



UPS News

Issue 1 September 2014

WELCOME BACK!

It is a great pleasure to welcome all of our students, teachers and parents back for the academic year 2014/2015. We are very excited about the year ahead and are sure that you have all sufficiently rested and relaxed these past months and are ready to go again. We are particularly happy to welcome the many new students to Links and UPS.

We had the opportunity to speak with some of you at the orientation meetings but would like to take this opportunity to highlight some of the key changes in procedures and personnel and also remind you of some of those that have not altered.

Class 5

Students in Class 5 have settled in well and are being well looked after by their Class Teachers. The routine is still quite new to them but they are growing in surety and confidence each and every day.

New Staff

We welcome onto our team at Links Mrs Susana Davidson. Susana has over 27 years of experience in International Education, from South Africa to Portugal, with 17 of these in leadership of schools that cater for students from the age of 2 to 18.

Susana is an active inspector for the Council of International Schools, the largest and most rigorous accreditation body for international schools throughout the world, experience that will serve us well in our pursuit of excellence.

Susana will be joining us as Head of Curriculum and Professional Development where her experiences and qualifications will be fully utilised to improve teaching and learning at Links in the short, medium and long term. Susana has already had a very positive impact on Links with her

workshops on Leadership and Classroom management and her 'walk ins' are generating a real enthusiasm for learning amongst our staff.

Susana will be holding workshops for parents at the start of September and many more throughout the year.

At UPS we are delighted to welcome Sarah Shamsi as a teacher of English Language and Literature, Mariam Soomro as teacher of Art, Azra Kamran as teacher of Urdu to O-Level, Jessica Miranda as a Mathematics teacher, Khurram Abbas, Abdullah Khan and Tasleem Fatima as P.E teachers. We are confident that with their experience, enthusiasm and drive they will prove to be great additions to our team here at UPS.

Student Leadership

Our Student Leadership Team has been appointed and we are very pleased to announce the following Prefect positions:

Head Boy	Mohammed Ammeer Hamza
Head Girl	Kainaat Jah
Deputy Head Boy	Nabeel Jan Turk
Deputy Head Girl	Rabea Merchant

House Captains

Red Dragons	Maryam Atif
Blue Sharks	Abdullah Kalat
Yellow Vipers	Sahir Hasan
Green Gators	Faiz Akmal

Prefects

Usama Khan
Yousuf Zeeshan
Ahmed Panjwani
Alia Mohyeddin
Sahar Imran,
Aeysha Leghari
Hamza Zafar



Class Teachers

Your first point of contact as parents of students at UPS will be their Class Teachers:

5-L	Kamal Vatcha	kamal@linksedu.com
5-P	Jessica Miranda	Jessica@linksedu.com
6-L	Asad Mehmood	asad@linksedu.com
6-P	Rabia Syed	rabia.syed@linksedu.com
7-L	Farah Dossal	farah@linksedu.com
7-P	Uzma Khalil	uzma@linksedu.com
8-L	Mariam Soomro	mariam.soomro@linksedu.com
8-P	Rabia Saeedullah	rabia.saeedullah@linksedu.com
9-L	Javaria Siddique	javaria@linksedu.com
9-P	Sarah Shamsi	sarah.shamsi@linksedu.com
10	Farisa Asjad	farisa@linksedu.com
11	Sana Umayr	sana@linksedu.com

Class Teachers will be monitoring closely the academic and pastoral progress of students in their care. They will meet for 20 minutes 4 times per week and 40 minutes twice per week. In the longer sessions Class Teachers will be delivering a Personal, Social and Health Education program. It is expected that causes for concern will be identified earlier and solutions found swiftly. We also expect good news to be celebrated more often too.

Heads of Department

Urdu

Asma Shahnawaz asma@linksedu.com

Islamiat

Farah Dossal farah@linksedu.com

Humanities

Javaria Siddique javaria@linksedu.com

Business and Enterprise

Richard Davidson richard@linksedu.com

English Language and Literature

Sarah Shamsi sarah.shamsi@linksedu.com

Umayr Tariq umayr@linksedu.com

Art and Design

Ambareen Imran ambareen@linksedu.com

P.E

Yasmeen Sayeed yasmeen@linksedu.com

Foreign Languages

Ambareen Imran ambareen@linksedu.com

Performing Arts

Richard Davidson richard@linksedu.com

Communication between home and school

Communication between the home and school is fundamentally important, as without it we will not be able to maximise the learning experience of our students. We will

utilise a variety of methods of communication throughout the year ranging from face to face meetings and email.

