



METRO SCHOOL TORONTO



WWW.METROSCHOOL.ONLINE

Study online any time any where

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Academic Calendar 2025-26**Elementary and Secondary**

- The school year starts on 3 September each year.
- School year Ends at end of June each year.
- Admission and Registrations for September Session start from July to August each year
- The number of days for instructions for elementary and secondary school 173
- The number of professional activities days for elementary and secondary school are 6
- School Opening Online Open 24/7, Physical Locations Timings 9.00 am to 4.00 pm
- Online Classes Time 30 Minutes,
- Certificate Courses 1 Hour each class
- Office First Break 10.00 am 15 minutes
- Office Lunch Break 30 minutes, at 1.00 pm to 1.30 pm
- Physical Office Closing Time 4.00 pm

Professional Activities Days

- Professional Learning Day September 14
- Teaching Planning September 5
- Reports to Students/Parents November 16
- Assessment Day, Reports Cards, January 21
- Professional Learning May 13
- Assessment and Reports Cards issued June 7
- Reports to Students/Parents June 30

TERM 1 SEPTEMBER TO JANUARY

- Attendance, One Login Per week per course, 5 Logins per week per course
- Weekly Assignments 1 per course, two, three lessons per week
- Mid Examinations Term Nov 7
- Final Examination Term Dec 15

TERM 2 FEBRUARY TO JUNE

- Weekly Assignments 1 per course, 2 lessons per week
- Mid Examinations Term 2 April
- Final Examination Term 15 June
- Ontario Government Exam every three years

Summer Holidays

- Teachers come back in Mid-August

Summary of Teaching days and Hours - Academic Year 2025-26

Month	Activity	Dates	Instruction Days
September 1 to 30	Labor Day	September 2	20
October 1 to 31	Thanksgiving	October 14	22
November 1 to 30	Mid Term	Nov 1	21
December 1 Dec 31	Final Term Final Term	Dec 15 Dec 23-31	15
Jan 1 Jan 31	Final Term	December 15	20
February 1 29	Family Days	February 18	20
March 1 to 30	Good Friday Spring Break	March 29 March 15-20	
April 1 to 30	Mid Term Easter	April 2 April 18	20
May 1 to 31	Victoria Day	May 19	21
June 1 to 30	No holiday Final Exam	June 25	21
July 1 to 31	Canada Days	July 1	0
July 1 to	Summer Holidays	July, August	0
August 31			
Total			180
Professional Activities Days/Exams			-11
Teaching Hours Per Year/Course			169 84.5/2 = 42.25

