



Karachi Grammar School Boarding Handbook

Revised July 2026

Approved by KGS SLT

Responsible Officer Principal

Review Cycle Annual

Next Review July 2027

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Useful Contacts

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For all emergency contact, call the Head of Boarding first. Outside school hours, refer to the emergency escalation chain posted in the boarding house entrance.

Principles and Aims of Boarding

Established in 1847, Karachi Grammar School (KGS) is one of Pakistan's oldest and most distinguished institutions. The boarding programme, launching its current iteration in 2026, carries forward a 178-year heritage of educational excellence within a close-knit, residential community.

The KGS Boarding programme aims to:

- Nurture and inspire each student's unique talents, character, and academic potential, helping them discover their true strengths.
- Provide a warm, comfortable home-away-from-home that adapts to the needs of growing students.
- Cultivate a trusting, family atmosphere rooted in mutual respect, genuine courtesy, and a deep sense of belonging.
- Foster an inclusive community where every student feels seen, valued, and fully supported, regardless of their background.
- Empower students to develop independence, resilience, and leadership through supportive pastoral care and shared house activities.
- Guarantee absolute safety and peace of mind across all on-campus and school-approved activities.

These procedures should be read in conjunction with other KGS policies such as Safeguarding and Child Protection, Substance Abuse, Social Media and Mobile Phone/Smart Device, Uniform, Behaviour etc.

Boarding Staff — Roles and Responsibilities

All staff employed within the Boarding House are subject to KGS's safer recruitment policies and procedures, and hold up-to-date police checks. A boarding member of staff is on duty and contactable at all times, both during the day and overnight. At night, boarders can reach the Head of Boarding directly by calling or messaging the Boarding House Mobile phone; this number is displayed in the boarding house and given to every boarder at induction.

Head of Boarding

The Head of Boarding holds primary responsibility for the welfare, safety, and day-to-day life of all boarders. They are the first point of contact for students, parents, and school leadership on all boarding matters.

- Provides daily pastoral guidance and personal check-ins with every student.
- Creates a warm, well-maintained, and secure environment that feels like a genuine home.
- Manages all daily boarding routines, weekend leave (exeat), and overnight procedures.
- Maintains careful records regarding student welfare, attendance, and medical needs.
- Communicates closely and promptly with parents on all aspects of their child's well-being and development.
- Liaises directly with the Head of College, Designated Safeguarding Lead (DSL), Heads of Year, and College Counsellors to ensure a collaborative caring network for each student.

Boarding Housekeeper

The Boarding Housekeeper manages the day-to-day domestic operations of the boarding house — meals, laundry, cleanliness, and maintenance — although line managed by the Head of Boarding, they are part of the central administration team.

Head of College & Assistant Head, Student Experience (DSL)

The Head of College holds overall governance responsibility for the boarding house, ensuring it remains a safe, warm, and nurturing place. Through regular briefings from the Head of Boarding, she stays closely connected to daily house life. The DSL provides steady oversight and serves as the primary support and escalation point for complex safeguarding or welfare matters, ensuring every student is fully protected and cared for.

College Middle Leaders & Form Tutors

Academic and pastoral staff work closely with the Head of Boarding to ensure continuity of care between school hours and boarding house life. Any concern raised with a Form Tutor or Head of Year that touches on a boarder's welfare is communicated to the Head of Boarding promptly. Any concerns raised from subject teachers or Heads of Department, concerning academic matters are promptly communicated directly with the Head of Boarding.

Wellness Counsellors

The College Counselling team (male and female) provides confidential emotional and psychological support. Students may self-refer or be referred by the Head of Boarding or staff member.

Boarders' Complaints Procedure

Boarders have a clear and easily accessible route to raise a complaint about any aspect of boarding provision, and are never penalised for raising a complaint in good faith.

Who: A boarder may raise a complaint directly with the Head of Boarding, any member of the boarding team. A boarder who is not comfortable raising a complaint with boarding staff may instead approach their Form Tutor, Head of Year, Head of House or the Designated Safeguarding Lead.

When: Complaints may be raised at any time, verbally or in writing, as soon as a concern arises.

