

Here are the details usage of fee and funds by an English Medium School

Registration Fee

Registration Fee paid by the students covers the following:

- a. Allotment of Registration Number
- b. Issuance of Registration Card
- c. Data entry of all of the records into Computerized Student Information System or Campus Management System.
- d. Record Management:
 - i. Record of student is managed even after completion of Studies.
 - ii. Institution continuously checks his credential from the School like Education Boards, Universities, Govt. Agencies, Intelligence Agencies, Employers and Scholarship Awarding Agencies etc.
- e. **Issuance of Letters after Studies:**
 - i. Recommendation Letters.
 - ii. School Leaving Certificates / Letters.
 - iii. Letters of Recommendation for Scholarship.
 - iv. Letters for immigration purpose.
 - v. Any kind of letters required by the students any time after or during studies are issued by the school.

Admission Fee

Admission fee paid by the student covers the followings:

- a. Expenses of Admission Section.
- b. Advertisement and Publicity Cost.
- c. Provision of Initial Information Material like Brochures, Flyers, Leaflets, Pamphlets etc.
- d. Admission Briefings and entertainment during briefing.
- e. Admission Tests.
 - i. Provision of Stationary for Tests.
 - ii. Checking of papers and preparing results.
 - iii. Interviews of students.
 - iv. Interviews of parents.
 - v. Final Recommendation by Admission Committee.
 - vi. Issuance of Admission Forms.

Post Admission Procedure

1. Deposit of Fee
2. Issuance of Admission Card.
3. Provision of Book List.
4. Provision of Uniform Shops List.
5. Provision of Book Shops List.
6. Provision of Furniture to student like students chairs tables etc.
7. Provision of Furniture in classes like White Boards, Soft Boards, Teachers Tables, Teachers Chairs, Lab Furniture etc.
8. Transport if required:
 - i. Information about Transport System
 - ii. Management of Route
 - iii. Issuance of Transport Form
 - iv. Receiving of Transport Fee
 - v. Issuance of Transport slip

Tuition Fee:

Tuition Fee paid by the student covers the followings:

1. Teaching cost of the Students / Tuition cost

Approximately 50% of the monthly tuition fee is used to pay the salaries to staff of all kind at schools.

2. Teacher's Stationary

Board Markers, attendance registers, papers, pen pencils are essential part of teaching which is provided to all the teachers in classes and a huge amount is required by the school to purchase stationary material.

3. Building Rent:

Approximately each school pay rent of building equal to 15 to 25% of total fee collected from the students.

4. Payment of Utility Bills

Bills like Electricity, Water and Gas etc. are paid which are equal to approximately 7% to 10% of the fee collected from students.

5. Provision of Furniture:

First time furniture is provided by the school against admission fee but students use the furniture very badly and ruin it within four to five years that is why approximately after five years the school has to buy new furniture for their students.

6. Repair, Maintenance and Polishing of Furniture

After every two years Repair, Maintenance and Polishing of furniture is a compulsory expense. School repairs and maintain student's chairs and tables, teacher's chairs and tables, white boards and soft boards, cupboards Lab Furniture etc.

7. Purchase of Appliances:

Following kinds of electric appliances are purchased:

- i. Fans after every four years.
- ii. Energy savers after Six months.
- iii. Air Cooler after every four to five years.
- iv. Air Cooler accessories after every two years.
- v. Water Cooler for Cold Water after every five years needs replacement or grand repair.

Following kinds of gas appliances are purchased:

- I. Gas Heater after every Four years.
- II. Water Geysers/ Electric Geysers after every four years
- III. Water Fittings need repairing or replacement after every three years.
(Students break Flush Tanks and Water Taps averagely in two years.

8. Provision of Electricity during load shedding:

In addition to WAPDA Connection school has to manage the following arrangements.

- i. UPS Arrangement: Purchasing and maintenance.
- ii. Replacement of UPS Batteries every year.
- iii. Generator Rent if generator is not purchased and repairing and maintenance if purchased.
- iv. Fuel for generators.

