeated bullying or harassment
- Refusal to follow lawful instruction of a teacher
- Repeated fighting or fighting resulting that is severe, unwarranted or is of such severity that injury is inflicted or is deemed dangerous
- Refusal to play sport or engage in school activities without legitimate reason
- Theft
- Lying
- Uploading crude or offensive material to social media or bullying through social media
- Violation of College Rules
- Uploading material related to people or activities inside or outside Aitchison College to social media without the prior consent of the Principal

Issue of a Pink Card is a serious caution.

Two (2) suspensions are liable to warrant automatic expulsion, as do breaches of Final Warning Letters from the Principal.

Head Boy

The Head Boy is a symbol of all that is good about Aitchison College. He plays a major part in leading the student body and ensuring that its conduct is exemplary. He works closely with the Head of Senior School and the College Prefects in managing leadership portfolios, holding regular meetings with the latter and determining individual roles and appraising performance.

Finally, he is a conduit between College Administration and the student body.

Authority of School Prefects

A College Prefect is authorized to take suitable, corrective action or measures when students' break rules or behave in a way that undermines the well-being or proper working order of the College. It is a responsibility of prefects to report poor behaviour to the Head Boy or their Head of School. A prefect's duties are set by the Head of School and bound by College Rules and Policies. In this context a prefect's instructions must be followed by students. Where a student breaks a school rule or refuses to obey a prefect, the prefect may:

- i. Caution the offending student
- ii. Issue a Pink Card, Extra Drill (Saturday) or Academic Detention through Housemaster/Mistress or Head of School
- iii. Refer the matter to the Head of School for advice or consult the Head Boy.

The Head Boy and Senior School Prefects have jurisdiction over all schools as far as cautioning is concerned, but may not impose penalties in other schools without first seeking the advice or permission of the relevant Head of School.

Authority of Boarding Prefects

A boarding prefect is the lynchpin of his community; setting ethical standards and being a positive role model in his House. His primary function is to support the Housemaster in upholding and modeling the rules of the boarding community as set down in the *College Boarding Handbook*.

Prefects take roll calls, check morning line-ups, inspect dormitories for order and cleanliness, help arrange activities with staff, and supervise the Common Rooms, games and activities. A prefect is an ‘older brother’ to younger boarders.

Boarding Community Common Rules

The *College Boarding Handbook* covers all boarding requirements including advice for parents and new boarders. The following Common Rules should be read in conjunction with the *Boarding Handbook*. In general, the following rules apply:

- (a) Boarders are expected to follow house routines, including observance of times for meals, study, prayer and bedtime
- (b) Boarders must follow the instructions of their housemasters
- (c) Boarders must attend Maghreb Prayer in the Mosque.
- (d) Boarders are not to enter dormitories during the school day without prior permission from the housemaster of housemistress.
- (e) Day boys are not permitted in boarding dormitories.

- (f) Boarders may receive visitors on Visiting Days –the last weekend of each month. Visiting times are 10am to 5pm. Boys must not leave school or accept visitors until all school and sporting commitments have been met. Overnight or weekend leave must be approved by the housemaster or housemistress.
- (g) Visitors may meet or collect boarders from the ‘Old Building’ or adjacent carparks. They are not to enter boarding houses or dormitories without the housemaster’s or housemistress’ consent or knowledge
- (h) Boarders may only exit the College with a signed Leave Pass from the housemaster or housemistress. No boarder may take leave or leave the confines of the College without this written permission.
- (i) Leave of 3 days or more must have the Principal’s consent.
- (j) Parents or guardians will advise the boarding house of approved people with whom their sons may accept transport.
- (k) Senior and Saigol boarders must sign out for leave on exit from the boarding house and then again on return at the office of the housemaster or housemistress. It is their duty to inform the housemaster or housemistress or the assistant of their safe return. Gwyn boarders leave will be supervised by staff.
- (l) Boarders must not bring food or drinks into the boarding community or share food or drinks procured from outside sources with fellow boarders.
- (m) Boarders are not to enter the gardens or homes of residential staff without appropriate permission.
- (n) Boarders must have permission from a Head of School to use classrooms or IT facilities on weekends or after school hours.
- (o) Boarders are prohibited from entering another boarding house without obtaining prior permission.

- (p) Boarders must not interrupt the sleep of other boarders when granted late study. Permission for late study is a senior privilege. Such work should be completed in the Prep room.
- (q) Boarders may not use mobile phones after lights out or disturb the rest or sleep of other boarders with such equipment.
- (r) Common Rooms must be kept in an orderly and tidy condition. Access to the Common Rooms is according to set times, as is the watching of TV
- (s) Boarders are expected to report inappropriate or dangerous behaviour or activities in breach of College Rules. (t) College Rules apply to the Boarding Community.

