

A large, stylized shield graphic is centered on the page. It features a red diagonal band, a yellow field, and a blue field with a white cross. In the bottom left corner of the shield is a white lighthouse. In the top right corner is a yellow gear with blue eyes. The text "MYP PARENTS HANDBOOK" and "Academic Session 2021-22" is centered within the shield.

**MYP PARENTS HANDBOOK**  
Academic Session 2021-22

## Our Mission

Beaconhouse Newlands nurtures culturally diverse, responsible global citizens, contributing to a safer planet in an inclusive learning community combining core values with inquiry based curricula.

بیکن ہاؤس نیو لینڈز کا مقصد اپنے متعلمین کو ایسے تحقیقی نصاب سے روشناس کروانا ہے جو ثقافتی وسعت کی نشوونما کرتے ہوئے طلبہ کو ذمہ دار عالمی شہری بنائے جس کی بدولت یہ متعلمین عالمی سطح پر مثبت کردار سے اس کرہ ارض کی حفاظت کے لئے عملی کردار اقدامات کر سکیں۔

Beaconhouse Newlands péiyǎng duōyuán wénhuà, fù zérèn de quánqiú gōngmín, zài bāoróng xìng xuéxí shèqū zhōng wèi gèng ānquán dì dìqiú zuò chūle gòngxiàn-jīāng héxīn jiàzhí yǔ jīyú cháxún de kèchéng xiāng jiéhé.

Beaconhouse Newlands 培养多元文化， 负责任的全球公民 · 在包容性学习社区中为更安全的地球做出了贡献-将核心价值与基于查询的课程相结合。

## Contents

Message from Principal .....	4
Message from Senior Headmistress IB PYP/MYP.....	5
Message from Co./ Manager IB MYP.....	6
The IB Middle Years Programme Curriculum Framework .....	7
How does the MYP compare to other qualifications, like GCSE? .....	8
Teaching and learning in the MYP.....	8
MYP e-Assessment .....	9
Learning Practices-Language Development .....	10
Inclusion- Personalized Learning Programme.....	11
Co-curricular & Sports Programme.....	11
Beaconhouse Schooling Uninterrupted .....	12
Essential agreements for online classes .....	14
Learning Areas .....	14
School Routines.....	15
Drop-off and Pick-up.....	15
Punctuality and Regularity.....	16
Health and Medical Information.....	17
Snack time and Lunch.....	17
Books & Stationery.....	17
School Communication.....	18
Visitors and Volunteer.....	18
Child protection (Anti-bullying).....	18
Emergency Drills .....	19
Complaints/Queries .....	19
Contact .....	20

## Message from the Principal

Dear Parents,

Welcome to Beaconhouse Newlands. We claim it with great pride that Newlands was the first school in the private sector to be certified for the IB PYP programme in Lahore, currently in the candidacy phase of the IB MYP programme.

We also take immense pride in having IB certified teachers, in multiple categories, who maintain high quality teaching standards and will always go the extra mile for their learners.

Please bear in mind that, as parents, you belong to our Newlands Community. At the monthly coffee mornings with either Ms. Fakhra, Ms. Lubaba or myself, you will get regular updates on what's happening in the Middle Years. Additionally the door is always open should you want to drop in and see us; failing that, you can book in an appointment. We are here for you: to provide a service you will be happy with and make Newlands one of the most successful schools in Pakistan.

We are privileged that you have entrusted the education of your children to Newlands.

Simon Mitchell.

## Message from Senior Headmistress (IB - PYP/MYP)

Welcome to the IB World School for PYP and candidate school for the MYP programme at Beaconhouse Newlands, Lahore. As an IB World School we believe that young learners are intelligent, resourceful and creative individuals who grow, develop and learn at different rates. We aim to build on these experiences by providing a conducive learning environment; an environment that offers a range of opportunities for each child to grow academically, socially, emotionally, culturally and physically to her/his full potential. As a child enters a new school, making new friends and adjusting to a new environment are big changes. Similarly, as new parents you may be unfamiliar with school routines and procedures. This Handbook outlines some useful information to help your child transition in smoothly and confidently. For further queries feel free to call the school office for an appointment to see me or the class teacher. We seek your cooperation in supporting the efforts of school staff in maintaining a safe, comfortable and pleasant learning environment. Parents fulfil this responsibility as partners in their child's learning when they:

- Show an active interest in their child's school work
- Communicate regularly with the school
- Help their child be neat, appropriately dressed and ready for school
- Ensure that their child attends school regularly and on time
- Promptly report to school their child's absence or late arrival or any matter related to the child's well-being
- Assist school staff in dealing with behaviour management issues
- Attend Parent Teacher Meetings, Student Led Conferences, Open Days and other school events
- Be part of Parent Ambassador Network and/or become a parent volunteer in class

We look forward to a productive and pleasant association with you and a wonderful learning experience for your child.