9. Repair Maintenance of Building

Repair and maintenance of school building is continuous phenomenon in addition to Annual Renovation during summer.

10. Annual Renovation of Building

In case of school or offices usually building owners refuse annual renovation because of use of building other than domestic use. In addition to routine repair and maintenance that is being done on emergency basis, the following kind of annual renovation is being made at the time of Annual Renovation:

- i. White Wash
- ii. Polishing of Doors Windows etc.
- iii. Washing of Carpets
- iv. Marble polish

11. Purchase of Lab Equipment

- I. Practical apparatus for Physics, Chemistry, Biology, IT labs are purchased annually particularly the chemicals for Chemistry Practical's are purchased regularly every year.
- II. Broken equipment and apparatus used for Physics Practical's are also purchased.

12. Minor and Major Breakage by the students

It is routine of students to break glasses, energy savers, globes, steel grills, stairs grills, safety grills, gates, doors and windows net etc. and such kind of breakage is a routine at school premises. The more school management becomes strict the more breakage is committed by the students.

13. Repairing Appliances

Schools spend continuous budget for repairing and Maintenance of all the above mentioned appliances because of their dealing with young ones:

- i. **Electric Appliances** like fans, Water Cooler, Air Coolers and Electric Boards etc.
- ii. **Gas Appliances** like Gas Heaters, Gas Geysers
- iii. **Water Fittings** (Students break Flush Tanks and Water Taps averagely in a year.
- iv. **Lab Equipment's**
- v. **Computer Hardware**

14. Student Counseling through Psychologist Counselors.

School arranges counselors to manage behavioral issues of students that take free periods for counseling purpose.

15. Workshops for parents.

How to handle the kids at home? Not only big but the small schools also manage such workshops for the better handling of kids at home.

16. Issuance of Letters during studies:

- a. Recommendation Letters.
- b. Continuation letter.
- c. School Leaving Certificates / Letters.
- d. Attestation of Admission Form for Cadet Colleges.
- e. Letters for Nadra.
- f. Letters for scholarship.
- g. Letters for immigration.

17. Research and Development Cell

A complete Research and Development Cell works in schools which prepares curriculum and continuously supervises its implementation for the better education.

18. Publication Cell

Publication cell has been established for the purpose of publishing of the material prepared by R & D Cell. Books are prepared by R & D Cell and are published by Publication Cell

19. Distribution of Pamphlets Leaflets

Research and Development Cell produce a lot of material some of the material is distributed free of cost among the students. The following kinds of Phamplets has been distributed during the last two years:

- I. Hajj
- II. Moharram
- III. Eid Ul Fitr
- IV. Rabi ul Awal
- V. Ramzan
- VI. Rajab
- VII. Sha"baan
- VIII. Hazrat Muhammad (PHUH)
- IX. Hazrat Abu Baker Siddiqu (R.A)
- X. Hazrat Usman (R.A)

20. Teachers Training

Training of teachers in the light of modern teaching techniques is a must. School manages a permanent teachers training program in order to equip the teachers with modern techniques of teaching. Teachers Training continues throughout the year particularly in Summer Vacation.

21. Human Resource Recruitment (HR Department):

Recruitment of staff is being made through HR Department. The main aim of this cell is to find the best teachers through advertisement in local news papers. Human Resource Department conducts test, interviews and demo lessons of candidates for this purpose. From publicity of vacant seat till appointment letters school spends money on each step during recruitment.

22. Emergency SMS Service

School manages SMS Service for Provision of Information in general or in emergency to parents about opening or closing of school or any message to parents about any event in the school.

23. Communication Service

Mobile as well as land Line Communication service is being provided to students in case of emergency without any additional charges by the school.

