

## ANPS Early Dismissal Policy

### Purpose

The purpose of the Early Dismissal Policy at ANPS is to ensure that all early dismissals are managed in a manner that prioritizes the safety and security of students while minimizing disruption to the educational process.

### Policy Statement

ANPS recognizes that there may be occasions when students need to leave school before the regular dismissal time. This policy outlines the procedures for requesting and processing early dismissals to ensure consistency and safety.

### Procedures

1. Request for Early Dismissal:
  - o Parents must send an email to the school supervisor requesting for early dismissal at least 24 hours in advance, except in the case of emergencies.
  - o The email must include the student's name, grade, reason for early dismissal, date and time of dismissal, and the name of the person who will be picking up the student.
2. Approval Process:
  - o The school supervisor will review the early dismissal request.
  - o Approval will only be granted for medical appointments or embassy appointments. Parents need to attach the appropriate documentation needed for approval eg. Copy of the appointment.
  - o Parents or guardians will be notified of the approval status via email or a phone call from the school supervisor.
3. Pick-Up Procedure:
  - o The parent, or the authorized person who the parent has mentioned in the email must come to the school reception to pick-up the student.
  - o The parent's, or the authorized person, who has been given approval for early dismissal will have their name put at the main gate with the security. Only then the parent or the authorized person will be allowed in to reception for pick-up.
  - o A valid ID must be presented at the time of pick-up to verify the identity of the person collecting the student.
  - o The school receptionist will make sure the student has been granted approval for leaving early
  - o The school receptionist will contact the student's supervisor to arrange for the student (with approvals to leave) to come to the reception for dismissal.
4. Emergency Early Dismissal:
  - o In the case of an emergency, parents must contact the school office as soon as possible.

- o In the case of student found to be sick on school premises, the school nurse will contact parents to come pick up the student.
- o The same verification and pick-up procedures apply to ensure the student's safety.
- 5. Documentation:
  - o The school will maintain a record of all early dismissals, including the date, time, reason, and the person who collected the student.
  - o Teachers will be informed of early dismissals to ensure students are prepared to leave on time and with all necessary belongings.
- 6. Attendance Records:
  - o Early dismissals will be recorded in the student's attendance record.
  - o Frequent early dismissals without valid reasons may be addressed with the parents to ensure the student's consistent attendance and participation in school activities.

Please note that no early dismissals after 2:00 PM are allowed. This is to ensure students safety at school.

#### Responsibilities

- Parents:
  - o Ensure early dismissal requests are submitted in a timely manner.
  - o Provide valid reasons and necessary documentation for early dismissal requests.
- School Supervisor/School Receptionist/School Security Guard:
  - o Review and approve early dismissal requests.
  - o Maintain accurate records of early dismissals.
  - o Ensure the safety and security of students during the dismissal process.
- Teachers:
  - o Prepare students for early dismissal when notified.
  - o Ensure that students leaving early have all necessary assignments and belongings.

#### Communication

This policy will be communicated to parents and guardians at the start of each school year and will be available on the school's website. Any updates or changes to the policy will be communicated promptly to ensure all stakeholders are informed.

This Early Dismissal Policy at ANPS aims to ensure a clear, consistent, and secure process for managing early dismissals, thereby safeguarding students and maintaining the integrity of the educational environment.