Best wishes,  
Fakhra Shahid.

## Message from the Co. / Academic Manager (IB - MYP)

**“Experience teaches us that thought does not express itself in words, but rather realizes itself in them”.**

**Lev S. Vygotsky**

Our aim as an IB World School for the Primary Years Programme and as a Candidate school for the Middle years Programme, is to create opportunities for our learners and the other members of the school community to build significant connections through our continued focus on providing encouraging, supportive, and enabling learning environments. To achieve this, we work with an inquiry based educational curricula in a range of environmental settings with a purpose of fostering the learning and the well-being of each one of our learners. In alignment with our vision and direction, the staff at Beaconhouse Newlands Lahore, is in a continual process of professional development, equipping themselves with the pedagogy of the IB programme in order to create inviting classrooms and overall school environment for our enthusiastic inquirers.

Looking forward to a long lasting bond with you and your child/ren over many years to come.

Best wishes,  
Lubaba Batool.

# The IB Middle Years Programme Curriculum Framework



**Learn how to learn**  
Intercultural understanding  
Conceptual understanding  
**Concepts - big ideas**  
Learning in context  
**Community service**  
Creative, critical and reflective thinkers

The IB Middle Years Programme (MYP) is designed for students aged 11 to 16. It provides a framework of learning that encourages students to become creative, critical and reflective thinkers. The MYP emphasizes intellectual challenge, encouraging students to make connections between their studies in traditional subjects and the real world. It fosters the development of skills for communication, intercultural understanding and global engagement—essential qualities for young people who are becoming global leaders.

<https://www.ibo.org/information-for-parents/myp-for-parents/>

## Preparation for further studies

The MYP is flexible enough to accommodate most national or local curriculum requirements. It builds upon the knowledge, skills and attitudes developed in the IB Primary Years Programme (PYP) and prepares students to meet future academic challenges, including the IB Diploma Programme (DP) and the IB Career-related Programme (CP).

## The MYP:

- provides students with opportunities to develop the knowledge, attitudes and skills they need in order to manage complexity and take responsible action for the future
- ensures breadth and depth of understanding through study in eight subject groups
- requires the study of at least two languages (language of instruction and additional language of choice) to support students in understanding their own cultures and those of others
- empowers students to participate in service within the community

## How does the MYP compare to other qualifications, like GCSE?

In comparison to other programmes, the MYP is unique in the way that it is developmentally-g geared towards the needs of younger adolescents. MYP students are not only academically challenged but also personally nurtured to equip them for the future and to contribute to a global society.

An [examination of the teaching and learning benefits of the MYP in the UK](#) found that the programme positively impacts school culture and classroom environments, promotes feedback and reflection, and is engaging and motivating for both students and teachers.

A [study by the Australian Council for Educational Research](#) found that MYP students use critical thinking and analytical skills more frequently than non-MYP students, and demonstrated strong writing and English language skills.

## Teaching and learning in the MYP

The MYP aims to help students develop their personal understanding and their emerging sense of self and responsibility in their community. Teaching and learning in the MYP is underpinned by the following:

### Teaching and learning in context

Students learn best when their learning experiences have context and are connected to their lives and the world that they have experienced. Using global contexts, MYP students explore human identity, global challenges and what it means to be internationally minded.

### Conceptual understanding

Concepts are big ideas that have relevance within specific disciplines and across subject areas. MYP students use concepts as a vehicle to inquire into issues and ideas of personal, local and global significance and examine knowledge holistically.

### Approaches to learning (ATL)

A unifying thread throughout all MYP subject groups, approaches to learning provides the foundation for independent learning and encourage the application of students' knowledge and skills in unfamiliar contexts. Developing and applying these skills help students learn how to learn.





