

TCS/GEN/023/2025-26

19-06-2025

CIRCULAR

VALUE OF THE MONTH: KINDNESS اللطف

Subject: Change in Leave Application Process – Effective June 20th 2025

Dear Parents,
Greetings from The Central School Dubai!

This is to inform you that effective **June 20th, 2025**, we will no longer accept **physical paper submissions for leave applications**.

If your ward needs to take a **short-term or long-term leave**, you are required to **send an email to the Class Teacher** with the leave request. Leave will be granted **only upon receiving approval** from the HOS via email.

We appreciate your cooperation in streamlining this process and ensuring timely communication.

Thank you for your understanding.

Regards,

ADMINISTRATION