



Silver Oaks Schools & College

www.silveroaks.edu.pk

OVER 100 YEARS'
OF HERITAGE IN EDUCATION

DEVELOPING ENLIGHTENED
LEADERSHIP & MAKING A DIFFERENCE

INTEGRITY » COURAGE » RESPECT » CREATIVITY » OPTIMISM

Parent Guide 2022-23



7 KEY ACCOMPLISHMENTS

ABOUT - SILVER OAKS SCHOOLS & COLLEGE



1 World Wide Federal Board Ranking with 6.0 GPA for 3 Consecutive Years (2016-2018) # 4 in 2015; # 6 in 2014; # 7 in 2013; Consecutive A-1 Result in S.S.C since 2011



100% Cambridge Result since 2013



Top 50 Organizations in Education - SOIES Group
Top 100 Leaders in Education - Hassan Sattar
In Recognition of Contribution to the field of Education,
GFEL 2019, Dubai, UAE



Canadian Oaks Kindergarten, Cover Story of Top 10 Preschools in Dubai (The Knowledge Review USA, July 2019)



40 British Council International School Awards (ISA) 2015 – 2019 (Record for maximum awards by a school world wide) Pakistan



Best International Impact British Education School in the World - BISA 2018, London, UK



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

OUR INTRODUCTION

ABOUT - SILVER OAKS SCHOOLS & COLLEGE

Under the Silver Oaks Schools & College brand headquartered at Rawalpindi, Silver Oaks International Education Services (SOIES) group currently owns and operates 30 K-12 Schools & College at 30 campuses across 7 cities i.e Rawalpindi, Islamabad, Lahore, Gujrat, Gujranwala, Sialkot and Canadian Oaks Kindergarten in Dubai, with a student population of close to 7000 and staff excess of 800. Formally set up in 1992 as “Silver Oaks School” by our Founder, Educationist, and Principal, Mrs. Nasrin Tariq, the family’s commitment to education has roots and heritage that goes back over a hundred years and spans 5 generations. have

WE SPECIALIZE IN

Delivering high-quality affordable education and have delivered success through these clear strategies:



Consistently delivering against a highly distinguishable USP – providing High-quality-learning-focused-affordable cost-education for lifelong wellbeing;



Combining Best International And Tested Practices For Global Citizenship Skill Development

AFFILIATION & PARTNERSHIP

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





OUR INTENT

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”.