How: The member of staff receiving the complaint records it and acknowledges it within 2 working days, providing a full response within 10 working days, explaining what action, if any, will be taken. Where a timescale cannot be met, for example while further investigation takes place, the boarder is told why and given a revised date. Where a boarder is not satisfied with the response, the complaint is escalated to the Head of College. All complaints relating to boarding provision, including any later withdrawn, are recorded in a Complaint Written Log, together with the action taken and the outcome, regardless of whether the complaint is upheld, in line with KGS's Complaints Policy. The Head of Boarding reviews this log each term to identify any emerging patterns and inform changes to boarding practice.

Supporting the Transition to Boarding Life

Transitioning to boarding life is a significant milestone that nurtures independence, confidence, and resilience. Moving into a new environment with fresh routines and unfamiliar surroundings can naturally bring temporary moments of homesickness or emotional adjustment. In the early weeks, students may miss their families, find their sleep or appetite temporarily affected, or experience occasional irritability, withdrawal, or sadness. These responses are completely normal and form a natural part of settling into a new home.

At KGS, this period of adjustment is met with deep understanding and gentle support. Students are encouraged never to carry these feelings alone. A wide, compassionate network is always available — students are welcome to speak with the Head of Boarding, a Head of House, the Head of Year, a wellness counsellor, trusted teacher, a senior peer, or a fellow student. Sharing experiences and getting involved in the daily life of the house helps ease the transition and builds lasting emotional strength.

House staff, teachers, and peers play an active role in helping new boarders understand daily routines, form authentic friendships, and feel genuinely included. Special attention is given to maintaining open communication, cultural comfort, and personal well-being. The Wellness Counsellors and the Medical Team are always available to provide timely, specialised assistance for any emotional or health-related concerns.

Adjustment is viewed not as an obstacle, but as a meaningful stage of personal growth — one best navigated through close connection, mutual trust, and the warm, supportive community that surrounds every student.

Partnering with Families

We deeply respect the essential role and rights of parents, and we welcome open communication regarding any concerns, questions, suggestions, or feedback. Building a strong partnership allows us to work together effectively to support every student. To maintain a stable and harmonious environment, parents are expected to respect the College rules that govern the boarding experience, trusting the residential team as they provide dedicated care for students in loco parentis (in place of the parents).

Boarding Rules

The following guidelines outline the core expectations that help us maintain a safe, respectful, and well-organised home for our students. These principles work alongside general College Rules and community policies. Boarders are expected to follow all guidance provided by the boarding team.

- Follow the shared daily boarding routine closely to build positive habits and structure.
- Attend all scheduled roll calls and community gatherings, including Breakfast, Maghrib, and Dinner.
- Participate fully in evening study blocks (prep classes) to stay on top of academic goals.
- Keep personal rooms and common areas clean, orderly, and respectful of others. Regular room checks are conducted by boarding staff.

- Maintain a neat, presentable appearance, wearing school-approved attire while on campus.
- Use mobile devices only during designated personal hours; devices must be put away during study blocks and after lights-out.
- Use technology responsibly — any misuse including cyberbullying or access to inappropriate content will result in disciplinary action.
- Use official school communication channels for all formal updates and correspondence.
- Respect the privacy and security of the student living space; parents are asked to schedule all visits in advance, as residential areas remain private during term time.
- Treat all college property and facilities with care and respect.

Campus Movement and Safety Guidelines

To ensure the safety, privacy, and well-being of all boarders, the following guidelines govern movement around the campus outside of regular school hours:

- Boarders must sign out and sign in with the boarding team every time they leave or return to the house, even for brief movements across campus.
- Students may access common areas, the library, and sports facilities during approved hours, ensuring their destination is noted with the Head of Boarding.
- To respect the personal space of peers, students are not permitted to enter other students' private rooms.
- Day students are not allowed inside the boarding house without explicit, prior approval from the Head of Boarding.
- Boarders must remain within the secure school perimeter at all times, unless leaving campus with an authorised weekend leave (exeat).

Boarding & Living Facilities

Student Rooms

Boarders are accommodated in single-occupancy rooms on the first floor of the boarding house. Each room is air-conditioned and furnished with a single bed, a study desk, and a cupboard, giving every boarder a private, comfortable space to study and rest, and a quiet space of their own to retreat to away from the bustle of boarding life whenever they wish. The first floor is also equipped with a kitchenette: a fridge, microwave, electric kettle, snack box, and a drinking water dispenser available 24 hours a day. Rooms are cleaned and maintained to a good standard, and boarders are welcome to personalise their space.

