



مدرسة وودلم بارك الخاصة  
Woodlem Park School

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CIR/WPSAJ/13/2025-26

7th May 2025

**Circular**  
**School Transport Cancellation Policy – AY 2025–26**

Dear Parent,  
Greetings from Woodlem Park School, Al Jurf – Ajman!

We would like to inform you that the option to cancel school transport is available only on a term-by-term basis. Cancellations must be submitted 10 days prior to the start of each term as per the schedule below:

- **Term 1:** April 2025 to June 2025
- **Term 2:** September 2025 to December 2025 (*Cancellation form must be submitted on or before 20th August 2025*)
- **Term 3:** January 2026 to March 2026 (*Cancellation form must be submitted on or before 20th December 2025*)

If you wish to cancel school transport for an upcoming term, please ensure your request is submitted directly to the Transport Department, either by submitting the official cancellation form or via email. Requests made through other departments will not be accepted.

**Please note:** Once transport is cancelled, rejoining within the same term will be subject to seat availability and will require payment of the full term's transport fee.

Thank you for your understanding and cooperation.

Best Regards,

Ms. Bhanu Sharma  
Principal

