



AY 2024-25-028

Date: 15/07/2024

## CIRCULAR

**Dear Parents/Guardians,**

We hope this letter finds you well. As we have approached the examination period, We wanted to inform you of our school's policy regarding student attendance and procedures in case of medical emergencies or family situations.

Firstly, please be informed that during the examination period, school timings will remain unchanged. It is crucial for students to maintain regular attendance to ensure they are well-prepared and have adequate time for revision and study.

However, we understand that unforeseen circumstances may arise, such as medical emergencies or family obligations, which may necessitate a student's absence from school. In such cases, we kindly request that you adhere to the following guidelines:

**Medical Emergencies:** If a student is unable to attend school due to a medical emergency, please ensure that a proper medical certificate and doctor's prescription is obtained. This documentation should be submitted to the school office promptly upon the student's return to school.

**Family Situations:** In the event of a family situation requiring a student to leave school during the examination period, please notify the school in advance and provide relevant details. Upon returning to school, the student should submit a note explaining the situation to the school office.

Warm regards,

RKLGIS