



RKL GALAXY INTERNATIONAL SCHOOL

CBSE Affiliated

Circular no./AY2025-26/52

Date-9th February 2026

Internal

School Timings – Academic Year 2026–27

“Education is the most powerful weapon which you can use to change the world.”

Dear Team,

To ensure a safe, disciplined, and punctual dispersal process for the upcoming academic year, all staff and transport personnel are required to adhere to the following standby and dispersal schedule.

Transport Readiness Schedule

The Transport Department must ensure all buses are in their designated bays and on standby at least 15 minutes before the scheduled dispersal time.

School Timings – Academic Year 2026–27

Section	Bus Standby Time	Student Dispersal (Transport)	Parent Pick-up Time
Pre-Primary (Nursery–Sr. KG)	12:20 p.m.	12:35 p.m.	12:45 p.m.
Grades 1 and 2	3:25 p.m.	3:40 p.m.	3:35 p.m.
Grades 3 to 10	2:15 p.m.	2:25 p.m.	2:35 p.m.

Key Instructions for Staff:

- **Punctuality:** All transport staff (drivers and attendants) must be at their respective buses by the Standby Time mentioned above.
- **Supervision:** Class teachers and floor supervisors must ensure students move toward the transport zone in an orderly manner once dispersal begins.
- **Safety Check:** Attendants must verify the student headcount against the transport manifest before the bus leaves the premises.

Your proactive cooperation is essential to maintaining a seamless routine and ensuring the safety of our students.

Thank you for your cooperation

Warm regards,
Administration RKLGIS