



STARS HIGH SCHOOL

Franchise Info Booklet

**A Project of Stars Group of
Schools, Colleges & Academies**

GROUP CORPORATE OFFICE

 30-Kashmir Block Allama Iqbal Town Lahore

 042-37800310, 37800293, 0333-1409100

 StarsGroupOfSchools

 www.starshighschool.edu.pk

 starshighschool@live.com



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INTRODUCTION

Stars Group of Schools , Academies & Colleges is a well organized educational institute that fulfills the needs of students in all over Punjab. We are known as an Industry of Doctors, Engineers and Computer Programmers. Al-hamdullillah we have had many Top Positions in Lahore Board Exams as well as in ECAT & MDCAT. This appreciation and recognition by the society is more because of its unique way of imparting modern education with Islamic perspective. Al-hamdullillah, many achievements have been made so far in the different areas of curricular and co-curricular activity. The journey towards excellence is on very rapidly and every achievement is a beacon of light and source of inspiration. The partial problems are no doubt there but they don't come in the way of our enthusiastic and strict and dedicated team of selfers and honest workers. These challenges are like opportunities for us and gives us guidance and tips for future panning. Our Logo is;

Join Us to Stand First

www.starshighschool.edu.pk



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CHAIRMAN'S MESSAGE

STARS HIGH SCHOOL is a country-wide project of School Network based on partnership between Suggest and Network Associate in terms of School Operation Management System that helps the investors receive the services of a comprehensively uniform quality education system, well equipped with professional training programs, well-conceived Administration plans and well-developed finance method besides using propriety marks of the project.

Educationists, individuals or parties who wish to fulfill a desire to own and operate a school both as a service to Nation and a profitable business will find this project extremely exciting. The Network partners will enjoy the benefits of technical and operational planning. Partners will get immediate support on academic policies, training programs, administrative criteria, admission tests, examination setting, assessment and grading System, marketing guidelines, advices on school infrastructures etc. We ensure a partnership that will go a long way in achieving mutual goals and objectives.



Mian Muhammad Younas



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STARS PHILOSOPHY

Stars is a High School for children aged between four and fifteen studying between Playgroup and 10 grade of our local education system. It was opened in 2003 as a High School to serve the educational needs of Shahdara, together with the rural area extending as far as Muridke in the North and Sharqpur in the South-West including the adjoining villages on Lahore – Sheikhpura Road. Under the auspicious leadership of its **Chairman Mr. Muhammad Younus** and the headship of its founder **Principal Mr. Sheraz Amjad**, **Stars School** grew in name and stature within months of its establishment and, in 2004, it was granted Affiliation with the Board of Intermediate and Secondary Education, Lahore. This new status has conferred upon us new rights, responsibilities and regulation.

Shahdara, situated on the bank of the Ravi, was formerly the main entry-point to Lahore from Kashmir and Kabul and was used as an encampment garden across the river from the Lahore Fort and as a place for royal tombs. The name Shahdara first appeared in the Akbarnama in the mid-1590s in connection with Akbar's visit to Kashmir. It is a site of Mughal architectural masterpieces the most important of which are the royal tombs of the fourth Mughal emperor, Janhagir (died in 1627 at Rajauri, Kashmir and was buried in the Dilkusha garden, Shahdara), his brother-in-law Asif Khan, and his wife, Noor Jahan.

At the present time, Shahdara has become a noted center of fast-growing educational activities in Lahore. Stars group is a major contributor to the educational activities in Shahdara. Our soaring logo stands for the vision of the literate sphere of Shahdara represented by the Ravi and Jahangir's Tomb. The Three books in upright position symbolize enlightenment and advancement. We believe that the rising tiers of Stars will cast their light to illuminate this region and as they rise higher they will illuminate the whole world. At Stars we are devotedly working to produce such enlightened and empowered leaders.



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ESSENTIAL VALUES

In a variety of settings, situations and occasions at our school a student learns, understands and pledges to live up to the Stars Essential Values. Integrity

He pledges that he will hold integrity as the paramount value to pursue in life while performing his duties, in all circumstances and at all levels. Humanity and Self-Respect

He pledges to value and respect humanity and to maintain his self-respect considering that alongside each person's right to be treated with respect goes the responsibility to treat others in the same way. The overwhelming message from our social and moral values is that all, students and staff alike, should be treated with respect.

FAIRNESS AND JUSTICE

He pledges that he will observe all his duties and responsibilities with fairness and justice and these two virtues will predominate in all his decisions and deeds in all circumstances and at all levels during and after his school life.

DISCIPLINE

He understands and demonstrates that the basis of all disciplines is self-discipline. He maintains a sense of order and neatness in his life and observes his responsibilities in an organized way. He learns and follows the rules and regulations of the school.

