



METHODIST COLLEGE

2024

STUDENT HAND BOOK

GRADES 1 & 2

The School

Methodist College is the oldest, private, Christian girls' school in Colombo, Sri Lanka. Established in 1866 by Ms. Catherine Scott, a missionary from the British Methodist Church, Methodist College stands as a testament to her resolve and determination to educate and empower girls. More than 150 years later, our Mission and Vision continue to align with Ms. Scott's own aspirations for education in our land.

Managed by the Methodist Church in Sri Lanka, Methodist College has a rich Christian heritage. However, we offer all our students an inclusive learning atmosphere. The school is truly a microcosm of Sri Lankan society, having a cross-section of students from various socio-economic levels, religions and cultures. Unity in diversity is much more than a catch-phrase here. It is the cornerstone of our shared experiences as teachers, students, parents and past pupils of the school.

Through our academic programmes, extra-curricular activities and sports, we strive to provide a holistic education to our girls, enabling them to achieve their full potential, while equipping them to face the challenges that life will bring them. The school offers 8 sports (with plans in the pipeline to include more in the future) and more than 30 clubs and societies that our students can be a part of. In addition to this, all school events are organized with a focus on encouraging student participation and honing their skills. Our girls play an active part in all school events, be it the Prize Giving, Sports Meet or College Service, cultural shows and concerts or even simple daily assemblies.

The school is equipped with modern facilities, which include Smart Boards, Interactive White Boards, school-wide wifi in the Upper School, Hostel and Day Care facilities, dedicated Audio-Visual room in the Primary School, Music Rooms, Art Rooms and Science Laboratories. We also take pride in our Learning Support Units, which provide academic support to students with Special Needs or Developmental Disabilities from Grade 1 to 11.

The school is blessed by a dedicated and committed staff, who are constantly upskilling themselves in order to educate our students better. The best examples of this are the manner in which they adapted, almost overnight, to teaching online, during the pandemic years, and the consistent performance of our students at examination - both within the local curriculum and the International curriculum.

Despite the changes in education, politics and socio-economic realities that have taken place since the establishment of Methodist College, more than 150 years ago, the school continues to be characterized by the eternal values on which it was founded - faith, humility, simplicity, service. It is a blessing to see this “oneness” with the past, while also envisioning the future that our students will inherit.

Vision, Mission and Core Values

OUR VISION

Our Vision is to provide a holistic education in a Christian environment and to empower our students to achieve their full potential while becoming competent women of integrity and service.



OUR MISSION

Our mission is to strive to promote Biblical values and principles for living, enabling our students to grow in discipleship and to develop all their individual abilities, empowered to meet the emerging challenges of society. We will also strive to create an environment of respect for and inclusion of all ethnic and religious communities in the school, thus laying the foundation for students to become responsible citizens, with a high sense of moral integrity, serving and caring for all humanity.

CORE VALUES

The Methodist College student will be characterized by core values such love, service, humility, moral integrity, striving for excellence, and continuous learning, along with original and creative thinking skills.



School Song

*Come MC girls, let's proudly sing,
We scatter light the echoes ring.
Green flag unfurl, the lamp alight,
Within her glow let us unite.
From strength to strength
We march along,
God is our guide, Love is our song,
Service our goal, we gather here,
To scatter light both far and near.*

*The lamp of love, the flame so bright,
This is the symbol of our might.
With strength we lead,
With grace we share,
A world of peace and joy declare.
Courage to face and conquer wrong,
The fight for truth and
Justice strong.
The world to reach and all embrace,
We, MC girls, will take our place.*

- Tarika McGuigan
(née Muthukrishn)

Organizational Structure

The school is divided into 3 main sections - the Primary School, which is housed at Framjee House, Station Road, Colombo 03; and the Middle School and Upper School, situated at 250, Galle Road, Colombo 03.

