



Silver Oaks College of Leadership

www.silveroaks.edu.pk

OVER 100 YEARS'
OF HERITAGE IN EDUCATION

DEVELOPING ENLIGHTENED
LEADERSHIP & MAKING A DIFFERENCE

INTEGRITY • COURAGE • RESPECT • CREATIVITY • OPTIMISM

College Prospectus 2022-23



ABOUT - SILVER OAKS SCHOOLS & COLLEGE



**Global Educational Supplies & Solutions (GESS) Award
for Outstanding Contribution in Education - 2015/16**

ABOUT - SILVER OAKS SCHOOLS & COLLEGE

The family's commitment to education has roots & heritage that goes back over a hundred years and spans five generations.





MISSION STATEMENT

An institution for foundation building of children, with the singular intent of educating and developing as “our own” while focusing on developing quality enlightened leaders of tomorrow

Ability of the child to acquire good quality education & having self-sustained academic reliance irrespective of the parents' ability to support either directly through help at home or indirectly, through “extra tuition”;

3 CORNER-STONES OF OUR PHILOSOPHY

Academic rigor focus on skills necessary for self-reliant upward social mobility with no or little social network or extensive financial support from family (a) habit of working hard; (b) consistency; (c) measuring & celebrating genuine success (not mediocrity); (d) public speaking confidence; (e) self-awareness;

Personality building embedded in values with focus on skills for “Practical Life Success” and “Effective Global Citizenship”.

Why Silver Oaks College?

5 Life Skills' Clubs

Global Citizenship Awareness Development

Professional Career Guidance & NTS Preparation

Active Student Council

We believe in Leadership Development

Focus on learning outcomes

Absorption-Focused Approach

Inculcating the habit of consistent hard work

Qualified and Experienced Faculty

Silver Oaks College of Leadership is an Approved Examination Centre for Federal Board S.S.C. & H.S.S.C.

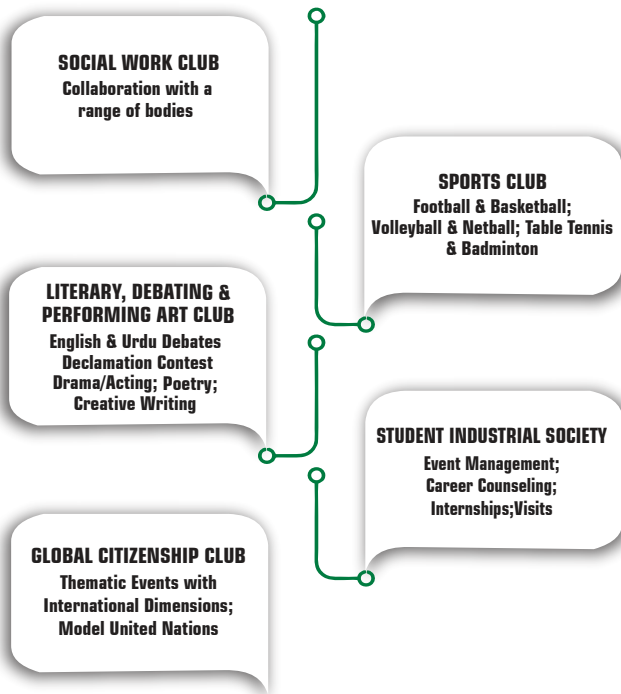


ACADEMIC COMPETENCE DEVELOPMENT

1. Focus on learning outcomes	2. Inculcating the habit of consistent effort	3. Absorption Focused approach
Monthly learning outcomes' review	Consistency encouraged through the academic year to achieve outstanding results	Outstanding facilities & competent faculty
<div>Feedback leads to</div> <ul style="list-style-type: none"> — Focused grid individual attention — Topical remedial re-enforcement Chapter wise remedial classes Guided revision time allocation 	<ul style="list-style-type: none"> Monthly Assessment Term Assessment Sendups Scheduled Test Series Pre-Board Exams End of the year cramming will not achieve top results for the academic year. 	<ul style="list-style-type: none"> Strict enforcement of punctuality, attendance policies.
Strategy Outcomes	<ul style="list-style-type: none"> ★ Private tuitions are never required for an Oakian Pupil ★ # 1 Federal Board school in the world 	