Promotion, Detainment, Probation, **Concession & Withdrawal**

Boys at Aitchison do particularly well and university admission success is testimony to this fact. As a selective school there is no surprise here. There are, however, always some boys who struggle at times or who for various reasons underperform. Our general motto is: *Whenever possible a boy at Aitchison should finish at Aitchison.* Obviously, a boy's behavior and commitment must come up to standard. Otherwise, we should direct our efforts to make sure a boy eventually succeeds.

Teachers carry great responsibility for students' results. However, we do not talk enough about the obligations of students to play their part. Absence from school, poor study habits, bad decisionmaking, and 'tuning out' are deficiencies that successful students avoid. Thus, a great deal of responsibility rests on the shoulders of students.

Promotion, detainment, concession or withdrawal is determined by the Academic Committees of each school chaired by the Head of School. Each committee will make recommendations to the Principal whose decision will be final. Generally, boys who do not satisfy the minimum requirements of a 'Pass' as detailed below for each school will come under review and then be considered accordingly. A boy may be granted *Detainment* on recommendation from the Head of School to the Principal but only for Years 1 to 9. A boy may also be exempted via *Concession* from a poor examination result in the case of genuine and compelling reasons, such as prolonged ill-health, except for external examinations where external rules apply. Any boy who has been promoted on the Probation List and who fails the next examination period will be automatically withdrawn.

Supplementary Examinations

Boys who are absent from *Half Yearly* examinations for legitimate reasons will be required to sit for redrafted examination papers within seven (7) days. Results of Supplementary exams will not be available until January. Boys whose absence is deemed 'not legitimate' will receive a UG.

Junior School

Promotion Policy K1 to K5

In general, promotion is based upon a student having consolidated adequate skills and knowledge in formative/progressive learning outcomes or Cambridge strands and tests. K4 sit a Half Yearly Test and K5 sit a Half Yearly and Annual Test in addition to formative testing. The end of year paper for K5 is based on sampling from the final term as well as a selection of the year's work.

Boys will be promoted on achieving the following minimum requirements:

Minimum Pass Marks for each subject and the overall result (formative and summative assessments) is: **a) 40% Pass**

- b) An 'UG' grade indicates **FAILED** in the subject**
- c) A boy who 'fails' in any three of the four main subjects **English, Mathematics, Science & Urdu** comprising formative and summative assessments, will be withdrawn from the College**
- d) A boy who fails twice in the same class will be withdrawn**
- e) A boy must have satisfactory school attendance**

The Grade/Mark Indicators are as follows:

**A* – 90 to 100, A – 75 to 89, B – 65 to 74, C – 56 to 65 D
– 45 – 55, S – 40 to 44, Ungraded Less than 39.**

Junior Awards and Recognition

There is no overall academic ranking system in Junior School. Ranking at a young age has more negative impact than positive benefit. Throughout the year there is a concerted effort to acknowledge boys in assemblies and other forums, broadening recognition whenever possible.

Boys do receive **Subject Prizes** in the four main subjects: English, Mathematics, Science and Urdu. Awards are based upon formative and summative results in these studies. In addition, **Encouragement Prizes** are awarded to acknowledge generally outstanding or much improved efforts for boys who do not receive subject prizes.

Homework

All homework is kept to a minimum for that particular year, reinforcing basics learned that day or week. A Homework Timetable is set by the Headmistress.

Middle School

Promotion Policy E1 TO M1

In general, promotion is based upon a student having consolidated adequate skills and knowledge in formative/progressive learning outcomes or Cambridge strands and tests. Boys complete formative and summative tests in all subjects.

Term examinations in **Cambridge core subjects** (English, Mathematics & Science) will be based on a particular term's work. At the completion of each year, Cambridge students also sit for a **Cambridge Progression Test. Checkpoint Examinations are also taken at the end of Secondary 1 stage. Non Cambridge subjects** will be tested on a termly basis with the end of year paper based on sampling from the final term as well as a selection of the year's work.

