

**Cir No: HBT ATH/GEN/08/25-26**

**Date: 14/05/2025**

**Early Pickup - 2025-26**

Dear Parents,

We would like to gently remind you of the school's guidelines regarding early pickup of students.

To ensure a smooth and uninterrupted learning environment, we kindly request that students **remain in school for the full duration of the day**. Early pickups are discouraged unless there is an unavoidable situation.

We also request parents to **avoid scheduling social events or medical appointments during school hours**. If any such appointments are necessary, we encourage you to consider keeping your child at home for the day.

In the event of an **unavoidable emergency**, if parents wish to pick up their child early from school, they are requested to **visit the school in person** with a formal request as per the timings below:

- **KG Students:** Before **10:30 AM**
- **Grades 1 to 12:** Before **1:30 PM**
- **Fridays (All Grades):** Before **10:30 AM**

Please note that **all early pick-ups must be completed by 2:00 PM**.

Requests received via **email, phone call, or walk-in after 1:30 PM** will **not be accommodated**, in order to ensure the smooth functioning and safety of school operations.

Thank you for your understanding and cooperation. If you have any questions or concerns, please feel free to contact the school administration.

**Regards,**



**Principal**  
**Ms. Mariyam Nizar Ahamed**