



METAS ADVENTIST SCHOOL

Affiliated to CISCE, New Delhi

P. O. Box 24, Athwalines, Surat.

Website: www.suratschool.metasofsda.in,

Email: principalsrtsch@metasofsda.in

August 3, 2018

Dear Parents and Guardians,

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

1. The examinations will be held as per the schedule. The timetable is given to the students and posted on the website as well. I trust that you are in possession of the I Term Examination Timetable.
2. Fee dues as of **August 2018** must be paid in order to obtain the permit cards for I Term Examinations. For classes **Jr.KG to V Std**, permit cards will be given to the class teachers. However, High School (**VI – XII Standard**) students are expected to procure their permit cards from their class teachers on **Friday, August 10, 2018**. High School students are expected to carry the permit card every day to the examination hall. Students will not be allowed to sit for examinations without their permit card.
3. Students are expected to come to school in full uniform along with the ID card provided this year for the examinations.
4. From **Monday, August 13, 2018, to Wednesday, August 29, 2018**, the afternoon session for the Elementary School will commence as usual at **1:30 p.m.** but 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 even during the examination period.
6. Please be informed, the **online fee payment facility** is made available for your convenience. Parents can use Credit Card, Debit Card and Net Banking options to pay their ward(s) fees online. For further details, kindly log on to www.suratschool.metasofsda.in. Read the instructions carefully before the payment.
7. Fees can be also paid through METAS Adventist School app available on Play Store and App store.

Your cooperation in this regard is solicited.

With warm regards,

Yours sincerely,

Srikakolli Eliah, PhD
President & Principal