



CLASS WORK

HOME WORK

GROUP WORK

Prospectus



BIAM

LABORATORY
SCHOOL



BIAM LABORATORY SCHOOL, DHAKA

1.0 Bangladesh has experienced a huge expansion in the number of educational institutions. Though there has been some visible improvement in the education sector, the total education system is still far from satisfactory level. Bangladesh Institute of Administration and Management (BIAM) is an associate of the Bangladesh Civil Service Administration Association. BIAM has been engaged in human resource development of the nation in its humble way since its inception in 1992. BIAM Laboratory School is a new initiative of BIAM in the field of education of the country. BIAM Laboratory School started its journey in 2000. The school is committed to the development of the children to enable them to face the challenges of the New Millennium. At present in the field of education BIAM has 44 schools and colleges.

1.1 BIAM Laboratory School, Dhaka is located at 63, New Eskaton, Dhaka1217. Within a very short time, it has become one of the best school of Dhaka city for its innovative and advanced teaching system. The school offers facilities for education from play Group to Std-V in English version at an affordable charge compared to other English version Schools.

2.0 School Administration:

The Board of Governors recruits capable and qualified teachers, who devote themselves in ensuring quality education through modern method of teaching and learning. Chairman of the school always helps Principal to run the school administration smoothly with his all out supervision and direction. Management of school takes constant care of the administration of the school. Administration puts a strong and sustainable monitoring and evaluation system for both the teachers as well as the institution in order to ensure quality on a long-term basis.

2.1 School Management Committee:

1.	Director General, BIAM Foundation, Dhaka	Chairman
2.	Secretary General, Bangladesh Administrative Service Association	Member
3.	Director (Education), BIAM Foundation, Dhaka	Member
4.	Director (Administration), BIAM Foundation, Dhaka	Member
5.	Deputy Commissioner, Dhaka	Member
6.	Assistant Director (Education), BIAM Foundation, Dhaka	Member
7.	District Primary Education Officer, Dhaka	Member
8.	One of the guardians of the students from Std-I to Std-V who score the highest mark in the Annual Exam	Member
9.	One representative of teachers	Member
10.	Principal, BIAM Laboratory School, Dhaka	Member Secretary

3.0 Objectives:

- ❖ A secure, respectful, caring & stimulating learning environment
- ❖ Focus on moral education along with extracurricular activities
- ❖ Recognition of the individual
- ❖ Continuation of goodwill & progression
- ❖ Variety of experiences, skills, attitudes, concepts and knowledges ensure the development of each child's potential
- ❖ Development of enquiring minds
- ❖ Ensuring creative thinking
- ❖ Creating development for peaceful, safe and friendly co-operation

3.1 Medium of Curriculum:

The medium of curriculum is English. BIAM Laboratory School provides a complete course of study from pre-school to Std-V. It has developed its own curriculum for pre-school and it follows the national curriculum from Std-I onwards. The curriculum is designed to provide a holistic education program combine core competencies of the national curriculum.

4.0 Classes:

At the moment, there are provisions for the following classes in BIAM Laboratory School, Dhaka.

S/L	Class	Age
a.	Play Group	3 years and 3+
b.	Nursery	4 years and 4+
c.	K.G	5 years and 5+
d.	Class -I	6 years and 6+
e.	Class -II	7 years and 7+
f.	Class -III	8 years and 8+
g.	Class -IV	9 years and 9+
h.	Class -V	10 years and 10+

5.0 Assembly:

In order to develop a sense of discipline and patriotism among the students a morning assembly is conducted at 7:50 a.m each day.

5.1 Time:

Morning Shift	Day Shift
Class : Nursery, Std - II, III, IV, V School timing : 8:00 a.m. - 11:40 a.m.	Class : Play group, KG, Std - I School timing : 11:30 a.m. - 1:40 p.m.

5.2 Attendance:

A register for late attendance of the students is maintained in the school office. The register is marked at the beginning of each session. If any student becomes late he/she will be marked as a late student which will be informed through SMS.

Please be on time to collect your child. Encourage him/her to greet a member of staff with Assalamu Alaikum, good morning and good bye. For your child's safety, we must know who will escort him/her at the end of the session. If there is any change in the usual arrangements, you must always let the class teacher know before it happens. We will not let them leave the school without your consent. Children are allowed to make telephone call to you to come and pick him/her up if we are not satisfied about the escort.