24. Activity Based Learning Material

Activity Material is prepared by the teachers for the whole class in addition to students personal Activity Material that they bring and use for learning purpose. **Activity Based Learning Technique** is a modern technique which cost more than routine lecture method. And its learning outcome is much better than lecture method.

25. Audio Visual Aids

Multimedia System is provided for enhancing learning skills through educational movies and material. Multimedias and tape recorders mp3 type systems are provided in addition to PA system which is used for conducting assembly and the working life of a good system is not more than three years.

26. Laboratories

School provides following kind of Lab facilities to students:

- 1. Physics**
- 2. Chemistry**
- 3. Biology**

27. Art and Craft Room

A Room with facilities of Art and Craft Activities is provided to students in which Art and Craft Teachers enhance their creative abilities by Art and craft Activities. Material for personal use is provided by the parents.

28. Class / School Decoration

For better esthetic sense classes are being decorated by the students. School is decorated by the teachers according to the different theme on monthly as well as on quarterly basis regularly throughout the years. Classes are decorated and soft boards are prepared by class teachers with the help of students.

29. Gardening

Beautification and better environment has a great impact on human behavior as well as the attitude. It also shape up the human habits. Gardening is essential at schools. It is also a part of student learning. At least flowers vases are maintained if not huge gardens are not possible by the school. AIMS spend a substantial amount in this head by hiring the gardeners and buying vases and plants etc.

30. Cleaning Arrangements

School must be very clean all the time. School spends huge amount for buying cleaning material for keeping the environment neat and clean. Sweeping, Mopping, Dusting, Washing are part of cleaning activities which need cleaning material and staff to work. Maids and Sweepers are hired for this purpose.

31. Security Arrangements

Although security is responsibility of Government. In past public and private schools had to keep one or two watchmen or gate keepers for receiving and handing over the children to parents at gate but continuous terror threats have made essential to increase the security arrangements. Now school spends huge amount on security arrangements which is an additional burden. Following kind of expenses are being made under this head.

- a. Security Cameras in all branches.
- b. Razor / Barbed wire.
- c. High walls.
- d. Additional Security Staff with arms and ammunition.
- e. Additional Gate keepers.

32. First Aid Facilities

Very essential medicine and first aid box are being maintained for meeting emergency or sometimes in case of emergency the student are sent to nearby hospital by the school management.

33. Sports Facilities

Full time or part time PTIs are hired for the physical training of the students. Karate and Taekwondo type physical training are being imparted to students. School provides the necessary sports material to students.

34. Maintaining Prayer Facilities

School has to manage the prayer facilities for students and staff at the school premises which is essential for training. All this requires space and carpet or plastic mats etc.

Annual Fund:

The annual fund is being charged by the school in two equal installments. The first one is charged in the first term in May of every year and the second one is charged in the second term in October of every year.

The annual Fund is non-refundable and non-transferable. Annual Fund is being used in different heads, the detail of heads is stated below:

1. Material Provided in the classes:

- i. Work sheets
- ii. Lesson Plan
- iii. Circulars
- iv. Class Activities
- v. Written Summer Vacations Task
(Set of Summer Vacation Work Books is provided on payment.)

2. Program Celebrations

School Annual Days

Following Annual Days are celebrated by the school for prize distribution particularly:

- I. Hifz Students Annual Day
- II. Boys Annual Day
- III. Girls Annual Day
- IV. Branches Annual Day

Days Celebration

School celebrates Annual Days which is essential for learning of students. In addition to Annual Days Different Days are also celebrated by pasting banners, pana-flex sheets, placards, by arranging different kind of competitions like debate contest, written and oral quiz competition etc the list of days are given below briefly:

3. Celebration of Islamic Days

Following type of **Islamic Days are celebrated** in different ways by the school:

- I. Seerat -Un-Nabi Day,
- II. Ramdan Activities
- III. Hajj Activities

4. Celebration of National Days:

- I. Independence Day
- II. Defense day
- III. Iqbal Day
- IV. Quaid Day

Note: Every year in order to keep balance between curricular as well as co curricular activities school celebrates different days.