EXCELLENCE

He pledges that he will do his best to achieve highest standards in academic, behavioral, intellectual and vocational excellence. A Star is always determined to do his best for the best. The tradition of the pursuit of excellence is as old at Stars as Stars itself.



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STARS SPIRIT

He pledges that he will kindle and keep alive Stars Spirit which encapsulates all the ideologies and values taught at Stars. This spirit guides and prepares them for a purposeful and disciplined life to achieve their high aims with remarkable decision power, outstanding determination, and courage to face challenges of academic and practical life.

SELF-TRUST AND HONOUR

He shows confidence in his abilities and employees them for the good of his fellow beings. He takes pride in service and seeks to win honor through service.

SACRIFICE

He shows concern for the welfare of the community in which he lives and has the courage to sacrifice his personal interests for the collective interest of his fellow beings.

HIGH AIMS AND HIGH MENTALITY

He pledges to aim high in academic and practical life. He keeps his mental level high and does not indulge in negative acts. He possesses and follows high ideals and tries to know the purpose of his creation.



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TEAM SPIRIT

He understands that every students can achieve success and that their success will be greater if they all pull together as a part of the Stars team. He recognizes his potential and responsibilities as a member of his team and he also knows when and how to lead his team. The leader inside every Star wakes when the time of his leadership arrives. Through discipline and respect we gain knowledge. Through teamwork combined with hard work we attain excellence. Through fairness, justice and sacrifice we win honour.

OUR VISION

Our Vision is to introduce enlightened and Empowered leaders

OUR MISSION

Our mission is to promote a quality educational environment that ensures all students opportunities to acquire the skills , knowledge, and attributes they will need to become successful citizens and lifelong learners.



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LEVELS OF EDUCATION

The purpose of this admission policy is to standardize the registration for admissions.

Pre-School	Junior School	Primary School	Secondary School	Comprehensive
Play Group	Play Group	Play Group	Class VI	Play Group
Nursery	Nursery	Nursery	Class VII	Nursery
Prep	Prep	Prep	Class VIII	Prep
	Class I	Class I	Class IX	Class I
	Class II	Class II	Class X	Class II
	Class III	Class III		Class III
		Class IV		Class IV
				Class V
				Class VI
				Class VII
				Class VIII
				Class IX
				Class X



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AGE RANGE

The age limit for admission to various classes shall be as under:

Pre - School

Class Level	Minimum Age	Maximum Age
Play Group	2 Years	3 Years
Nursery	3 Years	4 Years
Prep	4 Years	5 Years

Primary School

Class Level	Minimum Age	Maximum Age
I	5 Years	6 Years
II	6 Years	7 Years
III	7 Years	8 Years
IV	8 Years	9 Years
V	9 Years	10 Years



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AGE RANGE

The age limit for admission to various classes shall be as under:

Elementary School

Class Level	Minimum Age	Maximum Age
VI	10 Years	11 Years
VII	11 Years	12 Years
VIII	12 Years	13 Years

Secondary School

Class Level	Minimum Age	Maximum Age
IX	13 Years	14 Years
X	14 Years	15 Years



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Admission Formalities

1. Parents fill in the admission form and pay the registration fees after which they receive:
 - I. Relevant Fee structure slip
 - II. Appointment card with testing date & time on it
 - III. Registration receipt
 - IV. Prospectus purchase cash receipt
 - V. Admission and fee payment information
 - VI. Prospectus & newsletter (if any)
2. The documents to be attached with the Admission Form include:
A photocopy of Provisional Certificate and Character Certificate from last institution attended
 - I. 2 recent passport size photographs
 - II. Attested photocopy of Birth Certificate
 - III. Report card from last school
3. Test and interview with both the parents on the specified date
4. Result is finalised within a week of the test & displayed on the notice board. Parents are informed about further formalities.
5. Parents are given the admission fee bill, payable by a certain due date in a specific bank as mentioned on the fee bill



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6. The following fees are payable:

Fee Type	Refundable / Non-refundable
Registration Fee	Non-refundable
Admission Fee	Non-refundable
Computer Fee	Non-refundable
Tuition Fee	Payable every month

7. On receipt of paid fee bill, parents are given:

- I. Admission Order (original)
- II. Book List
- III. Uniform List

Note

Fee is subject to annual review.

Family packages are available in selected schools.

Application forms are available at the school office and should be filled in the school.



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Registration

Admissions at Star Schools depend on the following conditions:

Parents wishing to admit a child should first register for an admission test by completing the admission form at the school office and taking an appointment card for the test and interview.

Registration does not in any way confirm or guarantee admission. It is subject to getting through an admission test/ interview and availability of the seat.

The class for which a child is tested is determined according to the child's age as of 31st March.