6.0 School Uniform:

Dress Code: Boys	<ul style="list-style-type: none"> ➤ Sky blue shirt with logo. ➤ Navy blue short pant (from Play Group to Std-II). ➤ Navy blue trouser (from Std-III to Std-V). ➤ ID card. ➤ Navy blue tie. ➤ Black Bata shoes ➤ White school socks. ➤ Navy blue pullover for winter season.
Dress Code: Girls	<ul style="list-style-type: none"> ➤ Sky blue shirt with logo (from Play Group to Std-III). ➤ Navy blue skirt (from Play Group to Std-III). ➤ Sky blue Kamiz with logo and navy blue Orna & Pajama (from Std IV to Std-V). ➤ ID card. ➤ Navy blue tie. ➤ Black Bata shoes. ➤ White school socks. ➤ Navy blue pullover for winter season. ➤ Two pony tails with white ribbon.

7.0 Absence:

The reason of absence of the child must be communicated to the Principal with a letter from the parents/guardians as the school keeps all documents in the student's profile. Long absence due to sickness must be certified by a doctor.

8.0 Academic Year:

Academic session follows the calendar year from January to December. At present there are three terms in an academic year. Generally we follow government instructions in this regard.

Terms	Months
1 st Term	January – April
2 nd Term	May – August
3 rd Term	September – December

8.1 Examination Programme:

There are 2/3 terminal examinations in each year. We take 2 class tests in per subject for each term. In this regard we select the best one class test marks of each subject for scoring. As per government instructions terminal schedule and marks distribution pattern may change.

Marks Distribution:

For 50 marks	For 100 marks
Class test -10	Class test - 20
Assignment/Homework - 5	Assignment/Homework - 5
Viva - 5	Viva - 5
Written - 30	Written – 70

9.0 Progress Report:

We make assessment report of the students mentioned below-

- i. Measurement Report of Marks Sheet for Class Tests and Terminal Exam.
- ii. Monthly assessment Report.
- iii. Attributes/Value Judgment Report.

We publish this assessment report at the end of each term as Progress Report. Final result for promotion to the next class is published separately on the average marks of two/three terms.

10.0 Tiffin:

The students will bring their own tiffin, drinking water, napkin and a spoon.

11.0 Co-Curricular Activities:

Our school tries to put much emphasis on co-curricular activities like general knowledge, debate, music, poetry recitation, story telling, book reading, science fair, games, arts & craft, computer education, cub scout etc. Students practice all these subjects regularly as we arrange class schedule including co-curricular subjects.

12.0 Competitions:

To facilitate the growth of innate talent of the children, the school provides opportunities to them to participate in different competitions as follows-

- ❖ Quran Telawat, Hamd & Nat
- ❖ Science Fair
- ❖ Book Reading
- ❖ Drawing
- ❖ Music
- ❖ Poetry recitation
- ❖ Dance
- ❖ Acting
- ❖ Sports
- ❖ Story telling
- ❖ Extempore speech
- ❖ Handwriting, Reading, Debate

13.0 Class Work/Home Work:

Regular class work and home work will be given to the students with a view to removing their weakness and for better understanding of lessons. Home work must be brought by the students according to the class routine.

14.0 Admission Test:

In order to sit for the admission test and for the lottery an Application Form must be filled in and submitted to the school office in advance. Applicants for the Play Group to Std-I do not require any written test, students/appliants will be interviewed. Applicants for the classes from Std-II to Std-V require to appear in written test for English, Bangla, Mathematics as per govt. instructions. If the child's performance is satisfactory in the test, the parents may submit the prescribed form for admission to the school office and make necessary payment.

15.0 Online Facilitates:

Notices, Daily Lessons (HW/CW), Assignment, message etc. are also provided through WhatsApp & Schools website.

16.0 Rules and Time Schedule for Payment:

We facilitate online payment through VISA Card/Master Card/bkash/Nogod. Fees must be paid from 1st to 10th of each month. After 15th a fine of Tk. 50.00 has to be paid for each month. A student will not be allowed to appear in Term Examination without clearing all school dues. Parents/Guardians must be up to date in the payment of school dues.

17.0 Note for the Parents/Guardians:

All the parents and guardians are requested to read and observe the following instructions in order to give full co-operation and assistance to the school authority for the smooth functioning of the school.