Minimum Pass Mark and Promotion Conditions: a)

40% Pass

- b)** Boys must have passed in English and Mathematics, as well as in 5 of the remaining 7 subjects.
- c)** An 'UG' grade indicates **FAILED** in the subject.
- d)** A boy who fails twice in the same class will be withdrawn
- e)** Any student who fails in **English and Mathematics** plus one or more other main subjects may be detained or withdrawn
- f)** A boy who fails twice in the same class will be withdrawn
- g)** A boy must have satisfactory school attendance

The Grade/Mark Indicators are as follows:

**A* – 90 to 100, A – 75 to 89, B – 65 to 74, C – 56 to 65 D
– 45 – 55, S – 40 to 44, Ungraded Less than 39.**

Homework

A Homework Timetable is set by the Headmaster. Homework emphasizes key concepts and skills learned that day or week.

High Achievers Academic Awards

The criteria for awarding High Achiever status is:

E1 to M1: At least 6As (3 of which must be in Cambridge Core subjects) and no less than B in other subjects from a maximum of 9 subjects.

Senior School

Promotion Policy M2

In M2, boys must have passed in English and Mathematics, as well as in 5 of the remaining 7 subjects

A boy who is unable to pass the Half Yearly Examinations will be put on Academic Probation. If a boy on Academic Probation (AP) is unable to pass the final assessments, he will either be detained or withdrawn.

The Grade/Mark Indicators are as follows for M2 in Mathematics and Sciences:

A* – 90 to 100, A – 75 to 89, B – 65 to 74, C – 56 to 65 D – 45 – 55, S – 40 to 44, Ungraded Less than 39.

The Grade/Mark Indicators are as follows for M2 in Humanities, Art and Languages:

A* – 80 to 100, A – 70 to 79, B – 60 to 69, C – 50 to 59 D – 40 – 49, Ungraded Less than 39.

Maximum Subjects C1 to H2

Boys may select 8 or 9 O levels in C1 & 6 or 7 O levels in C2 when Pakistan Studies and Islamyat are completed in C1. On the introduction of the IGCSE (International General Certificate of

Education) in 2018, a maximum of 8 subjects will apply in C1: 5 IGCSE and 3 National subjects. In C2, a maximum of 6 subjects will apply: 5 IGCSE and Urdu. Boys may elect to take IGCSE subjects as Core or Extended levels.

As a guide a **maximum** of 4 AS & 4A Levels is permissible in H1 & H2. Boys seeking to undertake 5 A Levels must first satisfy the requirement of straight A grades at CIE AS Level examinations and additionally obtain permission from the Principal. These rules are strictly interpreted. It is stressed that 3 A levels is the minimum requirement for international university entrance. A boy may choose any combination of A Levels offered by Aitchison College. He should always seek advice from the Guidance Counselor.

Promotion Policy From C1 to H1

C1 & C2, boys must pass in a minimum of 6 or 7 subjects with no X (unsubstantiated) or U results, whether internally assessed or externally assessed. They must have attained a minimum C grade in English and Mathematics and attained minimum grades of C in any subjects they intend studying at A Level. Pass and Grade/Mark Indicators for O Level and AS/A Levels are set according to Cambridge Examination guidelines applicable at the time.

The Grade/Mark Indicators are as follows in

Mathematics and Sciences:

**A* – 90 to 100, A – 75 to 89, B – 65 to 74, C – 56 to 65 D
– 45 – 55, E – 40 to 44, Ungraded Less than 39.**

**The Grade/Mark Indicators are as follows in
Humanities, Art and Languages:**

**A* – 80 to 100, A – 70 to 79, B – 60 to 69, C – 50 to 59 D
– 40 – 49, Ungraded Less than 39.**

**Promotion Policy From C1 to H1 (2018 onwards for IGCSE
and International AS/A Levels 2020)**

C1 boys must pass in a minimum of 6 subjects (5 IGCSE subjects) with no X (unsubstantiated) or Ungraded results, whether internally or externally assessed. C2 boys must pass in all 6 subjects (IGCSE plus Urdu) with no X (unsubstantiated) or Ungraded results, externally assessed. They must have attained a minimum C grade in English and Mathematics and attained minimum grades of C in any subjects they intend studying at A Level. Pass and Grade/Mark Indicators for IGCSE and AS/A Level are set according to Cambridge Examination guidelines applicable at the time.

Other factors taken into account

Record of attendance as well as the attitude and effort of boys will be taken into account when determining promotion, detainment, concession or withdrawal.

Promotion Policy From H1 to H2

All H1's must appear for a minimum of 4 AS level subjects. H1 students who wish to continue with a subject beyond AS level must have a minimum grade of C in that subject. Anyone with a grade of UG in any subject is liable to be withdrawn from the College.

The criteria for the Academic Badge is: 3 A and a minimum of 1B in other subjects, with no C grade.

