

# OPF PUBLIC SCHOOL



## PROSPECTUS

A Project of Overseas Pakistanis Foundation



## OVERSEAS PAKISTANIS FOUNDATION

(Education Division)

Phone Number of School with Location

S. No. Name of School Address

### Punjab

1. OPF Public School Bhalwal New Satellite Town, Near Al-Hamra Hall, Bhalwal (Sargodha) Tel:048-6644325
2. OPF Public School Depalpur Government Colony, Okara Road, Depalpur (Okara) Tel:044-4541939
3. OPF Public School Gujrat Al-Nabi Colony, Jalalpur Jattan Road, Burhan Street, Gujrat, Tel: 053-3604910
4. OPF Public School Kallar Syedan Gujrat Khan Road, Kallar Syedan, District Rawalpindi, Tel: 0513-570211
5. OPF Public School Multan H. No. 1, Willayatnabad, opp. Naz Cinema, Vehari Road, Multan, Tel: 061-9239456, 4483933
6. OPF Public School Pakpattan H. No. 4 & 5/S, Sector -S, Green Town, Opp. District Complex, Pakpattan, Tel: 0457-372903
7. OPF Public School Sheikhpura Tufail Shaheed Road, Near Judges Colony, Sheikhpura, Tel: 056-3781552, 3781553
8. OPF Public School Sialkot H. No. 160-161, Mir Hassan Road, Model Town, Sialkot, Tel: 052-3553821

### Sindh

1. OPF Public School Sanghar Red Crescent Building, Akhtar-uz-Zaman Kiyani Road, Sanghar, Tel: 0235-541276
2. OPF Public School Dadu Red Crescent Building, Larkana Road, Near Malkani Petrol Pump, P.O. Box. No.19, (GPO) Dadu, Tel: 025-4612208
3. OPF Public School Larkana Nudero Road OPF Housing Colony Larkana, Larkana, Tel: 074-4042206
4. OPF Public School Badin Sindh University, Laar Campus, Civil Hospital Road, Badin, Tel: 0297-862141
5. OPF Public School GOS, Karachi Nishter Road, Near K.M.C. Workshop, Karachi, Tel: 021-32760022

S. No. Name of School Address

### Khyber Pakhtunkhwa

1. OPF Public School Mansehra Safdar Road, Dab No. 1, Mansehra, Tel: 0997-305548
2. OPF Public School D.I.Khan Fort Road, Gulshan Colony, D.I.Khan, Tel: 0966-710518
3. OPF Public School Hangu Rehmatnabad, P.O.PTS, Main Road, Hangu, Tel: 0925-621108

### Balochistan

1. OPF Public School Quetta Samungli Road, Near Kinney Hospital, Quetta, Tel: 081-2824179
2. OPF Public School Turbat B & R Colony, Turbat Tel: 0852-412303

### A.J.K

1. OPF Public School Kotli Housing Scheme, Kotli (AK), Tel: 05826-960009
2. OPF Public School Mirpur H. No. 74, Sector, F-1, Mirpur (AK), Tel: 05827-961048
3. OPF Public School Muzaffarabad B-30 & 31, Housing Scheme, Upper Chatter, Muzaffarabad (AK), Tel: 05822-432508

Address of Head Office:

**OVERSEAS PAKISTANIS FOUNDATION**  
Education Division

Shahrah-e-Jamhuriat, Sector G-5/2, P.O Box No. 1470, Islamabad.  
Tel: Director General : 9213582, Additional Director : 9205994, Fax No: 9206783

## INTRODUCTION:

The Overseas Pakistanis Foundation has established 25 OPF Educational Institutions (Schools / Colleges) to cater for the quality education to the children of Overseas Pakistanis and general public through out the country including Azad Kashmir. Out of which (2) two colleges are functioning at Islamabad. These OPF Public Schools follow English as their medium of instruction upto Matric Level and lay due emphasis on local language. These institutions are affiliated with respective Provincial and Federal Board of Education. Besides academic activities, due attention is given to the extra-curricular activities of students of the schools and conducive environment is provided for promotion of healthy activities **These schools are providing education to female students upto Matric Level with co-education upto to class- V. Students are prepared to appear for SCC examination from respective Boards.**

## AIMS AND OBJECTIVES:

- To impart knowledge on modern lines.
- To provide conducive atmosphere in order to develop the students potentialities to the future.
- To ensure that the students are conversant with the spirit of Islam and Pakistan Movement.
- To explore and enhance the students' capabilities for selecting their future career.

