

08th May, 2023

**Dear Parents,
Greeting of the day!**

We would like to bring to your notice that as a school policy we do not grant half day to our students. Though at different points in time parents have approached us to pick up their ward early from school without any prior information and we have given permission to the child to leave early.

Hence forth if you want to pick up your ward early (on a half day) from school, you need to send an application one day prior to the school either on school mail id (jpsinjaipur@yahoo.com) or through whatsapp to the Class Teacher – then only we will grant permission to the child to leave early their wise it will be denied. If you are sending some other family member or relative to pick up your child then you are expected to share this information too in the application along with the person's I'd.

We request you to kindly adhere to the above process with an aim to ensure the safety of your ward.

**Thanking You,
Regards,**

**Ms. Archana Pal Singh
Principal**