Shared washing facilities are provided on the boarding floor, fitted with good-quality fixtures and access to hot water at all times.

Staff Accommodation

The staff residence is on the ground floor, completely separate from the student rooms on the first floor, with its own sleeping, living, and washing facilities. Boarders do not have routine access to the staff residence.

Common Rooms / Recreation Area

The Boarding House has a common area for study and recreation, furnished with a large TV, a dining table, and air-conditioned seating. It also features study areas that can be used in addition to students' own bedrooms. A stable internet connection is available throughout the boarding house.

Dining Facilities

- All meals are prepared by the Boarding Housekeeper, who follows strict food preparation and hygiene standards.
- Drinking water is available 24 hours a day from dispensers located on each floor.
- Special dietary, medical, or religious needs are catered for based on the declaration made on the student's Initial Medical & Allergy Declaration (Form A2); the Boarding Housekeeper prepares meals accordingly.

Laundry Service

The boarding house is equipped with a washing machine, drying area and ironing facilities. Whilst the Housekeeper oversees this service, the boarders are taught how to use them and are expected to take on responsibility for their own laundry.

Health & Medical Facilities

- Dispensaries are located close to the school and are available 24 hours a day. The Head of Boarding should be contacted so that necessary deliveries and access can be organised.
- A fully staffed medical room with on-campus nurses is available during school hours to handle medical needs and emergencies.
- Outside school hours, medical facilities are available at Ziauddin Hospital.

Academic Support and Study Facilities

- Each student has a study area in their bedroom as well as access to the common room study area.
- The school library and computer rooms are accessible during approved hours.
- Invited subject teachers and peer tutors may attend evening prep to provide academic support, following a schedule confirmed by the Head of Boarding at the start of each term.
- Close to examination periods, additional prep sessions are arranged and attendance is compulsory.

Leaves and Visits (Exeats)

All exeats are processed by the Head of Boarding, keeping each boarder's health and well-being in consideration, following approval from the Head of College.

Exeat requests must be made by parents via their registered email to the Head of Boarding at least two days in advance so they can be processed smoothly. Parental support in following these processes is vital as accountability of all students is paramount to a safe boarding environment.

Boarders may only leave campus with their parents or a registered guardian. Parents must register visiting relatives in advance through their registered contact number or email to the Head of Boarding. Requests from unregistered numbers or email addresses will not be entertained for security purposes.

Start and End of Term Travel

Parents and guardians are responsible for arranging and covering the collection and transport of their child at the start and end of each term, and for any temporary absence from school. The Head of Boarding must be informed in advance of these travel arrangements so that a boarder's whereabouts are always known.

Weekend Visits

- Every weekend, boarders are allowed to visit their families at the discretion of the Head of Boarding, upon issuance of a leave slip.
- Boarders must return from their weekend visit before dinnertime on Sunday.
- Alternatively, parents or relatives may visit the boarding student on campus on Sundays, following prior notification and approval from the Head of Boarding.

School academic blocks and facilities are out of bounds during all visits.

Medical Leaves

Students may take medical leaves subject to the recommendation of the college nurse, depending on the seriousness of their medical condition.

Departure and Return Protocols

- All departures and returns must be logged in the Exeat Register without exception.
- The Head of Boarding confirms the student has left with an authorised person before finalising the sign-out.
- If a student does not return by the agreed time, the Head of Boarding contacts the parent or registered guardian immediately.
- Failure to follow the proper sign-out or sign-in procedure is treated as an unauthorised absence and is escalated directly to the Head of College.

Routines

Boarding life is structured to balance academic focus, recreation, and rest. All boarders are expected to observe proper conduct, attend all meals punctually, and participate fully in evening routines.

Prep Guidelines

Prep (evening study) is an integral part of boarding life. Attendance is compulsory for all boarders.

