

NOTICE TO PARENTS

(Protocol for Early Departure from School)

Dear Parents,

Warm greetings!

We request your kind attention to the following important guidelines that ensure the safety and well-being of our students with regard to early departure from school, on account of ill health **or for any other reason which may require a student to leave early**.

1. We strongly recommend and urge you not to send your child to school, if they are **feeling, even slightly unwell or for any other reason which may require a student to leave early**. This is important to ensure the safety of the student and the smooth functioning of the school.
2. **Early Departure from School:**
In case your ward needs to leave school early in an absolute emergency, we request that a parent comes personally to pick him/her up, only during the break time.
3. **Procedure:**
4. If a parent is not able to come to school, a message must be sent to the school reception, through the concerned person in the below mentioned format only.
5. Please copy-paste the message template suggested below:
"I, [Parent's Full Name], parent of [Child's Full Name], studying in [Class], hereby give permission to [Full Name of person and phone number, coming to pick up the child], [relation], to collect my child from school today, [Date], due to [Reason]. Since I am not able to come, I am aware and understand the fact that the school is not responsible for the child after he/she is handed over." My phone number is ____.
6. The concerned person must **present their valid ID and your message** at the school gate and reception for verification before the child is allowed to leave. The reception will also make a verification call to the parents.
7. **Please note:** On arrival, the parent/guardian, may be required to **wait for at least 30 minutes** to follow the process.

We deeply appreciate your cooperation in helping us maintain discipline and a safe and secure school environment.

Yours Sincerely,

Fr. Anthony Fonseca

Principal