If you wish to make an appointment for a face to face meeting please contact the school office, either in person, telephone (35363218/9) or email (UPS@linksedu.com). You must ensure that you **state who you wish to see and what it pertains to**. Meetings without this information cannot be made. It is also important that you meet with the most appropriate person from the beginning and we will expect the following guidelines to be followed in most cases:

Class Teachers – For all matters pertaining to the general education and well-being of the child

Subject Teachers – For all matters pertaining to the specific subject in question

Heads of Department – For all subject matters not resolved by the subject teacher

For **academic or pastoral** matters not resolved by Class Teachers, Subject Teachers or Heads of Departments please contact the Assistant Head (Academic) Ambareen Imran – ambareen@linksedu.com and for all **administrative** issues not resolved please speak with the Assistant Head (Administration) Sarah Haji – sarah@linksedu.com

Minutes of meetings between parents and staff at Links will be kept and senior leadership informed at all times. The structure of communication outlined above is designed to maximise efficiency and ensure the swiftest possible response time. However, it is also possible to make appointments to meet with the Head of School – Richard Davidson – richard@linksedu.com.

When communicating via email we ask that you copy your email to the senior leadership at UPS and we expect the same from our staff.

Behaviour Logs

All students at UPS have an individual behaviour log that is linked to our disciplinary policy and our house system. Students will receive red and green comments from teachers.

Red comments are negative comments and will be written up for students not doing homework, behaving poorly in class, not following rules, not wearing their uniform, arriving late to school or class etc...

Green comments are positive comments and will be written up for students doing well in class, behaving exceptionally well, demonstrating positive behaviour in school or class. Positive and Negative house points will be awarded by the teacher writing the comments.



Class Teachers will monitor this behaviour log daily and keep students and parents informed as appropriate. It is important to note that 3 consecutive red comments will lead to a sanction in accordance with our discipline policy. This could be a verbal warning, written warning, detention, community service, internal and external suspension.

Should students receive a predetermined number of green comments red comments may be deleted and certificates of achievement awarded for their C.A.S.E file.



Students in all classes will participate in the CASE program. Students will participate in a wide variety of activities that are both part of the regular school schedule and one off events. They will be expected to meet certain criteria for success and conduct a post activity evaluation of their participation. All of this will be recorded in their CASE portfolio. Activity leaders will grade their participation and end products as with all academic subjects.

Activities include Debating, First Aid, Arts, Musicals, Public Speaking, Model United Nations, Sports, Cooking, Community Work, House Activities, Science Fair etc...

Swimming

Swimming is a compulsory part of our P.E program and we expect all girls and boys to participate. The only exception to this is if there is a medical reason as to why they cannot. This needs to be communicated to us by the student's doctor in the form of a signed and stamped medical note/letter. Links will not accept medical notes from doctors that are related to or friendly with a student's parents.

P.E

All students, not scheduled for swimming, or not with their swimming equipment, will be transported to Rahat Sports ground for P.E classes. Only where notification has been received will they be permitted to travel in private cars otherwise they will be on the coach along with school guards and teachers.

Security will be present at Rahat and teachers will be registering the students on arrival and departure.

Refreshment will be available, at a cost, provided by our canteen service. We will schedule a drinks break every thirty minutes.

Parents are asked not to remove students from Rahat without the teacher's knowledge and ID cards will be required as is the case at UPS at the end of the day.

Attendance and Punctuality

Students are expected to be on the school premises before 07:45am each day. Arrival after this time is considered late and students will be marked absent for the day. Arrival after

the first period has started at 07:50 will result in the student being marked absent and missing the first lesson.

Students need a 90% attendance pattern in order to continue at Links.

Birthdays

We all like to celebrate birthdays and at Links we make an effort to acknowledge student birthdays. However, it really is not practical for parents and relatives to come into school to celebrate with a cake and soft drinks. If you wish your child to have a cake with his Class we can accommodate this during our break times. All you need do is communicate with the Class Teacher, leave the cake with reception, along with paper plates and napkins, and they will take care of the rest.

