A-LEVEL PROSPECTUS
(2011 – 2012)

The ‘A’ Level section of St. Patrick’s High School is an autonomous unit of St. Patrick’s Campus. It is managed and controlled by the Catholic Board of Education of the Archdiocese of Karachi. The section is recognized by the Directorate of Cambridge Local Examination through their local representative the British Council in Karachi.

The school is registered with the Education Testing Service (ETS) in New Jersey, U.S.A which administers the TOEFL tests. Our code is 8051. The school is also registered with ATP College Board for the S.A.T I and S.A.T II tests. Our code is 690180.

PROCEDURE FOR ADMISSION

RIGHTS OF ADMISSION RESERVED.

The school reserves the right to accept or reject any application without assigning any reason.

A. ELIGIBILITY FOR ADMISSION

1. Only those students who have passed the G.C.E. ‘O’ Level Overseas Examination of the University of Cambridge Local Examination Syndicate for International Examination or an equivalent examination of any other recognized examination body, are qualified to apply for admission. Preference will be given to the students who clear their G.C.E ‘O’ Level examination in one attempt.

2. The age of eligibility for admission is normally between 16 – 17 years. The Principal at his discretion may condone an exception in the case of a deserving application.

3. No application may claim the right of admission to the ‘A’ Level course by the mere fact that he has appeared for the G.C.E ‘O’ Level Examination from St. Patrick’s High School.

B. APPLICATION FORMS

1. Application forms for admission will appear on the website on 01st August 2011. They must be returned duly completed WITHIN THREE DAYS of the declaration of results of the ‘O’ Level Examination.

2. Form I must be submitted to the Principal of the School from where the Cambridge ‘O’ Level or equivalent examination was taken. This form dully perfected by the Principal / Sectional Head must be sent under confidential cover to the Dean, Advanced Level.

3. (a) Form II (particulars of the candidate) must be signed by the parents or guardian of the student.

(b) Form III must be attested and stamped by Principal of the last school attended.

(c) Form II, III together with Rs. 500 (processing fee) to be handed in at ‘A’ Level office to the Secretary.

4. Forms will be received from the day after the results are released up to four consecutive days (Sunday not included), between 8:30 am and 1:00 pm ONLY.
C. ESSENTIAL REQUIREMENT FOR ADMISSION

1. All forms must be fully completed.
2. Photocopies (DULY ATTESTED) of,
   - School reports in the ‘O’ Level years (Classes X and XI).
   - The student’s results in the Cambridge Overseas School Certificate.
   - The Birth Certificate.
   - Three recent passport size photographs with the name written on the rear of the Photograph.

N.B: An Application submitted without the documents mentioned above will be rejected.

D. MINIMUM QUALIFICATION FOR ADMISSION

1. Applicant should have appeared in 6/8 subjects in one sitting at the ‘O’ Level Examination.
2. Preference will be given to those candidates who clear all subjects in the first attempt of their examination.
3. A or B in the English Language Paper is compulsory.
4. Applicant should have minimum of three A’s in the subjects offered.

E. NOTIFICATION OF CANDIDATES FOR INTERVIEWS

Internal students & External students:

(a) When you hand in your forms at the A-Levels Office you will be given the date and time for the Interview.
(b) The student accompanied by the parents must meet the Dean of A-Levels on the given date during the prescribed time.
(c) The interview is compulsory. No admission will be granted without an interview.

F. COMPLETION OF ADMISSION FORMALITIES.

(a) The names of selected candidates will appear on the website, a day or two after the interviews.
(b) You are expected to make a pay order in favour of St. Patrick’s High School for the prescribed amount and submit it to the Accounts office within TWO DAYS of being selected.
(c) If you wish to withdraw after the payment of Fees. Please note that only the Tuition fees will be refunded till 12 noon 02nd September 2011. No refund will be entertained beyond this date.
G. CANCELLATION OF ADMISSION

If evidence of forged documents relating to admission comes to light at any later stage, the student concerned will be immediately required to leave the school.

H. CHOICE OF SUBJECTS:

All candidates must take FOUR subjects selecting one from each block. English Language classes will be conducted during the First year. English General will be offered as an A/S subject in the Second Year.

Spanish classes will be conducted twice a week during the last period or just after school.

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<th>BLOCK A</th>
<th>BLOCK B</th>
<th>BLOCK C</th>
<th>BLOCK D</th>
<th>OPTIONAL</th>
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<tbody>
<tr>
<td>BIOLOGY</td>
<td>CHEMISTRY</td>
<td>PHYSICS</td>
<td>ACC. MATHS</td>
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<td>ECONOMICS</td>
<td>ACCOUNTING / ENV. MANAGE.</td>
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<td>ENGLISH LITERATURE</td>
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<td>WORLD HISTORY</td>
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<td>SOCIOLOGY</td>
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NOTE: Pre-medical Students should take the following combination.