MORNING CLASSES TIMETABLE

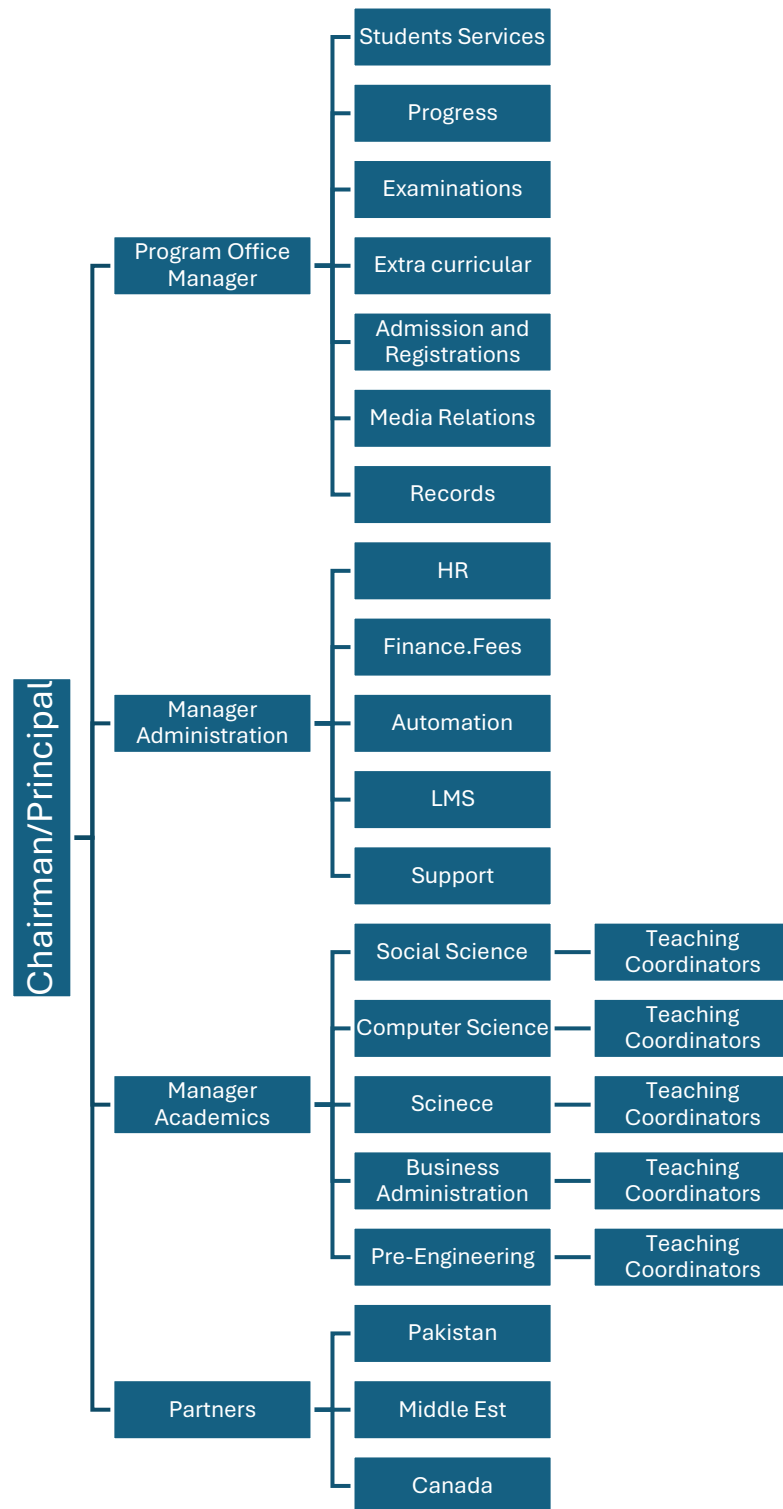
Time	Grade Class	Monday	Tuesday	Wed	Thursday	Friday	Saturday
8.30 – 9.00	KG1/2, Kachi	Subject1 Subject2 Subject3 Teachers	Subject4 Subject5 Teachers	Subject1 Subject2 Subject3 Subject7 Subject8 Subject7 Subject8 Teachers	Subject4 Subject5 Teachers		Late Work
9.00-9.30	Class/Grade 1	Subject1 Subject2 Subject3 Teachers	Subject3 Subject4 Subject6 Teachers	Subject7 Subject8 Subject5 Subject6 Teachers	Subject7 Subject8 Teachers	Subject9 Subject10 Teachers	Extra Subjects Teachers
9.30-10.00	Class/Grade2	Subject1 Subject2 Teachers	Subject3 Subject4 Teachers	Subject5 Subject6 Teachers	Subject7 Subject8 Teachers	Subject9 Subject10 Teachers	Extra Subjects Teachers
10.00-10.30	Class/Grade3	Subject1 Subject2 Teachers	Subject3 Subject4 Teachers	Subject5 Subject6 Teachers	Subject7 Subject8 Teachers	Subject9 Subject10 Teachers	Extra Subjects Teachers
10.30-10.45	Break						
10.45-11.15	Class/Grade 4	Subject1 Subject2 Teachers	Subject Subject4 Teachers	Subject5 Subject6 Teachers	Subject7 Subject8 Teachers	Subject9 Subject10 Teachers	Extra Subjects Teachers
11.15-11.45	Class/Grade5	Subject1 Subject2 Teachers	Subject Subject4 Teachers	Subject5 Subject6 Teachers	Subject7 Subject8 Teachers	Subject9 Subject10 Teachers	Extra Subjects Teachers
11.45.12.15	Class/Grade6	Subject1 Subject2	Subject Subject4	Subject5 Subject6	Subject7 Subject8	Subject9 Subject10	Extra Subjects

		Teachers	Teachers	Teachers	Teachers	Teachers	Teachers
12.15 –12.45	Break						
13.15-13.45	Class/Grade7	Subject1 Subject2 Teachers	Subject3 Subject4 Teachers	Subject5 Subject6 Teachers	Subject7 Subject8 Teachers	Subject9 Subject10 Teachers	Extra Subjects Teachers
13.45-14.15	Class/Grade 9	Subject1 Subject2 Teachers	Subject3 Subject4 Teachers	Subject5 Subject6 Teachers	Subject7 Subject8 Teachers	Subject9 Subject10 Teachers	Extra Subjects Teachers
14.15 –14.45	Break						
14.45-15.15	Class Grade 10	Subject1 Subject2 Teachers	Subject3 Subject4 Teachers	Subject5 Subject6 Teachers	Subject7 Subject8 Teachers	Subject9 Subject10 Teachers	OLITC Teachers
15.150.15.30	Class/Grade 11	Subject1 Subject2 Teachers	Subject3 Subject4 Teachers	Subject5 Subject6 Teachers	Subject7 Subject8 Teachers	Subject9 Subject20 Teachers	Extra Subjects Teachers
15.30 - 1600	Class/Grade12	Subject1 Subject2 Teachers	Subject3 Subject4 Teachers	Subject5 Subject6 Teachers	Subject7 Subject8 Teachers	Subject9 Subject10 Teachers	Extra Subjects Teachers