## Service

Action (learning by doing and experiencing) and service have always been shared values of the IB community. Students take action when they apply what they are learning in the classroom and beyond. IB learners strive to be caring members of the community who demonstrate a commitment to service—making a positive difference to the lives of others and to the environment. Service as action is an integral part of the programme, especially in the MYP community project, and to some extent in the personal project. .

## Language and identity

MYP students are required to learn at least two languages. Learning to communicate in a variety of ways is fundamental to their development of intercultural understanding and crucial to their identity affirmation.

## MYP projects

The MYP offers projects that provide students the opportunity to demonstrate what they have learned and engage in self-directed work.

### Community project

The community project encourages students to explore their right and responsibility to implement service in the community. Students may complete the community project individually or in small groups. For schools that end the MYP in Year 3 or Year 4, the community project is required.

### Personal project

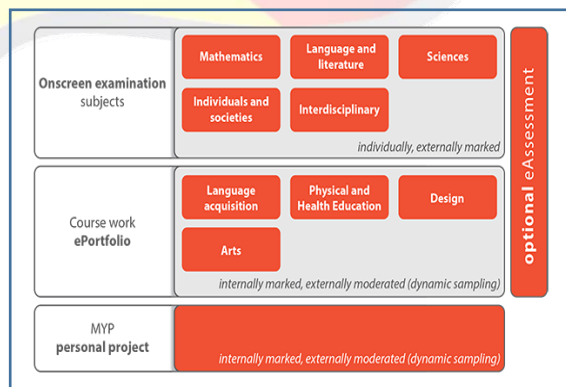
All students in MYP Year 5 must complete the personal project. Students work independently, developing a truly personal and creative product or performance. In a structured report, students apply the skills they have developed in the programme and reflect on their personal and academic growth.

## MYP e-Assessment

The IB is known for its world-renowned team of [experts in student evaluation](#). MYP e-Assessment provides external validation of achievement for students in MYP year 5 (15–16 years old) in the form of an MYP certificate or course results. e- Assessments in the MYP focuses on conceptual understanding and the ability to apply knowledge in complex, unfamiliar situations. They offer robust and reliable assessment of student achievement in the MYP.

Two-hour examinations in subject groups (language and literature, sciences, mathematics, individuals and societies, language acquisition (recently added) and in interdisciplinary learning are individually marked by IB examiners.

Portfolios of student work for subject groups (language acquisition (now moved to e- assessment), physical and health education, arts, and design) are moderated by IB examiners to international standards.



Source: <https://www.ibo.org/programmes/middle-years-programme/assessment-and-exams/>

## **Learning Practices- Language Development**

IB MYP is an inquiry-based learning program, which allows for research through different mediums. We look for answers by asking more questions, research through primary and secondary resources, online research, books, observations, surveys, interviews, data collection etc. In the MYP programme we have prescribed course books, which only work as resource books and not syllabus, in order to ensure student-driven inquiry.

### **Language Development (Urdu and Urdu Support/Promote Program, English, Mandarin)**

#### **Urdu**

At Newlands we highly value the importance of our national language, hence, Urdu is being learnt in a more interactive and integrated environment. Reading opportunities are provided to the learners by facilitating them in libraries by an addition of a variety of Urdu classic and contemporary books. Children are encouraged to borrow these books from the library on alternative weekends. Classroom library corners are equipped with age-appropriate books in both English and Urdu. Very young children, especially in EYs, are supported in expressing their needs and wants in their mother tongue or home language (mostly Urdu in our case) as they feel more comfortable and acknowledged, similar kind of support is provided to the learners who have been exposed to Urdu language at a later age- in their Primary or Middle Years.

**Urdu Support/Promote Program** is offered to learners who have no prior exposure to the Urdu language, mostly those who are coming from abroad. Being a premier educational institute and an IB World School we feel that it is our responsibility to give these learners a head-start in learning and loving Urdu language.

#### **English**

Beaconhouse Newlands recognizes the importance of learning a language as a medium of global communication, hence, special emphasis is laid on developing language skills of the learners. Our English Language programme has been successfully running with several reading and writing initiatives for the entire school. This has led to more enthusiastic and participative learners (this includes the teachers, too) who look forward to the writing competitions which are acknowledged and awarded in the whole school assemblies inspiring others to perform better and achieve higher language proficiency.