You will have the opportunity to participate in up-to 5 clubs & societies, which will all be student-led and student-run. The range is extremely diverse and is intended to achieve a balance in academic and curricular activities. We provide a varied range of activities ranging from volunteer work to inter-college sports, declamation contests as

OAKIAN CLUB & SOCIETIES



POWER OF POETRY AS AN ART OF EXPRESSION

GLOBAL CITIZENSHIP

Social Justice
Human Rights
Democracy
Humanitarianism

Teacher
Youth
Disability &
Inclusion
Charity

Peace
Sacrifice
Defence

Environment
Volunteering

COLLEGE LEADERSHIP



- Afshan Ashraf
- Principal Board Streams
- 20 Years of Experience



- Saima Shahbaz
- Campus Head
- 13 Years of Experience



- Fouzia Munawar
- Board Coordinator
- 11 Years of Experience



- Nasira Mahmood
- Head Mistress
- 9 Years of Experience

FACULTY PROFILE ...



- **Noreen Jahangir**
- English Lecturer
- M.A. English, M.Ed
- 11 Years of Experience
- (90% - 95%) SSC 500 A+



- **Dur-e-Shahwar**
- Urdu Lecturer
- M.A. Urdu, B.Ed
- 15 Years of Experience
- (90% - 95%) SSC 500 A+



- **Nida Ghazanfar**
- Computer Science Lecturer
- MCS
- 5 Years of Experience
- (95% - 98%) 250 A+



- **Rubina Ibrahim**
- Islamiat Lecturer
- M.A. Islamic Education
- M.Phil Education, B.Ed
- 15 Years of Experience



- **Amber Hanif**
- Administration Manager
- MA History, PGDIT and B.Ed
- 17 Years of Experience

FACULTY PROFILE



- Amna Bibi
- Biology Lecturer
- M.Phil in BIOCHEMISTRY
- 6 Years of Experience



- Muhammad Bilal
- Chemistry Lecturer
- M.Phil in CHEMISTRY
- 5 Years of Experience



- Wajid Gulzar
- Physics Lecturer
- M.Sc in Physics & B.Ed
- 4 Years of Experience



- Muhammad Khalid
- Mathematics Lecturer
- M.Phil in Mathematics
- 5 Years of Experience



- Shazia Mazhar.
- Pakistan Studies Lecturer
- M.A Political Science
- M.A English linguistics and literature
- 6 Years of Experience

S@W Week
Activities

Careers
Lecture Series

Literary
Declamations

COLLEGE LIFE AT A GLANCE



Creative
& Performing
Arts

College Socials

Rigorous
Academic
Learning

S@W WEEK VISIT DIARIES

Apna Shelter (Orphanage)



PTV Center



Door to Door Visit (Plastic Bag Campaign)



Noor Khan Base



Chamber of Commerce



Careers Lecture Series





Silver Oaks Inclusive School

Realizing the importance of inclusive and equitable quality education for all, Silver Oaks is proud to start the Inclusive School (4 to 10 years of age i.e. Montessori till grade 2) in one of its mainstream school. We are committed to providing a safe learning environment for children without any discrimination.