EVENING LEARNING AND DEVELOPMENT CENTER TRAINING COURSES EVENING TIMETABLE

Courses	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Business	5.00-6.00 6.00-7.00 7.00-8.00 8.00-9.00	Course1 Course2 Course3 Course4	Course1 Course2 Course3 Course4	Course1 Course2 Course3 Course4	Course1 Course2 Course3 Course4	Extra
Computers	Time 5.00-6.00 6.00-7.00 7.00-8.00 8.00-9.00	Course1 Course2 Course3 Course4	Course1 Course2 Course3 Course4	Course1 Course2 Course3 Course4	Course1 Course2 Course3 Course4	
Social Science	Time 5.00-6.00 6.00-7.00 7.00-8.00 8.00-9.00	Course1 Course2 Course3 Course4	Course1 Course2 Course3 Course4	Course1 Course2 Course3 Course4	Course1 Course2 Course3 Course4	
Science	Time 5.00-6.00 6.00-7.00 7.00-8.00 8.00-9.00	Course1 Course2 Course3 Course4	Course1 Course2 Course3 Course4	Course1 Course2 Course3 Course4	Course1 Course2 Course3 Course4	
Engineering	Time 5.00-6.00 6.00-7.00 7.00-8.00 8.00-9.00	Course1 Course2 Course3 Course4	Course1 Course2 Course3 Course4	Course1 Course2 Course3 Course4	Course1 Course2 Course3 Course4	

Organization Chart of the School



The school is owned by Metropolitan Group, the group is a registered business in Canada

Establishment

The Metro School Toronto is a division of Metropolitan Group (www.metrohitech.com). It is formally Registered Business in Canada. The school is being registered as a private school with Ontario Ministry of Education and Government of Pakistan. Later the School will appoint Franchisees and Representatives local and abroad. The school have a main office in Canada and an Admin Office in Rawalpindi, Pakistan.

The school will also have affiliations with Federal Board of Intermediate and Secondary Education, Islamabad, Pakistan.

Longitude and Latitude of the School

43.737017, -79.259573

Vision and Mission

Metro School Toronto (2025) provides student centered online quality education and training. The school strives to enable its students to reach a higher level of achievements, acquire knowledge, skills and values they need to contribute for development of community.

The schools focus on shaping minds for understanding, time management, organizational behavior and professional skills development.

The school has 100% digital asynchronous learning platform. At some points it becomes synchronous platform when having instant meetings with teachers and peer groups. The school has an independent learning environment with instructor-led lessons, assignments, quizzes. The schedules are flexible but tied with timetables, terms and semesters. The lessons and assignments are uploaded by teachers well before the schedule, students can complete at their own availability, but time based.

Our objective is to offer Canada and Pakistan curriculum local and abroad directly or indirectly with partnership agreements. The courses will also have interactive live videos for programs and courses.

The school is committed to providing education and training to students which can contribute to community change and development with skills, knowledge and wisdom.

Academic Programs**Canada**

- Kindergarten 1 and 2
- Ontario Elementary Grade 1-8
- Ontario Secondary School Diploma Grade 9-12
- Ontario General Education Diploma
- Short Courses
- Language Courses

Pakistan

- Primary School Certificate
- Middle School Certificate
- Secondary School Certificate
- Higher secondary school Certificate
- Pakistan Higher Secondary School Certificate (SSC, FA, FSC, ICOM, ICS)
- Certificate and Diploma Programs

The Pakistan's program will be registered and affiliated with Federal Board of Intermediate and Secondary Education, Islamabad, Pakistan.

Training Courses

- English Language
- Computers Technology
- Mathematics
- Social Science
- Business Administration
- General Science
- Pre Engineering

Certificates of Training

Certificate and Diploma programs, students must complete 4 subjects at level 1 and 2 and 3 and gain knowledge from various departments and concentrations of their choice such as; business administration, social science, computer science, science and engineering or certifications training.

Curriculum

At present the school offer Canada and Pakistan's curriculum. However, it has provision of offering other international curriculum through partnership agreements with third party schools and representatives local and abroad. All partners will be mentioned to government of Ontario as and when it becomes read

Program Delivery

The school has three stages of program administration

- a. Government Approvals
- b. Program Administration
- c. Program Delivery

The Online Programs are offered by the school, whereas offline programs will be offered by partners schools until the school also has its own class-rooms locations. The representatives are small vendors who only process students' sign-ups.

Admissions and Registrations

Admissions are opened year around. However, late entry students must increase course load for make-up back log of courses. All stake holders follow academic calendar.

The Admissions and Registrations criteria is set for every level, e.g. if any student is getting admission in grade 4, he or she must have completed grade three education. At present there is no admission fee.

The course fees are to be paid after admission before starting the courses by using any of the methods available on the website.