Pre School

Class Level	Admission Test / Interview
Playgroup	Interview
Nursery	Interview
Prep	Written Test + Interview

Primary School

Class Level	Admission Test / Interview
Class I	English, Urdu & Mathematics
Class II	English, Urdu & Mathematics
Class III	English, Urdu & Mathematics
Class IV	English, Urdu & Mathematics
Class V	English, Urdu & Mathematics



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Elementary School

Class Level	Admission Test / Interview
Class VI	English, Urdu, Mathematics & Science
Class VII	English, Urdu, Mathematics & Science
Class VIII	English, Urdu, Mathematics & Science

Secondary School

Class Level	Admission Test / Interview
Class IX	Science Group/Humanities Group, English, Urdu, Mathematics & Science

Important Note

The passing percentage is 50%. Duration of each paper is approximately 30 minutes.

For the written test, the child should come properly equipped with a pencil, eraser, sharpener and ruler.

The papers are not set from any specific textbooks or syllabus but are of a general nature designed to test the aptitude of the child in the basic subjects.

The test paper is not shown to anyone and only marks are communicated to the parents / guardians. A candidate caught cheating during the admission test will be rejected.



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Fee Structure

Kids Department

PlayGroup to 4rth Class

Monthly Tuition Fee:	RS - 2600
Admission Fee:	RS - 3000
Annual Subscription Fee:	RS - 3000
Admission Processing Fee:	RS - 200
Total Payable at the time of Admission:	RS - 8200

Middle Department

5th, 6th & 7th Classes (Urdu & English)

Monthly Tuition Fee:	RS - 2800
Admission Fee:	RS - 3000
Annual Subscription Fee:	RS - 3000
Admission Processing Fee:	RS - 200
Total Payable at the time of Admission:	RS - 9000



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Fee Structure

Secondary School Department

8th, 9th & 10th Classes (Urdu & English)

Monthly Tuition Fee:	RS - 2800
Admission Fee:	RS - 3000
Test Session Fund (till October)	RS - 3000
Admission Processing Fee:	RS - 200
Total Payable at the time of Admission:	RS - 9000

From 8th , 9th and 10th Classes, TEST SESSION fee will be charged from October till annual exam.

Rules of Payment

- 1) Fees are charged for all twelve months of the year and are payable every month.
- 2) Parents have the option to pay the fee for the whole year as a lump sum.
- 3) The fees payable for the period of the summer vacation are paid in advance and prior to closure.
- 4) Once the fee bill has been issued, payment is made directly to the bank where the school operates its account. Parents must pay the fees by the date specified on the fee bill.
- 5) Fees paid after the due date is subject to a flat surcharge as specified on the fee bill.
- 6) If the tuition fee has not been paid by the end of the second month, the student is automatically withdrawn.



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The academic year commences from April and continues till March of next year.
There are 2 or 3 terms in an academic year.

Term 1: April to October

Term 2: November to March

EXAMINATION RESULT

Examination results are compiled recorded and maintained in respective student's files;
Results are usually put up on the class examination result sheet and displayed on the
notice board. Results are obtained from the following:

Quizzes

Monthly Test Mid-Year Exam

Final Exam

The results is recorded in a progress report and then communicated to respective
students and parents.

Teachers' Training

Professional development is a key factor when it comes to enhancing the quality of teaching
and learning. Professional development of teachers is essential to achieve and maintain
standards of quality education. We, at Stars, recognize the significance of teacher development
and feel it is an ongoing process

In this regard, we are pleased to announce the launch of 'MAXIMIZE', a training programme
designed by our experts after thorough market study, updated research on training and analysis
of the feedback collated from all the campuses. The modules developed in this programme have
been conceived and structured to cater to your requirements, completely customised to your
context and needs.

The modules have been categorized into four broad categories:

- I. Policies and Procedures
- II. Teaching Methodologies
- III. Communication Skills
- VI. Leadership & Management

A total of 14 trainings fall under these four heads, covering a range of subjects, topics
and content.



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STARS FRANCHISE NETWORK

STARS HIGH SCHOOL aims to develop a network of quality schools offering standardized education through network alliances in Pakistan. Those who want to have the franchise of Stars High School, under an Agreement-based license, shall pay the Network Association License Fee (Franchise Fee) and monthly royalty, and receive the some services and support. However, the services and support shall start flowing from the SHS head office only after the Association Agreement is signed.

Management System

The Head office of **STARS HIGH SCHOOL** will provide his franchise a complete Management System through computer software. This software fulfills all requirement regarding Staff, Student, Accounts and Inventory etc.

Human Resources...

The Head office of **STARS HIGH SCHOOL** shall support all the selection process of HR and necessary training of the staff along with continual pursuit of professional development and improvement including resource packs, model lesson planners, syllabi breakdown and online help.



