

# THE LITTLE MILLENNIUM BAG ORGANIZATION AND GUIDELINES

THE MILLENNIUM EARLY YEARS - TMEY

ACADAMIC  
YEAR  
2023-24

FIRSTDAY PACK



**Dear Millennials,  
Welcome to the 2023-24 School Year!**

With excitement and joy, we welcome you to the beginning of a new academic session at TME, The Millennium Education. As the academic year commences, we look forward to embarking on a journey of growth, learning, and discovery together.

Our cherished learners, we are committed to providing you with an environment that nurtures your talents, fosters creativity, and encourages critical thinking. Throughout this academic year, you will encounter new challenges, make new friends, and expand your horizons. Be fearless in your pursuit of knowledge and embrace each opportunity to learn, for every experience is an opportunity to grow and develop into well-rounded individuals.

To the parents and guardians, we recognize the immense trust you place in us as partners in your child's education. We assure you that our dedicated faculty and staff are committed to providing a safe and supportive atmosphere for your children to thrive. We believe in a holistic approach to education, one that encompasses not only academic excellence but also development of positive attributes and emotional well-being. Together, we shall strive to instill in our students the values of integrity, empathy, resilience, and respect for diversity, preparing them to become responsible global citizens.

As we navigate this new academic session, let us remember that learning extends beyond the confines of the classroom. Let us be open to new ideas, embrace diversity, and remain curious about the world around us. Together, as a united educational community, we can create an environment that encourages intellectual growth, fosters creativity, and promotes a sense of belonging.

We invite you all to be active participants in this enriching journey of education. Let us collaborate, communicate, and support one another, for it is only through collective efforts that we can truly make a difference in the lives of our students.

Once again, welcome to the new academic session! Let us embark on this adventure with enthusiasm and a shared commitment to excellence.

Best wishes for a successful and fulfilling year ahead!

**Warm Regards,**

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Director Teaching & Learning  
The Millennium Education, Pakistan.

**Dear Valued Parents,  
Welcome to the 2023-24 School Year!**

We thank you for placing your trust in TME for your child's future.

All schools have their special characteristics. What makes TME significantly stand out amongst other schools is its belief in ideology-driven education. We aim to provide a secure, nurturing, and rigorous learning environment for all our learners from K-12 to enable them to reach their full potential.

**What Makes TME Different:**

TME contributes to wider society by developing creative, problem-solving, & global-minded learners who will live and prosper in increasingly complex national and international environments. They are given opportunities to be part of authentic projects and activities so that they can develop an understanding of global issues related to the environment, sustainability, and responsible healthy living while exercising their entrepreneurial skills to build better futures in the real and digital communities in which they will live.

We at TME are proud to share that our learners make significant achievements and progress as they move from one tier to the next. We've been exceptionally successful in both exam results and university admissions, with former students going on to attend some of the world's top educational institutes.

**Quality Assurance at TME:**

We, at TME, believe that outstanding teachers make outstanding learners. We hold our teachers to the highest academic standards set by our dedicated TME education team and quality assured by the senior leadership team. Our teachers are committed and passionate and they never stop learning. In-service training of our teachers by TME's indigenous training team, international training by Cambridge, regular, ongoing reviews, and self-assessments prepare our teachers adequately for continual refinement and optimization of curricula and teaching approaches, which help ensure that our students reach their potential.

**Communication with Parents:**

As your child's greatest teacher and role model, it's vital that you become actively involved in their schooling. However, the means and pattern of communication between schools and parents have evolved over time. Parents express increasingly high expectations about the frequency and quality of interactions with teachers. We, at TME, have developed an in-house learning management system, titled Matrix, to facilitate parents. Matrix is a single space for parents to access and learn about their child's class timetable, R.A., class work, assessment record, attendance record, and fee. Through Matrix teachers involve every parent, regardless of their career demands, travel, and other complicating factors, with their child's learning and achievement in school.

With this brief review of all that makes TME stand out in the educational sector, we wish all our Millennials a successful start to the academic year 2023-2024.

**Asma Saleem**

**General Manager**

Department of International Qualification, Curriculum & Assessments | DIQCA  
The Millennium Education, Pakistan.

## TMEY KEY LEARNING AREAS

At TME, religion, values, arts, and creative learning have been divided into following six areas.