High Achievers Academic Awards

Only those subjects studied at Aitchison can contribute to the award.

In the year 2016-17 the criteria for awarding High Achiever status is:

M2: 6As (internally awarded) and no less than B in other subjects from a maximum of 9 subjects

C1: (internally awarded) 6As and no less than B in other subjects from a maximum of 9 subjects

C-2 (O Level CIE): At least 7As (externally assessed) and no less than B in other subjects from a maximum of 9 subjects externally assessed

H1: 3 As, and at least a B in a fourth subject from a maximum of 4 subjects, externally assessed

H2 (A-Levels CIE): 3 As and in a possible fourth subject no less than B, externally assessed

Only those subjects studied at Aitchison College can contribute to the award of High Achiever status.

From the year 2017-18 the criteria for awarding High Achiever status is:

M2: 5As/6As and no less than B in other subjects from a maximum of 8 or 9 subjects

C1: 5As/6As and no less than B in any other subject from a maximum of 8 or 9 subjects

C-2 (O Level CIE): At least 6As/7As (externally assessed) and no less than B in other subjects from a maximum of 8 or 9 subjects

H1: 3 As and at least a B in a fourth subject from a maximum of 4 subjects, externally assessed

H2 (A-Levels CIE): 3 As in the case of 3 A Levels or 3As and no less than a B in the 4th subject or 4 As and no less than a B in a 5th subject.

From the year 2018-19 the criteria for awarding High Achiever status is:

M2: 5As/6As and no less than B in other subjects from a maximum of 8/9 subjects

C1: 4As IGCSE (internally assessed) and 2As (National subjects) and no less than a B in other subjects from a maximum of 8 subjects

C2: 4As IGCSE (externally assessed) and no less than a B in other subjects

H1: 3 As, and at least a B in a fourth subject from a maximum of 4 subjects, externally assessed

H2 (A-Levels CIE): 3 As in the case of 3 A Levels or 3As and no less than a B in the 4th subject or 4 As and no less than a B in a 5th subject.

Only those subjects studied at Aitchison College can contribute to the award of High Achiever status. Only subjects studied at Aitchison College will appear on any Aitchison College transcript.

Attendance

Boys must attend school as part of their enrolment obligation. The College cannot be expected to take responsibility for learning outcomes when student attendance is low. Private tutorials or test preparation are no excuse for non-attendance.

A 90% attendance (after any approved leave is accounted for) is required. Junior School, Middle School and M2 boys who fall below this attendance level will receive three written warnings before withdrawal.

Senior students in O Level and AS/A Level are required also to satisfy a 90% attendance, after any approved leave is accounted for.

Senior boys will not be granted leave to study or prepare for non-school-based examinations or SAT/ACT tests. The College provides adequate study leave for Cambridge examinations and excellent SAT/ACT preparation within the timetable.

Senior students whose attendance remains unsatisfactory after three written warnings will not be entitled to represent Aitchison in Cambridge examinations –they must sit as private students outside Aitchison College, which is a Cambridge Examination Centre. In extreme cases of absenteeism, boys will be withdrawn. Boys whose attendance is unsatisfactory (after any approved leave is accounted for) and who do not complete Half Yearly examinations for whatever reason, other than a legitimate reason, will not qualify for re-takes in January.

In the case of absence through illness, the College doctor must countersign a medical certificate as proof of its bona fides.

Curriculum Policy

Aitchison College is committed to offering curricula that is relevant to the needs of boys in the 21st century, underpinned by the ethics and principles of traditional norms and a continuing recognition of the history of Aitchison College. In essence, our task is to help nurture young gentlemen who are able to hold their own in both discussion and debate, while being good listeners and objective thinkers. Ultimately, we wish to instill the intellectual courage that will enable our boys to make their mark on the world, whether that is in the professions, the military, political life or service to humankind.

As such, Aitchison's **Curriculum Policy** first emphasizes the need for all subjects to contain more than a body of knowledge. Boys must be encouraged to think and argue viewpoints; to utilize their learning in such ways that it will bear relevance to both national and international perspectives. Teachers are obligated to ensure that the teaching process is responsive to different learning styles and is a balanced pedagogy of instruction and exploration of ideas.

Aitchison is an authorized Cambridge International Examination Centre of Fellowship status. Accordingly, much of the core teaching is based on the principles espoused by Cambridge, recognizing and responding to taxonomy of teaching outcomes, meta-cognition, planned schemes of work, and inquiry/activity based learning. Syllabuses are assessed in formative and summative ways, and in senior school through coursework and examination.