Inclusion of Children with:



Down Syndrome



Autism Spectrum Disorder (ASD)



Attention-Deficit/Hyperactivity Disorder (ADHD)



Physical Disabilities (Physically Handicapped, Visually Impaired)



1

Inclusive Education in mainstream school

2

Individualized Education Plans (IEP) along with specialized activities

3

Typical learning environment, regardless of their short-comings

4

Peer Interaction

Contact Details:

Building 317, Street 589, Adjacent to North Service Road, Sector G-13/2, Islamabad. 0333-6786887



School & College Timing

Silver Oaks Schools & College observes two separate time schedules for the students: the summer goes from **Mar 1-Oct 31** and the winter runs from **Nov 1-Feb 28**. Timely drop-offs and pick-ups play an important role in maintaining the arrival and departure time's safety standards. Please find the Morning & Off-time safety protocols:

Gate Opening Time:

In the summer, the school gates open at 7:00 a.m., while in the winter, they do so at 7:15 a.m. Children should not be dropped off at the school before the gates opening time

Departure Time & Late pick-ups:

Pupils must be picked up from the school on time; if the campus administrator stays after her off- time, which is **3:15**, to look after the child on campus, the transportation cost for that day will be borne by the parent.

Grades & Timing

March 1 - October 31		S U M M E R
Pre-Nursery	7:30 - 1:00	
Nursery	7:30 - 1:15	
KG	7:30 - 1:30	
Grades 1-12	7:30 - 2:10	

Friday: 7:30 - 12:30 (All Grades)

November 1 - February 28		W I N T E R
Pre-Nursery	7:45 - 1:15	
Nursery	7:45 - 1:30	
KG	7:45 - 1:45	
Grades 1-12	7:45 - 2:25	

Friday: 7:45 - 12:30 (All Grades)



PULSE SERVICE CENTER

We are pleased to announce the launch of Pulse Service Center (PSC), which is another exciting initiative to facilitate our valued Oakian parents.

★ 24/7 Access via PSC

With any academic or administrative issues, parents should contact their respective campus leadership, which is to be their primary contact. If parents are unable to reach the campus, they can contact the PSC Service Managers, who will ensure that the issue is logged and resolved efficiently. Further, they will revert, with the action taken by the school.

★ Parents Support for Remedial Management

If a pupil is absent from school for more than two days, targeted remedial management will be required, in order to ensure that the pupil does not miss key concepts. The PSC team will reach parents and provide guidance on how to make use of the remedial management academic content provided by the school.

Pulse Service Center

Contact Details

☎ **UAN: 0304-1110130** (for calls 7:00 am - 4:00 pm)

✉ **Email:** psc.h@soies.co

💬 **WhatsApp: 0309-5552275** (for voice messages after 4:00 pm)





ACADEMIC & DISCIPLINE POLICIES

THE ACADEMIC YEAR 2022-23 (Mandatory Conditions For Educating Your Child)

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01.COLLEGE ADMISSION POLICY: Admission to HSSC (Grade XI) is open to all candidates who have passed matriculation or equivalent examination from any National & International Board. Admission marks threshold, for each stream, is determined by the College Governance Committee. Acceptance of a pupil (new Admission to College) or Admission of Existing Pupils in a New Grade (in the new Academic Year) shall be **CONDITIONAL UPON ACCEPTING THE POLICIES, TERMS & CONDITIONS OF EDUCATING YOUR CHILD AT THIS COLLEGE & CONSTITUTES A CONTRACTUAL UNDERTAKING.**

02.PUNCTUALITY: If a pupil is absent for 4 days in a month or 2 days in a week, one written warning will be issued that has to be signed by a parent. If the pupil repeats this violation, a special Parent-Teacher Conference (“PTC”) will be called. If the parents do not attend the special PTC, the pupil will be **SUSPENDED** until S-PTC takes place. If a pupil is absent, without notice or valid reason, for 7 days in a term (or 21 days in an academic year, where ever applicable), name of the pupil will be marked for striking-off at the end of the term and, if the Board registration has been sent, will **NOT** be enrolled in the next grade and will be de-registered from the college roll on completion of the Grade. For a medical emergency, a written application must be given within three days of absence, by the parent, and must accompany a medical certificate.

