



Early Exit procedure:

- Send an email to: studentexitpass_wgp@gemsedu.com and the class teacher before 10:30am for FS and 12:30pm for Year 1 to Year13 and state the time you will be collecting your child and the reason they need to leave early.

Please note that the latest early exit time for a student to be collected in FS is 12:00 pm and for Y1 to Y13 is 1:30pm Monday to Thursday.

- If you do not wish your child to go home by bus as usual, you should always send an email to studentexitpass_wgp@gemsedu.com, copying in the respective **class teacher/ form tutor** and the STS representative at: Jency.robince@sts-group.com. Please keep in mind the below cut off timings and email format:
- Come to school at least fifteen minutes before your expected departure time and allow enough time for a member of staff to collect your child from their class. It may take a while to collect your child and their belongings and bring them to you at the reception, so please be patient.
- You must report to the reception so that the receptionist can give you an exit pass. Our security team will not allow a child to leave the premises without this signed exit pass. Please note that it may not be possible to collect a student from their class after 12:30 pm for FS and 1.30 pm for Year 1 to 13 without prior notice.

Please provide the below information when requesting an early exit:

Student's full name:

Year/Class:

Last 5 digits of the Student ID:

Parent's contact number:

Bus no (if by STS Transport):

Date and time of pick-up:

Reason for early pick up:

NOTE 1: Early exits will be considered AUTHORISED only for doctor/embassy appointments [the relevant appointment will have to be attached to your request email], or any family emergencies [bereavement, etc], and otherwise will be UNAUTHORISED.

NOTE 2: Early dismissal is discouraged, teachers use every minute of the instructional day and early releases create disruption to the learning for students.

NOTE 3: Excessive early dismissals will be reviewed for possible action.

TRAVELLING WITH OTHER STUDENTS ON A DIFFERENT BUS: such requests are NOT possible.



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GOING HOME WITH A FRIEND: If your child is being picked up by another parent whose child is at WGP, please follow the NOT USING SCHOOL BUS procedure as above.

NOTE: Mention the complete name and mobile number of the other parent and ask them to ensure that they carry proof of ID.

RELEASE FROM CLINIC: if your child is unwell, we always recommend that you keep them at home until they are fully recovered. If they do fall ill while in school, your child should report this to their teacher and get permission to visit the clinic, and if required, the clinic will call you to come promptly to collect your child.

NOTE: In case the student has contacted you regarding the sickness, please e-mail: wgp_fohstaff@gemsedu.com to ensure that the proper process is followed.

Kind regards,

Wesgreen International School