- Prep Period I: Prep Period I (18:00 – 19:30) is dedicated to structured homework and revision. No devices or music are permitted during this fully supervised block.
- Prep Period II: Prep Period II (21:00 – 22:00) is reserved for independent study or reading. Students may use school laptops strictly for academic work.
- Academic Support: Subject teachers and peer tutors may be scheduled to attend prep sessions; the roster is posted at the start of each term.
- Exam Preparation: During examination periods, prep frequency and duration are increased and attendance remains compulsory.
- Accountability: Any student who consistently struggles to use prep time productively is reported to the Head of Year and their family for further support.

Daily Boarding Schedule

Activity	Weekdays (Mon–Fri)	Weekends (Sat–Sun)
Wake Up	06:00	08:30
Breakfast & Roll Call	07:00	09:00
School	07:45 – 14:20	—
Lunch	14:30	13:00
Recreation / Sports	15:00 – 17:30	14:00 – 17:00
Prep Period I	18:00 – 19:30	—
Maghrib & Roll Call	Sunset	Sunset
Dinner	20:00	20:00
Prep Period II / Free Time	21:00 – 22:00	21:00 – 22:00
Devices to Charging Station	21:00	21:00
Lights Out	22:00	23:00

Communication

Clear, respectful, and purposeful communication between the Head of Boarding, parents, and students is essential. All interactions should be timely and conducted through official channels.

Student Support and Communication

- Approach the Head of Boarding for guidance on any personal, academic, medical, emotional, or behavioural matters.
- Report any wellness or community concerns immediately — do not wait.
- Maintain complete respect, clarity, and honesty in all communication with boarding staff.

Parent Communication Channels

- The Head of Boarding serves as the primary point of contact for all residential and boarding matters.
- All routine communication must be conducted via official school email or the designated office phone during scheduled working hours.
- In the event of an emergency, parents should call immediately first, then follow up in writing once the situation is managed.
- All queries or concerns must be raised courteously, constructively, and factually.
- Parents must not contact teachers, house parents, or residential staff directly via personal mobile numbers or private social media channels.

Parent–Student Phone Calls

Students may call home at any time except during Prep Time and after Lights Out. Family calls are especially encouraged in the early weeks of a student's adjustment to boarding life.

Student Wellbeing, Hygiene, and Health Protocols

Daily Hygiene and Health Standards

Every student is expected to respect their own well-being and that of others by maintaining healthy routines, positive attitudes, and responsible habits. Students must maintain personal hygiene — including regular bathing, clean clothing, and proper grooming — and keep their rooms, bedding, and cupboards clean.

- Any illness, injury, or physical discomfort must be reported immediately to the Head of Boarding, Wellness Counsellors, or on-campus nurses.
- Self-medication is strictly prohibited. All student medications must be handed over to the Head of Boarding to be held securely in a locked cabinet.

Administering Medication

Self-medication is not permitted. All student medication is held securely by the Head of Boarding and administered by staff.

Who: The Head of Boarding, or a boarding team member they designate, is the only person authorised to administer medication. Staff who administer medication are trained in safe medicines management before taking on the role, with regular refreshers.

When: Routine medication is given at the times set out on the student's Form A2 or current prescription; as-needed medication is given when symptoms present.

How: All medication is stored securely in a locked cabinet; controlled drugs are stored separately, with each dose logged in a Controlled Drugs Register and countersigned by a second staff member. Every administration is logged in the Medical and Incident Log with medication, dose, time, and the person administering it. Any change to a student's medication requires updated written parental authorisation before it is given.

- Parents must comprehensively declare all medical history, allergies, and ongoing treatments on Form A2 before the start of each term.
- The school conducts monthly first aid kit inspections and maintains an updated Medical and Incident Log to ensure safety standards.

Emergencies, Serious Injuries, and Illnesses

In the event of an emergency, students must alert the nearest staff member or Prefect immediately. The duty staff will coordinate directly with the medical centre nurses and inform the Head of Boarding and the Head of College. Parents will be notified by the nursing staff as soon as possible to ensure families are fully aware of the student's condition and any immediate actions being taken.

Upon notification, parents may choose to take the student home or speak with them directly via telephone. Should the nursing staff determine that specialised care is necessary, the student may be taken to Ziauddin Hospital for a specialist consultation, subject to parental consent. All serious incidents are formally recorded in the Medical and Incident Log.

