

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 he/she is **feeling, even slightly unwell, has a doctor's appointment, or for any other pre – planned 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.
3. **Procedure:** In the event that a parent is unable to come to school, a message must be sent to the school reception through the authorized person, strictly following the format given below.
4. 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 will not be responsible for the child after he/she is handed over to the concerned person." My phone number is _____.
5. 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 video call to the parents.
6. **Please note:** On arrival, the parent/guardian, may be required to **wait for at least 30 to 45minutes** to follow the process.
7. **The parent will have to hand over the hard copy (a written message of the template along with signature) the next day to the school.**

You are hereby informed that all official school notices and important information will be communicated through the class WhatsApp groups. However, there may be occasions when WhatsApp messages are delayed or not delivered due to network issues or other technical problems. The school website is always updated with the latest information. Therefore, parents are requested to check and refer to the school website regularly. To avoid any confusion or speculation, parents are requested to rely on the school website as the official and authentic source of information regarding all academic and non-academic matters. Please visit the school website regularly for circulars and important updates using the link below:

<https://donbosconaigaon.org/academics.php>

Click on: Circulars → Non Academic

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

Yours sincerely,

Principal
Fr. Anthony