



Sarai Alamgir





Director's Message

Our organization, Saint Francis Schools and Colleges, since its humble beginning during the year 1982 has expanded and developed significantly over the past forty years. We are continuously striving towards imparting a transforming blend of rigorous academic study, deep morality, and exciting co-curricular activities. The enthusiastic management team, strong departments, parental support, and good staff morale has enabled us to become a leading private educational institute in the city of Sarai Alamgir.

I feel proud to assert that our organization is adequately equipped to offer your child the best scholastic training with affordable fee-structure. With competent faculty, hardworking students and responsible parents, our institute has always been able to deliver stellar results. I and my whole team welcome you to Saint Francis Schools and Colleges. Your appreciation is most desired by the entire team but feel free to point out any flaws. Your suggestions and feedback are always welcome. May God almighty bless us all with success in our endeavors. Amin!

Saqlain Haider Rizvi

Table of Contents

Our Vision	1
Our Team	2
Programs	3
Teacher Recruitment Criteria	4
Learning Environment	5
Wide and Airy Classrooms	7
Science Labs	9
Computer Labs	10
Libraries	11
Co-curricular and Extracurricular Activities	12
Play Grounds	13
Sports and other Competitions	15
Educational and Recreational Trips	16
Going Online	18
Youtube Channel	19
Fee Concession Policy	20
School Rules	21
Note to Parents	22

Our Vision

At Saint Francis Schools And Colleges, we believe that every child has a right to best possible education. Our vision is to offer world class educational facilities at an affordable fee. We make all out efforts to bring quality educational services to the reach of common man. Our organization prides itself on the fact that our moderate tuition fee makes our school more accessible to a diverse range of families without compromising the quality of education.



Our Team



Syed Haider Abbas Rizvi
Assistant Director



Syed Shahbaz Haider
Central Finance Officer



Mr. Anwar Hadayat
Principal City Campus



Mr. Shahid Iqbal
Principal New Campus



Ms. Nazia Farooq
Principal Al-Batool Campus



Ms. Raheela Kamran
Principal Bab-ul-Ilm Campus



Ms. Qamar-un-Nisa
Principal
Madina-tul-Ilm Campus



Ms. Rabia Sultana
Principal Al-Qaim Campus



Ms. Sanam Afza
Principal Al-Murtaza Campus

Programs

Our institution offers a full spectrum of educational facilities starting from early years to all the way up to BS four year programs.

Teacher Recruitment Criteria

Teachers are essential for improving the quality of education. Better teacher recruitment and deployment strategies, contribute directly to sustainable development goal of ensuring inclusive and equitable quality education for all. Our teachers are required to pass through rigorous testing and interviews to ensure their expertise and competency. All teachers at Saint Francis Schools and Colleges hold appropriate university degree in their relevant subject.



Learning Environment

At Saint Francis we always strive to deliver an environment that enables enhanced cognitive development. From bright colored and well-lit classrooms, labs and libraries to vast playing fields, every element is carefully and methodically produced to help our little ones blossom into confident and erudite adults.





Wide and airy classrooms

Classrooms are at the heart of any learning center. It is great pleasure and honor to state that all our campuses have spacious, well-lit, and airy classrooms. This session Saint Francis is raising the bar once again, when it comes to comfort of students, by introducing air-conditioned classrooms for play group classes.





Science Labs

Effective teaching and learning of science involves seeing, handling and manipulation of real objects and materials. Our schools and Colleges combine classroom teaching with laboratory experiments to ensure that our students grasp each and every concept thoroughly. All our campuses possess well-designed spacious and well-equipped physics, chemistry, Biology and junior science laboratories. Laboratories are so well stocked that every student gets their own set of apparatus during experiments. All science laboratories are equipped with multimedia projectors to enhance the learning experience.