Biology, Chemistry, Physics and Mathematics OR Acc. Mathematics

* Pre-Medical / Pre-Engineering students could opt for English Literature/Geography/Environmental Management as an additional subject.
The candidates should enter the chosen subjects in Form II. Care should be taken that the subjects chosen satisfies the entry requirements of the next desired stage in your education. You should also invest some time to ascertain the level of difficulty of these courses, as ‘A’ Level work is considerably more difficult and higher than the ‘O’ Level.

**NOTE:** Accelerated Mathematics is where the entire ‘A’ Level Mathematics course is covered in one year. This is open to the Pre-Medical and Pre-Engineering students. It will be conducted for selected students. You may opt for it in Form II. Students taking accelerated Mathematics in the first year may offer Further Mathematics / Psychology / Geography / Environmental Management in the second year.

I. **DROPPING SUBJECTS:**

No students shall be permitted to drop/ change subjects. It is therefore advised that the choice of subject should be made carefully and judiciously. Change of subject, if possible, will be allowed up to 7 working days after admission. It shall be made on the basis of merit on the GRADES IN THE FOUR SUBJECT offered. No students will be allowed to change a subject if his grade in the NEW subject is lower than the subject, which is to be dropped.

**AS - LEVEL**

During the First Year students will be following the Advanced Subsidiary Level (AS Level) programme. All students will be required to appear for the A/S Level Examination conducted by the University of Cambridge during the period May – June 2012. Hence parents are reminded that they should give serious thought before processing the application of their son/ daughter/ ward into our A-Level programme. Any repetition of A/S Level subjects will be only permitted in May –June 2013 and not in October-November 2012. English Literature will be offered in the October-November 2012 Examination and not in the May – June 2012 examination.

**GENERAL INFORMATION**

**ORIENTATION AND COMMENCEMENT OF CLASSES**

The orientation for the First Year students will be held on Saturday 03rd September 2011 in St. Patrick’s Auditorium at 10:00 am. The parents should make it a point to be present on this occasion. Regular classes will commence on Monday, 05th September 2011.

**PROMOTION FROM AS–LEVEL TO SECOND YEAR A-LEVEL**

Only those students who have reached a satisfactory standard in the internal final examinations held by the school and have an attendance record of above 80% in every subject will be permitted to follow the more strenuous Advanced Level Course in the relevant subjects. Once again parents are reminded that they should give serious thought before processing the application of their son/ daughter/ ward into our A-Level programme.

Those students who have an a, b, or c grade in the Cambridge A/S Level examination in the relevant subjects will be allowed to continue with these subjects in the second year. If your grade is less in one of the subjects, you may change the subject. If the grade is less in 2 or more subjects either you repeat (if age is \( \leq 18 \)) or leave the school.

Others with unsatisfactory grades will have to repeat the A/S Level or leave the School.

**APPEARING FOR SAT-I, SAT-II**

SAT-I : First attempt on (January 28th 2012 and the second attempt on May 05th 2012.)

SAT-II : First attempt on (October 6th 2012 and second attempt on 01st December 2012.)
RESULTS:

Report Cards of internal examinations and tests are issued to the students. These may be presented for admission to medical, engineering and other colleges.

STUDENTS TAKING OUTSIDE EXAMINATIONS SUCH AS THE TOEFL OR THE SAT WILL NOT BE EXEMPTED FROM ANY INTERNAL EXAMS OR TESTS.

The study of courses other than those taught in the school and the taking of outside examination in no way exempts pupils from their commitments to the school.

PAYMENT OF FEES: The fees for the year are payable as follows:

<table>
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<tr>
<th>FIRST YEAR</th>
<th>SECOND YEAR</th>
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<tr>
<td>1st Quarter at the time of Admission</td>
<td>1st Quarter by 10th August</td>
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<td>2nd Quarter by 10th November</td>
<td>2nd Quarter by 30th October</td>
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<td>3rd Quarter by 20th February</td>
<td>3rd Quarter by 20th January</td>
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<td>4th Quarter by 30th April</td>
<td>4th Quarter by 30th March</td>
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Fees must be paid on/or before the stipulated date.

RULES AND REGULATIONS:

- Students will be obliged to give an undertaking, guaranteed by their parents, that they will conform in every way to the disciplinary matters and rules of the school.
- A copy of the CODE OF CONDUCT FOR STUDENTS will be provided to the selected.
- Smoking is strictly prohibited. If found smoking you will be expelled with immediate effect.
- Boys – Hair must be cut short and the shirt must be tucked in.
- Girls-Hair should be clipped together. Head scarf should be white.
- Students are not permitted to drive or park their cars in the school compound.
- The school uniform is compulsory at all times within the school premises.
- On Saturdays and holidays as an alternative to the uniform you may wear the House T-Shirt.
- For non-attendance of a class, a student may be suspended from the class and for continued absenteeism he or she will be asked to leave the school without prior notice.
- CONVERSATION ON THE SCHOOL PREMISES MUST BE IN ENGLISH. This must be strictly enforced by the student’s council and the tutorial staff.
- Please hand in your mobile phones before classes commence keep the token safe and get your phone back after your last class is over.
- Possession and use of Mobile phones on the school premises is strictly prohibited. If a mobile phone is found in the possession of the student it will be confiscated and not returned, till the end of the academic year.
- All students must be on the premises by 7:40 am on all school days. The gate closes at 7:50am. No student will be allowed into the premises after the gates have closed.
- Note that the 6th (last) period ends at 2:00 p.m (Mon. – Thu.) and at 1:00 p.m on Fridays.
- Chewing gum is strictly forbidden.
- Consumption of food / drink is prohibited in the class room.
- Students are not permitted to have in their possession markers of any kind.
- Make sure that you are in a position to pay the FEES for the full two year period on a quarterly basis before admitting your son / daughter / ward.
- Breach of these and other disciplinary matters notified from time to time will render the defaulter liable for dismissal.
NOTE:

