



# RAMJAS INTERNATIONAL SCHOOL

## R. K. PURAM, NEW DELHI

RIS/RKP/2025/3/013

17-03-2025

### WELCOME TO RAMJAS FAMILY

#### New Admissions in Class II

Dear Parents,

*Greetings from Ramjas International School!*

On behalf of everyone at Ramjas International School, let me extend a very warm welcome to our wonderful community of learners. We are working forward to a productive partnership with you to ensure our children can achieve their highest potential.

Our priority, at RIS, is to provide a safe, secure and engaging environment – one that is inclusive, ambitious and challenging. We are looking forward to working with you to help your child make a smooth transition to class II.

We are as excited as you to embark on this exciting journey.

You are requested to kindly note the below schedule for **20 MARCH 2025, THURSDAY**:

**Parents to report between 08:00 AM – 09:00 AM. The below schedule will be followed:**

- 1. SCHEDULE FOR ORIENTATION** - Orientation for the upcoming session will be held on **20 March 2025, Thursday** from 08:00AM to 09:00 AM. Parents are requested to be seated in class II C by **07:50 AM**.
- 2. VERIFICATION OF DOCUMENTS**

**Parents will then proceed to the classroom** to fill up some forms including verification of dossier details.

Parents need to carry a pen along with them. The following documents will have to be submitted to the class teacher:

- Two latest colored passport-size photographs of the student in the school uniform.
- One colored passport size photograph of each parent (Mother and Father).
- One colored passport size photograph of the guardian, if any.
- TC from the previous School (if pending)
- Copy of Final report card from the previous School (if pending)

**The following forms will be filled:**

- Medical Form** – parents will provide the basic information relevant for medical records pertaining to the child including specifying details of medications or allergy, if any.
- Dossier form** – parents to review and update the Dossier form to ensure correctness, and if required necessary corrections to be done as these details will be used for issuing student ID card and escort cards.

***NO CHANGE IN THE SPELLINGS OF NAME(S) SHALL BE ENTERTAINED THEREAFTER.***

**Mode of Transportation** – parents also need to mention the mode of transport of their ward will be self-pick up/ private van/ school transport.

*Please note if the mode of transport is :*

- *Private van: then kindly provide Driver's –Name and Phone No.*
- *Self Pick-up: Name(s) and Mobile No.(s) of escort(s) authorized to pick and drop*

2. **BOOKS PURCHASE** - The book set for class II can be purchased from the bookshop on **20<sup>th</sup> March, 2025**, between 9:00 AM to 3:00 PM. *Alternatively, parents can procure the books from any vendor other than the school bookshop.* The booklist is available on the school website as well.
3. **UNIFORM PURCHASE** - School Uniform can be procured from the following vendors, between 11:30 AM and 8:00 PM from March 21<sup>st</sup>, 2025 onwards.  
i) Tip-Top Fashion, Shop No. 92 and 93, Sarojini Nagar (Babu Market), New Delhi – 110023  
*Parents are also free to purchase the uniform from elsewhere, provided it is in conformity with the specified one.*
4. **SESSION COMMENCEMENT SCHEDULE** - The classes for the next session will commence from **1<sup>st</sup> April, 2025**. The timings of the School will be 07:50 AM to 01:50 PM.
5. **AVAILING BUS SERVICE** – Kindly fill the link given below if you wish to avail bus service for your ward, for the upcoming session  
Bus Service form: <https://forms.gle/fsiF2F9HYVURv6ev7>

*Looking forward to your unstinted support to make the upcoming session a stimulating learning experience for your child.*

Best Wishes,



Ms. Richa Sharma

PRINCIPAL