



Oxford

Public High School

PROSPECTUS



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051-4832325/0300-5521094



Muhammadi Chowk, Sector-3, Khayaban-e-Sir Syed, Rawalpindi.

Affiliated with Board of Intermediate and Secondary Education Rwp.

Welcome Message :

Welcome to Oxford Public High School, where we inspire passion for learning, foster creativity and prepare students to succeed in the global society. Our school provides a supportive environment, encouraging personal growth and academic excellence.

Chairman's Message :



Our firm belief is that our educational programme sustains the development of fine young people capable of making their unique mark. Holistic education is our aim whilst our goal is to get our students into the top bracket of academic achievers. I am sure that you and your child will enjoy your experience at the school. We believe in nurturing the leaders, thinkers and creators of tomorrow. We look forward to moving ahead with your kind support. Together, we build a future filled with promise and possibility. I wish you all a good luck.

Warm
regards,



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Frame Work :

At OXFORD PUBLIC HIGH SCHOOL, our educational framework is built on a strong foundation of academic excellence, personal development, and community engagement. We have continually evolved to meet the growing needs of our students, integrating modern teaching practices with traditional values. Our commitment is to provide educational opportunities, that support intellectual curiosity, creativity and character development.

Foundation :

Oxford Public High School was established in **2000**. The school has been serving the cause of education with dedication without having any commercial interest. It is recognized with the department of Education, Govt. of Punjab and affiliated with Board of Intermediate and Secondary Education Rawalpindi.



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Vision :

1. We aim at the establishment of an effective, efficient, reflective and adaptable institution where students pursue relevant, high-quality and innovative programmes that meet global demands.
2. A talent-supportive learning environment conducive to both staff and students.
3. Provision of services that balance material gain, social obligations and quality education.
4. To serve the cause of education in a selfless, devoted and national spirit.
5. To nurture true and spirited young Pakistanis.
6. To imbibe the children with the spirit of Islam.
7. To develop the moral, intellectual and spiritual qualities of children.

Our Values:

1. Integrity
2. Respect
3. Innovation
4. Excellence
5. Collaboration



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Content :

1. Programmes and academic Policies:
 - ↳ Semesters
 - ↳ Checkpoints and Examination
 - ↳ Timetable
 - ↳ Attendance Policy
2. Registration and Admission.
3. Fee Submission.
4. Student Identity Card.
5. Rules and Regulations.
6. Facilities.
7. Academic Excellence.
8. Contact Information.

1. Programmes and Academic Policies:

1.1 Semesters:

Sr No	Semester	Duration/Span
1.	First	April to October
2.	Final	November to March



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1.2 Timetable :

New classes start from April to October. School timings will be:

Montessori Section	
Monday to Thursday	7:45 ---- 12:30
Friday	7:45 ---- 11:00
Saturday/Sunday	OFF

Primary/Middle/High Section	
Monday to Thursday	7:45 ---- 1:30
Friday	7:45 ---- 12:00
Saturday/Sunday	OFF

Montessori Section	
Monday to Thursday	8:00 ---- 12:30
Friday	8:00 ---- 11:00
Saturday/Sunday	OFF

Primary/Middle/High Section	
Monday to Thursday	8:00 ---- 1:30
Friday	8:00 ---- 12:00
Saturday/Sunday	OFF

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1.3 Checkpoints and Examination:

(I) First Semester:

The First Semester covers the regular (weekly) Checkpoints, Skills Development Quiz, Practicals, Summer Assignments, Viva/Verbal Exams. The specific percentage (%) of marks obtained in the above mentioned assignments is included in the result of First Semester Exams.

👉 Bi-Monthly Exams are conducted in May.

(II) Final Semester:

Final Semester also covers regular (weekly) Checkpoints, Skills Development Quiz, Practicals, Summer Assignments, Verbal Exams and the formal Exams. The specific Percentage (%) of marks of obtained in 1st Semester Examination and Winter Assignments is included in the result of Final Semester Examination.

👉 Bi-Monthly Exams are conducted in December.



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(III) Attendance Policy :

Checkpoints are held on weekly basis, for which a schedule is provided to students.

1.4 Attendance Policy :

Students are expected to attend all classes to take full advantage of learning opportunities including Checkpoints, Assignments, Quiz, Attributions and Presentations. A minimum of **70%** attendance is mandatory to sit in the Final Examination.

2. Registration and Admission Policy :

We are excited to welcome new students to our school community. Our application process is simple and easy. To apply, please visit our website or contact our admission office for detailed instructions.