#### **Mandarin**

Mandarin is an additional language offered at Newlands for the PYP upper primary learners to MYP and the senior school. Mandarin as an additional language (class 3 onward) is offered keeping in mind our national and international relations, and vastly growing business and economic trends. This will equip our learners with a global perspective and vision. This decision was also finalized based on the survey results, where a bigger number of the parent body showed a greater interest towards Mandarin than French which was being offered earlier.

## **Inclusion- Personalized Learning (PL) Programme**

Keeping in mind the individualistic needs of the learners with different learning abilities and/ or styles, IB has stressed upon a school based Personalized Learning Programme, which is directly aligned with the IB standards and practices allowing for every child to reach the curriculum goals at their own pace. This would include differentiation for children in all areas of academic and social development. This personalized plan may vary in instruction, content, product or process.

### **Moving from SEN to SER (Special Education Needs to Special Education Rights)**

Our aim for the PL Dept. is to create a happy, welcoming, nurturing environment around the school, where all students feel safe, secure and are supported to learn. All aspects of the SER are designed to inspire and engage learners, by implementing a mix of curriculum areas suitable for the PL learners, creative approaches and essential life skills. These learners are provided a structured learning programme, suitable for their social, emotional, cognitive development needs and this forms part of each Student's Individual Learning Map. Through an appropriate and stimulating environment, where all learners enjoy a sense of belonging, safety and independence with their classmates and the rest of the school community, hence ensuring inclusion.

### **Co-Curricular & Sports Programme**

**Co-curricular:** Clubs programme at Newlands starts engaging learners at Class 1 level, and continues until high school. We offer every learner a variety of 47+ club activities covering science, technology, media, different art forms, public speaking, outdoor education etc. Our PYP learners are offered 20 different clubs between grades 1-5 whereas, our MYP and Senior School learners are able to choose for each activity where they develop a skill based goal and receive regular feedback from experienced coaches to achieve those goals. Additionally, our students' work in collaboration with their peers from senior / junior grade levels to build camaraderie and develop socially and emotionally as individuals.

**Sports:** Newlands Lahore offers extensive sports facilities to our learners. As part of the Co-Curricular offering, every student must choose and excel in at least one sport by compulsion from a variety of 15-16 sports activities offered both on campus and at our Bedian Sports Complex facility. Our sports clubs are offered as a means to allow our children to learn teamwork and leadership; go from beginner to mastery level in their choice of sport, increase fitness and active lifestyle, equip them to represent and compete on behalf of their houses, and have the opportunity to be selected for school's competitive sports teams.

### **Swimming as a life skill programme**

In addition to the extensive sports club offering, Newlands Lahore believes that swimming is a life skill and learners should get a chance to develop or polish this with practice. Need based swimming lessons for the MYP learners are offered after the school routine hours on request, if any learner has keen interest and wants to avail this opportunity. Learning swimming improves their self-management skills along with discipline. This programme further compliments our extracurricular competitive swimming programme where we shortlist gifted students to represent Newlands at various swimming competitions.

# Beaconhouse Schooling Uninterrupted

## Online learning and Teaching, Live Lessons & Recorded Tutorials

Teaching and learning using technology is not a facility any more but a necessity. It has become a requirement for this age and time of unforeseen calamities. The Covid-19 pandemic has made us all realize the importance of online learning. However, let us see this as an opportunity to equip ourselves and our children with 21st century life skills, using digital tools and platforms to learn, communicate and stay connected. The Beaconhouse Schooling Uninterrupted system and procedures are explained below through some FAQs that will help you understand the system and processes for how online learning is organized at Newlands, Lahore.

\* Please note that the following model applies when the schools completely or partially shifts to online learning- 5 days a week

### **Q: How does it work?**

Managebac- an online portal for student and parent communication is a Learning Management system. Communication to and from the school is through this platform and parents can access their child's account through login issued at the beginning of the year. Homeroom teachers (Class teacher) for MYP share zoom links and online schedule for all lessons in a class-section. Recorded tutorials and presentations are also available for parents, on request, to reinforce learning later at the child's own pace.