- ❖ The parents/guardians should not go beyond the gate of the school building. They will leave their children to the attendants near the gate.
- ❖ Except the Parents Day no parents/guardians will get into the classroom.
- ❖ Parents/guardians may discuss classroom activities and other problems with the teachers. But we suggest that an appointment should be made with the concerned teachers earlier and they should meet the teachers only when the classes are over.
- ❖ Parents/guardians are requested to encourage their children to speak in English at home.
- ❖ A sick child must not be sent to the school.

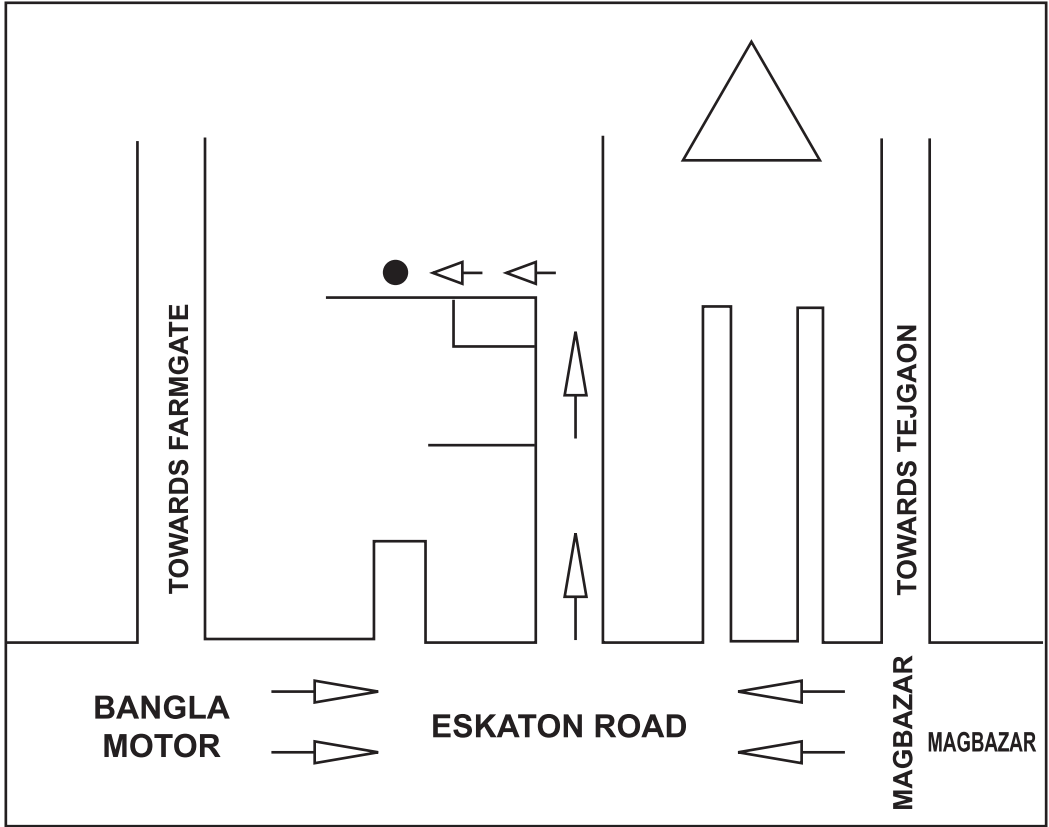
- ❖ Students must keep their books and copies clean and tidy. A set of spare cloth may be kept in the bag of pre-school students. Class timing given in the class routine must be strictly followed.
- ❖ School Diary must be checked and signed by the parents regularly and books and copies should be sent according to the class schedule.
- ❖ Wearing school uniform in the school is compulsory for all the students. In this regard they are required to have two sets of uniform. We will be happy to celebrate your child's birthday with him/her. We request you to bring some snacks, which all the children can share. The teacher will be happy to advise you on this.
- ❖ Please discourage your child from bringing sweets, toys, money, knife or jewellery to school as it is dangerous for children to run, climb and jump etc, with sweets or lollipop in their mouth or in their hands. We will not take responsibility for any loss or damage to personal property while the children are in the school premises.
- ❖ We want all children, parents, teachers and staff to feel happy and proud to be the part of BIAM Laboratory School. If there is any complaint, it has to be discussed with respective class teacher first. If you are not satisfied, then you may write/talk to the Principal or Vice-Principal of the school.