The tendency for students to miss some or all classes is regrettable. The cooperation of parents is sought in this matter. They are requested to be specially vigilant as the school will be strict in dealing with this matter. The minimum requirement of attendance in each subject is 80 percent.

TIME FOR SPORTS AND GAMES:

NO outdoor games are allowed from 8:00 am to 2:00 pm on the school ground. The auditorium, library or common room is to be used during free periods.

Cricket is allowed from 2:00 pm only on the cricket field and hockey only on the hockey ground with the sports master, coach or teacher in attendance.

GIRLS COMMON ROOM:

A common room is provided exclusively for the girls. Boys are not permitted to enter the Girls Common room even after school hours. Violation of this rule will render the defaulting students liable for expulsion.

St. Patrick’s High School is a boys school. Girls are only admitted to the ‘A’ LEVEL classes. All girls are required to be in the common room, the Reference or General Library or the main auditorium when they are not attending classes.

CONDITIONS FOR NEW ADMISSIONS FOR THE ATTENTION OF PARENTS/ GUARDIANS:

Admission for your son/ daughter/ ward to the Advanced Level classes is being given under the following conditions:

- Parents accompanied by the student must meet the Dean on the specified date at the prescribed time for the interview.
- No certificate of recommendation will be issued to the student until the second year. This rule will be strictly observed.
- Parents will be required to meet the Dean or his nominee at least twice a year when they will be accompanied by their son/ daughter/ ward to collect his/ her internal test and examination results, usually, in December and May of the first academic year and in December for the second academic year.

SUMMER UNIFORM (BOYS)

Grey shirt with school badge.
Grey pants, black shoes and Grey socks.
No T-shirt should be visible around the neck under the school shirt.
Joggers are not permitted.

SUMMER UNIFORM (GIRLS)

Grey Kameez with school badge on the pocket.
White shalwar/ white dupatta black shoes and white socks.
No jewellery of any type to be worn, with the exception of small earring.
No make up in any form is allowed.
No sandals/ slippers/ joggers to be worn.
WINTER UNIFORM

In addition to the above,

A green tie with monogram.
A sweater, blazer or shawl should be dark green.

HAIR

Hair should be kept clean and short in the case of boys, and in the case of girls neatly plaited or clipped together if long.

COMPULSORY: Every ‘A’ Level Student must be properly attired in the school uniform when attending school / when leaving school or when visiting school at all times. Exemptions may be granted only on the express permission of the DEAN A/LEVEL.

MISCELLANEOUS:

- Parking in the school compound is only permitted for vehicles belonging to the school and the staff. All vehicles parked outside the school premises will be at the owner’s risk and the school is not responsible for any loss or damage to these vehicles.
- Railway and Airline concession forms are provided and completed by the school on request stating destination/ station in Pakistan.
- The prior written permission of the principal is necessary before a student attends or conducts a public meeting. College type unions are not allowed as our ‘A’ Level unit is registered under the Directorate of School Education as a High Secondary School.
- Prefects and Monitors are appointed in consultation with the teachers.
- No student, teacher or any person or group associated with the school may print the school address or name on any letterhead, or will any rubber stamp or seal of the school be made or used by anyone except the Principal or his nominee. All correspondence for school matters, activities and functions must bear the signature and stamp of the Principal or those of this nominee and be written on the school letterhead. Students cannot attend or conduct public meeting within the school premises or outside.
- Inspection of the ‘A’ LEVEL classes will be conducted from time to time by the CATHOLIC BOARD OF EDUCATION, KARACHI.
- The school has a guidance Counselor for the students. She is available for personal, career and college counseling.
- The principal appoints the DEAN of the ‘A’ Level section, who attends to the day to day working of the department.
- The school would like to emphasis an aspect of ‘A’ Level studies, namely that this course is not essentially textual beside the prescribed syllabi and textbooks, the student has to subsidize and augment his knowledge by additional relevant reading and information. ‘A’ Level studies may be defined as a mini-research program. These adolescents also need a lot of care, supervision and guidance at home, which the parents/ guardians must provide.

PRINCIPAL

ST. PATRICK’S HIGH SCHOOL