

METHODIST COLLEGE

250, Galle Road, Colombo 03, Sri Lanka

COLLEGE RULES AND GENERAL INFORMATION – Grades 1 & 2

1. **SCHOOL HOURS** – Grades 1 & 2 – 7.30 a.m. to 12.00 p.m. (Please make arrangements to take your child home by 12.15 p.m.)
2. **GENERAL APPEARANCE:** All girls must wear the correct school uniform and the school tie. Black shoes and White socks should be worn. Hair ribbons should be green and hair bands should be black. Only a pair of simple gold studs may be worn. No chains or any other jewelry will be permitted.
3. It is compulsory that the Parent's Name, Telephone Number and Address be written / pasted in her school bag to be used in case of an emergency.
4. Absence from school must always be explained by a letter of excuse from the Parent or Guardian addressed to the Class Teacher the very next day.
5. Prior permission must be obtained from the Principal to keep away from school for an appointment, examination or to attend a function. Requests made over the telephone or on that day, will not be granted except in special circumstances.
6. **BIRTHDAY TREATS** : Please limit birthday treats to one item only.
7. **SPECIAL COLLECTION:** A Special collection is taken every Wednesday. This money is used to help those in need.
8. **FACILITIES FEES** : Facilities Fee of Rs. 3/= per month for students in Grade 1 & 2 should be paid at the School Office at the beginning of each term.
9. **SECURITY FEES:** Parents are requested to pay Rs. 50/= per child per month as Security Fees.
10. Parents are requested not to go to classrooms. Parents could meet Class Teachers by appointment through the Head Mistress. Parents and others are not allowed to stay on in the school premises during school hours.
11. Girls should not give individual gifts to Teachers. A gift from the entire class may be given to the Class Teacher at the end of the year for which each girl may contribute a sum not exceeding Rs.10/=.
12. Children must bring all equipment needed (lunch, handwork, special projects) with them to school. No parcels will be accepted at the gate by the security. An extra set of clothing should be in their bags. Chewing gum will not be allowed during school hours.
13. **GENERAL WORK BOOK** : To be used as a Parent Teacher con

14. If your child is sick, please do not send her to school. You will only have to come and pick her again. Please do not send the driver as we will hand over the child only to the parent. If she contacts an infectious disease please keep her at home for the entire period and send a Medical Certificate on the first day she returns to school.
15. In case of unrest or traffic disruption, please do not send your child to school unless her mode of transport back home is certain. The school will remain open unless asked to close by the Education Department or Police, but parents will have to take the decision regarding their attendance on that day.
16. For any accidents and injuries which cannot be treated in school, they will be taken to the OPD at Durdans , where they will be attended to, and parents will be informed. If your daughter takes medication routinely or has any continuing condition, please keep the class teacher informed and send the necessary medication.
17. Please keep the school informed of any illness or changes in the home situation. This will help our teachers to be more sensitive to the child. Confidentiality will always be maintained.
18. Parents are advised to have copies of the Original Birth Certificate with them and not rely on the copy given to the school. For an emergency, should you wish to obtain the school copy, a letter must be given to the school office and the certificate must be returned before the end of the month. No original documents will be given to students below Grade 6. Parents will have to come and take it from the office.
19. **LEAVE ABROAD** : Parents are advised not to take children abroad during term time as it disrupts their school work. Prior permission must be obtained from the Principal by letter for leave abroad.
20. We hope you will be supportive and appreciative parents of the school and that your daughter will learn lasting values from this school.