

PODAR INTERNATIONAL SCHOOL, MYSORE

Circular to Grade 1 to 10

31 May 2025

Sub: Taking the student home during the school hours

Dear Parents,

This is to bring to your kind notice that 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 is 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.

- 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. **3.15 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.
- No representatives on behalf of parents shall be permitted to take or interact with the child.

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

Regards,



Principal