- To cultivate the qualities of initiative and leadership.
- To foster physical fitness and personality development.
- To inculcate sense of self-discipline and orderly behaviour.

To achieve these objective, we plan to impart **education** in a disciplined atmosphere conducive to the development of a sound personality through:

- i. Highly qualified and experienced teachers.
- ii. Modern techniques of teaching including text-books which make the child an active participation in the process of education.
- iii. Academic and extra curricular activities such as group meetings of teachers and students, parents and teachers, study tours for children, games / sports and debates etc.

### **FUTURE PLANS:**

OPF plans to upgrade these Schools to Higher Secondary Level as well as provision of residential facilities to the children.

### **SYLLABUS:**

At the primary level a progressive and advance nature syllabus has been introduced. The syllabus is within the parameters of and in accordance with the National Curriculum. Syllabus prescribed by the respective Boards of Secondary Education are adopted in secondary calsses.

### **FEE CHARGES:**

Fee rates / schedule / challan will be issued to the children / parents, separately.

## ALLIED CHARGES FOR OPF PUBLIC SCHOOLS

a.	Admission Charges	Rs. 3000/- (Except OPF Public School Badin & Karachi)
b.	Re-admission Charges	Rs. 1500/- (50% of Admission Fee)
c.	Security Fee (Refundable)	Rs. 2000/-
d.	Prospectus / Admission Form	Rs. 200/-
e.	School Diary	Rs. 100/-
f.	Fee Card	Rs. 50/-
g.	Progress Report Card	Rs. 50/-
h.	School Leaving Certificate	Rs. 200/-
i.	Late Fee	Rs. 10/- (The last date for depositing fee is 10th of each month. Late fee per day will be charged upto 20th of the month after that the name will be struck off.)
j.	Library Fund (Per annum)	Rs. 200/-
k.	Laboratory Fund (Per annum)	Rs. 200/-
l.	Sports Fund (Per annum)	Rs. 100/-

## **COLLECTION OF FEE:**

- a. Fee should be directly deposited in designated branches of Banks, by the parents against the Fee challan prepared by the Accountants / Account clerks of the respective schools.
- b. Fee must be deposited / collected in the first week of the month but not later than 10th of each month, after which a fine has to be paid as prescribed in the fee challan form.
- c. Fee for the summer vacations must be paid in advance.

## **CO/EXTRA CURRICULAR ACTIVITIES:**

The students are provided with an opportunity to develop confidence and creativity. Daily Morning Assembly is utilized for recitation from the Holy Quran and public speaking. A weekly tutorial session in each section forms an important forum where students display their inherent talents. Additionally, annual debates, declamation, quiz competitions and speech contests in English and Urdu are some of the impressive events of OPF educational institution.

## **EXCURSION / STUDY TRIPS:**

The school arranges recreational and educational tours to different places of historical / general significance. This enables the students to interact and meet with people outside the school there by developing perspective view of the society.

## **ADMISSION:**

The admissions to the school are open at the beginning of each academic session. The priority for admission is as follow:

- a. Children of registered members of OPF.
- b. Brothers / Sister of Children already studying in the school (at the beginning of the new session. only in Nursery).
- c. Children of officers of Pakistan / AJK Government, only transfer cases, subject to availability of vacancy / seat in the respective class.
- d. Children of Overseas Pakistanis will be entertained for admission through out the session only if there is a vacancy in the desired class. New admission for Boys are not entertained in class 6 onward. However, Boys are accommodated in some schools, subject to availability of Boys & Girls Sections, separately.

