

Circular No: CIS/Acad/2025/114

Date: 08.08.2025

**Subject:** Guidelines for Leaving School During School Hours

Dear Parents and Students,

Greetings from **Chinmay International School!**

We have observed that some students are **leaving the school early** due to illness or other **personal reasons**. We understand that there may be genuine concerns; however, for the safety and smooth functioning of the school, we request your kind attention to the following guidelines:

1. **No student will be allowed to leave the school during school hours** without prior written permission and the presence of a parent or authorized guardian.
2. **If a child is feeling unwell in the morning**, we humbly request parents to let them **rest at home for the day**, rather than sending them halfway, which can be stressful for the child. Early departures cause interruptions to the learning process and can affect both the student's progress and the classroom flow.
3. For any genuine health concerns, the school infirmary will provide first aid and inform parents if needed.
4. Please **avoid sending requests through phone calls or messages** during the day for early pickup unless it is a real emergency.
5. Students should also **avoid planning personal activities or appointments** during school hours.
6. The safety of our students is our top priority, and we want to ensure that each child remains in a **secure and supervised environment** throughout the day.

We deeply appreciate your **understanding, cooperation, and continued support** in maintaining the discipline and safety of our school. Let us work together to ensure the well-being and academic success of every student.

Warm regards,

**Principal**  
**Chinmay International School-CBSE**