- (i) Admissions are made on merit basis, except Kindergarten, students must qualify the entry test to get admission.
- (ii) After qualifying the test, the students are required to pay the dues immediately to confirm their admission. Delay in payment shall run the risk of losing their admission.



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(iii) Age limit for Admission: (Montessori Section):

Kindergarten	3 ---- 4 Years
Pre-School	4 ---- 5 Years
Pre-Primary	5 ---- 6 Years

Required Documents:

- ↳ Four Passport Size Pictures.
- ↳ Copy of CNIC Card of Father/Guardian.
- ↳ Copy of B-Form (Nadra).

(iv) Age limit for Admission: (Primary Section):

Level-I	6 ---- 7 Years
Level-II	7 ---- 8 Years
Level-III	8 ---- 9 Years
Level-IV	9 ---- 10 Years
Level-V	10 ---- 11 Years

Required Documents:

- ↳ Previous School Leaving Certificate (Original).
- ↳ Four Passport Size Pictures.
- ↳ Copy of CNIC Card of Father/Guardian.
- ↳ Copy of B-Form (Nadra).



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3. **Fee Submission:**

All students are required to deposit their fee and all dues till 10th of every month, according to the schedule mentioned in the monthly fee voucher. The fine of Rs.100/- is charged beyond the deadline.

4. **Student Identity Card:**

Student ID Cards serve as a valid form of identification for students on campus. The card is not transferable and neither can it be duplicated or photocopied and used as a replacement. Ensure that students bring their school ID Card daily.

5. **Rules and Regulations:**

Behaviour and Discipline:-

- 👉 Students must behave respectfully toward teachers, staff and peers.
- 👉 Students are expected to adhere to a dress code, often involving modest, appropriate clothing that does not distract from learning.



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Attendance and Punctuality:-

- Students are expected to attend the school regularly and be punctual.
- Absence must be supported by a valid excuse, such as a note from a parent or a doctor.
- Students who arrive late may need to sign in and possibly face consequences for repeated tardiness.

Classroom Behaviour:-

- Students should participate actively in classroom activities and discussions.
- Disrupting the class or disrespecting others will not be tolerated.

Academic Integrity:-

- Students must complete their own work and avoid cheating or plagiarism.
- Students are expected to submit assignments on time and to the best of their ability.



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Student Recognition:-

We believe in recognizing and rewarding outstanding student achievements. The "**Student of the week**" award is presented weekly to a student who demonstrates

- ↳ Participation in extracurricular activities.
- ↳ Effective performance in comprehensive area.
- ↳ Follow up directions.
- ↳ Leadership skills, such as taking charge of project or leading a team.
- ↳ Exceptional academic performance.
- ↳ Good behaviour.

Use of School Property:-

- ↳ Students should take care of school property and avoid vandalism or misuse of resources.
- ↳ Students are responsible for keeping their spaces clean, including classroom, play areas and lunch areas.



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🔑 Health and Hygiene:-

Students should maintain proper hygiene to ensure a healthy environment for everyone.

🔑 Extracurricular Activities:-

Students who participate in extracurricular activities must follow the code of conduct for that activity.

🔑 Parental Involvement:-

Parents should communicate with teachers and school staff about their child's progress and any concerns.

🔑 Disciplinary Actions:-

Violation of school rules may result in consequences such as detention, suspension, or expulsion, depending upon the severity of the behaviour.



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6. Facilities:

- ↳ Science and Computer Laboratories.
- ↳ Library with a wide selection of books.
- ↳ Sports facilities.

7. Academic Excellence:

Our curriculum is designed to challenge and engage students across various subjects, with a strong emphasis on **STEM** (Science, Technology, Engineering, Mathematics) and the Arts. In our commitment to academic excellence, we ensure proper Holy Quran classes, fostering spiritual growth alongside intellectual development.