The admissions and registrations are continuous; however, the activities are tied up the full academic year calendar for understanding deadlines for doing certain tasks and coordinating with government and other stakeholders. If the administration feels that students will not be able to complete his/her course as per term, the admission will be approved but enrollment will be detailed for the following term/semester. The administration enquires about textbooks purchase soon after approval of admissions.

Pre and After school

- The school has a nursery section for early-age students.

Kinder Garten

- Age 4-5
- No Test or Examinations Required

Grade 1- 8

- Must have completed previous year's level with B or 40% marks

Secondary School (Grade 10-12)

- Must have completed Grade 8 or equivalent with B or 40%
- Entrance Test English, Math and Computers

Career Training

- Aptitude Test

Equivalency

Educational equivalency assessment is required for education obtained in other countries. Equivalency fee will be charged.

The documents must be in English language. Translation fees will be charged in case of other language documents.

The career training programs are developed according to the marketing needs, rules and regulations of government of Pakistan

GRADUATION REQUIREMENTS**OSSD – ONTARIO SECONDARY SCHOOL DIPLOMA**

- Complete 30 Credit from Grade 9-12
- Pass Ontario Secondary School Literacy Test (OSSLT)
- Complete 40 Hours of Community Work

Pre University and Advance Placement Courses

- English for U, English for College and English for Workplace
- Students can enroll in pre university and advance placement courses according to their interest in Grade 12 and future career.
- ESL Courses

Students who enrolled in this program at Metro Toronto successfully complete the program requirements will get the Ontario Secondary School Diploma (OSSD).

The school supports students to achieve academic excellence as well as the practical skills necessary for success after high school.

The school provides an independent learning environment which focuses on Social Skills, Organizational skills, time management, self-discipline, self-confidence, life skills and professional skills.

Pre Requisites

All students have the following pre-requisites. However, if a student shows good in beginning assignments, he she is exempted from prerequisites.

Ontario General Education Diploma

The GED certificate shows that students have high school-level knowledge and skills, without having completed a formal secondary school program from foreign countries. This program is for Canada residents only.

The GED test is composed of five tests:

- Writing (language arts), Reading (language arts)
- Mathematics
- Social studies
- General Science

The students need a score of 450 out of 800 on each of the five tests to receive the GED certificate, also referred to as an Ontario High School Equivalency Certificate.

At present The TVO Independent Learning Centre (ILC) is the only provider of the GED testing program in Ontario. Learn more about GED testing in Ontario (<https://ilc.tvo.org/en-ca/GED/about>). If the Ministry allows, the Metro School will conduct GED Examinations

Eligibility

You must be a resident of Ontario and at least 18 years old, provide a 'date of leaving the last high school attended.

This program might be good for you if you:

- are currently working and need to show your employer proof of high school equivalency but do not want to go back to high school.
- need a proof of high school equivalency to find a job or pursue studies in college or apprenticeship.

Examination Cost

It costs \$100 to register for the test.

GET STARTED

The above link on the home page of the website of Metro School Toronto takes students, teachers, partners and investors to different links for processing their requests. The brief requirements for all stakeholders are explained below. Please refer to the User LMS Guide which is sent with this brochure to all relevant stakeholders.

System Requirements

- Desktop PC or Laptop 2 gb Ram 500 GB HD 13, or i5 or i7
- MS Windows 10, 11 or 12
- MS Office and its applications 2018 or later
- Acrobat Reader 7 or later
- Web Camera
- Headphones with Mic

Technical Support

The following common roles are teachers, students, vendors, and subscribers. Confirmation emails are sent back to users for further action. All website visitors can always send support tickets from support link, for any query, question and help.

The admission process is very simple: first apply for admission, then wait for a reply, if accepted, enroll or register in courses. Payment first policy applies to everyone. The Admin Office assigns Teachers.

Teaching Support

Teachers are assigned and an assignment as per requirements. They are available to students after admissions, the technical support section sends confirmation emails with welcome documents, such as brochure, courses information, usernames, names, emails, teachers' names. Online support is available 24/7, replies are sent to students within 24 hours of their receipts. The students can also join group discussions with peers and teachers. Live meetings are arranged as and when required.

Partner Schools and their Students

Third Party students/teachers are registered through their parent schools. The partner schools must send their names, emails, phones and courses information for enrollments and teachings.

Books and Supplies

The digital books, any material inside LMS is available free of cost, however, printed books are supplied upon orders and payment first.

Students' Progress

The administration services and academics services tracks students' attendance, progress, students' records, students' records, fee management, refunds, registrations and withdrawals. The administration keeps records of the students. Only students' teachers and admin and login to records and system. However, reports are sent to students and parents.

Withdrawals

Students can withdraw or change courses with the first week of enrollment. A full refund is provided or adjusted with our courses.