### **Q: How are lessons structured?**

Lessons start at 8:30 am

MYP lesson duration: 40 minutes

Lessons per day: 5

Breaks between lessons: 20 minutes

### **Q: How does online learning take place?**

Teachers and learners connect via Zoom/ google meet link. A weekly overview is sent to the parents via ManageBac at the end of the week, with learning outcomes of each subject and home tasks. Math home tasks are sent mid-week or at weekends.

### **Q: How is attendance marked?**

Learners' attendance is marked for each lesson including subject lesson. School maintains a record of both attendance and punctuality in the online classes.

### **Q: Where can I download it from?**

You can download the zoom application from the following link. The app requires an active email address for login.

For Computers: <https://zoom.us/support/downlo...>

For Androids: <https://play.google.com/store/...>

For Apple products: <https://apps.apple.com/us/app/...>

**Q: Which email address is required to login?**

Email addresses are provided by the parents for ManageBac communication at the start of the session and at the time of admission. Please ensure these are functional and updated. If there's a change in the email address/es please inform the school by writing an email to the MYP ManageBac facilitator, Ms. Fatima Kamran at [fatima.kamran@bh.edu.pk](mailto:fatima.kamran@bh.edu.pk) or to the respective CL or teacher with your child's full name class and section.

**Q: What if we have missed a class?**

Online lessons and tutorials are recorded and can be accessed by the learners and parents through the shared drive link, on request. Recording of online lessons, teacher prepared tutorials, relevant assignments are also being shared with learners and parents. Tasks are set with supplementary resources and links to support teacher exposition. These will help the learners to take responsibility of their own learning and will also help parents in supporting their child's learning.

**Q: How can I ensure that the online lessons go well for my child?**

What parental support is required? Online learning is a way of bringing some form of regularity and semblance of routine to an otherwise disrupted schedule of STAYING HOME. We hope that this is seen as an opportunity by the parents of inculcating self-management, time management, and a sense of responsibility in their children. We require your support in ensuring that you:

- Have the child READY: fresh, changed out of PJs, finished with their breakfast
- Check and motivate them to have the resources ready before time
- Select a quiet corner or place away from distractions
- Have your child sit on a chair comfortably with a table in front
- Ensure the camera is facing the learner
- Ensure help at hand in for technical support (mic, video or internet connectivity)
- Avoid interrupting the class or prompting answers

**Is it important for my child to do the tasks assigned?**

Learning Uninterrupted sessions are continuing to ensure that learners are connected with their learning. Tasks are set to achieve class benchmarks, therefore task submission is an evidence of each child's understanding. This gives teachers an idea as to where a learner or learners need further support. These are also a form of marking attendance in case a learner has been unable to attend online lessons.

## ESSENTIAL AGREEMENTS FOR ONLINE CLASSES

### 3- Way Essential agreements Teachers- Learners- Parents for uninterrupted online teaching and learning

#### Teachers agree to:

1. be punctual
2. Respond to learner queries
3. Send tasks via ManageBac and receive through ManageBac, in case of any technical issue/s send and receive tasks via students email accounts or HRTs official email

#### Learners agree to:

1. be punctual and regular
2. Ask relevant questions and be focused during class
3. Be mindful of self-management skills e.g. time management when attending a lesson, working on task and quality and timely submission of assigned work
4. learn to use digital tools effectively

#### Parents agree to:

1. ensure their child's attendance and punctuality
2. not interrupt classes by asking questions which are not child/ren led or are to be addressed via admin
3. ensure that the learner is ready with the required resources including a stable internet connection and device
4. have set up a quiet corner for their child/ren to attend classes away from distraction and disruptions

### Learning Areas

In the class, facilitators create a positive and motivating classroom environment that promotes achievement and success and at the same time nurtures the IB Learner profile attributes in our learners. Other than the Global Contexts that the students explore, they also learn the disciplinary and interdisciplinary areas of knowledge and skills through **Language and Literature, Sciences, Mathematics, Individuals and Societies and interdisciplinary learning**. The MYP students also learn at least one language for their **Language acquisition, Mandarin in our case, Physical and Health Education, Arts (Visual Art and Drama), and Design**. Specialized facilitators of different subject groups support their learning.