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آئیں! دیکھیں
ہم فروغِ تعلیم
کیلئے کیسے کوشاں ہیں؟

**Best Quality
Education**

**Dynamic
Team Work**

**Smart
Technology**

**Creative
Learning**

**Advanced
Programs**

**Clean & Safe
Environment**



UNITY FAITH DISCIPLINE

آکسفورڈ پبلک ہائی سکول میں زیرِ تعلیم طلبہ علم حاصل کر کے اُسے ذہنی چلا کے ساتھ ساتھ اپنی اخلاقی تربیت کے لیے بھی مشعلِ راہ بناتے ہیں۔ وہ ذہنی طور پر علم کے نور سے منور ہونے کے علاوہ روحانی طور پر بھی لائق رشک ثابت ہونے میں پیش پیش آتے ہیں۔ ادارہ ہذا کی تعلیم و تربیت کا مرکز و محور نظریہ پاکستان کی طلبہ میں تخلیق و ترویج ہے۔ طلبہ کے تدریجی مراحل کے مطابق نظریہ پاکستان کی حقیقت سے آگاہی فراہم کرنا یہاں کی ایک تدریسی ضرورت ہے۔ ادارہ ہذا کی یہ پوری کوشش رہی ہے کہ یہاں کے طلبہ علم و عمل سے وابستہ رہیں کیونکہ صاحب علم افراد کا عملی کردار ہی اُن کی عظمت کی دلیل ہوتا ہے۔ یہاں کی انتظامیہ حسن کار میں یقین رکھتی ہے۔ طلبہ کی وقت کے ساتھ ساتھ عملی و اخلاقی تربیت کا نکھار ادارہ ہذا کی اولین ترجیح ہے۔



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LEARNING OUTCOME

Exciting but safe and secure spaces, indoor and outdoor, where children can explore, discover and experiment.

A stimulating and challenging curriculum, suited too children's needs, enabling them to reach their full potential across all areas of learning.

Social etiquette and skill development. Grand celebration of all festivals and annual events.

A well equipped computer lab, science labs and library. Passionate and trained staff. Teacher-students ratio of 1:20

Round the clock on-line security monitoring system with video cameras and recording facilities as strategic locations.

Clean, safe & secured environment. Creative activities & learning materials. Parents Teachers Councilling (Monthly).

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30 اپریل 2025ء تک داخلہ پر خصوصی رعایت:

سیلور جوبلی آکسفورڈ پبلک ہائی سکول کے قیام کو **25** سال مکمل ہونے پر

- 1 بچوں کیلئے معمول کی ماہانہ فیس پر **10** فیصد رعایت۔
- 2 کسی بھی ادارے میں پڑھانے والے اساتذہ کے بچوں کیلئے معمول کی ماہانہ فیس پر **25** فیصد رعایت۔
- 3 امام مسجد کے بچوں کیلئے معمول کی ماہانہ فیس پر **50** فیصد رعایت۔
- 4 حافظ قرآن / یتیم طلبہ کیلئے معمول کی ماہانہ فیس پر **25** فیصد رعایت۔
- 5 آکسفورڈین والدین (وہ والدین جو خود آکسفورڈ سکول میں پڑھتے رہے ہیں) کے بچوں کیلئے معمول کی ماہانہ فیس پر **10** فیصد رعایت۔

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مذید یہ کہ اس وقت آکسفورڈ پبلک ہائی سکول میں زیر تعلیم وہ طلبہ جو سالانہ امتحانات 2025ء میں اپنی کلاسز کے تمام سیکشنز میں پوزیشنز حاصل کریں گے تو پہلی پوزیشن کیلئے اگلی کلاس میں معمول کی فیس پر 30 فیصد رعایت۔ دوسری پوزیشن پر 20 فیصد اور تیسری پوزیشن پر 10 فیصد رعایت دی جائیگی۔

Referral **Concession** Policy for Registered Students

وہ طلبہ جو پہلے سے آکسفورڈ پبلک ہائی سکول میں زیر تعلیم ہیں اور ان کے والدین / سرپرست کی طرف سے اگر کوئی نئے طالب علم کا داخلہ بھیجا / کرایا جاتا ہے تو پہلے سے زیر تعلیم طالب علم کی اگلے ماہ سے معمول کی فیس پر 10 فیصد رعایت دی جائیگی۔



