

TCS/GEN/022/2022-23

Date: 19-04-2022

**CIRCULAR**

**VALUE OF THE MONTH: FRIENDSHIP - صداقة**

**SUBJECT: STUDENT COLLECTION ARRANGEMENT**

Dear Parents,  
Greetings from The Central School Dubai!

It has come to notice that parents are coming at the gate and arguing with the security personnel to send their child out ahead of the scheduled bell timing. Kindly be informed that no student will be allowed to leave the class during school hours before the scheduled bell timing without student out pass slip signed by the Section Head/Supervisor. Parent need to collect the out pass request slip, fill up and give it to the receptionist so that she will do the necessary arrangements to bring the child to the reception area. Kindly note that it will take minimum 15 minutes to coordinate and bring the child to the reception area.

Out pass slip will not be issued if there is only 20 minutes or less for the shift to end. In such cases, parents are requested to collect their ward from school premises after the shift end bell as below:

For school transport opted students, the child has to be collected from Gate # 4 directly from the respective bus conductor.

For own transport opted student, parent need to collect the student directly from the gate designated for own-transport area for the respective section.

Regards,



Vice Principal