

POLICY – REQUEST FOR EARLY DISPERSAL

The school has observed an increasing number of requests for early dispersal due to varied reasons such as travel, family events like weddings, and parties. Additionally, some parents send their children to school even when they are visibly unwell, leading to dispersals as early as 8:30–9:00 AM. These practices disrupt the learning environment and put undue strain on the school staff, affecting the overall functioning of the school, compromising the safety of the child.

Policy Update

To ensure a smooth and productive learning experience for all students, the following policy update is being implemented with immediate effect:

- **No Early Dispersal Requests** With immediate effect, no stand alone, random requests for early dispersal will be entertained unless there is a genuine emergency or the child falls ill during school hours. Kindly refrain from sending ERP notes to staff members requesting early dispersal. Such notes will not be processed for any reason whatsoever.
- **Absenteeism for Early Departures:** As per existing practice, any student leaving before the official school dispersal time, for any reason, will be marked absent—even if there is an exam scheduled for that day.
- **If the child reports to the infirmary shortly after reaching school,** parents will be required to meet with the Manager- Operations/ School staff to discuss the matter and take the child back home. You are requested to help your ward and yourself and not send an unwell child to school.
- **Illness Post Exams:** If a child reports to the infirmary immediately after an exam, this will be treated as leave, and the student will not be awarded marks for that subject. We have maintained that a child's health is more important than any exam and nowhere should a child be made to feel otherwise.
- **Pre-Planned Events/Travel:** Parents are strictly advised **NOT** to send their child to school if they have pre-planned events or travel. No child will be allowed to leave the campus prior to dispersal time (regular).
- **Parent Pickup for Early Dispersal:** An early dispersal due to illness will require parents to personally pick up their child, especially if school transport is being used. The child will not be sent home by any school bus before scheduled time.
- **Dispersal Route/Timing Changes:** Requests to change dispersal routes or timings will not be entertained under any circumstances unless it is for a period of 3 months or above.

We appreciate your cooperation in helping maintain a focused and uninterrupted learning environment for all students.