

LAKSHMIPAT SINGHANIA ACADEMY
12-B ALIPORE ROAD, KOLKATA 700 027

SOP FOR EARLY DISPERSAL

- *Students reporting to the infirmary should be sent home irrespective of students willing to go to the classroom after resting in the Infirmary.
- *Parents requesting early dispersal for attending social gatherings/ other miscellaneous reasons such as passport interviews, travel, etc. will not be allowed.
- *Parents asking for early dispersal to attend any sports practice or competition of a reputed organization will be given permission for early dispersal, only after consultation with the teacher in charge.
- *Students asking for early dispersal for competitions not organized by school should take prior permission.
- *Parents asking for early dispersal due to death in the family to be allowed after confirming the news from school number.
- *Students to be allowed to leave if they have prior appointment of any doctor and they have exam/ test on the same day. Document of the prior appointment to be collected from the parent.
- *Student to be allowed early dispersal for any psychometric test suggested by the school.
- *If students have to leave school even just after entering the school premises for any reason whatsoever, be allowed only with the gate pass.
- *On special occasions like Founder's Day/ Sports Day, students will not be allowed early dispersal. They must adhere to the dispersal timing as notified to the parents.
- *Students shouldn't be allowed to leave the school without a gate pass duly signed by an authorised person/s.