Primary School	Grades 1 to 5	National Curriculum	Sinhala Medium Tamil Medium English Medium
Middle School	Grades 6 to 9	National Curriculum	Sinhala Medium Tamil Medium English Medium
		International Curriculum (Edexcel)	English Medium
Upper School	Grades 10 to 13	National Curriculum	Sinhala Medium Tamil Medium English Medium
		International Curriculum (Edexcel) *International O/L *International A/L	English Medium

Administration

Manager	President, Methodist Church of Sri Lanka methhg@sltnet.lk
Principal	Mrs. Hiranya Fernando principal@methodistcollege.lk
Vice Principal (Grades 6 to 11)	Mrs. Nelomi Gunawardena viceprincipal@methodistcollege.lk
Co-Vice Principal (Grades 12 to 14)	Mrs. Devshani Samaranayake co-viceprincipal@methodistcollege.lk
Headmistress (Primary School)	Mrs. Nilmini Kurukulasuriya primaryheadmistress@methodistcollege.lk

Sectional Heads:

Primary School

	Mrs. Layomi Gunawardena layomi.gunawardena@methodistcollege.lk
	Mrs. Sumathy Thevaranjan sumathy.thevaranjan@methodistcollege.lk

Upper School

Grades 6 and 7 (Sinhala and English medium)	Mrs. Sanjeevi Jayasena sanjeevi.jayasena@methodistcollege.lk
Grades 8 and 9 (Sinhala and English medium)	Ms. Chamarie Rebeira chamarie.rebeira@methodistcollege.lk
Grades 6 and 7 (Tamil medium) & Grades 10 and 11 (all)	Mrs. Niranjani Elanghovan niranjani.elanghovan@methodistcollege.lk
Grades 6 to 14 (Edexcel)	Mrs. Muthuluxhmy Shankaramoorthy muthuluxhmy.shankaramoorthy@methodistcollege.lk
A/L Arts Stream	Mrs. Dilini Benjamin dilini.benjamin@methodistcollege.lk
A/L Commerce Stream	Ms. Kanchana Jayaweera kanchana.jayaweera@methodistcollege.lk
A/L Science Stream	Mrs. Sumadhi Vasanthan sumadhi.vasanthan@methodistcollege.lk

In addition to this, the Heads of Departments supervise the teaching activities of each subject:

Primary School	
English Language	Ms. Natasha Fernando natasha.fernando@methodistcollege.lk
Sinhala Language	Mrs. Dinesha Thilakarathna dinesha.thilakarathna@methodistcollege.lk
Tamil Language	Mrs. Rajini Thambirajah rajini.thambirajah@methodistcollege.lk
Mathematics	Mrs. Sridevi Srisanthakumar sridevi.srisanthakumar@methodistcollege.lk
Environmental Studies	Mrs. Hiruni Ruwanpathirana hiruni.ruwanpathirana@methodistcollege.lk

Upper School	
English Language	Mrs. Nirosha Nanayakkara nirosha.nanayakkara@methodistcollege.lk
Sinhala Language	Mrs. Gayani Samarasekera gayani.samarasekera@methodistcollege.lk
Tamil Language	Mrs. Kalaivani Sivakumar kalaivani.sivakumar@methodistcollege.lk
Mathematics	Mrs. Yasoja Jayasinghe yasoja.jayasinghe@methodistcollege.lk
Science & Health Science	Ms. Maduwanthie Liyanage maduwanthie.liyanage@methodistcollege.lk
History & Geography	Mrs. Thakshala Punchihewa thakshala.punchihewa@methodistcollege.lk
IT	Mrs. Roshani Kulasekera roshani.kulasekera@methodistcollege.lk