Aitchison's Curriculum Policy is overseen by the three Heads of Schools and respective Academic Coordinators. The Principal assumes ultimate responsibility for the delivery of teaching and learning. The Academic Committee holds authority to discuss and recommend changes to the Curriculum Policy.

In Senior School an Adjunct Faculty supports higher order thinking, as does the introduction of the Harkness Table. In all schools, Aitchison strives to expose students to higher order thinking tasks.

External Visits/Tours

Involvement in external events must be approved by the relevant Head of Department/Games Master prior to submission to the relevant Head of School, who will then obtain the Principal's final approval. It is mandatory for all day boys to have written parental approval prior to joining an external activity. As the College acts in *loco parentis* for boarders, it may approve boarders' involvement within the general confines of Lahore.

Sport

The playing of sport is compulsory. Each Head of School approves a schedule of sports designed by the Games Master and Sports Department. This maximizes time for school, house and other participatory sport before, during and after school.

Sport is played in three broad categories: Sports Academies (elite level), School and House Teams, and General Sport with PE classes. Teams are selected by age group based on the age of boys as determined by College Rules. This serves to maximize competition and make competition fairer.

Sports played on the basis of inter-school competition may result in the award of colours for performances in a particular season. Boys are expected to demonstrate good sportsmanship at all times.

Colours, Awards & Leadership

The awarding of colours and the appointment of boys to leadership positions in sport are based on the following general principles:-

- a. Proficiency in the game played
- b. Seniority as a member of the team.
- c. Command, discipline and temperament on the field.
- d. General behaviour off the playing field and attitude toward opponents and umpires/referees.
- e. Regularity in attendance at games and practice matches.

Additional Requirements

- f. Colours are only awarded to boys who play in College 1st teams no less than 50% of official matches or events at home or away.
- g. A student has to maintain the regular attendance with effect from September to June during the academic year

Failure to satisfy these principles and conditions will disbar a boy from being awarded Colours or holding a leadership position in a College 1st team.

Appointments/ awarding of colours will be decided by a committee comprising the following members:-

- a. The Principal.
- b. Head of School.
- c. Games' Master.
- d. Presidents of respective Games.

Meetings of the committee are normally held in December and March.

Award of Full College Blazer

A boy is entitled to the Award of Full College Blazer, if he secures a minimum of 2 ½ points. Points for a Full Blazer must be accumulated in the one year. The basis for the award of points will be as follows:-

a. Major Games & Sports

Colour – 1 ½ points

Riding

Colour – 1 point

(Athletics, Basketball, Cricket, Cross Country, Football, Hockey, Swimming, Tennis (Singles or Doubles) and Squash

Captaincy – ½ point

b. Minor Games & Sports

Colour – ½ point

(Badminton, Gymnastics and Table Tennis)

Captaincy – ¼ point

Major Games and Minor Games are determined annually by the Committee and reflect the numbers playing a particular sport and its degree of competitive difficulty.

Policy for a College Team Sports Captain

- a.** A Captain's performance should be outstanding by way of performance or placement in an event.

- b. A Captain should be a conspicuous team leader who demonstrates an ability to inspire his team, encourage good and fair play, and support his coach at all times.
- c. Any deterioration in the standard of leadership or selfdiscipline may lead to the withdrawal of this appointment and even removal of the player from the College team. In all such cases the Principal will determine the appropriate action.

Age Limits

- a. Age is a key factor in determining the award of Sports Colours and the Full College Sports Blazer. The age of a student at the time of his admission to the School thereafter determines his competitive age in sports. Only H1 and H2 boys are age eligible blazers. In cases where a Junior in Senior School or Middle School boy has been elevated to a 1st team on the basis of talent, a relaxation in the age requirement for School Colours only may be considered subject to approval by the Principal. No underage boy may be the recipient of a Full College Sports Blazer.

Note: Age limit to be decided by the Principal.

Prominence in a Particular Game/Sport at the National or International Level

Should a student participate in a game/ sport at the national level for a period of one year and in a sport played at Aitchison College, he will be awarded ½ point towards the award of the Sports Colours and Full College Sports Blazer. If he represents the country in a national sport for two years in a sport played at

Aitchison College, he will be awarded one point. Only the Principal may determine if a younger participant's sporting prowess merits the award of School Colours or access to the Full College Blazer.

Participation in Athletics –Track and Field Events

For the award of Sports Colours for Athletics (Track & Field), apart from a boy's participation in track and field events, consideration will be given to the quality of performance; such as, time, distance and height attained. The same policy will be adopted while awarding Colours for performance in Swimming, Cross Country, etc.