Emergency Escalation — Who Does What

1. **Call ambulance (if required)** — Head of Boarding — immediately
2. **Call campus security** — Head of Boarding — simultaneously
3. **Call Head of College** — Head of Boarding — within 10 minutes
4. **Call student's family** — Head of Boarding — once student is stable
5. **Remain with student** — Head of Boarding — do not leave alone

Psychological Wellbeing and Emotional Support

Students may seek support for personal, social, or emotional concerns by approaching the Head of Boarding, their Form Tutor, Heads of Year, Heads of Houses, or the Wellness Counselling team. This procedure ensures a safe, non-judgmental, and supportive environment for every student.

- A self-referral pathway is available for all boarders, allowing students to contact the College Wellness Counselling team directly.
- Strict confidentiality is maintained for all consultations, in accordance with professional and ethical counselling guidelines.
- Where a safeguarding or welfare risk is identified, standard confidentiality limits apply; the Head of College, Head of Boarding, and Designated Safeguarding Lead will be informed immediately, and parents will be notified.
- Parents may request a meeting with the Wellness Counsellors or refer their child for support by writing directly to the Head of Boarding.

Disciplinary Guidelines and Sanctions

When a boarder breaches House procedures, a restorative approach is taken, alongside appropriate and measured sanctions to ensure the behaviour is not repeated. Sanctions serve as constructive disciplinary tools, teaching students that actions carry consequences. While all standard College policies apply universally to every student, boarding-specific sanctions are applied in addition to these, tailored specifically for the residential context. These measures are implemented in a manner that is fair, balanced, and strictly proportional to the student's behaviour.

Boarding-Specific Sanctions

- **Verbal Warning:** Issued for minor infractions and formally recorded in the boarding log.
- **Loss of Free Time:** Temporary withdrawal of recreational privileges or access to the common room.
- **Grounding:** Cancellation of free time, exeats, or weekend leave. The Head of Boarding may also withhold visitation rights if a student fails to follow timelines or commits a disciplinary violation.
- **Increased Supervision:** The Head of Boarding implements mandatory, additional check-ins for the student over a defined period.
- **Formal Meeting:** A mandatory disciplinary review convened with the student, Head of Boarding, Head of College, and their family.

Serious Disciplinary Issues

The following infractions compromise community safety and will result in immediate, serious disciplinary proceedings:

- **Intimidation and Abuse:** Any acts of bullying, hazing, harassment, or intimidation — including cyberbullying — are strictly prohibited.

- **Unauthorised Leave:** Leaving school grounds without permission, or facilitating another student's unauthorised departure, will result in strict disciplinary action up to and including immediate expulsion from the boarding house.
- **Prohibited Substances and Dangerous Items:** The possession, use, or distribution of cigarettes, vapes, tobacco, alcohol, illicit drugs, knives, or any object deemed unsafe is strictly banned. Proven possession is handled directly by the Head of College and may result in expulsion.
- **Safeguarding Violations:** Any conduct that constitutes a safeguarding concern will be referred immediately to the Designated Safeguarding Lead and the Head of College.

Confiscation and Search Policy

Any item deemed unsafe, disruptive, or inappropriate will be confiscated immediately and will trigger disciplinary action. To ensure the safety of the community, the Head of Boarding reserves the right to inspect and search a student's room or personal possessions at any time, in the presence of that student, if there is a reasonable suspicion of contraband or a safeguarding risk. All searches are formally logged.

House, Club, and Society Activities

Boarding life at KGS is enriched with activities designed to foster community, encourage personal growth, and create memorable shared experiences. From structured events that build discipline and leadership to relaxed gatherings that promote friendship and fun, each activity plays a role in shaping a vibrant and supportive boarding environment.

House Activities

Across the year there are a large number of house activities organised to celebrate such as national events and founders day. There are also various inter house competitions of a sporting and academic nature. Boarders are encouraged to immerse themselves in the life of their house.