Fees

GRADE	(A)			(B)	(C)	2024 Total (A+B+C)
	Per	Per	Per			
	Month	Term	Year			
1 to 5	6,650.00	26,600.00	79,800.00	5,500.00	3,000.00	88,300.00
6 to 8 (Local Curriculum)	7,200.00	28,800.00	86,400.00	5,500.00	3,000.00	94,900.00
6 to 8 (Edexcel Curriculum)	7,600.00	30,400.00	91,200.00	5,500.00	3,000.00	99,700.00
9 to 11 (Local Curriculum)	7,750.00	31,000.00	93,000.00	5,500.00	3,000.00	101,500.00
9 to 11 (Edexcel Curriculum)	8,750.00	35,000.00	105,000.00	5,500.00	3,000.00	113,500.00
A/L (Local Curriculum)	9,000.00	36,000.00	108,000.00	5,500.00	3,000.00	116,500.00
A/L (Edexcel Curriculum)	12,500.00	50,000.00	150,000.00	5,500.00	3,000.00	158,500.00

Lab Fees of Rs. 2000/= per annum will be charged from all students in the Local A/L curriculum class (Science Stream)

(A) - Facility Fees

(B) - Security Fees

(C) - Stationery Fees

1. Fees have to be paid by the following deadlines:

- * Security Services Fees, Stationery Fees and Lab Fees 31.01.2024
- * Facilities Fees for Term 1 31.01.2024
- * Facilities Fees for Term 2 31.05.2024
- * Facilities Fees for Term 3 30.09.2024

2. Facilities Fees can also be paid monthly. Please inform the Principal in writing, about your intention to pay monthly. Fees have to be paid by the 10th of each month, for that particular month (e.g. by the 10th of January for the month of January)

3. Parents who pay the whole year's fees by 31.01.2024 will receive a 5% rebate on the Facilities Fees payable for the year. This rebate does not apply to Security Services Fees, Stationery Fees or Lab Fees.

You can use one of the following methods to make this payment, conveniently:

1. HNB SOLO App

Download this app from the Google Play Store/Apple App Store and register your bank account. Go to the "Billers" option, select Methodist College and enter your daughter's 5-digit admission number, along with double zero (00) in front. The app will accept this 7-digit code. Enter the amount that needs to be paid and complete your transaction.

2. Seylan Bank Internet Payment Gateway

<https://mpg.seylan.lk/methodist-college>

Click on the link shown above. You will be redirected to the Seylan Bank Internet Payment Gateway, where you can make your payment using your Credit Card. Please include your daughter's Admission Number, Name and Class.

3. Using the Pay School Fees Feature on the Talkative Parents App

Open this feature on the app and then you will be redirected to the Seylan Bank Internet Payment Gateway. You can make a payment using your Credit Card, as mentioned in point (2.) above.

4. Direct Deposit to HNB Bank counters or Cash Deposit Machines

Parents can also make their payments at any HNB Bank using one of these methods. Please include your daughter's admission number in the relevant field. Payments made without the admission number will not be credited to any students' account.

5. Online Transfer

If you choose to make an online transfer, please include your daughter's name, class and the admission number in the reference field.

The school bank account details (for those who wish to use methods 4 or 5 given above) are as follows:

**Hatton National Bank, Kollupitiya. A/C No. 115010139249 (Principal,
Methodist College)**

6. Direct cash payment to the school office during the school hours

Scholarships and Bursaries - A limited number of scholarships and bursaries are available, which will be awarded based on economic need and/or merit (academic performance, involvement in extra-curricular activities and sports). Please contact the Principal by email for further details.

Hostel and Day Care

Hostel Facilities are available for students in Grades 6 to 14, and on a case-by-case basis for students in the Primary School. Day Care Facilities are available as follows:

- **From 12 noon to 1.30 p.m.** - For students in Grades 1 and 2, who finish their school day at 12 noon, and have to stay for an older sister who finishes school at 1.30 p.m. or have to wait for their school van, which only leaves at 1.30 p.m.
- **From 1.30 p.m. to 5.30 p.m.** - For students in Grades 3 to 13
- **On specific days** where students have extra-curricular activities after school. Students can make use of the Day Care after their activity in order to wash, change and stay on until they are picked up by their parents.
- **Meals** - students can also obtain their breakfast and lunch from the Hostel at a concessionary rate.