Lawn/Hardcourt Tennis, Badminton, Table Tennis and Squash

If a student maintains his position on the College Ranking up to the top three positions for two consecutive years, he will be awarded Colours in that sport.

Riding

The following will help determined the award of Riding Colours:-

- Position holders of Vahali Challenge Cup (School Work, Jumps)
- Position holders of Rasulpur Challenge Cup (Individual Tent Pegging)

- Position holders in National/International competitions/events
- Over all positions in all three events (School Work, Jumps & Tent Pegging)

Cricket, Football, Hockey

Consideration will be given to the quality of performance as well as percentage of games played.

Co-Curricular Awards

House Badge

First or Second position in three Inter-house Co-curricular competitions during a boy's stay in Senior School for Junior and Senior Category of Senior School separately.

Co-Curricular Red Blazer Award:

A Co-curricular Red Blazer is awarded for extraordinary performance in Co-curricular activities. Written applications may be submitted with supporting evidence to the Head of Cocurricular Activities at any time of the year. A Co-Curricular Blazer will be awarded to a boy who earns NINE or more Cocurricular points including at least ONE point from Community Service. Points may be claimed for achievements gathered in a student's time at Senior School ONLY. Co-curricular activities have been divided into six categories that broadly encompass all the Co-curricular activities offered at Senior School.

The categories are:

1. Public Speaking
2. Writing
3. Arts (Performing Arts, Visual Arts, Multimedia)
4. Community Service
5. Sciences and General Knowledge
6. Internal Honours

Students must obtain a minimum of TWO points in each of at least THREE out of the first five categories, to be considered eligible. This is to ensure that students pursue a variety of activities during their five years at Senior School and obtain different kinds of exposure rather than just being proficient in one activity. A maximum of ONE point may be claimed from the last category, Internal Honours.

Students cannot claim more than 3 points in any of the first five categories. They also require 90% attendance during A 'Level and if they apply in C2 then they must have their 90% attendance during O 'Level to achieve Red Blazer. Approved leaves and event allocation will not contribute to the absentees. Black listed, pink cardholders and those students who are involved in any serious offence cannot apply for the Red Blazer. Points for the unanticipated events will be decided by the HMSS.

In each of the sub-categories, points for achieving a particular honour may only count ONCE towards the total number of points. That means that the same honour for the same event may not be claimed over and over again to add to the total number of points (for instance, students may not claim separate points for coordinating multiple ACMUNs, winning Best Delegate at the SAME MUN in multiple years, coordinating multiple college productions, organizing a charity drive for the SAME hospital, winning the SAME debating/declamation competition in multiple

years, etc.) In addition, points may ONLY be awarded for the highest honour achieved in any given sub-category, not for all of them cumulatively (for instance, a student being a reserve on the National Debating Team one year, and a member the next, may not claim points for both). Sub-categories are delineated in boxes.

To merit recognition an activity must be documented and verified by the Society Advisor, counter checked by the Head of Co-curricular & DHMSS and approved by the HMSS without which an achievement cannot contribute to the total number of points. Students must apply to the Principal stating their achievements and submit it for due recognition, a copy of which will also be placed in the student files. No achievements will be recognized without these forms being submitted.

1. Public Speaking & Parliamentary Style Debates

National-level tournaments (i.e. debating tournaments recognized by the College)

DSP(Debating Society of Pakistan) Nationals Champions (U17 or U-19)	
Winner in 3 different tournaments	1
Winner in more than 3 different tournaments	1.5
Runners up in 3 different tournaments	0.5
Runners up in more than 3 different tournaments	0.75

The total number of tournaments won must include the Nationals if they are won, i.e. students may not claim separate points for

winning the Nationals *and* for winning 3 or more tournaments in addition.

Ranked as a top speaker in one tournament	0.5
Ranked as a top speaker in more than one tournament	1

Ranked as a second best speaker in one tournament	0.25
Ranked as a second best speaker in more than one tournament	0.5

International-level tournaments (Tournaments where a team is sent by the DSP or by the College)

Member National DSP Team	2
Reserve National DSP Team	1

Winning Member College Team	1
Ranked as a top speaker	1.5

II. Declamations/Recitations

National-level competitions (Competitions recognized by the College)

Winners in 3 different competitions	1
Winners in more than 3 different	

competitions	1.5
Runners up in 3 different competitions	0.5
Runners up in more than 3 different competitions	0.75

International-level competitions (Competitions where a team is sent by the College or a national body, e.g. ESU)

Winning Team Member	1.5
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III. Model United Nations

Aitchison College Model United Nations

Coordinator	1.25
Committee Chair	0.5

Only TWO students may claim points for being Coordinator.

