



METAS ADVENTIST SCHOOL

Athwalines, Surat

Website: www.suratschool.metasofsda.in

Email: principalsrtsch@metasofsda.in

August 4, 2017

Dear Parents and Guardians,

With regard to **I Term Examinations**, I would like to draw your attention on the following:

1. The examinations will be held as per the schedule and the timetable has been given to the students and posted in the Website as well. I trust that you are in possession of the I Term Examination Timetable.
2. Fee dues as of **August 2017** must be paid in order to obtain the permit cards for I Term Examinations. For Lower Primary (**I – V Std**), permit cards will be given to the class teachers. However, Upper Primary (**VI – VIII Std**), Secondary (**IX – X Std**), and Higher Secondary (**XI – XII Std**) students are expected to procure their permit cards from the class teachers by **Thursday, 10th of August 2017**. High School students are expected to carry the permit card everyday to the examination hall. Students will not be allowed to sit for examinations without a permit card.
3. Students are expected to come to school in full uniform along with the ID card provided this year.
4. From Monday, **14th August 2017 to 30th August 2017**, the Afternoon Session for the Elementary School will commence as usual at **1:30 p.m. but would conclude by 4:00 p.m.** Parents are requested to make adequate arrangements to escort their children home, as this will give them more time to prepare for the following day's examination.
5. Pre-Primary classes i.e. **Jr. Kg & Sr. Kg** of both morning and afternoon shift will follow the regular school timings.
6. Please be informed of the **online fee payment facility** made available for your convenience. The parents can use the credit card, debit card, and net banking options to pay their wards education fees online. For further details, kindly log on to www.suratschool.metasofsda.in. Read the instructions carefully before the payment. Fees can be paid at the fees counter or the online portal.

Your cooperation in this regard is solicited.

With warm regards,

Yours sincerely,

DR. SRIKAKOLLI ELIAH
PRESIDENT & PRINCIPAL