

Circular # 5, SY: 2015-2016

From the Principal's Desk
August 31, 2015

Respected Parents and Students,

Subject: **WELCOME BACK TO ICS F-8/4 CAMPUS AFTER SUMMER BREAK**

Praise God, Now and forever!

I welcome all of you to ICS F-8/4 after an extended summer vacation. Once again we are back with more enthusiasm and vitality hence preparing our children for the forthcoming first term assessment / examination in the month of October 2015. We wish them all the best.

We are all really thankful to RVM Sisters as they spend more than two decades in Pakistan and they really worked hard and played an important role in educating little Pakistani Conventarians. We all wish them good luck for their future endeavors.

*I would like to introduce myself as the new Principal of ICS F-8/4 Campus. I am Mrs. Sheeba David, I am a conventarian by heart as I have served ICS H-8/4 Campus for more than 15 Years. I am extremely happy to be back to my ICS Family. I have done Masters in Education. I started my journey of educating the children in 1990. I came to Islamabad in 1993 and joined ICS H-8/4 Campus in April 1994. I was transferred to St. Helen's Convent School, Rawalpindi, as a Principal from June 2009 until 17 August 2015. I have also worked with British Council on various projects and twice was selected by the British Government to visit schools in Staffordshire, England to raise awareness among the students of both, the country's link and commitment to social justice, human rights and sustainable developments. So, with the same zeal and enthusiasm I will work for the students of ICS and will try to keep the Convent School not only an institute for Academic Excellence but also a sacred ground for the growth of all-rounder citizens who fear and love God, who love and respect humanity. **"LETS ALL WORK TOGETHER FOR A WELL-BALANCED CONVENTARIAN LEADER FOR A PEACEFUL AND BETTER WORLD"**. May God bless all of you for your support and cooperation.*

To help and guide the new management of ICS H-8/4 and F-8/4, Diocesan Board of Education Islamabad/Rawalpindi (DBE), a Governing Body for Islamabad Convent Schools has formed a committee with the name "ICS Advisory Committee". The committee consists of:

Rev. Msgr. Roy Pierce, MHM	(Chairman DBE)
Mr. Waqar Ul Haq	(Acting Executive Secretary DBE)
Lt Col. (Rtd.) William John	(DBE Board Member)
Mr. Adnan Asif	(Principal, ICS H-8/4 Campus)
Mrs. Sheeba David	(Principal, ICS F-8/4 Campus)

The above committee will be headed by Rev. Msgr. Roy Pierce, MHM (Chairman DBE), the committee will be meeting at least once a month to address the issues related to ICS Schools.

May I invite you, therefore, to consider the following important reminders and concerns.

1. NEW PROJECTS IN ICS F-8/4 CAMPUS:

- A shed has been made for the students to protect them from rain and scorching heat.
- Cafeteria shed has been extended for the students so that they can go there easily to buy things during rain.
- A beautiful Basketball court has been prepared for our students for outdoor activities because healthy body makes a healthy mind.
- Certain security measures have been taken to enhance the security of our students and staff.

2. HIRING OF NEW STAFF MEMBERS FOR SECURITY REASONS:

- Mr. Tariq Mehmood Ghouri is appointed as a CCTV Camera Monitoring In-charge who will sit in the Monitoring Room during school time.
- Two (2) Ancillary Staff Ladies have been appointed exclusively for the student's washrooms to facilitate them and maintain the cleanliness all the time.

3. NO SITTING IN PARENTS' WAITING AREA FOR SECURITY REASONS:

Parents are not allowed to sit in the waiting area, please leave your children at the gate and come back at dismissal time. Your cooperation in this concern will be highly appreciated.

4. PARENTS' APPOINTMENT WITH THE PRINCIPAL:

It is my pleasure to meet all parents regarding their queries and concerns starting **Tuesday 1 September 2015** from **09:00 A.M. – 12:00 noon**. But please take the appointment from the Information Office to avoid any inconvenience. (You can take an appointment on the phone as well).

5. OFFICE TRANSACTION TIMINGS:

Morning Assembly is every Monday to Thursday which ends at **08:00 A.M.** All Teaching and Non-Teaching Staff join the Morning Assembly ceremonies. You are therefore; requested to please enter the Campus after the assembly for your transactions.

The break will be from **10:30 A.M. – 11:00 A.M.** No one is allowed to enter the school within break timings for security reasons.

6. NO ID, NO ENTRY POLICY:

No ID, No Entry will be followed as same. No one including staff will be allowed to enter the campus without School ID.

7. POLICE CLEARANCE FOR STAFF:

All the Staff is asked to provide the police clearance. They are supposed to provide the clearance to school within one month.

8. HOLIDAYS HOMEWORK:

The students will be given five marks for each subject if they will bring their Summer Vacation Homework till Wednesday, 02 September 2015. Those who will fail to provide the homework on time their marks will be deducted.

9. UPCOMING ACTIVITIES IN THE MONTH OF SEPTEMBER 2015:

Islamiat month will be celebrated in the month of September 2015 with the theme **"Conventarian Leaders always show unity through teamwork and by sharing"**.

1	Distribution of 1 st Term Syllabus & Date sheet	18 September 2015 (Friday)
2	2 nd Parent-Teacher Conference Students are not allowed to attend PTC	19 September 2015 (Saturday) 08:00 A.M. – 12:00 noon

10. CONGRATULATIONS H-8/4 CAMPUS CONVENTARIANS!

I would also like to give you updates regarding ICS H-8/4 Campus' Curricular and Co-Curricular activities for last three months. I am very happy to share with you that our first batch of Matriculation has achieved 100% result. With immense pleasure I also share with you the result of our O' Level students for Cambridge International Examination June 2015. Our students have produced 99% result. I am indeed very proud to tell you that 18 of our O'Level Students secured straight A's and five out of these students got straight A*s. Congratulations to all the achievers and their parents.

11. JOINT WORKSHOP OF BOTH CAMPUSES OF ICS:

Our Teachers of both the campuses i.e. F-8/4 and H-8/4 have just completed their in-service training workshops on 27 August 2015. In which they were able to refresh and enhance their teaching abilities, to focus in a better way on the education of our students who are the center of our educational system.

12. FINANCIAL OBLIGATIONS :

The students whose dues are not cleared for three months will not be allowed to sit in the Classroom and their names will be struck out from the school register.

"We may have different holidays and different prayers BUT we have the exact same GOD, which means We are more the same than we are different".

Thank you for your constant support to Islamabad Convent School and please remember us in your prayers.

Sincerely Yours,
Mrs. Sheeba David
Principal, ICS F8/4 Campus