## School Routines

### Remember to:

1. Bring your child to school on time and pick them up promptly at dismissal time
2. Please notify the school of absences related to illnesses or health-care appointments
3. In case a leave is required for a domestic reason, travel or emergency you are expected to request the section head for the leave stating the number of days and the reason, and also in case of early leave
4. All removable clothing and child's belongings must be labelled with your child's name, class and section (current year)
5. Children must carry their school bags, according to the timetables, to school every day
6. Check parent and student ManageBac accounts for notices/important information and your child's message book daily
7. Notify the school office immediately in case there is a change of postal and email address or change in contact and emergency numbers
8. Read all school newsletters/notices carefully and respond promptly
9. Establish early sleeping habit to ensure your child is well-rested

### Help your child by:

1. Providing a nutritious breakfast for your child/ren before sending them to school with substantial snack for the short break
2. Encouraging independence by asking your child to set up school uniform and bag a night before
3. Supervise online and screen time
4. Ensure adequate sleep each night
5. Encourage **reading at home**

## Drop-off and Pick-up Routine

### Drop off

- Drop off point for MYP students' is in front of Gate 2. Faculty members and custodial staff are present on duty to facilitate and greet our learners
- If parents need to drop something off for their child/ren, please come to the school reception to sign in and handover the belongings or receive a visitor's card before proceeding to the classroom if need be
- In case a child is late due to a genuine reason, please do not drop the child outside the gate after 8:00 am
- The person accompanying the child must report to the school reception to seek permission from the section head for the child to attend school and may be required to fill in late arrival form
- Please note if tardiness is habitual, a child may not be allowed to attend school for that day

## Pick up

- Every student is issued an individual school ID card. Bearer of the card (parent/caretaker/driver) must show this card at the time of entry into school and show it to the concerned teacher. Please be aware that student ID cards are necessary for the safety and security of your child.
- In case of loss or damage of school ID card, kindly inform the school office at your earliest and bring/send a written application to have a new card issued.
- Duplicate card will only be issued against an application from the parents.
- To further strengthen security, we encourage you to call the school office to make appointments, if you wish to meet a teacher or any other staff member.(UAN 111 -111- 020)
- In case of any change in your contact details, please update your phone numbers and email in your child's diary or inform the school via ManageBac
- **Early Leave:** In case you wish to pick up your child earlier than the specified home time, please contact the PRO office to have a permission slip issued by the school head. Early leave will not be entertained without prior notice (phone call at least one hour before pick up in emergency situation/s)
- Please try to avoid frequent early leaves as this disrupts a student's learning at school. (We value our parents and the security of students is our priority. Your cooperation in this regard will be highly appreciated. Please instruct drivers/ maids/ caregivers coming to pick up the child accordingly)

## Punctuality and Regularity

Going to school is the single most important part of your child's education. Missing school puts them behind. According to Beaconhouse Newlands school policy, at least 85 % attendance is required for promotion to the next class. We seek your cooperation in ensuring your child's punctuality and regularity in coming to school. Coming to school on time will also ensure active participation of your child during the learning process.

Please note the School time below:

<b>Physical School: (as per Covid protocols)</b>	<b>Online school (BSU)</b>	<b>Physical school (as per normal routine)</b>
Monday- Thursday 7:55 am to 2:20 pm	Monday- Thursday 8:30 am to 1:10 pm	Monday- Thursday 7:55 am to 3:10 pm
Fridays 7:55 am to 12:30 pm	Fridays 7:55 am to 1:00 pm	Fridays 7:55 am to 12:30 pm



## **Health and Medical Information**

- Information about any health concerns/allergies are provided by the parents in the admission forms and data forms at the time of admission.
- Parents will be called to pick up any learner coming to school with signs of illness.
- In the event of an accident, minor first aid treatment is administered by the school nurse. If a child needs to go home, the parent is called in, and the child remains in the sick bay/class until the parent arrives.
- In the event of a medical emergency, parents will be informed and student will be taken to the nearest hospital in the vicinity.
- Long nails, lice or skin rash/allergies are immediately noticed and hygiene reminder is sent to the parents. Your cooperation in this regard is crucial in avoiding spread of infectious disease or lice infestation

## **Snack and Lunch**

- School provides healthy lunch to students from Monday to Thursday which is an opportunity to develop social skills while learning table etiquettes with peers.
- MYP learners have access to the school canteen also, they can use the canteen for their short break snacks and/or after school. However, we discourage this practice to avoid use of junk food and avoidable interaction in the time of Covid.
- Students may bring snacks with a water bottle or a drink from home, for their short break. Snacks should ideally contain food that the child normally prefers to eat and that does not require refrigeration or warming. It is strongly advised that parents take this opportunity to cultivate healthy eating habits in their children by sending nutritious snacks.
- We strongly discourage junk food items therefore do not send any fizzy drink, candy or processed food with your child

## **Books & Stationery**

Every term a local vendor is nominated for ensuring a smooth provision of books and stationery.

