



METHODIST COLLEGE

2024

STUDENT HAND BOOK

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 3 - 14)

1. **SCHOOL HOURS** -7.25 a.m. to 1.30 p.m.

Detention: If students repeatedly get late to come to school, they will be asked to stay after school on a given day or come to school on a Saturday, after every 5th time of getting late. Detention is supervised by the Head Prefect and other members of the School Committee. Parents will be notified in writing. We urge parents not to make excuses & complain when they receive the notice. Please make every effort to send / bring your daughter/s to school on time.

2. **GENERAL APPEARANCE:** Girls must wear the correct school uniform and the school tie every day. Shoes should be white, fully covered and with no heel. Students in Grades 3 to 5 (only) may wear black shoes. Sneakers with branding etc. are NOT permitted. Hair should

be tied back and plaited, if below shoulder length. A dark green hair ribbon should be worn. Hair bands and hair clips should be black.

The only exception to this dress code is for Senior Guides, Girl Guides and Little Friends who wear their special uniform on Mondays (in the Upper School) and Tuesdays (in the Primary School)

Finger nails should neither be painted nor pointed. A simple pair of ear studs and a simple wristwatch may be worn (the strap should be metal or black). No extra piercing of the ear will be allowed. No other jewellery is permitted, including chains, blessed medals or pendants, friendship bands etc. A maximum of 2 strands of white or black thread may be worn, for religious purposes, by Buddhist or Hindu students. Body piercing or tattoos are strictly prohibited.

Girls are not permitted to apply Mehendi for any occasion during school days except for a Bharatha Natyam programme, which must be informed to the school beforehand. Those who do so without permission will have to stay at home till the effect wears off.

3. **GENERAL DISCIPLINE:**

- Church attendance is compulsory for all Christian students in the Upper school. Prayers are usually held from Tuesday to Friday each week.
- Girls who are not required to stay on after school 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, as our students are permitted to attend extra classes in school uniform, if they wish to do so. They may change only if they are staying on for any sports activity in the school. A request letter from the parent is necessary if they wish to change clothes for any other purpose.
- Good behavior is expected of all Methodist College girls especially when they are in school uniform, in buses, trains or public places. Any actions which bring disrepute to the school will be viewed with utmost seriousness and the student may face detention, suspension or even permanent expulsion, at the discretion of the Principal.
- 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.

- No girl may come for any activity or class after school, if she has been absent in the morning, unless prior permission has been obtained from the Principal.
- 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 entertained.
- No girl is permitted to leave the school compound during the interval without the Principal's or Vice Principal's permission.
- **ATTENDANCE** - Regular absenteeism by some students is a serious concern in the school. We maintain a minimum attendance policy of 80% which applies to all students, particularly those in O/L and A/L examination classes. Since this minimum attendance is required by the Ministry of Education, those who have less than 80% attendance may not be eligible to apply for these examinations through the school. The only exception to this will be in cases of prolonged illness, which will need to be discussed with the school administration.
- The position of the school with regard to students taking part in films, tele dramas or advertising campaigns is as follows:
 - While what parents permit their children to take part in, after school hours, does not come within our ambit, we would like the courtesy of being informed and permission being sought, before agreeing to any of the above. With regard to commercial advertisements, we strongly urge parents to consider appropriateness of product and setting before you agree.
 - While we know there are many opportunities for children now to showcase their talents through the various shows on TV, we appeal to parents to consider whether exposing them to such publicity and competition at an early age, would distract them from focusing on the daily routines of life. Similarly, we strongly discourage parents from entering your daughters for popular talent shows on any media, where the winner is declared by the public voting in, via SMS. I am sure you will agree that it would be more about popularity than talent!
 - For all cultural/religious shows, whether stage or TV, a simple letter informing the school would suffice. For all of the above, we would not give permission for recording/filming/rehearsals during school hours. We would be grateful if all parents followed these

guidelines so as not to hinder your daughter's schooling. A half day on the day of any religious/cultural program/recording etc. would be permitted.

4. **NOTICE BOOK:** Each student in the Primary School must have a Notice Book, which will be a means of communication between the school and parents. Please check this book regularly.
5. **BIRTHDAY TREATS:** Please limit birthday treats to one item only.
6. **LEARNING JOURNEYS/CLASS EXCURSIONS:** Parents will be informed in writing of learning journeys and excursions. Written permission from parents is a requirement before a girl is taken on an excursion or for any event organized outside the school.
7. **SPECIAL COLLECTION:** A collection will be taken every Wednesday. This money is used to help those in need.
8. **BOOKS:** Books borrowed from the school or class Library should not be lent to others. Any book other than study material that is brought to school, should be shown to the class teacher and her approval obtained.
9. **MOBILE PHONES** and other electronic or digital devices should not be brought to school. They will be confiscated if found, and returned only at the end of the term, to a parent or guardian.