Computer Labs

Computer skills are of utmost importance in 21st century, they have become a primary necessity for almost every discipline in the past few decades. Acknowledging this fact, we, at Saint Francis Schools and Colleges invest heavily in our computer labs. Our computer labs have latest computers with all the necessary software to aid better learning. Starting this session, we are introducing coding curriculum for classes 1 to 8, to impart a deeper understanding of computer programming, a skill that is and will be in high demand in the foreseeable future. Computing facilities are constantly reviewed and updated to modern standards.





Libraries

In line with Saint Francis's scholarly and intellectual traditions, well stocked, spacious, well-lit, and beautifully designed libraries have been set up for students and faculty. As school library plays a vital role in the life of students by serving as the store house of knowledge. Students are encouraged to borrow books from the school library, each class has a weekly time to visit the library for this purpose, other than that, students visit the library during their break and vacant periods. Our libraries house a vast collection of fiction, non-fiction, science, encyclopedias, dictionaries, and religious books. You're bound to find something you like in our libraries, or better, you may discover your true calling.



Co-curricular and Extracurricular Activities

Saint Francis Schools and Colleges includes co-curricular and extracurricular activities along with academic curriculum so that students develop skills beyond knowledge of subject. Our institute always encourages students to develop strengths and talents outside of academic. These activities take place outside the traditional classrooms.

Play Grounds

It is very unfortunate that most private institutes have no play grounds despite high tuition fees being charged from parents. Lack of playgrounds is affecting students physical and mental fitness. We are honored to assert that all our campuses offer superb specialized facilities and freedom to play and explore in our large playgrounds. Playgrounds provide the opportunity to conduct a full morning assembly on daily basis, which helps student start their school day in an organized and disciplined way. Our playgrounds also feature swings and other recreational activities for younger students. Playgrounds also serve as a communal space for students to socialize and work on larger group projects.







Sports and Other Competitions

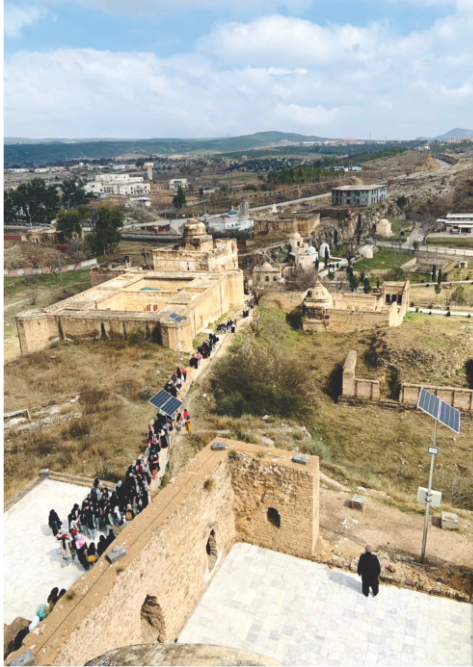
We organize interschool sports competitions at the primary and middle level. Sports galas are also a regular occurrence. All students are encouraged to participate actively in sporting events as physical activity promotes better cognitive function and mindfulness. In the same way Qirat, Naat and debating events are also arranged. These competitions have enabled our students to participate and outshine in various competitions at Tehsil, district, Division and provincial levels.



Educational and Recreational Trips

We arrange educational and recreational trips every year, they erase the boredom and give students the opportunity to explore new places and a new environment. Students are encouraged to explore the destination and record their observation in a journal. We make all out efforts to ensure the safety and comfort of students during these trips.