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آئیے! علم کی شمع روشن کریں

☆ نئے تعلیمی سال کے شروع ہوتے ہی اگلی کلاسز میں ترقی پانے والے طلبہ کو نئی کتب کی ضرورت ہوتی ہے، جنہیں مارکیٹ سے خریدنے پر طلبہ کے والدین کو خاصی رقم خرچ کرنا پڑتی ہے۔ اس لیے موجودہ انتہائی معاشی صورت حال کو مد نظر رکھتے ہوئے محترم والدین کو ممکن سہولت مہیا کرنے کے لیے سکول انتظامیہ نے طلبہ سے پرانی کتب اکٹھی کر کے اگلی کلاسز میں ترقی پانے والے طلبہ کو دینے کا فیصلہ کیا ہے۔ جس میں طلبہ (صرف کلاس اول تا کلاس ہفتم) اپنی پرانی کتب (پچھلی کلاس والی) سالانہ امتحانات 2025ء ختم ہونے کے بعد (اپنے آخری پیپر والے دن) اپنی سیکشن ڈائریکٹر کے پاس جمع کرائیں گے اور رزلٹ سے اگلے دن اپنی اگلی کلاسز کی کتب اپنی سیکشن ڈائریکٹر سے وصول کریں گے۔ **لیکن یاد رہے** ضروری نہیں کہ پرانی کتب جمع کرانے والے ہرنچے/بچی کو اگلی کلاس کی پرانی کتب دی جائیں کیونکہ بعض اوقات اگلی کلاسز (جس میں بچے/بچی نے ترقی حاصل کی ہے) کی مطلوبہ کتب (کلاسز میں موجود طلبہ کی تعداد کے مطابق) سیکشن ڈائریکٹر کے پاس جمع نہیں ہوتیں۔ اس لئے اگر کتب موجود ہوں تو آپ کے بچے/بچی کو ضرور دی جائیں گی اور اگر موجود نہ ہوں تو اس پر اصرار نہ کیا جائے۔



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☆ موجود مشکل معاشی صورتحال کی وجہ سے ہر طبقہ اور ہر فرد فکر مند ہے اسی طرح تعلیمی ادارے بھی اس سے شدید متاثر ہیں۔ سٹاف کی تنخواہیں، سکول بلڈنگز کے بڑھتے ہوئے کرائے، بے لگام ٹیکسز، بجلی، گیس اور پانی کے بڑھتے ہوئے نرخ، جنریٹر کے لیے استعمال ہونے والا مہنگا پٹرول، کاغذ، پرنٹنگ و دیگر سٹیشنری کی آسمان سے باتیں کرتی ہوئیں قیمتیں، سائنس اور کمپیوٹر لیب میں استعمال ہونے والا ساز و سامان اور کمپیوٹرز، لائبریری کتب اور روزانہ استعمال ہونے والی متفرق اشیاء کی ناقابل یقین قیمتیں، سکول انتظامیہ کے لیے پریشانی کا سبب ہیں۔ لیکن ہمیشہ کی طرح سکول انتظامیہ آپ کے باہمی تعاون سے موجودہ مشکلات پر بھی قابو پالے گی اور طلبہ کی تعلیم و تربیت کا یہ سلسلہ بغیر کسی رکاوٹ کے جاری رہے گا۔ (انشاء اللہ)

☆ ہم اپنے ادارے کی جانب سے ایک خاص مہم کا آغاز کر رہے ہیں۔ جس کا مقصد ایسے طلبہ کو مدد فراہم کرنا ہے جنہیں مالی طور پر نئے یونیفارم خریدنے میں دشواری ہو رہی ہے۔ اس مہم کے تحت ہم آپ سے درخواست کرتے ہیں کہ آپ اپنے بچے/اپنی بچی کا وہ یونیفارم جو سائز میں چھوٹا ہو چکا ہے۔ یا پرانا ہو چکا ہے وہ سکول استقبالیہ اسکول آفس پر **15/03/2025** (ہفتہ) تک جمع کرادیں تاکہ ہم اُن ضرورت مند طلبہ کو بروقت یونیفارم پہنچا سکیں۔ مزید معلومات کیلئے سکول آفس پر رابطہ کریں۔

”ادارے کے مجموعی معاملات کو احسن انداز سے چلانے میں آپ کا تعاون قابل تعریف ہے“

اللہ تعالیٰ ہم سب کا حامی و ناصر ہو۔



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سکول ترائے

گلستانِ ادب کا مہکتا پھول
علم و ادب میں ہے باکمال
چہدِ مسلسل ہے لازوال
مشفق اساتذہ ذہین ہیں
قوم کی ترقی میں ہیں سرگرم
نظم و ضبط اخلاقیات کے ہیں پاسدار
آکسفورڈین، محنتی قوم کے معمار

آکسفورڈ پبلک ہائی سکول
آگہی و شعور کی زندہ مثال
بانی سکول اپنے بے مثال
نبیوں کی میراث کے امین ہیں
اُس خدائے پاک کا ہے سب کرم
اپنے ملک و قوم کے ہیں رازدار
بڑھائینگے اپنے ملک کا وقار !!

