



Ramjas International School  
R.K. Puram, New Delhi

# RAMJAS INTERNATIONAL SCHOOL

## R. K. PURAM, NEW DELHI

**RIS/RKP/2025/1/005**

**18 January 2025**

### **Subject: Policy on Half-Day Leave for Students**

**Dear Parents,**

This is to inform you that effective immediately, no child will be allowed to take a half-day leave during school hours. If your ward has any medical appointments, family engagements, or other commitments, you are kindly requested to plan for a full-day leave in advance.

This policy has been implemented to ensure the safety and security of all students and to streamline administrative processes. Adherence to this policy will help us maintain a secure and well-organized environment for your children.

We appreciate your cooperation and understanding in this matter.

Warm regards,

Best Wishes,

Ms. Richa Sharma

PRINCIPAL