Refunds

Our refund and return policy last 30 days. The textbooks are non-refundable.

Tuitions Fees

Class/Grade	Per Course
Nursery and KG	100.00
Class/Grade 1-2	200.00
Class/Grade 3-4	300.00
Class/Grade 5-6	400.00
Class/Grade 7, 8	500.00
Class/Grade 9, 10	600.00
Class/Grade 12	700.00
Short Course	700.00
Certificate	3000.00
Diploma/Certification	5000.00

Textbooks and Study Material

The digital study material which is available inside LMS is free of charge. The study material includes:

- Digital Books
- Audio files
- Video files
- Printed Textbooks

The printed textbooks are supplied to students upon purchase order. Payment, shipping and tax to be paid in advance. Students are required to submit and support tickets with a list of books they need. The Support will send them price total.

The books are supplied by suppliers directly on receipt of our orders.

SCHOOL STATISTICS

Children under 3 -8

1	JK/SK	<i>strength</i>
2	G1-8	0
3	G9-12	0
	Short Courses	52

Projected Data

1	JK/SK 100	500
2	G1-8 100	500
3	G9-12 500	500
	Short Courses	500

Current Orders and Staff

Students Orders 52	52
Staff	0
Partners	0
Teachers	5
Technology Specialists	5
Tutors 5	0
Forums Members 7,000 +	7,500
Resellers	0
Representatives	0

Skills and Habits Development

Sense of responsibility	Drive
Initiative	Independent Work
Organizations	Meticulous
Interaction with other	
Disciplined	

Assessments and Evaluations

The school has quite comprehensive assessment and evaluation policies. The school sends progress reports to parents at the end of each term/semester. Special reports are sent as and when required. Students Readings, Lessons, completion of assignments, test, quizzes, essays, group discussions, net meetings, login attendance, punctuality, neatness and understanding

Grading Policies

The Metro School Toronto follows the Government of Ontario and Government of Pakistan's rules and regulations, guidelines for assessment and evaluations.

Grading System in Pakistan

Grade	Description	Equivalency
A	Excellent	A
B	Good	B
C	Satisfactory	C+
D	Pass	C
F	Fail	F

Percentage	Grade	Equivalency
80 – 100	A	Pass
60 – 79	B	Pass
50 – 59	C	Pass
40 – 49	D	Pass

0 – 39	E	Fail
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In Pakistan the old grading system consisting of “Division Scheme”, the range of percentage of marks is as follows:

Percentage of Marks	Division
60 – 100	First
45 – 59.99	Second
33 – 44.99	Third
0 – 32.99	Fail

The Pakistan’s grading system according to the percentage of marks in matriculation and Division Scheme is as follows:

Percentage of Marks	Grade	Description
80% and above	A1- 5 points	Exceptional
70% and above but below 80%	A- 4 points	Excellent
60% and above but below 70%	B- 3.5 points	Very Good
50% and above but below 60%	C- 3 points	Good
40% and above but below 50%	D- 2 points	Fair
below 40% to minimum pass marks	E- 1 point	Satisfactory
below 33% or passing marks	F- 0 point	Fail

Another grading scale is commonly used in lower education:

Percentage of Marks	Grade	Description
80% and above	A1	Exceptional
70% and above but below 80%	A	Excellent
60% and above but below 70%	B	Very Good
50% and above but below 60%	C	Good
40% and above but below 50%	D	Fair
below 40% to minimum pass marks	E	Satisfactory
below 33% or passing marks	F	Fail

Grading Scheme For SSC(Matric)

Grades	Percentage of Marks	Marks	Percentage of Marks
GRADING FORMULA (850 Marks)			
A+	80 % or above marks	680 or more marks	Outstanding of Marks
A	70 % to 79 % marks	595 to 679 marks	Excellent
B	60 % to 69 % marks	510 to 594 marks	Very good
C	50 % to 59 % marks	425 to 509 marks	Good
D	40 % to 49 % marks	340 to 424 marks	Fair
E	33 % to 39 % marks	Below 340 to minimum pass marks	Satisfactory

GRADING FORMULA (1050 Marks Scheme)			
A+	80% or above	840 or above	Outstanding of Marks
A	70% to 79%	735 to 839	Excellent
B	60% to 69%	630 to 734	Very good
C	50% to 59%	525 to 629	Good
D	40% to 49%	420 to 524	Fair
E	33% to 39%	419 or below minimum pass marks	Satisfactory
GRADING FORMULA (1100 Marks Scheme)			
A+	80% or above	880 or above	Outstanding of Marks
A	70% to 79%	770 to 879	Excellent
B	60% to 69%	660 to 769	Very good
C	50% to 59%	550 to 649	Good
D	40% to 49%	440 to 549	Fair
E	33% to 39%	439 or below minimum pass marks	Satisfactory
PRACTICAL GRADING FORMULA (1100 Marks Scheme)			
A+	90% or above	18 or above	Outstanding of Marks
A	80% to 89%	16 to 17	Excellent
B	70% to 79%	14 to 15	Very good
C	60% to 69%	12 to 13	Good
D	50% to 59%	10 to 11	Fair
E	40% to 49%	8 to 9	Satisfactory

