



The Millennium
School
Greater Noida (West)
Think Today. Change Tomorrow™

TMSGRN/CIRC/23-24/82

11th December' 2023

Policy for Student Pick-up during School hours

Dear Parent / Guardian,

Greetings from The Millennium School Greater Noida (W)!

It has been observed that too many children abruptly avail early dismissal during school hours. This not only disrupts the classroom teaching and learning, but also leads to unproductive engagement of the staff, which should otherwise be focused on children's well-being. As our partners in learning we expect you to understand and support us in creating a conducive learning environment at TMS.

In case of any unforeseen circumstances or emergencies requiring your child to leave school earlier than usual, we kindly request that you provide prior intimation to the school. This step is crucial to ensure the smooth and safe dismissal of students during school hours.

Please adhere to the following guidelines:

1. **Request for early pick-up should be emailed at contact@themillenniumschooigrnoida.com**
2. **No Verbal/Text/Whatsapp Intimation of early pick-up will be entertained:** Please refrain from messaging or calling teachers, as we expect our teachers to focus on children and not check their phones frequently.
3. **Prior Intimation:** Parents or guardians are required to inform the school about the intended pick-up of their child a **day before** or by **10:00 am on the same day**. This early notification allows us to make the necessary arrangements for the student's departure.
4. **No Pick-up After 1:00 pm:** Kindly note that, we will not permit the pick-up of any child after **1:00 pm** as it disrupts the teaching – learning and a lot of time is consumed in coordinating with Class teacher, Coordinators, Bus route/supervision in charges and Transport department.

We understand that emergencies can arise unexpectedly, in such cases, we may consider granting the permission during the school hours with the Principal's approval. We appreciate your understanding and cooperation in following these guidelines. Our priority is the well-being and safety of every student, and your assistance in this matter is invaluable.

Thank you for your attention to this matter.

Best regards,

Dr. Himani Tyagi
Principal