Note: These days are celebrated in the classes as well as in the school premises. Some time such days are celebrated outside the school.

5. Celebration of International Days

International Days are also celebrated in school that are not contrary to Islam or ideology of Pakistan.

6. Celebration of Days in collaboration with Govt. Department like Tree Plantation Competitions

Different kind of debate contest and others competitions like Quiz Competition, Book Reading Competition are arranged in classes as well as at school premises like competition with reference to Iqbal Day, Quaid Day, Independence Day, Defense day etc. Such competitions are arranged as part of celebration of days.

7. Library

A substantial number of Books are being kept by the school in libraries for the students.

Now school management is in process of managing Book Bank for enhancing reading skills in students.

8. PTMs-Parents Teacher Meetings

Five to Six PTMs are arranged in one academic year, the detail is given below:

i. First Term

- i. First Meeting after commencement of 1st Term.
- ii. Second Meeting in the mid of term.
- iii. Third Meeting at the end of term.

ii. Second Term

- i. First Meeting after commencement of 2nd Term.
- ii. Second Meeting in the mid of term.
- iii. Third Meeting at the end of term.

9. Result Days

- i. First Term Result Day
- ii. Second Term Result Day
- iii. Hifz Students Result Day 1st Term
- iv. Hifz Students Result Day of 2nd Term

10. Websites Management

Website developers are being engaged by the school for managing the websites on permanent basis. Website serves following purposes:

- i. Information for parents and public.
- ii. Encouraging student to take part in Co-curricular activities.
- iii. Encouragement of student by displaying their names and activities.
- iv. Provision of Fee Challan through website.
- v. Provision of Home Work

- vi. Academic information in general like book list, list of book shops, and Uniform shops , etc

11. Monthly Fee Challan

- i. Generation of Monthly Fee Challans.
- ii. Distribution of Monthly Fee Challans in classes.
- iii. Provision of Fee Challan by Email if demanded.
- iv. Provision of Duplicate Fee Challan if lost.
- v. Payments to banks for Fee collection.

12. School Software

School maintains student's record like Personal Data, Examination Record, Fee Record, Attendance etc. in software. This is only possible by hiring some professional experts as well as IT specialists who run the software. Hiring of staff and purchase of Hardware items costs a lot.

13. Evaluation and Assessment of students

- i. Class Tests
- ii. Revision Test
- iii. Examination
 - A. First Term Exam.
 - B. Second Term or Final Exam.

14. Result preparation and Issuance of Result Cards:

A separate **examination section** is being established for the purpose of conducting examination. Preparation and issuance of result cards is also made possible under this section.

All kind of stationary and computer hardware accessories are provided to Examination section for above mentioned tasks. Duplicate result card are also issued in case of error or due to rechecking of papers.

15. Scholarships and Awards to students:

Students are awarded shields and certificates as part and process of encouragement on Annual Days.

Student of SSC are awarded with cash scholarship amounting to eighty thousand rupees on achieving the highest percentage in board examination.

16. Sports Gala*

Annual Sports Day is celebrated in two parts:

- I. **Annual Sports Day of Boys Section and**
- II. **Annual Sports Day of branches.**

First off Sports Gala in-house sports competition are arranged for the whole month along with classes by making changes in time table.

Shields and different prizes are being given to the winners. Sports Gala is really a colorful event which has no match. Parents and students attend and participate in the event with a great pump and show.

Other than the costumes all kind of arrangements are being made by the school for this grand event. Costumes are purchased by the students according to the event in which they participate.

***Sports gala is arranged if security clearance granted from the local authorizes**

17. Celebration of Months

Following months are celebrated as subject month in order to motivate the student to gain general knowledge in that particular subject:

- i. January is celebrated as the month of Islamic Studies
- ii. February is celebrated as the month of Character Building
- iii. March/April is celebrated as the month of Arabic Language
- iv. August /September is celebrated as the month of Social Studies
- v. October is celebrated as the month of Art and Craft and Science
- vi. November is celebrated as the month of English Language
- vii. December is celebrated as the month of Urdu Language

Posters and Pana-flex Sheets are displayed in the school premises along with a lot of more activities.