Grading Scheme for Intermediate

Grades	Percentage of Marks	Marks	Percentage of Marks
GRADES / DIVISION FORMULA)			
A+	80 % or above marks	880 or above marks	Outstanding of Marks
A	70% to 79.99% marks	770 to 879	Excellent
B	60% to 69.99% marks	660 to 769	Very good
C	50% to 59.99% marks	550 to 659	Good
D	40% to 49.99% marks	440 to 549	Fair
E	33% to 39.99% marks	439 or below	Satisfactory
Divisions 60% or above First Division 45% but less than 60% Second Division 33% but less than 45% Third Division			

The training certificates assessments will be done by calculating Grade Point Average (GPA) 4.0

GPA 4.0 Grading System for Post Secondary courses

Weightage and GPA

- Attendance 5%
- Discipline/Teachers 5%
- Assignments/Projects 20%
- Mid-Term Examinations 30%
- Final Examinations 40% = **TOTAL 100%**

GPA Percentage Rating

- A = 80% to 99% Excellent
- B = 70% to 79% Very Good
- C = 61% to 69% Good
- D = 51% to 60% Average
- E = 40% to 50% Pass
- F = 1% to 39% Fail

Grades	Percentage	Range
A+	95	90-99
A	89	85
A-	83	80
B+	78	77
B	75	73
B-	72	70
C+	68	67
C	65	63
C-	62	60
D+	58	57
D	55	53
D-	52	52

Grading System for Ontario OSSD

Grades	Percentage	Range
A+	95	90-99
A	89	85
A-	83	80
B+	78	77
B	75	73
B-	72	70
C+	68	67
C	65	63
C-	62	60
D+	58	57
D	55	53
D-	52	52
F	39	1-39

Systemic Evaluations

The system automatically tracks students' progress, in case of dispute or discrepancy, students can send a ticket within one week of the results/findings. If request is genuine, the matter will be reviewed, and the grades will be revised as per situation.

Honesty

Honesty and trust are mandatory for teachers and students to adopt best ethical practices throughout their study. Students can get help from any tutors. However, when students are completing assignments and testing, they must be honest and trustworthy to avoid cheating incidents.

In some situations, the school might ask students to turn on web cameras while completing tests and examinations.

Tips on How to improve grades

The students are tested chapter/lesson wise, they get certain percentage of every lesson, assignments tests and examinations they completed.

1. Read chapters as per courses outlines
2. Listen to lectures and complete your lessons and assignments every week
3. Concentrate on your midterms and do not lose the grip of the chapters you complete
4. Continue to your rest of chapters and assignments
5. Complete your finals

Portfolio Management

The profiles are maintained in electronics and paper formats in every school and the systems in a secure environment. The information is kept and collected as per Privacy Laws for at least 25 years

Quality and Standard

The courses outlines are developed as per quality framework, and approved text for Grade 1-12 by the Ontario Government.

Qualified Teachers and Staff

Qualified teachers and staff are hired for the administration, automation and teaching assignments.

Counseling

The students are provided academic and career and academic counseling by qualified Academic Advisers.

Assessments

- Entrance Test
- Research Assignments/Projects
- KG1-2 No Examinations
- Ontario Literacy Test (Grade 10)
- Grade 1 to 12 Mid Term and Final Examinations
- At Grade 12 40 Hours of Community Work

Assessment Scheduling

In Ontario, province wide assessment is administered by the crown corporation called the Education Quality and Accountability Office (EQAO). The EQAO administers tests in:

- Grade 3, including the subjects reading, writing, and mathematics
- Grade 4, including the subject, reading, math, a multiple choice
- Grade 6, including the subjects reading, writing, and mathematics.
- Grade 9, which only includes a mathematics test
- Grade 10, literacy test is a graduation requirement

The grades 1, 2, 5, 7, 8, 11 and 12 Examinations are conducted by the Metro School Toronto and partner institutions.

Credentials

The students who successfully complete get following credentials.

- Primary School Certificate (completion of 5-year education)
- Middle (Intermediate) School Certificate (completion of 3-year education after primary)
- Elementary School Certificate
- Ontario Secondary School Diploma (OSSD) after completion of Grade 12
- General Education Diploma
- SSC after passing Pakistan Government Examination.
- HSSC with specialization such as ICOM, ICS, FA, FSc after passing examinations
- Certificate of Accomplishment from the School

Newsletters

The Metro school and Partners institutions are to maintain and send newsletters to all stakeholders from time to time

Co-Curricular Activities

The break, tour and extracurricular activities are to be organized and supervised by the teachers.

