



# PRETORIA HIGH SCHOOL FOR GIRLS

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## LEARNERS LEAVING SCHOOL PREMISES DURING TEACHING TIME

School hours are regulated by the National Department of Education.

We have more and more requests each day from parents for **girls to leave school early**. Many give the required information timeously, but the majority do not. We understand that occasionally an appointment is offered to you on the same day due to a cancellation, but most appointments are made well in advance and we require at least 24 hours' notice, as well as original proof of the appointment.

There is a procedure stipulated by the GDE and it is not just a question of anyone signing the request, it must be the parent or guardian. The letter is to be addressed to the Headmistress and either emailed [info@phsg.org.za](mailto:info@phsg.org.za) or handed in at Room 103, 24 hours in advance.

Please note that leaving early for a long weekend away (and similar) is not an acceptable reason. Learners will also only be allowed to leave at the end of a period, as leaving during the period causes unwarranted disruption to the rest of the class. Please assist us in managing this problem.

### Format

Letters MUST contain the following information:

1. Full name of daughter
2. Grade and house
3. Date leaving early
4. Reason with proof of appointment
5. Time leaving early
6. Name and relationship of person who will be collecting her.

### Example:

Please excuse my daughter, 1.Mary Bloggs, 2.Grade 9 Gladstone, from school early on 3.Monday 13 October. 4. She has a dentist appointment (proof of appointment attached) at 14:00.

She will be 5.collected at 13:10 (end of Period 7) by her 6.father, Joe Bloggs.

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Signature of parent

.....  
Contact number