## School Communication

**Student diary/ message book:** Student's school diary is an important means of communication with the parents. Kindly sign the diary whenever you receive any message/notice from the teacher/ school.

**SMS:** Most official information to parents is sent via school SMS. Therefore, parents are required to provide updated contact numbers.

**Newsletters:** Newsletters/ weekly overviews are shared to give an insight into the learning and inquiry driven experiences in school. Principal's newsletters are also shared to give an update regarding school progress.

**Coffee Mornings:** We value our parents as stakeholders in their child's learning and arrange Coffee Mornings with the Principal and IB Head and/ or IB /Manager- CO, where we welcome parents' feedback to help us improve our teaching and learning. This is also an opportunity to share school plans and policies.

**School Facebook page and website:** We are an eco-friendly school and believe in sharing and protecting our environment by cutting down paper use. Visit our Facebook page <https://www.facebook.com/groups/BNPYP/> and website [www.newlands.net](http://www.newlands.net) for school updates and details.

**ManageBac:** The IB teachers use a portal for planning, assessing and recording learning tasks. Parents are also registered to ManageBac where they can access their child/ren e-folio and progress reports. We also use this forum to send notices/ school circulars to parents. Kindly inform the school about your updated email IDs. You can access ManageBac through [www.bnl.managebac.com](http://www.bnl.managebac.com) once you are registered by the school.

**Student Led Conference and PTMs (Parent –Teacher Meetings):** Students display their learning at school by sharing their portfolios with parents. We invite parents to these conferences. PTMs will be conducted separately to share students' academic progress and overall participation in the school.

## Visitors and Volunteer

We believe in building a strong home school connection, therefore, parent's participation is greatly encouraged during school time. Learners' parents are our ambassadors and an important part of our school community. Your child's teacher may invite you for participation in different class activities, projects and services. You are also requested to volunteer as a parent ambassador and come to school as a guest speaker, a story teller or mentor for the MYP personal projects or partners in community service.

## We are an Anti-bullying School

### We Foster Friendship, Care and Respect

We believe that an atmosphere of safety, courtesy, and respect are critical in order to ensure optimal learning. The school's programme and schedules are all designed to foster an environment that nurtures caring, principled learners who demonstrate empathy, cooperation, and integrity. Bullying and harassment have no place in this school. Necessary action can be taken by the school and parents will be informed/called in to resolve any such situation. Threatening words, aggressive behaviour, cruel and unkind remarks, offensive language, harassment, ridicule or any form of coercion bear severe consequences.