## **AGE LIMITS:**

Age of children at time of entry to Nursery should not be less than 3 years and 9 months. Recommended age is 4 years. Maximum age limit for entry to class 8 is 13 years.

## **TESTS:**

Tests will be conducted at the time of entry for all classes except Nursery, in the subject of English, Urdu and Maths. Admission will only be given to those applicants who qualify the tests and are in suitable age groups. For admission to class 9<sup>th</sup> (Science Group) a test in General Science, Maths and English will be conducted.



## **IMPORTANT SCHOOL RULES:**

Students must abide by the following rules and regulations:

- a. Students must be neatly dressed in the prescribed uniform.
- b. Boys should have neat, short hair cut, while the girls should tie their hair neatly and should not be allowed to put make-up jewelry / ornaments.
- c. Students must attend morning assembly regularly.
- d. Students must be regular and punctual in attending classes.
- e. Students are not allowed to leave the school premises without the permission of the Principal.
- f. Students must always apply in advance for leave of absence, and the application must be endorsed by the parents / guardian.
- g. Students must possess the required books, notebooks neatly covered and stationery while attending classes.
- h. Smoking, chewing pan, taking snuff / naswar is strictly prohibited.
- i. Students are not to visit laboratories without the permission of the concerned teacher.

## **THE FOLLOWING ARE OFFENCE:**

- a. Student's involvement in indiscipline, cheating, lying and immoral conducts.
- b. Student breaking or damaging school property/assets will have to make good the loss.
- c. Possession of weapons.

- d. Rudeness to staff and seniors.
- e. Smoking or using narcotics.
- f. Using bad language.
- g. Absenting from classroom and other school activities without reason.
- h. Being habitually not punctual, irregular, untidy.
- i. Consistently poor performance in academic record / home preparation.
- j. Failure to pay the fees within the specified time.
- k. Creating disturbance in school premises.
- l. Wearing gold ornaments etc. is not allowed. Similarly other expensive items are also not allowed and school is not responsible for any loss.

### **INSTRUCTION FOR PARENTS/GUARDIANS:**

The following instructions are laid down for the parents, so that maximum educational benefits can be given to their children / wards.

- a. The parents / guardians must keep abreast of the performance of their children / wards in academic and other activities.
- b. The school fee / dues must be paid promptly not later than the 10th of every month, while the summer vacation fee is to be paid in advance.
- c. Parents are required to co-operate with the institution in all matters regarding discipline, uniform, attendance, punctuality and general behaviour of their children.
- d. They must keep a check on the performance of their children / wards in all the examinations, and must endorse the progress report regularly.

- e. They must not send their children to the institution in case they are suffering from a contagious disease.
- f. They are not to visit the classroom during school hours and never without the permission of Principal.
- g. They must apply in writing one month's advance notice for the withdrawal of their child / ward.
- h. They must always inform in writing the school in case of the absence of their child / ward.

### **USE OF UNFAIR MEANS IN EXAMINATIONS:**

Use of unfair means in internal as well as SSC examinations is unacceptable and to be dealt with utmost severity.

**UNDERTAKING**

My following Children / Wards are studying in your school:

1. \_\_\_\_\_ Class with Roll No. \_\_\_\_\_
2. \_\_\_\_\_ Class with Roll No. \_\_\_\_\_
3. \_\_\_\_\_ Class with Roll No. \_\_\_\_\_
4. \_\_\_\_\_ Class with Roll No. \_\_\_\_\_

I have studied the rules / regulations / policies of the school and I undertake to abide by them.

I hereby accept the right of school administration to amend these rules / regulations / policies at any time.

I am also aware of the fact that on violation of any rules / regulations / policies, my child / children can be expelled from the school.

Parents / Guardian Signature: \_\_\_\_\_

Name:- \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

NIC No: \_\_\_\_\_

Phone No: \_\_\_\_\_