Transportation

No transportation and visa are required for online schools' activities.

Canada Main Office - Online 24/7

At present the Main Admin office is in Canada. The Office is open from 9.00 am to 4.00 pm. Online support is available 24/7.

Pakistan Admin Office will be available 24/7

Online Classes – any time anywhere, however, academic calendars deadlines and schedules are to be followed.

The Teaching staff provides services from different geographic locations; therefore, their schedules are arranged according to schedules of the students online.

Financial Aid

The students are eligible for loans, credits, scholarships as per country of offering.

- Government Programs
- Public Financial Aid Program
- Private Financial Aid Programs

Financial support

- The school can waive 25% off after approval in need base situations.

Perks

The Metropolitan Group offers Perks programs to parents and students; this is a subscription-based program. The subscribers first contribute some money for Education and Training, then Metro school returns that money to subscribers with 7-15% return and prizes every month.

If the funding is available, the students are given scholarships also. The Metro school and partner institution can waive off the fees of students up 25% after approvals.

CREDENTIALS: The school can only issue Canadian and Pakistani Curriculum credentials until arrangements are made with third party approved schools and relevant government approvals.

Programs Administration and Delivery

Our education and training process have three tiers:

1. Government approved programs – Program Authority
2. Partner Institutions and Teachers – Program Delivery
3. Our Group for Administration – Program Administration

Cloud Technology

We are digital; therefore, all our products and services are supported by cloud technology. Any Time Anywhere is the most attractive feature of our education system. Our program coordinators are key personnel, who maintain the academic calendars of each country.

Partner Institutions

The Partners institutions will be in different countries; therefore, they are open according to their local time from:

Physical Classes Time 8.00 am to 3.30 pm, Break Times are 10.30 to 11 and then 1.00 to 1.45 pm

Online Classes

Any time anywhere, however, academic calendars dates are to be followed. The Teaching staff provides services from different geographic locations; therefore, their schedules are arranged net meetings according to schedules of the students online

Government Testing and Grade

In every country the Government takes Examinations, in their designated examinations centers, after every 3 or 5 years, such as at grade 3, primary, elementary, secondary and post-secondary levels, in that situation, internal examinations are not taken, and marks are given according to student's performance in their government examinations.

Credit Transfer

- Credit Transfer. Based on the standards of the Ontario Ministry of Education, courses which were taken in their home country can be transferred and receive a credit which is required by the OSSD.
- Courses are a total of 110 hours and can be taken in the morning, afternoon and evening or online.
- There is also a flexible schedule and start date, which can help students save energy and time.
- Our Academic Guidance Counselor will help students one-on-one and assist them in their personal study plan

Library Access

The students' teachers and partner schools can sign up for e-campus accounts. These are open educational resources available in Ontario. Follow this link to create your account at <https://openlibrary.ecampusontario.ca>

Safe Learning

Safe learning and development environment for all. Students under 14 must be supervised by their parents while they are online.

The school follows the following Acts to make its online school safe for students' teachers and staff.

- a. Ontario Sale Schools Act/Policy
- b. Freedom of Information and Privacy Act
- c. Charter of Human Rights
- d. Workplace Health and Safety Act
- e. Ontario Labor Standards

Partner Schools

- The partners schools are to monitor their doors, classes and breaks
- At least two qualified first and CPR faculty and staff required in each physical location
- Security must be present at all the times inside and around the partner institutions

Professional Code of Conduct

- Everyone concerned is expected to be responsible, respectful and honest. Use of deterring expressions, signs, and foul language is prohibited.
- Inappropriate tones, harassment, misbehavior and crimes are not permitted
- Integrity is maintaining cheating, and plagiarism are not allowed
- Everyone to follow professional ethics

Punctuality

Students' teachers and staff are expected to always be punctual

Participation

It is expected the students will participate in groups discussions, lessons, assignments, and group assignments when given. Knowledge share is kept in mind at all stages of learning.

Rights and Responsibilities

Students have the right to be informed of their performance, parents are also conveyed twice a year, and as and when a situation arises.

Teachers have the right to get fair treatment from school administration and students and their parents. They are responsible for teaching, coaching, training, shaping and developing cognitive abilities according to the approved curriculum, and controlled contents.

They are also responsible for assessing and evaluating fairly using achievement scores, charts, rubrics, weightage, via lessons, quizzes, essays, true-false, as defined in assessment and evaluation policy.

Parents and Guardians have rights to be informed of programs, courses and their children performance. Students counseling is provided when required.

The students, teachers, parents, peers, and administration can also communicate via Forums and Group discussions. Random or scheduled net meetings with admin, teachers, and support staff.

Programs/Group Courses Transfers

Students can transfer from one course to another during the first week of enrollment. They can also request transfer of credit from different schools if they have already completed some courses/grades/class

Attendance

Students have flexible schedules but not flexible terms.