OUR FIVE DIMENSIONS

HOLISTIC CHILD DEVELOPMENT





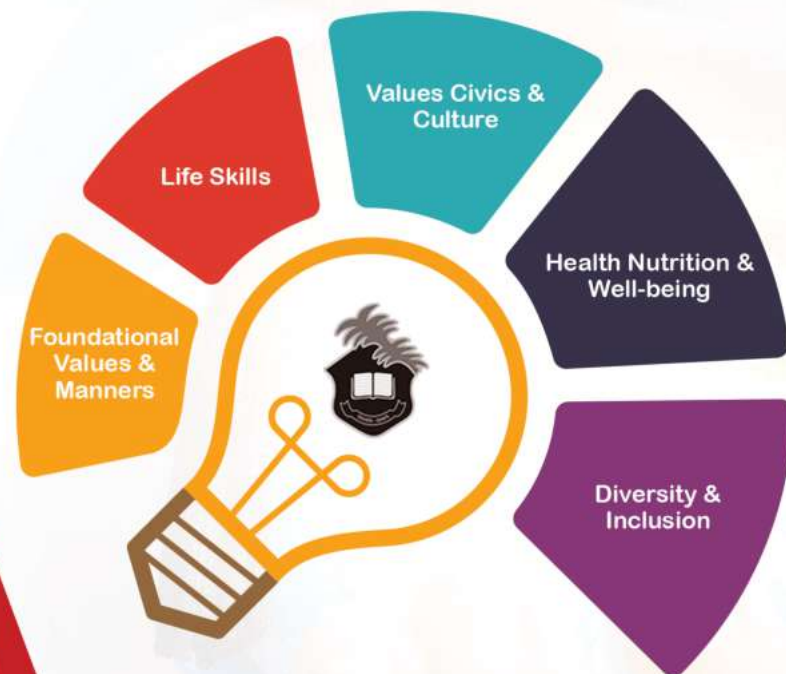
HOLISTIC CHILD DEVELOPMENT

Personality Development Program

Public Speaking & Confidence Building

Responsible Global Citizenship Awareness

PERSONALITY DEVELOPMENT PROGRAM HOLISTIC CHILD DEVELOPMENT



Young Adult Development Program (YADP) is introduced for Pupils of Secondary



HOLISTIC CHILD DEVELOPMENT

Personality Development Program

Public Speaking & Confidence Building

Responsible Global Citizenship Awareness

PUBLIC SPEAKING & CONFIDENCE BUILDING HOLISTIC CHILD DEVELOPMENT

Confidence Building
Public Speaking
Story Presentation

Reading & Inquiry
Recognition Games
Reading & Research
Projects

Creative Expression
Show & Tell, Art, Music
& Creative Writing

Young Adult Development Program (YADP) is introduced for Pupils of Secondary



HOLISTIC CHILD DEVELOPMENT

Personality Development Program

Public Speaking & Confidence Building

Responsible Global Citizenship Awareness

Young Adult Development Program (YADP) is introduced for Pupils of Secondary

RESPONSIBLE GLOBAL CITIZENSHIP AWARENESS HOLISTIC CHILD DEVELOPMENT

Labour
Diversity
Social Justice
Human Rights
Child Labour
Democracy

Independence
Identity
Peace
Sacrifice
Harmony
Literacy

Mother
Teacher
Children
Friendship
Disability &
Inclusion
Charity

Water
Earth
Environment
Green Living
Health
Volunteering

POWER OF POETRY AS AN ART OF EXPRESSION

EXTERNAL COMPETITIONS

Dawn Spelling Bee Competition

Inter-School Math Olympiad (ISMO)

Green Living Competition

RAPS Inter-School / College Debates

National Essay Writing



ACADEMIC COMPETENCE DEVELOPMENT

1. Focus on learning outcomes

- ★ Weekly Learning Outcomes' Review
- ★ Progress review
- ★ Attainment Level Assessments (ALAs)

FEEDBACK LEADS TO ↓

- ▶ Focus-grid based individual attention
- ▶ Topical remedial re-enforcement
- ▶ Concept remedial Saturdays
- ▶ Guided revision time allocation

2. Inculcating the habit of consistent effort

- ▶ Consistency encouraged, throughout the year, to achieve outstanding results
- ▶ Term 1: PR-1 (10%) & ALA-1 (15%)
For Grade Pre-Nursery, PR-1 will not be conducted, ALA-1 weightage (25%)
- ▶ Term 2: PR-2 (10%) & ALA-2 (15%)
- ▶ Term 3: PR-3 (10%) & FPA (40%)

End-of-year cramming will Not achieve top results for the academic year.

3. Approach to pupil Absorption

- ▶ Only class work reinforcement home tasks given. Parents are not expected to help with homework, just need to ensure that the child has enough quiet time to complete the home tasks.
- ▶ Strict enforcement of punctuality & attendance policies.

STRATEGY OUTCOMES

- ★ PRIVATE TUITION IS NEVER REQUIRED FOR AN OAKIAN PUPIL
- ★ # 1 FEDERAL BOARD SCHOOL IN THE WORLD



Knowledge Areas

- ▶ English & Urdu Language
- ▶ Digital Literacy
- ▶ Numeracy
- ▶ Science & Applied Sciences
- ▶ General Knowledge (Waqfiyat-e-Aama)
- ▶ Islamiat & Nazra
- ▶ Social Studies, History & Geography
- ▶ Pakistan Studies



COVERAGE, CURRICULUM & COMMUNICATION

ACADEMIC COMPETENCE DEVELOPMENT

COVERAGE

Campus Focused Academic & Administration Heads

Coverage Focused Principals

- Principal Board Streams
- Principal North Rawalpindi
- Principal South Rawalpindi
- Principal Central Rawalpindi
- Principal Flagship Campus-Gulraiz
- Principal Islamabad & Inclusive Education
- Principal Academic Planning & Execution
- Principal New Geographies

CURRICULUM

Independent Evaluation of Campus Performance

Focused Central & Specialized Lesson Planning

- Eclectic Curriculum in Preschool - Middle School
- Single National Curriculum (SNC)
- Secondary School & College FBISE Curriculum

COMMUNICATION

- Diary, two-way dialogue for daily communication
- Need-based Special PTC & Termly PTC
- Annual Parent Guide
- Website & Social Media
- Notices & Newsletters
- WhatsApp & SMS
- Parent Portal; Digital Diary & Notes to Parents



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. ADMISSION POLICY: Passing the admission test is the only criteria to determine the pupil entry point. Pass mark for every level is different. Admission will not be granted on the basis of parental undertaking or reference. Acceptance of a pupil (new Admission to school) 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 SCHOOL & 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. For genuine or medical emergency, written application must be given within three days of absence. If the pupil doesn't attend the arranged free of cost remedial class, a special Parents Teacher Conference ("PTC") will be called. If the parents do not attend the special PTC, another note will be sent. If a pupil is absent, without notice or valid reason, for 7 days in a Term, name of the pupil will be marked for striking-off at the end of the academic year. A pupil who has absence of 21 days in an academic year or 7 days in one academic term will **NOT** be promoted to the next grade and will be de-registered from the school roll.