International-level MUN competitions (Competitions where a team is sent by the College or a national body)

Awarded Best Delegate	1.5
Outstanding Diplomacy	1
Awarded Honourable Mention	0.5

National-level MUN Competitions

No. of Awards	Best Delegate	Outstanding Diplomacy
1	0.25	0
2	0.5	0.25
3	1	0.5
> 3	1.5	1

The table specifies the possible combinations of Best Delegate and Outstanding Diplomacy Awards that may be won. The MINIMUM number of points that can be claimed is 0.5, and the MAXIMUM 1.5, for national-level MUN competitions.

IV. Venture & Business Concept Competitions

Aitchison Business Concept (ABC)

Coordinator	1
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Only TWO students may claim points for being Coordinator.
National-level Competitions (Competitions recognized by the College)

Winners in 3 different competitions	1
Winners in more than 3 different competitions	1.5
Runners up in 3 different competitions	0.5
Runners up in more than 3 different competitions	0.75

2. Writing

Publications (mainstream newspapers, magazines, periodicals, etc.)

Three <i>quality</i> articles published	1
More than 3 <i>quality</i> articles published	1.5

Letters to the editors will not be included and the piece of writing must be approved by the HMSS. Poorly written or poorly argued opinion pieces will not be approved.

College Publications (i.e. *Newsletter*, *Aitchisonian*)

Chief Editor	1.5
Editor	1
Sub-Editor	0.5

The points will only be awarded after a publication is printed

3. Arts (Performing Arts, Visual Arts, Multimedia)

I. College English & Urdu Plays

Coordinator	1
Director	1
Lead/major role	1

Other College Productions (*GOA, Gig Nite, Unity Night, French Soirée, etc.*)

Producer	1
Director	1

Only ONE student may claim point for any single category of the event.

Productions (performed outside the College, e.g. plays, gigs, etc.) with prior permission of Principal or Head of School.

Director	0.5
Lead/major role	0.5

Only ONE student may claim points for director for any single event.

II. Visual Arts and Multimedia

(Painting and related media, Photography, Filming, Graphics Design, Web Designing, Fashion Design, Textile, 3-D Art and Architecture)

Coordinator	1.25
Heads of Categories (Only four students may claim points for each event)	0.5

Only TWO students may claim points for being Coordinator

National-level Art Competitions, (Competitions recognized by the College)

Winners in 3 different competitions	1
Winners in more than 3 different competitions	1.5
Runners up in 3 different competitions	0.5
Runners up in more than 3 different competitions	0.75

International-level Art Competitions (Competitions where a team is sent by the College or National body)

Winners in 1 competition	1.5
Runners up in 1 competition	0.5

Web Designer for three or more events	0.5
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Only One student may claim point for each event.

4. Community Service.

Charity Drives (i.e. organizing collection of money for charitable causes)

Organizer of two or more charity drives	1
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*The charity drive MUST be pre-approved by the **Principal or HMSS** in writing.*

Consistent work with an external organization for a social/humanitarian cause

6 weeks or more	1
4 months or more AND at least a year of affiliation	2

The school must be informed of the affiliation concurrently. Organizations must be affiliated with the College or approved by the Principal. The College will award points after receiving feedback from the organization.

5. Sciences and General Knowledge

National-level Quiz Competitions, Mousum, Kangaroo
(Competitions recognized by the College)

Winners in 3 different competitions	0.5
Winners in more than 3 different competitions	1
Runners up in 3 different competitions	0.25
Runners up in more than 3 different competitions	0.5

Aitchison College Science and Engineering Concept (ACSEC)

Coordinator	1
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Only TWO students may claim points for being Coordinator.
National-level Science Fairs and Competitions (Competitions recognized by the College)

Winners in 3 different competitions	1
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Winners in more than 3 different competitions	1.5
Runners up in 3 different competitions	0.5
Runners up in more than 3 different competitions	0.75

Points will be approved by the HMSS after the joint recommendation of Staff advisor and chaperon.

International-level Science Fairs and Competitions
(Competitions where a team is sent by the College)

Winners in 1 competition	0.5
Winners in more than 1 competition	1.5
Runners up in 1 competition	0.25
Runners up in more than 1 competition	0.75

Points will be approved by the HMSS after the joint recommendation of Staff advisor and chaperon.