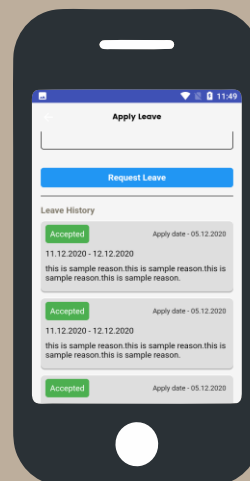
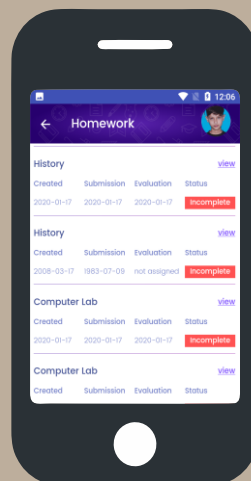
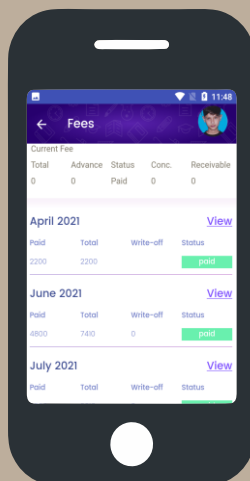
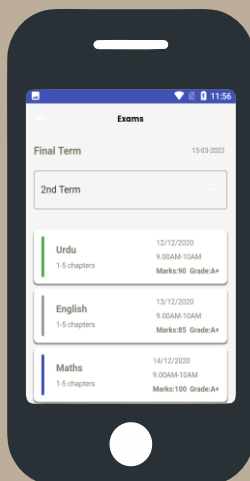
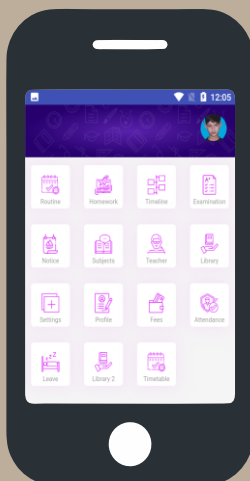
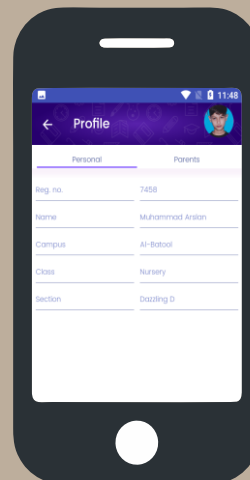
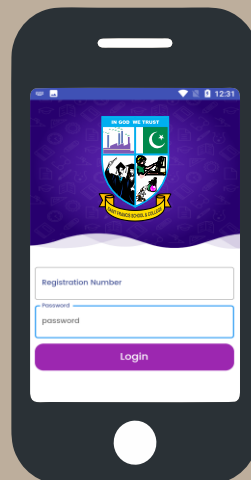




Going online

Saint Francis Schools and Colleges is launching its very own official website this session. One can view recent school activities, upcoming events, or browse through alumni directory. Please visit us at www.saintfrancis.edu.pk

Not just that, we are also proudly launching Saint Francis app this session. This app will let students/parents view homework, timetable, exam schedule, fees, and attendance to name a few. Download the app from Play Store.



YouTube Channel

Seeing a huge affinity for social media among students, we have launched our own YouTube channel “Saint Francis Schools and Colleges” to help students showcase their talents and creativity in a safe and positive way. We have already uploaded some professionally produced videos featuring our very talented students and many other such projects are already in production pipeline. The aim is to initiate and develop a taste for good and meaningful content creation among students. Please Subscribe to our YouTube channel.



Fee Concession Policy

Saint Francis Schools and Colleges always goes out of way to help needy students get the education they deserve; we do this by offering concessions and scholarships. To apply for fee concession, a properly filled concession form (available from front desk staff) must be submitted to principal office.

Each application is then carefully assessed by an internal committee. The purpose of this evaluation is to make sure that the concessions are granted to truly deserving candidates. In case of wrong or misleading information provided by the candidate the principal holds the right to deny concession request or cancel admission altogether.

Continuation of concession is tied to academic output of the student. Concession will be revoked if the candidate doesn't perform well in exams and won't be reinstated unless the student improves his/her results.

Concessions are subject to renewal process every year, a new application form is submitted and assessed, and appropriate adjustments are made to the percentage of discounts offered. This process is carried out to ensure that discounts are within budget and to create room for new applicants.