### Language and Literacy (English & Urdu)

Language development is a critical skill required for the overall development of your child. It enables our children to communicate their feelings and thoughts. It also supports the child to develop and maintain their relationships. We encourage the children to develop their speaking and listening skills through storytelling, role play using puppets, and imaginative play inside and outside the clan. A focus on reading, discussing, and sharing a wide variety of stories develops their understanding and speaking. It is crucial that children learn to express themselves fluently in full sentences and have a wide vocabulary.

Language development lays the foundation for reading and writing skills. These skills are required across the curriculum for children's progress throughout their lives as they grow into adulthood.

#### Reading:

In the Early Years, reading consists of two dimensions; word reading and comprehension (both listening and reading). At TME, we work on developing both dimensions. Initially, phonics is used to help children pronounce common sight words and begin to comprehend them. This is followed by recognizing words and then continuous text in printed form. Reading assists in cognitive development, sparks curiosity, ignites creativity and stimulates the imagination. It is a skill that develops over time, and it is essential that, by the end of their primary education, all children can read fluently, and with confidence, in any subject to positively contribute to learning in their forthcoming secondary education.

#### Storytelling:

Power of Storytelling to improve literacy and learning is a universally recognised fact. Storytelling is also catered exclusively in TMEY. We take it as a skill and a tool that can be used to develop oracy in literacy because of its powerful effect and impact. We believe if this skill is developed and used purposefully, it can contribute to inclusion and connection, build confidence, and bring about change in our learners.

### Basic Mathematical Concepts

We, at TME, try to enable our learners to understand and apply mathematical concepts effectively. We encourage our learners to recognise and use simple relationships and patterns, basic shapes, simple spatial concepts, and numbers in their daily experiences.

### World Around Us

A learner's sense of the physical world is broadened through the use of materials, classroom setup, and teacher facilitated discussions. The learners are encouraged to learn about their physical environment using a framework of exploration, observation, prediction, communication, and drawing conclusions.

### Physical Development

A learner's physical well-being is one of our primary concerns. Motor and sensory processing activities are integral components of our program. Specific activities and equipment are strategically introduced to build skills, strength, and endurance to make them competent. Our spacious playgrounds provide opportunities for climbing, running, riding vehicles, playing structured and unstructured games, and connecting with the natural environment.

## Personal Social and Emotional Development

Teachers at TME spend a considerable time on the development of a safe environment so that learners interact freely with their peers. This helps them explore their interest in others, learn about social behaviour, problem solving, cooperation, turn-taking and consideration of others.

## Health Hygiene and Safety (HHS)

HHS is concerned with the relationship between learners, the learning environment, and learners' health & safety. An accident is defined as an "unforeseen, unplanned and unavoidable event". Children can easily get into a situation where their safety may be compromised, mainly because they've yet to develop the skills to identify a risky situation and avoid it. At TME, our teachers have been trained to undertake a dynamic risk assessment to prevent such occurrences. In other words, they are responding to unpredictable situations and taking immediate action to prevent a child from coming to harm. Young learners' physical, mental, and social well-being is a priority at TME. We ensure that the learning environment (both classroom and playground) and equipment are safe for children's use. Moreover, children are supervised by attendants and their teachers to prevent any injury. Teaching and management staff monitor students carefully for any outward sign of illness in or out of class to ensure timely communication with the parents/guardians.

## Learning Management System - LMS

This is an exciting and innovative, cloud-based integrated MIS and learning platform. Parents, learners, teachers, school managers, and principals, can access all the information, and learning and teaching tools anytime through any internet enabled device.

### Product Highlights:

- cloud based software
- collaborative
- user friendly

## Millennial Enhanced Learning & Teaching - MELT

The Millennium Education has launched MELT, a program that caters to the needs of 21st Century learning and teaching. It encompasses three basic areas i.e. Curriculum for the learner, Technology for Classrooms, and Training for Teachers. This program enhances creativity and innovation of both learners and teachers, and helps them collaborate with people globally. They associate the use of digital literacy tools and resources with changes in working ambience and classroom relations, and keep the learners motivated.