## **Emergency Drills**

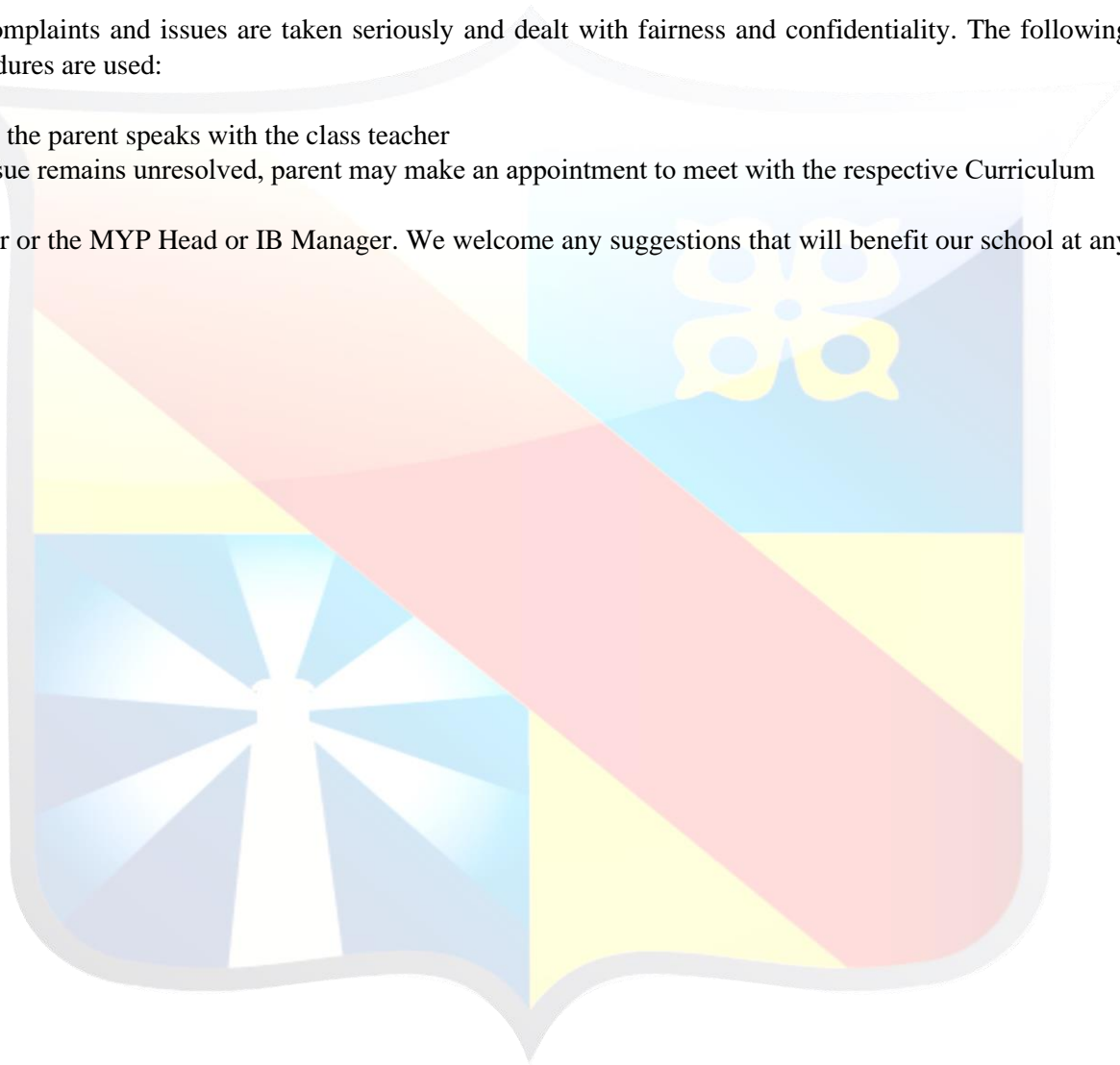
Emergency drills will be practiced twice in a term to prepare our learners to face any unforeseen emergency situation with confidence and safety. Lockdown and evacuation are part of the announced or unannounced drill protocols.

## **Complaints/Queries Protocol**

All complaints and issues are taken seriously and dealt with fairness and confidentiality. The following procedures are used:

- First the parent speaks with the class teacher
- If issue remains unresolved, parent may make an appointment to meet with the respective Curriculum

Leader or the MYP Head or IB Manager. We welcome any suggestions that will benefit our school at any time.



## Contact us for any queries

**Address:** 632/1 -J block, Phase 6, Defense Housing Authority, Lahore, Pakistan.

**Useful Telephone numbers:** Call us on (042) 37180574-8 and UAN 111-111-020

**E-mail us on:** [info.lahore@newlands.net](mailto:info.lahore@newlands.net)

For quick questions, queries and concerns, applications please write to the respective subject teacher and cc the homeroom teacher in the email.

For administrative queries write @

[fakhra.shahid@newlands.net](mailto:fakhra.shahid@newlands.net)

[lubaba.batool@newlands.net](mailto:lubaba.batool@newlands.net)

[zubia.arshad@newlands.net](mailto:zubia.arshad@newlands.net)

**Follow us on:**

<https://web.facebook.com/beaconhousenewlands.lhr/>

<https://www.facebook.com/groups/BNPYP/>

**Visit our website:** [www.beaconhousenewlands.net](http://www.beaconhousenewlands.net)

