

## **Important Announcement: Class Attendance & Communication Policy**

Dear Parents & Students,

To ensure smooth operations, effective learning, and fair usage of teacher time, EduMetrix will be implementing the following policies **effective from 5th January 2026**:

### **1. No-Show Policy**

- If a student does **not attend a scheduled class and does not reschedule at least 6 hours before the class time**, it will be considered a **NO SHOW**.
- A **No Show** will be counted as a **completed class**.
- **No compensation or replacement classes** will be provided for No Shows.

### **2. Teacher Waiting Time**

- Teachers will wait for **15 minutes** on the scheduled class link.
- If the student does not join within this time, the teacher will **exit the class**, and it will be marked as a No Show.

### **3. Platform-Only Communication**

- All class schedules, class links, and updates are available on the EduMetrix platform.
- All communication regarding:
  - Class concerns
  - Schedule changes
  - Material sharingmust be done **only through the platform**.
- We request parents and students to **actively use the platform** for direct communication with teachers.

These steps are necessary to maintain discipline, respect teacher time, and ensure a high-quality learning experience for all students.

Thank you for your understanding and cooperation.

Warm regards,

**Team EduMetrix**