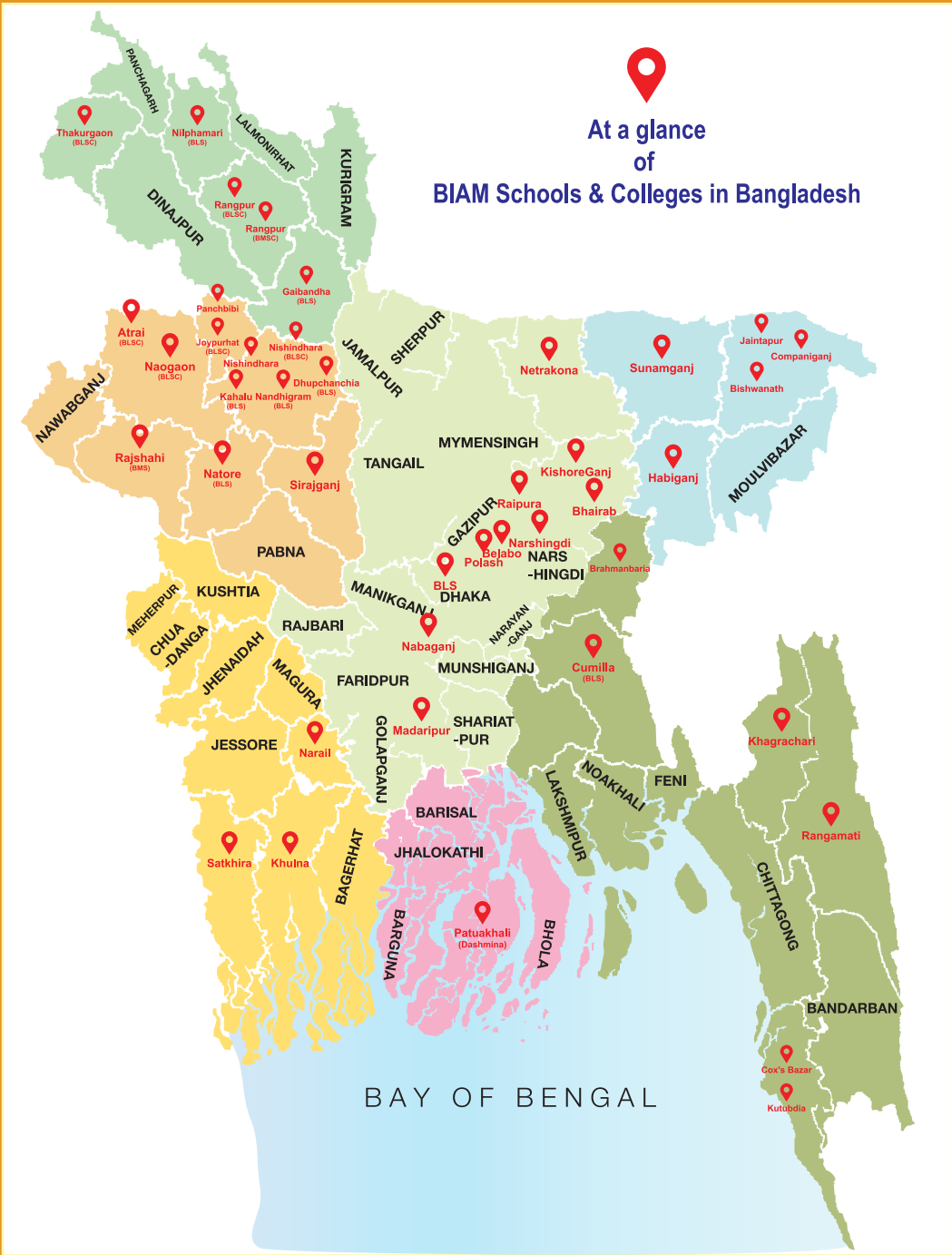
18.0 Contact:

All necessary communications and correspondences should be made with Administrative officer/Vice Principal/Principal of the school.

Contact Address:

Principal,
BIAM Laboratory School,
63, New Eskaton, Dhaka-1217
Tel: 58315014
Web: www.blsdhaka.edu.bd.com





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