Keeping in view the fast pace of technological revolution, TME has introduced Interactive boards nationwide, and has trained its teachers professionally. ICT curriculum is not intended to stand alone, rather it is to be infused into core courses and programmes. Technology is taught within the context of applications. Activities, projects and problems that replicate life-like situations are an effective resource for learning technology. It will help the learners understand the impact of technology in their life. This will enable them to determine information, and process tools and techniques to be used, and when and how to use them.

## PARENTS AS PARTNERS

Educating a child is accomplished when the parents and the school work together in the best interest of the child. We welcome your input and assistance in educating our learners; after all, you are your child's first teacher! The goal of our program is to meet your child's intellectual, physical, social, and emotional needs. As a parent, you are an essential part of this mission, and we look forward to working with you to help children learn, grow, and achieve their highest potential.

## THE FIRST DAY OF SCHOOL AND ITS PREPARATION

- ♦ The first day of school is a major milestone for children and parents. It's the launch of a learner's formal learning career and needs a lot of preparation. Start preparing your child for the BIG day at least a week before the school starts.
- ♦ Try to modify your routines to a schedule that will work once the school begins.
- ♦ Kindly ensure that your child gets up early and sleeps early as well.
- ♦ Encourage your child to be independent.
- ♦ Help your child learn to manage and take care of the things he/she will use on a daily basis in school.
- ♦ The parents are requested to take their children to a school visit as children are often upset when they're unsure of what's going to happen next.
- ♦ Children are sensitive to their parents' feelings; once you get to school, keep it positive — even if you have a lump in your throat.
- ♦ Talking about school and their first day is good for your child's smooth transition, therefore, talk to your child in a positive and enthusiastic manner about going to school.
- ♦ When the big day finally arrives, kindly take the following steps: set clothes out the night before, put children in bed at a reasonable hour, a favourite breakfast will set the mood, a prepacked lunch box allows plenty of extra time for a calm, unhurried breakfast. Remember, the first week of school is an excellent opportunity to set a standard for the upcoming year.
- ♦ Explain to your child that school is a safe and happy place and that a teacher is always around if they feel uncomfortable or upset.
- ♦ Discuss with your child, all the things they will do at school and how much fun it will be.
- ♦ Try to spend some time with your child in the classroom to get him/her settled before you leave. If you can't stay, be sure to let the teacher know that your child may need some extra attention.  
We remind parents to expect strange responses and the need to adjust to the fact that the child will come home and say, 'I played today,' rather than 'I did some arithmetic today. Remember, the early years remain a stage-setter for later academics.
- ♦ Teach your child how to use washroom at school. It is important that you explain to him/her that he/she will be allowed to go to the toilet whenever they need to, but they **MUST** ask the teacher before going. Please pack a spare pair of shirt, underpants, and appropriate coloured school socks in the front pocket of your child's school bag - 'just in case'!



## IN-HOUSE MATERIAL

All in-house material will be issued by the learner's respective Early Years practitioner at the time of joining.

## THE MILLENNIUM EARLY YEARS REGULAR SCHOOL TIMINGS

Reception:	09:00 a.m. to 12:00 p.m.
Play Group:	08:00 a.m. to 12:30 p.m.
Junior Year:	08:00 a.m. to 01:00 p.m.
Advanced Year:	08:00 a.m. to 01:00 p.m.

**Note:** School will observe the same pickup timings for all levels on Friday i.e. 12:00 noon.

# PLAY IS THE HIGHEST FORM OF RESEARCH.

(ALBERT EINSTEIN)





## SAFETY

As a Millennial, your child will be in a secure, safe, and stimulating environment, joining other learners and adults to play, work, and learn. To ensure the balance of security and privacy of your child, TME has taken explicit security measures:

- retired military personnel are working as security guards
- armed guard posts and pickets
- CCTV CAMERAS + DVR systems, and IP based monitoring system
- emergency alarm system and panic bell
- metal detectors, biometric devices, and Concertina Razor Wires

These measures are all about keeping learners safe.

## FORBIDDEN ITEMS

- sharp edged instruments / toys
- sports goods (bats, wickets, rackets, cork ball, hockey, toy sticks etc.)
- laser torches / safety pins / forks / needles
- match box / lighter / all kinds of medicines (unless intimated by the parent)
- mobile phones / I phone / I pad / I pod

## POCKET MONEY / EXPENSIVE TOYS

Learners are strictly forbidden to carry any cash, to school. Parents are requested to ensure that their child does not take along, in his/her bag, any amount of money to school. The school will not be responsible for the loss of money or any valuable item.