Saint Francis schools and Colleges offers 50 percent concession in both monthly and admission charges to its employees' real son/daughter and brother/sister. Cousins, nieces, and nephews are not eligible for this discount.

Children of government teachers are eligible for concessions in monthly and admission fees according to following guidelines. (Note: These concessions are only available for up to two children, every additional child will be charged normal dues)

1. Children of government teachers of grade 15 are eligible for 50 percent discount in admission fee and 25 percent discount in monthly fee.
2. Children of government teachers of grade 16 and up are eligible for 50 percent discount in admission fee only.

Note: Please provide appropriate proof of employment to avail these discounts.

Provision of concessions to the children of parents belonging to other government departments is subject to Saint Francis Schools and Colleges' internal policies.

School Rules

1. Please fill the admission form carefully and attach all the required documents to ensure speedy processing.
2. If after admission, a student is found guilty of submitting fake documents, his/her admission will be cancelled, and fees will not be refunded.
3. School leaving certificate is only issued on a signed request from parent/guardian after payment of all outstanding balance (if any).
4. Students who are expelled from some other school for rule breaking and usage of unfair means in exams will not be admitted to Saint Francis Schools and colleges.
5. Passing marks in internal exams will be 50 percent.
6. Usage of unfair means in exams will not be tolerated in any case and will result in cancellation of that paper.
7. Students must take care of their belongings, if a student has his/her own ride e.g. cycle, motorcycle, it's his/her responsibility to properly lock their ride. If a student fails to do so, he/she will be solely responsible for any theft or loss.
8. Students are not allowed to bring outsiders to school premises.
9. Students are not allowed to organize any charity/fund raising event for any reason in school premises.
10. Students are not allowed to bring valuables, jewelry and heavy amounts of money to school.
11. Uninformed absence will result in a fine of Rs 10 per occurrence. Leave applications must be submitted to principal's office to avoid fines.
12. Due date for monthly fee submission is 10th of every month. Failing to submit fee by due date will result in fine of Rs10 per day after due date. Fines can only be waived off after written recommendation from principal.
13. Only parents, official guardians and real siblings are allowed to meet the student on campus.
14. Student found guilty of any illicit acts e.g. smoking, fighting, theft, damage to school property etc will be subject to fines and/or dismissal from school.

Note to Parents

1. Please visit the school at least once a month to stay updated about your child/ward's performance.
2. Ensure regular attendance of your child/ward. Apply for leave only when absolutely necessary.
3. Parent teacher meetings are regularly held after every exam. Make sure to attend these meetings.
4. Please keep a close watch on your child/ward's after school activities, e.g. where and with whom he/she is spending his/her time. Get to know his/her friends. Make sure that his/her leisure activities are positive and constructive.
5. Make a timetable for study at home and make sure that student adheres to it and gives proper time to studies.
6. Maintain a friendly relation with your child/ward, so that they can share their problems with you.
7. Please try not to physically punish your child/ward as this act leaves a deep psychological impact which may hinder the student's learning abilities.
8. Make sure that your child/ward has a good hair cut and clean, complete uniform.



Al Qaim Campus:

Aurang Abad Road, Sarai Alamgir.
Ph: 0544-650739

Al Batool Campus:

Behind Ayub Market, Sarai Alamgir.
Ph: 0544-284296

Bab ul Ilm Campus:

Canal View G.T Road, Sarai Alamgir.
Ph: 0544-284258

Madina Tul Ilm Campus:

Nothia Road, Sarai Alamgir.
Ph: 0544-285454

Al Murtaza Campus:

Main Defence Road, Dandidara.
Ph: 0544-762144

New Campus:

Islam pura, Near Tanki Ground
S.A. Gir. 0544-285016

City Campus:

Canal view G.T. Road, Sarai Alamgir.
0544-284507