03.ASSIGNMENT DEFAULT: If a pupil misses 2 assignments in a month, one written warning will be issued that has to be signed by a parent. If the pupil repeats this violation, a special PTC with parents will be called. If the parents do not come for the special PTC, the pupil will be **SUSPENDED** until S-PTC takes place. If a pupil misses 7 assignments in an academic year (across all subjects), the pupil will **NOT** be enrolled in the next grade and will be de-registered from the college roll on completion of the Grade.

04.LATE ARRIVAL: If a pupil arrives late at college (i.e. any time after the start time given in schedule) for 4 days in a month or 2 days in a week, one written warning will be issued that has to be signed by the parent. If the pupil repeats this violation, a special PTC with parents will be called. If the parents do not come for the special PTC, the pupil will be **SUSPENDED** until S-PTC takes place. If a pupil has 7 late arrivals in a term (or 21 days in an academic year, where ever applicable), name of the pupil will be marked for striking-off at the end of the term and, if the Board registration has been sent, will **NOT** be enrolled in the next grade and will be de-registered from the college roll on completion of the Grade.

05.UNIFORM COMPLIANCE: Wearing a fully compliant uniform, with no add-ons (a non-conforming piece of clothing/shoes) is **MANDATORY** to attend classes. If a pupil arrives at the college wearing a non-compliant uniform or with an inappropriate haircut, he/she will be sent home and will **NOT** be allowed to enter classes. Any missed classes on this count will be treated as “Late Arrival” and the late arrival policy, given above, will be applied.

06.BEHAVIOUR: If there is a behavioural incident, there will be a verbal telephone conversation with the parents and written note will be sent, which will be signed by parents and returned the following day for the pupil to attend College. On second such event, the pupil will be **SUSPENDED FOR 3 DAYS** and Special PTC will be held (in absence of the pupil) between Parents & Principal. If a third event occurs, there will be a meeting called between Campus Head, both parents, and the pupil, to give a formal last warning, in writing with a **7-DAY SUSPENSION**. A 4th behaviour related event will result in the pupil being terminated with immediate effect.

07.ZERO-TOLERANCE ISSUES: If a pupil misbehaves with any member of staff or causes physical harm to another pupil or damages property of the College or another pupil or a pupil is found involved in any immoral activities like cheating, endangering other pupils, smoking, bullying, cyber-bullying or stalking, parents will be called for a Special PTC. Depending on the nature of the issue, **ONE** of the two **MANDATORY** actions **SHALL** be taken: either the pupil will be suspended from **COLLEGE** for 7 days or will be immediately expelled, without any further notice or opportunity of hearing.



ACADEMIC & DISCIPLINE POLICIES

THE ACADEMIC YEAR 2022-23 (Mandatory Conditions For Educating Your Child)

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09. FEE POLICY: Annual Fee and Cost Sheet for the full academic year is attached and is an integral part of this Parent Guide. Fee level differs for Preschool; Primary; Secondary, College and Cambridge Streams as well as between Community, International Community & International Campuses.

10. POLICY FOR RE-ISSUANCE OF VOUCHERS OR DEFAULT: TIMELY PAYMENT FOR EDUCATION & DEVELOPMENT SERVICES PROVIDED BY THE SCHOOL IS A CONTRACTUAL OBLIGATION UNDERTAKEN BY PARENTS AT THE TIME OF COMMENCEMENT OF EACH ACADEMIC YEAR, and subject to the principles and terms laid out in this policy document and the cost sheet for each academic year (reviewed and finalized before the start of each academic year, AND NEVER DURING THE ACADEMIC YEAR). For Academic Year 2022-23, the due date for Fee Submission will be the 10th of every month and the validity date will be set as the 20th of every month. After the due date (10th), Rs. 100 fine per day will be applicable till the 20th of the month. After the 20th, voucher will be invalid and the fee cannot be submitted. A fine of Rs. 2,000 will be carried forward to next month's fee voucher.