## CAFETERIA

We, at TME, maintain a high standard of food and perfect hygiene in our cafeterias. Food safety is given the utmost importance in all TME campuses realizing the fact that children are more susceptible to food-borne illnesses. School cafeteria provides the learners, as well as teachers, with a variety of best quality food and snacks at reasonable prices that is closely monitored by the school administration. You can also send a nourishing meal with your child in a quantity that does not go waste. Please avoid greasy food and candies.

- Your child's lunch box must be washed on daily basis.
- It must have a plastic fork, spoon, and a napkin.
- Your child should have his / her own personal handkerchief.

### Sample Menu:

- ovaltine milk, egg / rainbow / tomato / beef or chicken sandwiches.
- nestle juice, french fries with bread.
- nuggets / cocoa milk with french toast.
- fresh fruit juice, biscuits / doughnuts / cookies / banana.
- flavoured milk, sponge cake, and apple.

## PERSONAL HYGIENE

A child's dress reflects his/her personality. Kindly ensure that he/she comes to school in a properly ironed uniform, befitting his / her size. The learners' hair should be neat and tidy, nails short and clean, and a daily bath must be ensured to maintain a healthy body. Girls' tunics must be of knee length.

## SPEECH THERAPY / COUNSELING SERVICES

Parents/Guardians may formally inform the early year practitioner if a learner needs speech therapy or counseling, so that it may be arranged through remedial courses via our speech therapist. TME is proud to acknowledge the dedication and commitment of its Early Years staff who have proven their devotion to the noble profession of teaching. We have trained directresses with assistants to nurture the young saplings.

## SPORTS FACILITIES

At the TME Campuses, sports are an integral part of school activities, supported by ample resources. There are separate grounds for Cricket, Hockey and Football, and separate courts for Volleyball and Basketball that are properly maintained. Indoor games, such as Table Tennis and Badminton are also encouraged. Qualified male and female physical training instructors supervise learners' physical training, and all classes have regular sports periods every week. TME provides an expansive playground that sustains a healthy lifestyle beyond the school. Sporting areas are well-constructed and maintained with the best props to host a variety of group and individual sports.

## REGULAR ATTENDANCE

Parents are reminded to submit a formal leave application in case their child is ill. Irregular attendance mars his/her progress in the class. Please avoid unnecessary absences.

If your child is ill, please do not send them to preschool. An unwell child will not benefit from being at school, in fact, it can be an unpleasant experience and may also spread illness to other children. If symptoms of illness are observed, or should a child become ill during the school time, the parent will be notified immediately. The child will be kept comfortable until the parent arrives. Learners need to have recovered from vomiting, diarrhea, or fever for at least 24 hours before returning to preschool. NO medications will be given by the school.

## VISITING & VISITORS

Please feel free to visit the school at anytime. You are requested to give some settlement time to the child, for which it is encouraged to avoid frequent visits and stay in the school. This allows the learner to get acclimated to his/her new environment.

All visitors should check in through the office, show their ID card and take visitor's card before visiting any classroom or teacher.

All visitors and substitute teachers must wear a badge for identification.

- Learners from other schools or siblings are not allowed to visit classrooms when the school is in session.
- Parents or other individuals may not video tape classes.

## FIELD TRIPS

Field trips will be scheduled throughout the year. Parents will be notified prior to each field trip. If you do not want your child to go on a particular field trip, please inform the teacher that your child will be absent that day. Younger siblings of Early Years learners may not accompany them on field trips.

## BIRTHDAYS

Your child's birthday is a great opportunity to bring along some favourite fast food to share with the whole group. We sing "Happy Song" to help make it a special day for our child. Please let the staff know beforehand so that they can make necessary arrangements.

## COMMUNICATION

We will provide relevant information, updates, and notifications of special events via our monthly newsletter, Google and Apple App, SMS notification, and other publications. Our notice boards are a great way to let you know what is happening at TME, including our curricula goals, activities, and plans. Please read the school notice board, and your child's message book for daily updates.