18. Art and Craft Competitions

This competition is arranged in the classes as well as at the school level. Sometimes students take part in competitions arranged outside the school by the different organizations or institutions.

19. Science Exhibition

Science Exhibitions are also arranged by the school for enhancing the student's interest in the field of science and technology.

20. Fun Fair / Food Street

Recreational activities are essential part of education. The School Management arranges such kind of programs in the school or sometimes outside depending upon the permission by the government and weather condition. The general arrangements are made by the school management. Students make groups and participate in such activities at their own with their own pocket money.

21. Book reading / Reviews

Book Reading is an essential part of human life. The schools are responsible to inculcate reading habit in the students. School manages Book reading and review competition among the students in order to enhance reading habit among them as well as accelerate their learning. Prizes are given to top three book readers and review writers.

22.Character Building Seminars and Lectures

Seminars, workshops, lectures and discussions are arranged for building the character of students. Sometimes people from outside are hired for this purpose or the teachers arrange such kind of activities on their own.

23.Orientation / Back to School Activities

At the time of commencement of a new term or on the opening of school after summer break, orientation activities are arranged in class by the teachers or in the school at school level in order to the ice and revise interest in students in school life. Because the long breaks cast adverse effects on student's minds and mood that is why it is considered essential to manage the orientation activities to warm them up.

Annual Fund or any fund charged per annum does not cover such kind of expenses in school, parents have to pay separately for these expenses:

- i. The entry fees for the external competitions as stated below are not paid through this fund:
 - A. Kangaroo Math's Competition
 - B. Dawn Spelling Bee Competition
 - C. Art and Craft Competition outside the school.
 - D. Participation in any competition arranged by the NOGs or Other Institutions or Govt. Organizations etc.

Any kind of competitions arranged by different organizations with entry fee is not covered by this fund.

- ii. **Recreational Trips:** The local as well as out station Recreational Trips are not covered by this fund. Students arrange and contribute money for such trips. Students arrange trips to Murree, Ayubia or any other places with the permission of parents at their own under school supervision through their own expenses.
- iii. **Study Trips:** The local as well as out station Study Trips like sometimes students ask for a visit to Khewara Mines or Taxila to study Taxila Civilization etc. such kind of trips are not covered by this fund.
- iv. The **duplicate photo copies** of anything already provided.
- v. The **photocopies** of the note books on the demand of parents or students.
- vi. **Transport charges** in order to participate in any kind of competitions are also not covered in this fund. Parents have to pay that transport charges separately.
- vii. **Fun Fair and Food Festival** type activities are not covered by this fund.
- viii. **Entry Tickets** to enter into any recreational place or parks are not covered by this fund.
- ix. It does not cover the purchase of **costumes** and any **items of personal consumption** for taking part or participation in any kind of function or event inside the school or outside the school.

- x. **Eid Milan Parties** are arranged at class level and students bring dishes of their own choice under the banner of “**Share and Care**” and this fund does not cover this party program.
- xi. **Welcome or Farewell parties** are arranged by the student and school does not contribute in this fund but in-house arrangements are made by the school.
- xii. **Items or material of personal use** for learning is not being provided under this head. It is student’s responsibility to purchase and use at his own.
- xiii. Sometimes school provides **material for encouragement** of students but it is not possible to provide candies and chocolate etc. for students throughout the year that is why parents are asked to provide material for encouragement of their kids particularly in play group.
- xiv. **Emergency Stationary:** Students are advised to deposit stationary items according to list provided to them which is collected for emergency use. Class teachers provide that stationary to students to meet emergency need only. Parents can talk to teachers to understand the general stationary needs of students.