Houses

House	Colour	Motto	Inter-House Activities
Frere	Scarlet Red	Fortiter, Fideliter, Feliciter Boldly, faithfully, and happily	Athletics Sports, Inter-House Debates, Football, Science Bowl, Music & Drama competitions
Napier	Royal Blue	Universi Stamus In unity lies strength	Athletics Sports, Inter-House Debates, Football, Science Bowl, Music & Drama competitions
Streeton	British Racing Green	Excelsior Ever Upwards	Athletics Sports, Inter-House Debates, Football, Science Bowl, Music & Drama competitions
Papworth	Cambridge Blue	Virtus Vincit Omnia Courage Conquers All	Athletics Sports, Inter-House Debates, Football, Science Bowl, Music & Drama competitions

Clubs & Societies

In addition to all our sports teams, a considerable range of societies are available to boarders so they might broaden their experience and develop their super-curricular portfolio. In a typical year College Section offers the following activities:

S. No.	Society / Club	S. No.	Society / Club
1	<i>Athletes Training Leadership and Skill Society (ATLAS)</i>	16	<i>KGS Model United Nations</i>
2	<i>Chess Club</i>	17	<i>Law Society</i>
3	<i>Culinary Society</i>	18	<i>Parliamentary Debate Society</i>
4	<i>Dead Poets Club</i>	19	<i>Peer Tutoring Society</i>
5	<i>Dramatica Theatre Society</i>	20	<i>Photography Society</i>
6	<i>Eastern Music Society</i>	21	<i>Psychology Society</i>
7	<i>Elocutors Club</i>	22	<i>The Scrabble Club</i>
8	<i>Empowerment Society</i>	23	<i>The Sounds Society</i>
9	<i>Entrepreneurship Society</i>	24	<i>STEM Society</i>
10	<i>First Aid Society</i>	25	<i>The Conservation Society</i>
11	<i>Global Cultures Club</i>	26	<i>Visual Arts Society</i>
12	<i>Helpers Society</i>	27	<i>Urdu Society</i>
13	<i>History Society</i>	28	<i>E Sports Club</i>
14	<i>Journalism and Research Society</i>	29	<i>Crafter's Club</i>
15	<i>KGS Finance League</i>	30	<i>Grammarian Team</i>

Security, Money, and Valuables

Emergency Procedures

Fire, earthquake, evacuation, and armed assailant procedures for the Boarding House are set out in full in KGS's Crisis Management Policy, which all boarding staff and students are trained on. This handbook does not duplicate that guidance; boarding staff and students should refer to the Crisis Management Policy, and to the procedures and assembly points displayed in the boarding house, for detailed step-by-step instructions.

Security and Surveillance

- **24-Hour Surveillance:** The boarding facilities and school grounds are monitored by CCTV cameras and maintained by a 24-hour security presence both inside and outside the perimeter.
- **Visitor Registration:** All visitors must be registered in advance with the administration; detailed protocols can be found in Annexe 1.

Money and Valuables Management

- **Monthly Stipend:** A regular stipend is deposited directly into each student's personal account every month, with specific amounts communicated to families at the start of the academic term.
- **Cash Restrictions:** Students are strongly advised against bringing large amounts of cash to campus. The school accepts no responsibility or liability for misplaced or lost cash.
- **Safekeeping Facilities:** Secure storage facilities are available for valuable items and can be accessed upon making a formal request to the Head of Boarding.

Theft

The School accepts liability only for valuables that are explicitly placed within its designated safekeeping facilities. Items kept in personal, unlocked cupboards or rooms are stored at the student's own risk, and any subsequent loss remains the sole responsibility of the student.

Any instance of theft must be reported immediately to the Head of Boarding or duty residential staff. Proven theft undermines community trust and will result in strict disciplinary actions.

Annex 1

Student Registration / Intake Form

A STUDENT DETAILS

Full Name		Date of Birth	
Gender		Nationality	
CNIC No.		Class / Grade	
Date of Admission		Room / House	

B PARENT / GUARDIAN DETAILS

Father's Name		Contact No.	
Mother's Name		Contact No.	
Home Address			
Email		Occupation	

C EMERGENCY CONTACT

Name		Relationship	
Contact No.		Email	
Name		Relationship	
Contact No.		Email	

D PREVIOUS SCHOOL (IF ANY)

School Name		City / Country	
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E DECLARATION

I confirm the above information is complete and accurate, and I agree to notify the Boarding Office of any changes.