## IDENTIFICATION CARD

Identification cards will be given to the parents of the child attending the TME School. This identification card is very important for safety reasons. Only the learner's parents/guardian will be allowed to pick the child up at home time. In case you depute some other individual, he/she must bring the child's identification card/an authority letter duly attested by the parent/guardian. Lost or broken IDs will be replaced at cost to parents.

## PARENT TEACHER MEETINGS

- Parents are informed of their child's progress in various ways throughout the school year.
- Teachers are available on daily basis to meet the parents 15 minutes after school.
- Parent Teacher Meetings are held after every semester/term. However, Early Year parents are always welcome to meet the Early Years branch head as and when required. Take prior appointment with the branch head, to avoid any inconvenience.
- All meetings will be held after school hours for security reasons.
- A progress report is given to the parents after one term.
- TME website provides valuable information and is updated on a regular basis.

## LIBRARY

TME school libraries are a catalyst for literacy; reading, teaching, and scaffolding to inquire learning. It is our belief that libraries will always exist as places where learners find information, resources, services, and instructions.

## UNITED NATION ACTION DAYS

The Millennium Education Annual Activity Calendar clearly highlights and celebrates the UN Action Days at our schools. Special arrangements and presentations are made during morning assemblies and the school environment is transformed into a supportive environment as a platform for the “action day” through art, activity, engagement and creativity. They are a useful means for the promotion of international and national targeted action and stimulate interest in United Nations activities and programmes.

## A DIVERSE CURRICULA

The Millennium Education gives your child exposure with our exclusive learning adventure, enrichment programmes, and supplemental educational opportunities that complement our core curricula. TME offers a unique series of programmes with course work in Math, English, Sports, Reading, Music, Cooking, Technology Initiatives, Summer Outreach Programs, Foreign Languages (Mandarin and German), Phonic Adventures, and Customized Outdoor and Indoor Games.

## E-MILLENNIAL NEWS

We have a bi-monthly newsletter publication of The Millennium Education, Pakistan. This newsletter praises the high achieving Millennials and exhibits all the activities carried out in different campuses. It keeps the parents informed about the latest news, health activities, celebrations, campaigns and programmes happening in 35 campuses of TME. It is delivered electronically to the parental community.

## HOMEWORK DIARIES

Homework Diary promotes active involvement of parents with their children in the learning process. The diary encourages learners to become more involved in their personal development by including records for reading and personal goal setting. TME recognizes parents as partners, giving them an easy access to teachers, through its diary. Parents are requested to share their apprehensions through the homework diary. Your query will be solved directly by approaching relevant Campus Management.

## PROGRESS REPORT

An Early Year learner gets the report card twice during the academic year i.e at the end of each term. Parent-teacher conferences are scheduled after the first and second term reports are sent home. In order to prepare these reports, teachers use a variety of methods to assess and evaluate each child's progress. These include but are not limited to:

**Observations:** Early Years Practitioner regularly observes each child perform various tasks and assignments within the classroom setting.

**Conferencing:** At times, the teacher will sit one-on-one with the child to check whether he/she has understood the concepts introduced in the classroom.

**Work Samples:** Samples of your child's work are collected and kept in a portfolio on a regular basis. This is to check learner's progression in basic skills throughout the year. These work samples are shared with the parents.

**Teacher Written Records:** These are short notes by the teacher that are taken while observing the learner perform various tasks. They are placed in the learners' class-log and may only be viewed by the teacher and/or the child's parent/guardian.

## METHODS OF TEACHING

We teach our learners according to the programme structured as per International Early Years Standards using a wide range of Montessori apparatus, learning manipulative and resource material, books, IT, videos, A.V. aids, role playing, dramatics, puppetry, experimentation, and games. We aim to teach our learners the art of acquiring knowledge, to explore and to recreate their understanding through symbolic language such as drawing, sculpture, dramatics and writing. We encourage them to coordinate their learning with the world and to enjoy hands on experiences.

## WORKSHEETS

Worksheets related to concepts introduced in the class will be sent home for R. A. (Reinforcement Activity). Play Group, Junior and Advanced Year worksheets will be sent home in the H. W. Diary or notebook. Kindly assist your child to do his/her worksheet himself/herself by creating a stimulating environment. Begin by:

- placing the worksheet/notebook in front of the child
- talking about the pictures on the worksheet/notebook
- relating the pictures to his/her immediate environment
- creating interest in the activity
- placing a box of colour pencils before him/her

Guide your child to colour the picture by constantly talking to him and appreciating the work. Do not lose patience as the learner will work to his/her own pace. Keep encouraging him/her, do not correct him/her at this stage by saying "this is wrong or untidy"; let him/her just develop interest in the initial stages of the activity. In case he/ she refuses to do the worksheet, send it back to school with a note in the H. W. Diary, giving a reason as to why he/she did not do it. The practitioner will guide you accordingly.