CATEGORY	FEES PER MONTH
Hostel	Rs. 10,500.00
Day Care	
12.00 noon - 1.30 p.m.	Rs. 5000.00 (with lunch)
Activity Based use	Rs. 5000.00 (upto 3 days per week)
1.30 p.m. to 5.30 p.m.	Rs. 10,000.00
Meals	
Breakfast	250.00 per day
Lunch	300.00 per day

Please contact the Hostel Warden, Mrs. Shyamala Vethanayagam on 0112375119 if you wish to make use of these facilities. Separate Rules and Regulations for the Hostel and Day Care will be provided.

Social Media Policy

The school recognizes that Social Media plays an integral role in the lives of our students, and that it offers numerous benefits and opportunities. Therefore, social media is not banned in the school. However, there are some risks associated with social media use, especially concerning issues of safeguarding, bullying and the reputation of students, teachers and the school, in general. Therefore, our aim is to ensure that social media is used responsibly and respectfully by all stakeholders of Methodist College.

We strongly urge parents to wait until their daughters are old enough to understand this responsible and respectful use of social media, before they are permitted to have their own social media accounts or their own mobile phones. We recommend that they reach Grade 10, at the very least, before being given this access. Even thereafter, we urge parents to monitor their use of social media from time to time and to keep lines of communication open, so that they can come to you in the event of anything disturbing taking place.

The following is considered as **ACCEPTABLE USE** of Social Media by the school:

- Students, parents and teachers are expected to follow the same rules of good behaviour and respectful conduct online as they would offline.
- Use Good Judgement
 - Think carefully before you share anything online. Even if you change your mind later and delete your post, the information will still be out there.
- Be Respectful
 - Keep all your online interactions respectful, positive and considerate
- Be Responsible and Ethical
 - Verify and fact-check information before sharing information
 - Refrain from sharing information/opinions that are derogatory
- Don't share personal/private/confidential information like
 - Your date of birth, address, mobile phone number

- Personal information of others
- Sharing images of students in the school, when in school uniform, is strictly prohibited.
 - Images relating to school events (where students are in school uniform) will be shared on the official social media pages managed by the school. These images can be re-shared.
- If you are posting photographs of groups of friends, you **MUST** verify from each student if she or her parents have any objection to her images being shared on social media. Respect her decision, whatever that may be.
 - Parents should inform the school if they do not wish for their daughter's photographs to be used on the official social media pages of the school.
- Do not post anything online that you wouldn't want other members of the school community (i.e. other parents, teachers, students), future university representatives or future employers to see.
- Cyberbullying will not be tolerated under any circumstances, and will result in immediate disciplinary action.
- Failure to abide by the Acceptable Use guidelines given above will also result in disciplinary action.

Rules and General Information (Grades 1 & 2)

1. **SCHOOL HOURS** - From 7.30 a.m. to 12.00 p.m. (Kindly ensure that your daughter is punctual to school every day. Please make arrangements to pick her up from school by 12.15 p.m. the latest.)

Parents are not permitted to visit their daughter's classroom, except on special days organized by the school, which will be informed to parents separately. Therefore, please drop off your daughter at the gate when she comes to school and pick her up from the same location.

2. **GENERAL APPEARANCE:** All girls must wear the correct school uniform and the school tie. Black shoes (not ballerinas) and white socks should be worn. Hair ribbons should be dark green and hair bands should be black. Only a pair of simple ear-studs may be worn. No chains, pendants or any other jewellery will be permitted. They will not be allowed to tint or

straighten their hair and girls are not permitted to apply Mehendi for any occasion during school days except for a Bharatha Natyam programme. This too needs the prior permission of the Principal. Those who do so may stay at home till the effect wears off.

3. The school discourages students from taking part in promotional campaigns especially on TV, in the newspapers and on billboards. However, with prior written permission from the Principal, exceptions are made for children in the Primary school only.

4. It is compulsory that the Parent's Name, Telephone Number and Address be written / pasted on the child's Notice /Homework book, to be used in case of an emergency. Please keep us informed if there is any change, especially in contact numbers.