10. PARENTS' / GUARDIANS' BEHAVIOR CODE: (1) Facilitate checking at the entrance - it is to ensure the security of your children; (2) Please do not insist on meeting staff without a prior appointment - respect time; (3) No academic discussion can take place at off time with duty teachers as this is a formal dialogue; (4) Please use appropriate and civilized language & tone at all times – we are partners in developing your child; (5) No capital punishment to children is allowed BY LAW at the college and staff members violating this policy are immediately terminated, after investigation. Therefore, moral authority and respect are the only disciplinary tools available to teachers and college leaders. In case of disrespectful attitude towards or causing harassment (in any form) of staff members, THE COLLEGE WILL IMMEDIATELY WITHDRAW ITS SERVICE OF EDUCATION FROM THE VIOLATING PARENTS/GUARDIANS & ALL THEIR WARDS (at COLLEGE & SCHOOL) WILL NOT BE EDUCATED AT SILVER OAKS SCHOOLS & COLLEGE.

11. COMPLIANCE: Please carefully read this policy, terms & conditions document and ensure compliance at all relevant times. All required information detailed in this guide and the cost sheet provided to the parents/guardians shall be treated as the terms of a binding contract between the college and parents/guardians. In case of breach of any policy or condition listed herein, the parent/guardian shall not remain entitled to continue his/her child's education at this institution.

12. SOCIAL MEDIA PROTOCOL GUIDELINES: Parents & pupil must not use social media to criticize or insult the institution & its staff. Harassment, bullying, call recording, revealing unverified school information on social media shall be considered as cybercrime. Code of Conduct Breach disciplinary process, under the reputational risk clause, will be against parents & pupil.

13. COLLEGE TIMING: Parents/Guardians are obliged to adhere to the drop-off and pick-up school timing. Pupils MUST NOT be dropped off before the school's gate opening time i.e 7:00 a.m. in summer & 7:15 in winter. Similarly, pupils must be picked up from the school on time; if the campus administrator stays after her off-time to look after the child on campus, the transportation cost for that day will be borne by the parent.



OVER 100 YEARS' OF HERITAGE THROUGH THE PRISM OF OAKIAN VALUES

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COURAGE (1st Generation)

COURAGE, to forgive, to tolerate, to express gratitude, to be generous, to share & to lead.

Khan Sahab Yusuf Ali, who was bestowed with the title "Khan Sahab" on January 1, 1919, got his first of many commendations for his contribution to the field of education for the academic year 1907-08 ending January 31, 1908. During the next two decades, he relentlessly pursued this cause with two notable events. First, he took it upon himself to use his influence and personal financial resources to expand education in the Toba Tek Singh district by first providing a rent-free house for primary education, then setting up a scholarship for exceptional students to pursue middle school and later establishing a school in every village of the district. Finally, he funded the First and Only Regional High School, located at Maurusipur, in 1921. Second, not content with this alone, in his capacity as Zaildar, he initiated a unique and bold step, for the first time ever in the British Ruled India, of making it mandatory for every child in the district to attend primary school. Courage, as a value, got embedded in 1924.



RESPECT (2nd Generation)

RESPECT, for time, for people, for the environment, for discipline, for hardwork, for perseverance and for yourself.

On March 1, 1929, Khan Sahab Yusuf Ali, was present at the ceremony where the title "Khan Sahab" was to be bestowed upon his son Nur Din, for his exceptional commitment to the community welfare in the fields of education, agriculture & law enforcement. As things happen at such ceremonies, there were three high chairs on stage for Khan Sahab Nur Din and two senior Viceroy of India representatives, for bestowing the award. Khan Sahab Nur Din, on seeing this, told the Government representatives that since his father was also sitting in the audience, he could simply not sit ahead of him. If the ceremony was to go ahead, his father must be shown the respect and honor of being on-stage for it was his upbringing and values that had resulted in K.S. Nur Din being considered for the honor at 44 years of age. A fourth chair was added. Respect, as a value, got embedded in 1929.



INTEGRITY (Every Generation)

INTEGRITY, demonstrated by honesty in our dealings, truthfulness of our words, delivery against our commitments, and "doing the right thing even if nobody is watching".

