

## PODAR INTERNATIONAL SCHOOL, HEBBAL, MYSORE

Circular to Grade 1 to 10

12 June 2024

### Sub: Late arrival to school & taking the student home during the school hours

Dear Parents,

This is to bring to your kind notice that late arrival to school and taking the child home in the middle of the school hours, for various reasons such as doctor's appointment, going to temple, family function, travelling to a place etc. shall not be permitted. This hinders the effective teaching learning processes in the school.

Student 'Out Pass' policy followed in the school as a measure of 'child safety'. Issuing of the 'Student Out Pass' is a long process which involves many staff moving around to get the approval and the signature of the class teacher & the principal.

In this regard we would request you to adhere to the below mentioned guidelines for the effective teaching learning processes to take place in the school.

- If the child is late to school due to sickness or going to temple, doctor's appointment, attending function or any other reason, then please do not send the child to class/examination other than the standard **reporting time of the student to school** i.e. **8.45 am**.
- There is no separate examination hall for children who are sick during examination days. However, the medical certificate from the authorized doctor to be sent to class teacher if the child is absent for any of the examinations.
- Requests from parents to take their child home in the middle of the school hours shall not be permitted.
- Parents need not send the child to school/examination if he/she is not well or due to any other prior commitment of the parents.
- Once the child is sent to school he/she shall be there till the school exit time i.e. **3.20 pm**. In case of any illness of the student during school hours, the school will inform the parents to come to pick up the ward.
- In case of any emergency, if the parents want to take the child home, then parents must inform FDE by phone call before their arrival to school. A student shall be sent home only with the **parents or official guardians** in those cases. No representatives on behalf of parents shall be permitted.

We request all the parents to adhere to the above guidelines with immediate effect.

Regards,



Principal