



RKL GALAXY INTERNATIONAL SCHOOL

CBSE Affiliated

Internal Circular

Date-4th November 2025

Subject: Transport Facility for School Staff

Dear Staff,

This is to inform all school staff members that whenever any school event is conducted outside the school campus, transportation facilities will be arranged for staff members.

Those who wish to avail the transport facility are requested to inform the Administration at least 7 days prior to the event, so that proper arrangements can be made accordingly.

Your cooperation with the schedule and reporting time shared before each event will be highly appreciated to ensure smooth coordination and timely participation.

Warm regards,

Administration

RKL Galaxy International School

