



RAMJAS INTERNATIONAL SCHOOL

R. K. PURAM, NEW DELHI

Circular No. : RIS/2026/5/019

16 May 2026

Dear Teachers,

Please note the following important instructions:

- The **last working day** for all staff members will be **18 May 2026**.
- As remedial/extra classes for **Classes VI to XII** are commencing, all concerned teachers are requested to **kindly check their allotted timetable and schedule**.
- Teachers taking remedial/extra classes may report 5 minutes before the commencement of the class and may **leave once the class is over**. Kindly ensure that your attendance is marked in the biometric machine.
- All staff members are requested to submit the following documents to their respective Coordinators:
 - Class Attendance Register (after closing it)
 - Teacher's Diary and Mark Register
 - Keys of classrooms/almirahs, etc., properly packed in an envelope and clearly labelled
- Class Coordinators are requested to **submit all records to Praveen** at the reception.
- As classroom whitewashing work will begin shortly, all staff members are requested to **carefully pack the material kept in their almirahs** using old newspapers so that everything remains neat, safe, and usable after the whitewashing process.
- Staff members will **rejoin school on 29 June 2026 at 7:50 a.m.**
- **PGTs** are requested to complete and submit their **ACRs by 23 May 2026**.
- Teachers who taught **Class X during the session 2025–26** may submit their ACRs after the **declaration of the Class X Board Results**.

The Management and Principal sincerely appreciate your hard work, dedication, and commitment throughout the session.

Wishing all of you a joyful, peaceful, and rejuvenating summer break. May you take this time to relax, spend quality moments with your family, and return refreshed with renewed energy for the new academic session.

Happy Holidays!

With regards

Ms. Richa Sharma
Principal