03. SCHOOL 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.

04. HOME WORK DEFAULT: If a pupil misses home work for 4 days in a month or 2 days in a week, one written warning will be issued. If the pupil doesn't attend the arranged free of cost remedial class, a special PTC with parents will be called. If the parents do not come for the special PTC, another note will be sent. If a pupil misses 7 home works in a term or 21 home works in an academic year (across all subjects), the pupil will **NOT** be promoted to the next grade and will be de-registered from the school roll at the end of the academic term.

05. LATE ARRIVAL / UNIFORM COMPLIANCE: If a pupil arrives late at school (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. If the pupil continues this behavior, a special PTC with parents will be called. If the parents do not come for the special PTC, another note will be sent. If a pupil has 7 late arrivals in a term or 21 late arrivals in an academic year, the pupil will be de- registered from the school roll at the end of the academic year. Your attention is specially drawn to the fact that a pupil **NOT APPEARING IN FULL & PROPER UNIFORM** will be treated as a **LATE ARRIVAL** and late arrival policy, given herein, will be applied.

06. BEHAVIOR: If there is a behavioral 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 school. On second such event, Special PTC will be held (in absence of the pupil) between Parents & Campus Head. 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. A 4th behavior 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 the school property 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 school for 3 days or will be immediately expelled, without any further notice or opportunity of hearing.

08. PROMOTION POLICY: Grades P.N/Nur/K.G: 80% is the pass mark. There are no conditional promotions in Preschool. Primary (Grade 1-5): 75% is the pass mark; Below 75% in one major and one minor subject or two minor subjects, but overall marks above 75% will get conditional promotion*. Below 75% in two majors and/ or overall mark, will **NOT**



ACADEMIC & DISCIPLINE POLICIES

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

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be granted a promotion. *Pupils, on conditional promotion, will be put through remedial management from Day 1 in the new Academic Year/Term and will need to attain above 75% in next Assessment to retain their place in class. Pupils failing to achieve this result will be removed from the school roll (demotion to the previous grade is NOT an option) immediately after the result is announced. Pupils, who have been conditionally promoted, and miss more than 2 remedial classes will be removed from the school roll with immediate effect. Middle, IGCSE & Secondary (6-10): Grade 6 - 8 pass mark is 75%. Any single subject failure will not be given a promotion and will be removed from the school roll. There are no conditional promotions. Achieving send-up pass mark & 90% attendance is mandatory for IX/X Board Registration as a Silver Oaks pupil.

09. DOUBLE PROMOTION POLICY: Double Promotion criteria for NEW admissions (where pupils come from another school) and parents request to let their child sit in the next grade as per previous school promotion, is that: a) Pupils will take the entrance test of Term-III of the promoted grade as per their previous school; b) They will be attending remaining months in the promoted grade and will appear in the final promotion assessment; c) There will be NO CONDITIONAL PROMOTION, if they pass, they will be promoted else they will be retained in the same grade because they missed Term-I & Term-II of that grade.

Double Promotion criteria for the existing OAKIAN pupils, is that; a) Pupils will take Term-I admission test of the desired grade; b) Double promotion from Pre to Primary, Primary to Middle or Middle to Secondary school is NOT ALLOWED (e.g. a pupil cannot move from Nursery to Grade 1 or 4 to 6, 6 to 8 or 7 to 9); c) Existing Oakian pupils must have scored a minimum of 90% in the FPA (Final Promotion Assessment) in the most recently passed grade to apply for the double promotion.

10. INTER-CAMPUS TRANSFER REQUESTS: Parents/guardians desirous of transferring their child from one campus to another campus of the school shall make a written application to the relevant campus head detailing the grounds for such request (on given format). The school shall decide the transfer application keeping in view all the relevant consideration and within a reasonable period of time.

11. 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.

12. 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). 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.

13. PARENTS' / GUARDIANS' BEHAVIOR CODE: (1) Facilitate checking at entrance - it is to ensure security of your children; (2) Please do not insist on meeting staff without 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 school 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 school leaders. In case of disrespectful attitude towards or causing harassment (in any form) of staff members, THE SCHOOL WILL IMMEDIATELY WITHDRAW ITS SERVICE OF EDUCATION FROM THE VIOLATING PARENTS/GUARDIANS & THEIR WARDS WILL NOT BE EDUCATED AT THE SCHOOL.

14. 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 school 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 school.



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.

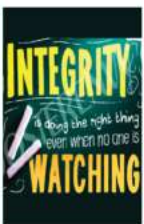
Khan Sahab Yusuf Ali, who was bestowed with the title "Khan Sahab" on January 1, 1919, got his first of many commendations for his contribution to the field of education for the academic year 1907-08 ending January 31, 1908. During the next two decades, he relentlessly pursued this cause with two notable 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 📞

