

METHODIST COLLEGE

250, Galle Road, Colombo 03, Sri Lanka

COLLEGE RULES AND GENERAL INFORMATION Grades 3 – 14

1. **SCHOOL HOURS** – Grade 3 – 14 – 7.30 a.m. to 1.30 p.m.
Detention : As students are repeatedly coming late to school, from this year, they will be asked to stand near the office during the first period. Please make every effort to send/bring them on time.

2. **GENERAL APPEARANCE:** Girls must wear the correct school uniform and the school tie except Senior Guides and Girl Guides who wear their special uniform on Tuesdays. A simple black shoe must be worn to school similar to the previous pattern. There should be no heel. Others may wear covered white, brown or black shoes or full white tennis shoes. No fancy sneakers. Hair ribbons should be green or black. Finger nails should neither be painted nor pointed. A simple pair of ear studs and wristwatch must be worn. No extra piercing of the ear will be allowed. No other jewelry will be permitted. Girls will not be allowed to tint or straighten their hair. Those who do so may stay at home till the effect wears off.

3. **GENERAL DISCIPLINE:**
 - Church attendance is compulsory for all Christian Students.

 - A period of silence will be observed on every school day from 12.00 – 12.02 p.m. when teachers and students will pray for / meditate on the peace process.

 - Girls who are not required to stay on for any school activities must go home immediately after school. No girl should return to the school compound after leaving it at the end of the day.

 - Students cannot change clothing after school in order to attend any classes. They may change only if they are staying on for any sports activity in the school.

 - Good behaviour is expected of all M.C girls especially when they are in school uniform, in buses, trains or public places.

 - Absence from school must always be explained by a letter of excuse from the Parent or Guardian addressed to the Class Teacher on the very next day. The Parent's specimen signature must be given to the Class Teacher at the beginning of the year. No girl may come for any activity or class after school, if she has been absent in the morning.

 - 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.

- Girls should not leave the school compound during the interval without the Principal's or Vice Principal's permission.
 - Chewing gum will not be allowed during school hours.
4. **GENERAL WORK BOOK:** Each student must have a General Work Book. Notices given to parents must be pasted on this book. Notices should be signed by parents and will be checked by the teacher.
 5. **COLLEGE TUCK SHOP:** The College Tuck Shop is open before 7.30 a.m. during the interval and after school till 2.30 p.m.
 6. **BIRTHDAY TREATS:** Please limit birthday treats to one item only.
 7. **SCHOOL EXCURSIONS & PICNICS:** Parents will be informed by letter of class picnics and excursions. Written permission from parents is necessary before a girl is taken on an excursion or for any event organized by an association outside, which involves travel by public transport.
 8. **SPECIAL COLLECTION:** A collection will be taken every Wednesday. This money is used to help those in need.
 9. **FACILITIES FEES:** Facilities Fees of Rs.3/= per month for students in Grade 1 – 5 and Rs.5/= per month for students in Grades 6 – 14 should be paid at the school office at the beginning of each year
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 11. **SECURITY FEES:** Parents are requested to pay Rs.50/= per child per month as Security Fees.
 12. **BOOKS:** Books borrowed from the school or class Library should not be lent to others. No books other than study material should be brought to school.
 13. Videos, Audio cassettes, cameras, Transistor radios, IPods, MP3 or MP4s, cellular phones and other electronic or digital devices should not be brought to school. They will be confiscated if found.
 14. **LETTERS/PARCELS:** Day Scholars should not bring letters for any other girl in school. Parcels or letters brought to boarders by day scholars must be given to the Matron.
 15. No person may enter the school and go to the classrooms without permission. Any visitors, including a parent wishing to meet a teacher, or a student, should first inquire at the office and get permission from the Principal or Vice Principal. A gate pass must be filled by all at the security office.
 16. Parents may meet the Principal by prior appointment only. They will not be able to meet the Principal unless they do so. No school business will be transacted on Saturdays, Sundays and on Public Holidays.

17. 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/=.
18. Please note that food parcels or project/handwork, left behind at home by the child, will not be accepted by the office, even if brought by a parent. This is to train our students to be responsible and to remember everything they have to bring for the day.
19. Parents are discouraged from bringing lunch for students after school and then staying on inside the school premises, either in the Upper or Lower school.
20. Children will not be allowed to take phone calls home unless a meeting after school has been cancelled due to unavoidable circumstances.
21. 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.
22. According to the new education reforms, assessment tests can be given without prior notice to the class. As such, children are advised to revise the day's work and to check with a classmate for any changes or notices, if they have been absent.
23. The school will not be responsible for any money lost in the classroom or school premises as children have been repeatedly advised to carry it in their side-pockets and make the relevant payments as soon as possible.
24. If your daughter is sick, please do not send her to school as you will only have to come & pick her up again, if she complains of being ill. 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.
25. If your child is absent for more than 5 days for whatever reason, please inform the school. A medical certificate must be submitted to cover the period, if she has been ill. If she is unable to climb stairs due to surgery etc, please do not send her to school until she is able to.