6. Internal Honours

College-level competitions (Brain of Aitchison, Malik Chiragh, Hali, Inter-House Parliamentary Style Debates Best Speaker, Essay-Writing, Hand-Writing)

Winner in one event	0.5
Winner in more than one event	1

Inter-House Competitions (Declamation, Recitation, Qirat, Quiz, Parliamentary Style Debating)

Top two positions in three events	0.5
Top two positions in more than three events	1

Society Office-Bearers and Society-Organized Events (Chess, Computer Gaming, etc.)

President/Secretary	0.5
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The final decision to award the Blazer to eligible students (i.e. who have earned the requisite total of points) will be approved and notified by the Principal.

Duke of Edinburgh International Awards

Boys may enroll in this award and receive international recognition for their school involvement in activities and sport in Bronze, Silver and Gold categories. The Gold Award requires trekking and this can be arranged by the College in appropriate conditions within Pakistan.

Student Computer Use Policy

Introduction

Aitchison College provides computers in all schools for use in studies, as an extension to the College library, and as a support to the curriculum. Users are responsible for the appropriate use of computers including use of the Internet. Access is a privilege, not a right, and inappropriate use will result in that privilege being withdrawn. 'Appropriate' use may be defined but not limited to:

Equipment

1. Do not install, attempt to install or store programs of any type on the computers without permission.
2. Do not damage, disable, or otherwise harm the operation of computers, or intentionally waste resources.
3. Do not use the computers for commercial purposes, e.g. buying or selling goods.
4. Do not open files brought in on removable media (such as floppy disks, CDs, USB drives etc.) until they have been checked with antivirus software, and been found to be free of viruses.
5. Do not connect mobile equipment to the network (e.g. laptops, tablet PCs, PDAs etc.) until they have been checked with antivirus software, and been found to be free of viruses
6. Do not eat or drink near computer equipment.

Security and privacy

7. Do not disclose your password to others, or use passwords intended for the use of others.

8. Never tell anyone you meet on the Internet your home address, your telephone number, any details about Aitchison College, or send them your picture.
9. Do not use the computers in a way that; harasses, harms, offends or insults others.
10. Respect, and do not attempt to bypass, security in place on the computers, or attempt to alter the settings.
11. Computer storage areas and floppy disks will be treated like school desks. Staff may review files and communications to ensure that users are using the system responsibly.

Internet

12. The Internet should only be used for study or for school authorized/supervised activities.
13. Do not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive.
14. Respect the work and ownership rights of people outside the school, as well as other pupils or staff. This includes abiding by copyright laws.
15. ‘Chat’ activities over the Internet are forbidden. This takes up valuable resources which could be used by others to benefit their studies.

Online and other activities that are not permitted include:

16. Searching, viewing or retrieving materials that are not related to the aims of the curriculum.
17. Copying, saving or redistributing copyright-protected material, without approval.
18. Subscribing to any services or ordering goods or services, unless specifically approved by the College.

19. Playing computer games or using other interactive ‘chat’ or ‘social’ sites unless specifically approved by the College.
20. Using the network in such a way that use of the network by other users is disrupted (for example: downloading large files during peak usage times; sending mass email messages)
21. Publishing, sharing or distributing any personal information about a user (such as: home address; email address; phone number; etc.).
22. Downloading software.
23. Taking and storing images of people that are inappropriate or taken without that person’s permission.
24. Any activity that violates a school rule or breaches generally accepted ethical norms.

Email

25. Be polite and appreciate that other users might have different views from your own. Offensive language is prohibited.
26. Never open attachments to emails unless they come from someone you already know and trust. They could contain viruses or other programs which could destroy information and software on the computers.
27. The sending or receiving of emails containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist, or inappropriate content. Always report such messages to a member of staff.

Enforcement

If a user violates these provisions, access to the Internet will be denied and disciplinary action will be taken. For serious violations, suspension or withdrawal may be imposed.

Acceptable use of Internet and email facilities for children and staff rationale

Aitchison College has the opportunity to transform and enhance education and help children to fulfil their potential through effective use of ICT. However, we also have a duty of care and must ensure that we are able to safeguard boys, so it is also important they learn how to be safe when they are using new technologies. Whilst blocking and banning is part of our policy, we believe a more sustainable approach is required as preparation for real life. We aim to equip boys with the skills and knowledge they need to use the Internet safely and responsibly, managing the risks wherever and whenever they go online; to promote safe and responsible behaviour in using technology both at school, in the home and beyond.