Login	One Login per week per course, 2 to 3 lessons in one session
Mid Term	Must be completed
Max 3 days off per term	Missing assignments to be submitted as required within the term
Assignments	One Assignment per week course
Projects Group Discussion, Assignments	As Given
Course work	To be completed Within term
Projects as given	
Offs	Sundays and Stat

Final Term	Must be completed
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Re-Take

Students are allowed to retake courses (s). The final and better grades will be shown in the transcript. The withdrawals and failures are shown in the transcripts if the courses of repeated and passed.

Community Events

The school will arrange community events such as student's teachers and parents' get-togethers, job fair, knowledge share, showcase of students and teachers work, rewards and awards ceremonies. These can be online as well as offline

Employers are asked to provide students with a safe work environment while doing co-ops, students are tracked while working on community work, wages, stipends, commission are also discussed. A written form is taken from the employers for records.

Exemption

Following information to be sent to support ticket in case requesting exemption from pre-requits.

Name	
Last School Name	
Courses/Class/Grade	
Reason of Exemption	
Email Address of student	
Support Document Required	

Special Needs

All special needs, assessments and accommodation must be approved by the Chairman upon recommendation from departments. The individual education plans are developed according to situations. The curriculum is adjusted not more than 25%.

If any students have any disability, they must inform administration of arrangements they need, such as providing them with speaking books, brailled fonts, color adjustments for color blindness.

Audit

Students and parents are allowed to do an audit of one course. However, prior written requests should be submitted via a support ticket. All requests must be approved by Students services and academic services in charge.

Course Codes

1. First 3 letters represent course title: Arts = ART...
2. Next three letters represent Department Business Administration = BUS...
3. Next Two Numbers represent Grade = 01, 02, 03, 04, 05.....
4. Next Letter Show Course Type, D=Academic, P=Applied, L=Locally developed, O=Open, Grade 11-12, C=College, E=Workplace, M=University/College O=Open, U=University
5. Last three letters represent Country, CA, PAK, UK, US

The following letters explained subjects' titles.

- ART=ARTS
- BUS=BUSINESS
- CWS=CANADIAN AND WORLD STUDIES
- ENG=ENGLISH

- FRH=FRENCH
- GCE=GUIDANCE AND CAREER EDUCATION
- HUM=HUMANITIES AND SOCIAL SCIENCE
- ILG=INTERNATIONAL LANGUAGES
- MAT=MATHEMATICS
- PHE=PHYSICAL EDUCATION
- SCE=SCIENCE
- TEC=TECHNOLOGY

The following letters explained departments.

- SOC=SOCIAL SCIENCE
- SCE=SCIENCE
- COMP=COMPUTER SCIENCE
- BUSA=BUSINESS ADMINISTRATION
- TRG=TRAINING
- PHE=PHYSICAL EDUCATION
- FRCH=FRENCH
- ME=MECHANICAL ENGINEERING
- CIV=CIVIL ENGINEERING
- CHEM=CHEMICAL ENGINEERING
- TEL=TELECOM ENGINEERING
- ELE=ELECTRICAL ENGINEERING
- ELC=ELECTRONICS ENGINEERING

Course Codes and Description

The courses code and descriptions for Grade KG to 12 will be used as defined by the Ontario Ministry of Education.

OLLTC

The failed students or eligible adults can take OLLTC Course and participate in the examination until they pass. The students who pass OLLTC can continue to Grade 11 and 12.

After successful completion they get Certificate of Accomplishment from the School and OSSD. Others can complete and get GED if passed.

Workbooks

Students are encouraged to use workbooks for each course and lesson and keep them in records. The school may ask them to submit their work to add in their profiles.

Community work

Students and Employers are to sign community involvement form.

Experiential Learning

The school provides opportunities for students for on-the-job training, experiential learning and job shadowing. The school gives them short assignments during their course work.

Yes and No policy

Yes

Fund Raising
Sports/Games
Assisting other students
L and D Projects
Work in Sister MG Companies
Prescribed Medicine allowed to carry with
Guide Pets are allowed
Incidents reports to be written by teachers and staff
Parents can also send reports of any concerns
Courts orders cannot be stopped
Officials can search if they have written orders
Name, Batch Number, Phone and Department ID required
Authorized staff can give references
Authorized can give transcripts
Authorized parents, family members can get information
Study related materials can be played
Tutoring is allowed
Staff will ask two to three questions for verification when approached online or offline
Equal Opportunities for everyone

No
No worker under the age of 16
Parents to supervisor students underage of 14
No unauthorized person can access system
Username Passwords are Private
No Falsification
No use of prohibited substance
No other Pets
No Smoking
No Alcohol
No hurdles in work or learning
No Threats
No Arms and Lethal
No use of Force
No Crimes
No Drugs
No officials can force unjustified orders



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