Remember, in Early Years, the parent and the practitioner are equal partners in the development of a learner. Both must work in harmony with each other. You may share your anxieties with the teacher as and when you desire.

## R.A. (REINFORCEMENT ACTIVITY) DIARY

Kindly fill in the columns stating your home address, residence telephone numbers, mobile numbers, and emergency telephone numbers. Use R.A Diary as a means of correspondence with your child's teacher.

## PLAYGROUP NOTEBOOKS

Teaching is done in school. All sheets / workbooks and R. A. folders remain in the class. Only worksheets for practice and colouring are issued for home. In the second term, if the practitioner deems appropriate, she sends the notebooks home for practice only. In Playgroup, children are very young, and we move at a gradual pace; our aim is to make every child accept the environment and socially interact with other children. Learning is done in a stimulating way so that the child enjoys activities and looks forward to coming to school.

## JUNIOR & ADVANCED YEAR

- Class work, workbooks and notebooks will remain in the class.
- R.A. notebooks will be sent home for practice only (C. W. will be given as R.A.)
- In Junior Year, only 1 notebook/worksheet resource will be sent home daily for R. A.
- In Advanced Year, 2 notebooks will be sent home daily for R. A.

## WORKSHEETS FOLDER

All worksheets done in the class and at home will be maintained in a folder at school.

### ART FOLDER:

All Art worksheets will remain in the Art folder at school.

Values and ethics, World Around Us, Story Telling, Poems, PSED will be taught through structured activities.

### MONTESSORI EXERCISES:

All Montessori exercises will be done with the help of Montessori apparatus, as per the international Montessori standards.

### EARLY YEARS INVENTORY:

Each learner's progress is recorded in his/her individual inventory; observations are taken and shared with parents at the time of Parent Teacher Meetings.



We hold our children's hands for a little while....  
But they hold our hearts forever.





The child has a hundred languages  
a hundred hands  
a hundred thoughts  
a hundred ways of thinking of playing, of speaking  
Always a hundred ways of listening  
of marveling of loving  
a hundred joys for singing and understanding  
a hundred worlds to discover  
a hundred worlds to invent  
a hundred worlds to dream.

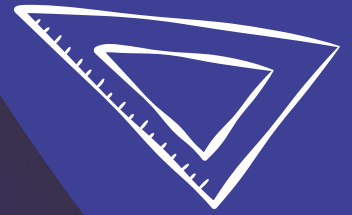
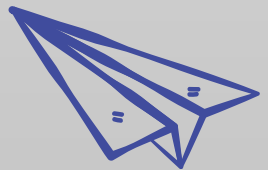
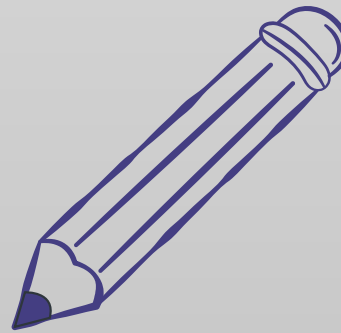
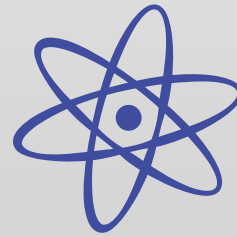
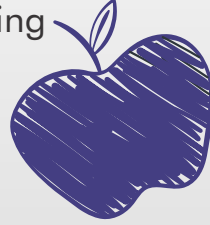
The child has a hundred languages  
(and a hundred hundred hundred more)  
but they steal ninety-nine.

They tell the child:  
to discover the world already there  
and of the hundred they steal ninety-nine.

They tell the child:  
that work and play reality and fantasy  
science and imagination sky and earth  
reason and dream are things  
that do not belong together.  
And thus they tell the child  
that the hundred is not there.

The child says:  
No way. The hundred is there.

—Loris Maliguzzi.



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