5. 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. Absence for 3 days or more needs to be explained by a Medical Certificate. Excuse letters can be sent by hand or by using the Sounding Board feature of the Talkative Parents communication app, which is the main communication platform of the school.

6. Prior permission must be obtained from the Headmistress 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 entertained, except in very special circumstances.

7. **BIRTHDAY TREATS** - Please limit birthday treats to one item only.

8. **A SPECIAL COLLECTION** is taken every Wednesday. This money is used to help those in need.

9. Parents could meet Class Teachers/ Headmistress by making a prior appointment. Parents and others are not allowed to stay on in the school premises during school hours.

10. Students of Methodist College are not permitted give individual gifts to teachers. A collective gift from the whole class can be given at the end of the year to the Class Teacher. However, a simple handmade card from the student is more than sufficient.

11. 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 must be in their bags.

12. **NOTICE BOOK** - To be used as a Parent-Teacher contact book. It should be sent to school daily. It should be checked and signed by the parent/guardian.

13. If your child is sick, please do not send her to school. You will only have to come and pick her up again, since she is unable to remain in school. Please do not send the driver as we will hand over the child only to the parent. If she contracts 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.

14. 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 Ministry or Police, but parents will have to take the decision regarding their daughter's attendance on such days.

15. For any accidents and injuries which cannot be treated in school, students will be taken to the OPD at Durdans Hospital, 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.

16. 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.

17. Parents are advised to have copies of the Original Birth Certificate with them and not rely on the copy given to the school. Should you wish to obtain the school copy, under any circumstances, 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.

18. **LEAVE ABROAD**: Parents are advised not to take children abroad during term time as it disrupts their school work. In the event that you need to take your daughter overseas for medical treatment etc., kindly obtain prior

written permission from the Principal. Permission will be granted only on a case by case basis. We urge you to restrict all overseas travel to the school holidays.

19. **COMPLAINTS/CONCERNS:** Please address any complaints, in writing to the Principal. Parents are strongly advised against directly confronting a teacher or student regarding any complaint, but to go through the proper channels of the school administration instead. The school strives hard to maintain fairness and ensure justice for all stakeholders. However, it is important to reiterate that some problems are a matter of perspective - either yours or your daughter's; so you may not get the outcome you desire, when making a complaint. No notice will be taken of emails, letters or phone calls made anonymously.

20. **COMMUNICATION PLATFORMS** - The school uses the Talkative Parents app as well as Class WhatsApp Groups set up by the Class Teacher to communicate with parents. Kindly check both platforms regularly to ensure that you are up-to-date on events, procedures etc.

We hope you will be supportive and appreciative parents of the school and that your daughter will learn lasting values from Methodist College.

Email Addresses & Telephone Nos.

EMAIL ADDRESSES

<i>Principal</i>	-	Principal@methodistcollege.lk
<i>Vice Principal</i>	-	VicePrincipal@methodistcollege.lk
<i>Administration</i>	-	Administration@methodistcollege.lk
<i>Primary School</i>	-	PrimaryOffice@methodistcollege.lk
<i>Primary Headmistress</i>	-	PrimaryHeadmistress@methodistcollege.lk
<i>Accounts</i>	-	Accountsdepartment@methodistcollege.lk
<i>Fees Payment</i>	-	Fees@methodistcollege.lk
<i>Secretary</i>	-	Secretary@methodistcollege.lk
<i>Registrar</i>	-	Registrar@methodistcollege.lk

TELEPHONE NOS.

General Line	-	0112573072
Fax No	-	0112372106
Primary School	-	0112375640
Fees Payment	-	0112575264



Facebook - Methodist College Colombo

<https://www.facebook.com/profile.php?id=61552308740945>

Instagram - Methodistcollegecolombo

<https://instagram.com/methodistcollegecolombo?igshid=NzZIODBkYWE4Ng==>

LinkedIn - Methodist College Colombo Sri Lanka

<https://www.linkedin.com/company/methodist-college-colombo-sri-lanka/>