While the role of integrity has been a continuous thread across the five generations, it got firmly defined by a specific event. Mian Abdus Sattar (3rd Generation), aged 20, took it upon himself to "physically punish" a house servant for refusing to obey an order and demanding higher wages. K.S. Nur Din, on his return from Lyallpur, found the servant distraught but would not speak. Mian Abdus Sattar volunteered to narrate the event also showed remorse for his actions. On hearing this K.S. Nur Din gave two responses. He said, "It is shameful to use force on the poor who are helpless and reliant on the good manners of their masters for respect and to never do so again". Then he added, "However, you being forthcoming and your self-reflective identification of error in your personal judgement and behaviour is a virtue that will stand by you for the rest of your life". Integrity, as a value, got defined in 1931. Mian A. Sattar never forgot this value. He was celebrated for his integrity, honesty and righteousness and was honoured by naming a railway station, "Sattar-Wala", in 1955.



OPTIMISM (2nd & 3rd Generations)

OPTIMISM, if your mind can conceive it & your heart can believe it, know you can achieve it.

"I am too positive to be doubtful, too optimistic to be fearful and too determined to be defeated" K.S. Nur Din (2nd Generation), in 1923, showed this by defying all odds to defeat Sir Syed Mehdi Shah, backed by the British Raj, to become Member Legislative Council (Punjab) from Toba Tek Singh, in 1923 elections, as he was committed to make a difference.

"A pessimist is one who makes difficulties of his opportunities and an optimist is one who makes opportunities of his difficulties" Abdul Ghafoor Sethi (3rd Generation), father of Nasrin Tariq (4th Generation Founder of Silver Oaks School) was born in Sagri village, about 40 Kms from Pindi, in very poor circumstances and not knowing when and where his next meal will come from. Not educated but determined to make a go of life, he went on to become a very successful businessman, married a doctor, and to ensure that illiteracy is not suffered by the next generations, donated his personal land to set up the First Girls School in Sagri, in 1972, which is now a college. Optimism, as a virtue, started making an impact on the family since 1923 and has never stopped since.



CREATIVITY (3rd & 4th Generations)

CREATIVITY, imagine what you desire, will what you imagine; & create what you will.

CREATIVITY, imagine what you desire, will what you imagine; & create what you will. History of the name "Silver Oaks School": Mian Abdus Sattar (3rd Generation) & father-in-law of Nasrin Tariq (4th Generation founder of Silver Oaks School), constructed the building at 33-Civil Lines in 1959-60, and named it "Aashiana". It became a boarding home for students, excelling at Maurusipur High School, to move to Rawalpindi for higher education. They were provided shelter and food in this building while they got educated. A Silver Oak tree was planted at the gate of this building. In 1992, at the same building that had been a house of learning since 1960, when Nasrin Tariq decided to start an institution for foundation building of children with the singular intent of educating and as "our own" while focusing on developing enlightened leaders of tomorrow, naming the school was the first task. While trends suggested fancy names, her focus was to give a name that reflected the virtues and values of the institution. Observing the tree (in picture), she realised that Silver Oak Trees, when nourished with proper care and attention at the foundation building stage, grow tall, straight and strong - hence the name "Silver Oaks School".

OAKIAN VALUES ARE EMBEDDED IN TRADITION

Our journey and heritage in education, that started in 1908, got formally named as Silver Oaks in 1992. It continues with the 5th generation of the family, Hassan Sattar, carrying forward the torch of our over a century old commitment to education.

CONTACT US

GET IN TOUCH

Silver Oaks Schools & College Smartly

Formally set up in 1992 as "Silver Oaks School" by our Founder Educationist & Principal, Mrs. Nasrin Tariq, the family's commitment to education has roots & heritage that goes back over a hundred years and spans five generations.

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HEAD OFFICE:
33 Civil Lines, Rawalpindi

✉ info@soies.co ☀ 8:00 am — 4:00 pm

051-5146565 📞