Parent / Guardian Signature		Date	
Received By (Office)		Date	

Boarding Rules Acknowledgement

The following core expectations apply to all boarders alongside general College Rules. By signing below, the student and parent/guardian confirm they have read, understood, and agree to comply with these rules.

A CORE EXPECTATIONS

- Follow the shared daily boarding routine, including roll calls, meals, and lights-out.
- Attend all scheduled roll calls and community gatherings, including Breakfast, Maghrib, and Dinner.
- Participate fully in evening prep (study blocks) to stay on top of academic goals.
- Keep personal rooms and common areas clean and orderly; regular room checks are conducted by staff.
- Maintain a neat, presentable appearance and wear school-approved attire on campus.
- Use mobile devices only during designated personal hours; devices are put away during study blocks and after lights-out.
- Use technology responsibly — cyberbullying or access to inappropriate content results in disciplinary action.
- Use official school communication channels for all formal updates and correspondence.
- Sign out and sign in with the boarding team for every movement on or off campus.
- Respect the privacy and security of the student living space; parents are asked to schedule all visits in advance, as residential areas remain private during term time.
- Treat all college property and facilities with care and respect.

B STRICTLY PROHIBITED

Bullying, harassment, or intimidation of any kind; unauthorised leave from school grounds; possession, use, or distribution of cigarettes, vapes, tobacco, alcohol, illicit drugs, knives, or other unsafe items. These are treated as serious disciplinary matters and may result in expulsion from the boarding house.

C ACKNOWLEDGEMENT & SIGNATURES

Student Signature		Date	
Parent / Guardian Signature		Date	
Head of Boarding (Countersigned)		Date	

Stipend Disbursement Agreement

A STUDENT DETAILS

Full Name		Class / Grade	
Room / House		Date of Admission	

B ACCOUNT DETAILS

Bank Name		Branch	
Account Title		Account No. / IBAN	

C STIPEND TERMS

Monthly Amount		Disbursement Date	
Effective From		Reviewed	

D TERMS & RESPONSIBILITIES

- The stipend is intended to cover the student's day-to-day personal expenses.
- The student is responsible for managing the stipend independently and budgeting appropriately.
- The school accepts no liability for the loss or misuse of disbursed funds.
- The Boarding Office may review or adjust stipend arrangements at its discretion.
- The stipend is discontinued upon the student's withdrawal from the boarding house.

E AGREEMENT & SIGNATURES

Parent / Guardian Signature		Date	
Student Signature		Date	
Head of Boarding / Finance		Date	

Initial Medical & Allergy Declaration

To be completed by parents/guardians before the start of each term

A STUDENT DETAILS

Full Name		Date of Birth	
Class / Grade		Room / House	

B KNOWN ALLERGIES

Allergen	Reaction	Severity	Emergency Medication

C CHRONIC CONDITIONS & REGULAR MEDICATION

Condition / Medication	Dosage / Frequency	Managing Physician

D DECLARATION & VERIFICATION

I confirm the above information is complete and accurate, and I authorise KGS Boarding House staff and medical personnel to act on it in an emergency.

Parent Signature		Date	
Verified By (Nurse / HoB)		Date Logged	

Annex 2

Recommended Personal Items

The following is a recommended packing list for boarders. The school does not prescribe exact quantities, but these guidelines are designed to ensure students have what they need for comfort and good daily function.

Item	Recommended Quantity	Notes
School uniform (summer & winter) + sports uniform	1–2 sets each	As per KGS uniform policy
Undergarments	5	
School socks	5 pairs	Summer and winter as applicable
School shoes (black)	1 pair	
Casual clothes / leisure wear	4–5 sets	For evenings and weekends
Casual shoes	1 pair	
Working phone with activated SIM card	1	
Pyjamas / nightwear	3	
Towels	2	Clearly labelled with name
Bathroom toiletries	As required	Shampoo, soap, toothbrush, paste, deodorant
Padlock	1	For personal storage/wardrobe
Reading book (personal choice)	1–2	Strongly encouraged
Prayer mat	1 if required	

Please note:

- Label every item clearly with the student's full name.
- Do not send valuables, including expensive jewellery, gaming devices, or large sums of cash.
- Prohibited items will be confiscated and returned to parents at the end of term.