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Curriculum, Co-Curriculum Enrichments

Following the nation curriculum, **STARS HIGH SCHOOL** sets out the program of work to be covered by the children as they progress through the school. It covers the core subjects of English, Urdu, Mathematics, Physics, Chemistry, Biology, Islamiyat & Pakistan Studies. We also offer religious education in accordance with the Ministry of Education's agreed syllabus. To make teaching more effective, we ensure professional teacher training programs with major emphasis on lesson planning and examination system.

Management of the School

The Head office of **STARS HIGH SCHOOL** shall undertake the responsibility of centralized marketing for admission at regional or local level through leading newspaper of the country and provide you only designs of specified banners. Posters and signboards of every size with the recommended sites for the display of the same within the city.



Stars High School

Proposed City:

Application ID :

Part-I Basic Personal Information

(Please write in CAPITAL Letters)

Name of Applicant -1

PTCL # Mobile #

Email CNIC #

EDUCATION

Qualification	Institution	Year

Name of Applicant -2

PTCL # Mobile #

Email CNIC #

EDUCATION

Qualification	Institution	Year

Part-2 Experience: Job Business Retired

If Employed, Job Experience	Less than 3 years <input type="checkbox"/>	Less than 7 years <input type="checkbox"/>	More than 10 years <input type="checkbox"/>
If already in Business	Sole-Proprietorship <input type="checkbox"/>	Franchise/Dealership <input type="checkbox"/>	Public/Pvt.Ltd. <input type="checkbox"/> Partnership <input type="checkbox"/>
Nature of Business	Retail <input type="checkbox"/>	Wholesale <input type="checkbox"/>	Service Industry <input type="checkbox"/> Consultancy <input type="checkbox"/>
If served in Education Dept:	Less than 3 years <input type="checkbox"/>	Less than 7 years <input type="checkbox"/>	More than 10 years <input type="checkbox"/>

Part-3 References (if available)

Reference 1 _____ Reference 2 _____

Contact No. _____ Contact No. _____

Part-4 Proposed Location for New Campus

City	Area/Location within City

Preference - I _____

Preference - II _____

Part-5 Property for the Campus (Preference - I)

Status of Proposed Property	Owned <input type="checkbox"/>	Rented <input type="checkbox"/>	To be arranged <input type="checkbox"/>
Type of Property	Residential <input type="checkbox"/>	Commercial <input type="checkbox"/>	
Total Area of Property _____ Kanals	Total Covered Area _____		
Facilities / Utilities available in the Proposed Area / Location			
Electricity <input type="checkbox"/>	Parking <input type="checkbox"/>		
Telephone <input type="checkbox"/>	Sewerage System <input type="checkbox"/>		
Internet <input type="checkbox"/>	Road Access: Yes <input type="checkbox"/> No <input type="checkbox"/>		

Property for the Campus (Preference - II)

Status of Proposed Property	Owned <input type="checkbox"/>	Rented <input type="checkbox"/>	To be arranged <input type="checkbox"/>
Type of Property	Residential <input type="checkbox"/>	Commercial <input type="checkbox"/>	
Total Area of Property _____ Kanal	Total Covered Area		
Facilities / Utilities available in the Proposed Area / Location			
Electricity <input type="checkbox"/>	Parking <input type="checkbox"/>		
Telephone <input type="checkbox"/>	Sewerage System <input type="checkbox"/>		
Internet <input type="checkbox"/>	Road Access: Yes <input type="checkbox"/> No <input type="checkbox"/>		

Part-6 Campuses in Neighborhood

Locality (other school & colleges)	Average Fee	No. of Students	Avg. Teacher Salary	Building Rental

Part-7 Financial Strength

Your financial Position depending upon the number and type of campuses

Please mention your proposed investment (approximate)	Rs. _____
How do you plan to finance this Franchise Project?	On Your Own <input type="checkbox"/> Partnership <input type="checkbox"/> Loan <input type="checkbox"/>

■ _____ Any other relevant information that can support your application

■ _____ Please return this Franchise Application Form along with a Demand Draft of Rs. 100,000/- in favour of Stars Network (Refundable) and any other supporting document to:

Group Corporate Office
 Stars High School
 Suchyari Plaza, Lajpat Road, Shahdara, Lahore.
 Ph: 042-37912293, 0333-4746101, 0333-4613951

 Signature of the Applicant
 Date: _____

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- _____ Acceptance of the Personal Profile Accepted Rejected Under Consideration
- _____ Suitability of Site Accepted Rejected Under Consideration
- _____ Financial Strength Accepted Rejected Under Consideration
- _____ Business Opportunity Accepted Rejected Under Consideration
- _____ Any other _____

Evaluator - I Name _____ Signature _____ Date _____	Evaluator - II Name _____ Signature _____ Date _____	Evaluator - III Name _____ Signature _____ Date _____
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APPROVAL BY PROJECT DIRECTOR Accepted Rejected Under Consideration

Remarks (if any) _____

Name _____ Signature _____ Date _____