



METAS ADVENTIST SCHOOL

Athwalines, Surat.

June 6, 2018

Dear Parents & Guardians,

We are delighted to begin another academic year. There are few guidelines given below that will help you and the administration to avoid any unwanted discrepancies in the coming days. Please follow the instructions to serve you better.

1. The timings to be followed on **June 7th & 8th, 2018** are as follows:

- a) Morning Shift Classes:
VI – XII **7:20 a.m. to 11:00 a.m.**
- b) Afternoon Shift Classes:
I – V **1:30 p.m. to 3:40 p.m.**

2. The timings to be followed from June **11th to 15th, 2018** are as follows:

- a) Morning Shift Classes:
VI – XII **7:20 a.m. to 12:10 p.m.**
- b) Afternoon Shift Classes:
I – V **1:30 p.m. to 4:00 p.m.**

In order to give quality time for the Parents, our school will be having: “**PARENT-TEACHER MEETING**” sessions all through the week between **June 11 to 15, 2018**. These sessions will be an opportunity for parents to meet their child’s teacher. The sessions will be as per the mentioned schedule:

Morning Shift:

Class & Sections	Day	Date	Roll Numbers	Shift	Timings
VI to XII Standard	Monday	11/06/18	1 - 10	Morning	12:20 p.m. to 01:10 p.m.
	Tuesday	12/06/18	11 - 20		
	Wednesday	13/06/18	21 - 30		
	Thursday	14/06/18	31 - 40		
	Friday	15/06/18	41 - 49		

Afternoon Shift:

Class & Sections	Day	Date	Roll Numbers	Shift	Timings
I - V Standard	Monday	11/06/18	1 - 10	Afternoon	4:30 p.m. to 5:30 p.m.
	Tuesday	12/06/18	11 - 20		
	Wednesday	13/06/18	21 - 30		
	Thursday	14/06/18	31 - 40		
	Friday	15/06/18	41 - 49		

Parents are requested to avoid four wheelers. Provision is made by to school for parking two wheelers. You are requested to avoid parking in front of the school gate to avoid traffic hassles.

3. The parents of the afternoon shift students (I to V) should send their children between 1:20 p.m. and 1:30 p.m. The sports, games and other activities that are being conducted on Sundays will be intimated to you later.
4. Book store counters will be open between **4:15 p.m to 5:30 p.m.** during the mentioned dates (**June 7th & 8th, 2018**). Thereafter the book store will remain open in the month of June from **Monday to Thursday** between **6:00 p.m. to 7:00 p.m.**
5. The pending books, ties and belts will be issued to the students in the class. Parents are requested not to approach the school store for the same. Once the book/tie is procured, the rate will be intimated to you.
6. The regular parent-teacher meeting will commence from June 27, 2018. The schedule for the same will be uploaded on the school website shortly.
7. If you are not receiving the METAS Alerts on your mobile phone, kindly give the latest number to the class teacher. The METAS Adventist School app can be downloaded on play store / app store.
8. You can visit the school website for day to day information. (www.suratschool.metasofsd.in)
9. Parents are advised to send their ward by RTO approved vehicle only. Verification of license & vehicle permit of the driver should be done by parents only.
10. The name and class of your child should be embroidered inside the neck line of the dress, socks and the name should be written with a ball pen inside the shoes too.
11. Name, Class & Section to be written on each & everything sent to school. School will not be responsible for any unlabeled book and stationery etc.
12. Identity Card is compulsory for all. The old Id card must be worn by the student until the new one is issued.

Thanking you for your support and guidance throughout the past years, we look forward to similar co-operation in the years ahead.

Yours Sincerely,



Dr. Srikakolli Eliah
President & Principal