Kindly note that only students in Advanced Level classes are permitted to bring their mobile phones to school. Please send a letter / email informing the Principal that your daughter is bringing her phone to school. Once the Principal has approved the bringing of the device to school, it may be brought daily in a transparent case, with the student's name and class clearly indicated. Such phones should be handed over to the school office by 7.30 a.m. and can be collected once again at 1.30 p.m.

Mobile phones collected after 1.30 p.m. should not be used in the school premises under any circumstances.

Any breach of this procedure will result in the loss of this privilege. Phones that are not accompanied by a letter at the beginning of each term will be confiscated and returned only at the end of the term, to a parent or guardian.

10. Students should not bring parcels, letters or any other such material for any other girl in school.
11. No person may enter the school and go to the classrooms without permission. Any visitors, including a parent wishing to meet a teacher, should first surrender their NIC to the Security point, obtain a “Visitor Pass” and then inquire at the office.
12. Parents may meet the Principal, Vice Principal, Headmistress or Teacher, by prior appointment only. Kindly refrain from contacting staff members (Tutorial and Administrative) outside school hours. No school business will be transacted on Saturdays, Sundays and on Public Holidays
13. 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.
14. Please note that food parcels or projects/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.
15. For those staying on for after school activities, lunch may be brought at noon and left at the Security booth with the full name and class of student written clearly.
16. Children will not be allowed to take phone calls home unless a meeting after school has been cancelled due to unavoidable circumstances. If you need to convey a message to your daughter in an emergency, please call the school and leave a message, so that it can be given to her.
17. Please make sure all arrangements regarding their travel or after school plans are finalized at home before they come to school.
18. 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 Ministry of Education or Police, but parents are free to take the decision regarding their daughter’s attendance on such days.
19. 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.

20. 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.
21. Parents are advised to have multiple 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 in an emergency, a letter must be given to the school office with a photocopy of the Birth Certificate and the original must be returned within a month.
22. 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 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 and send the necessary medication.
23. 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.
24. If your child is absent for more than 3 days for whatever reason, please inform the school. A medical certificate must be submitted to cover the period. If she is unable to climb stairs due to surgery etc, please do not send her to school until she is able to do so.
25. The school has a strict policy that prohibits teachers in the school from giving extra classes to any student within the school - whether that student is taught a subject by that same teacher or not. Please refrain from asking members of the tutorial staff for any extra classes outside the school premises. Our staff will do their utmost for your daughter in the classroom itself, and will often conduct extra classes (free of charge) after school or during holidays, to ensure that weak students are given any extra help needed.
26. **LEAVE ABROAD:** Please note that permission for leave abroad during term time will only be given if the student needs to travel overseas for medical treatment. In such a case, written permission must be obtained from the Principal for leave abroad. Please plan all other

overseas trips during the vacation months, so that your daughter's education does not get disturbed in any way.

27. **COMPLAINTS:** Please address any complaints, preferably in writing, to the Principal, Vice Principal or Headmistress (Primary school). Parents are advised to refrain from 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 daughters; so you may not get the outcome you desire, when making a complaint.

Furthermore, due to issues of confidentiality, the school administration may not be able to inform you of the actions taken regarding the complaint, except to say that the matter has been dealt with and that the cause for complaint should cease thereafter.

No notice will be taken of emails, letters or phone calls made anonymously.

28. **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 from time to time to ensure that you are up-to-date on events, procedures etc.

29. **PASTORAL CARE/COUNSELLING SERVICES:** The mental wellbeing of our students is a priority for us at Methodist College. We are aware of the pressures they face, as young people in a rapidly changing world. Therefore, students in Grades 6 to 14 have access to 2 trained Counsellors, who will be present in school on 4 days of the week. Any student wishing to speak to one of the counsellors should give their names to the office and the Counsellor will set up an appointment to speak to them thereafter. All matters discussed at these sessions are confidential and will not be divulged to anyone in the school.

Parents too can avail of this service. Please call the school office on 0112573072 and set up an appointment.

30. **SCHOOL LEAVING PROCEDURE:**

Parents are encouraged to give us much notice as possible in the event that their daughter is leaving the school, other than at the end of her academic career (i.e completion of the G.C.E A/L examination or the IAL examination). For students leaving the school prior to that point, at least one month's notice should be given.

When requesting the Pupil's Record Sheet (Leaving Certificate), please send a written request or email to principal@methodistcollege.lk with a copy to registrar@methodistcollege.lk. Your request will be processed within a week, provided all fees due for the period has been settled, library books returned etc.

Students in the senior classes are requested to fill in the relevant form when applying for the Character Certificate/Letter of Recommendation. This form contains all the information relevant to the academic and extra-curricular involvements of the student.

Students who require transcripts or certification of Results Sheet for further education should contact the Registrar.

Email Addresses & Telephone Nos.

EMAIL ADDRESSES

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

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/>