Unfortunately we do not permit parents, siblings or other relatives to enter the school at this time to join the celebration and we will not permit the serving of carbonated soft drinks.

Picnic Lunch/Snacks/Canteen Service

We provide a limited canteen service at UPS. We are trying to improve the quality and healthiness of this offering but we understand that not all students and parents will want to purchase from it. Picnic lunches and snacks for break time are permitted. The concern that we have, as with our own canteen provision, is that there needs to be a balance between what is healthy and what perhaps is enjoyable, although often the two do go hand in hand.

There are essentially two categories of food that we ask that you do not send into school. These are carbonated soft drinks and confectionery. However, we have decided that these banned items (with the exception of chewing gum) will be permitted on what we will call '**Fizzy Friday**'.

Personal Items

Students are asked to refrain from bringing to school expensive personal possessions. Please read the handbook carefully for details of specific items that are not permitted such as jewellery, electronic items etc...

Mobile telephones are not permitted in school. Students who require a phone after school are asked to leave this with their drivers or at reception upon arrival. Phones left at reception are at the owners risk as we cannot provide a secure storage facility.

Portable Computers

From time to time students may require the use of a portable computer as part of project work they are carrying out in school. If this is the case the subject teacher will email parents informing them of the details. However, as a school we will not be able to guarantee the safety of this equipment and



students will need to take full responsibility. They are all old enough to do so.

Homework

We have a set homework policy that includes guidelines on times, responsibility and purpose. We will strive to ensure that this is followed by all parties. It is important to note that group work is an important component of some of the learning that takes place in school, but we will endeavour to ensure that the need for students to gather in each other's homes after school hours is minimised. If you find this not to be the case please inform the school.

The use of information technology in research based education and in the production of quality end products means that there is a growing need for students to have access to printers at home. We will not be able to facilitate the printing of homework in school as this would be a practical impossibility.

Internet Access

Students at Links will require, from time to time, access to the internet for research purposes. They are being taught in school how to use the internet responsibly and efficiently but your guidance is also advised.

Parent Info

www.linksedu.com is our school website and all information pertaining to rules, regulations, timetables etc... is available there. Parents should particularly access the Parent Info section of this website for additional details of the above points. The password is Links786.

We, at LINKS would like to wish you all the very best for this new academic year and we look forward to receiving your positive contributions, cooperation and collaboration throughout.

Traffic at the start and end of the day

You are all able to see how crazy the start and the end of the day is. We have a huge problem with drivers, often with parents in the car, not following the instructions provided or listening to the instructions being given. It is imperative for the safety of all that we all drive in a careful and considerate manner and follow the rules we have devised.

Traffic flow is to be one way in front of the school between 7.00am and 8.00am, and 2.30pm and 3.30pm. We have requested a traffic policeman to assist with this and we are hopeful that he will be in place from Monday 1st September.

However, in the meantime please follow the instructions of the Links employees.

- No Parking on the road
- Only stop to drop

- Guards to be on the opposite side of the road to the entrance, unless unarmed.
- No ID card no child
- No queue hopping or cutting in

If you can instruct your drivers accordingly we will be most grateful.

Pakistan National Anthem

Each morning UPS students sing the Pakistan National Anthem. This is often less than enthusiastically done and we realised this is, in part, due to the simple fact that the students do not understand the words they are singing. Below is the Translation that we hope will inspire more passion and pride:

Blessed be the sacred Land
Happy be the bounteous realm
Symbol of high resolve
Land of Pakistan
Blessed be thou citadel of faith

The order of this sacred land
Is the might of the brotherhood of the People
May the nation, the country, and the state
Shine in glory everlasting
Blessed be the goal of our ambition

This Flag of the Crescent and Star
Leads the way to progress and perfection

Interpreter of our past, glory of our present
Inspiration of our future
Symbol of Almighty's protection

Key Dates

1 st September	Extra Curricular Activities Begin
	Fee Bills issued for the Spring Term
4 th September	Prefect Leadership Workshop
8 th September	Links Spelling Bee Competition Starts
20 th September	Award Ceremony (All UPS students)
30 th September	Last date of Payment for Fees

