



Circular No. RIAH/005/AY 2023-24

Date: 04 April 2023

Dear Parents,

Greetings from Ryan International Academy, Hinjawadi !

We are happy to announce the re-opening of school from 3rd April 2023. We hope you enjoyed the Session end break and are relaxed, recharged and ready to start a new school year. We are delighted that you are part of our amazing learning community. We welcome and value your positive energy and dedication to excellence in education, and look forward to working with you and the children. Let us join our hands to make 2023-24 an incredibly productive year!

We request you to read through, for a smoother functioning of the school.

Primary School and Middle School

1. School working hours- 8:00 am- 2:30 pm
2. Fruit break- 9:45 am to 09:55 am
3. Lunch break – 12:15 pm to 12:35 pm
4. Grade I to V, all Saturdays are non-working and Grade VI and VII have school on all Saturdays except 2nd.
5. Saturday school timings for Grade VI and VII - 8:00 am to 12:00 pm
6. Parents to fill in the google form shared on the Parent Portal, Neverskip for the optional Sports the link will be shared on neverskip as soon as the app starts working.

Pre-Primary School

1. School working hours- 8:00 am -12:00 pm
2. Lunch break- 10:20 am to 10:50 am
3. Saturday will be a non-working day.

Common guidelines for Pre-Primary ,Primary and Middle School

1. School reopens on 3rd April 2023.
2. School office working hours- 8:00 am to 4:00 pm
3. Principal visiting hours – 12:30 pm to 2:00 pm, with prior appointment.
4. Page 1 & 2 of the Diary to be duly filled with photograph affixed by 06th April 2023 in school uniform and parents' photos in formals.
5. Pages 9 – 10 of diary to be duly filled and affix the photograph and submit it on 06th April 2023.
6. Neverskip and the school diary play a vital role in bridging the communication between parents and the school. We request parents to log onto Neverskip and check their ward's diary on a daily basis to check for everyday updates and communication from the school.
7. Holiday list, monthly planner, class time table and the homework timetable will be available on Neverskip.
8. Daily Class Log and homework will be uploaded on Practically. Homework will be put up on the white board also, students will be instructed to write the same in their diary.
9. Students must come to school in complete school uniform and be well groomed.
10. Uniform distribution camp is scheduled on 7th April to 10th April 2023 from 10:00 am to 5:00 pm. Students are permitted to wear black or a white T-shirt, until then if not received the school uniform.

11. Book distribution camp will be held on 4th April 2023 from 10:00 am to 5:00 pm.
12. Be punctual. The main gates of the school will close by 8:00 am. Report to school by 7:50 am. Late arrival will be permitted between 7:50 am to 8:00 am, only thrice a month. Entry into school premises is not permitted before 7:30 am
13. Grade I to VII to submit their note books, text books neatly covered and labeled along with the blue box file, and five passport size photographs of the parents and the child. Please make note that only subject books in which home work is given, will be sent home along with the child.
14. House uniform to be worn every Monday and Friday.
15. Parents are prohibited to pick up or drop their children from the reception area. Please avoid early exits as it hampers the learning progress of the child.
16. Parents using private vehicles should avoid parking their vehicles in front of the school building. Kindly park alongside the school's boundary wall, to avoid traffic congestion. Carpooling is recommended. Please remember to wear your ID cards before entering the school premises.
17. Students to carry a small hand towel that they will use as a mat to place their tiffin during meal hours to avoid spillage of food on the floor.
18. Students and parents to strictly adhere to Covid appropriate behaviour.
19. It is preferred that water bottles and winter jackets are labelled. In case misplaced, it can be returned to the child with ease.
20. Achievement page should be signed by parents every month in school diary.
21. Class test should be signed regularly.
22. Homework will be given as per the homework time table which will be shared on Neverskip.
23. For Prohibited items and behavior kindly refer pg. no. 5 and 6 of Diary.

School Norms

SCHOOL DISCIPLINE AND CODE OF CONDUCT FOR STUDENTS:

- ❖ Students must come to school in neatly laundered uniform and polished shoes. During winters, white leggings and a white full sleeves inner is permitted to be worn. Only Grade 1 and 2 students are permitted to wear civil dress on their birthdays. Grades III and above to wear complete uniform. Students can bring a plant for planation in school on birthday.
- ❖ On non-working days, when students are called to school for practice of co-curricular activities and school events, students should come to school in sports uniform.
- ❖ The hair should be trimmed and the nails must be cut regularly. Girls with long hair should make two plaits. Use of black hair band and black clips are a must. Painted nails, coloured fancy hair bands and clips are best avoided.
- ❖ A minimum of 75% attendance is compulsory to be eligible to appear in the examination.
- ❖ Respect for school property and school belongings is an absolute must.
- ❖ Every student is required to wear the school identity card each day of the school.
- ❖ Any communication sent in the school diary must be acknowledged by the parent/guardian.
- ❖ English is second language for most of us, but it is also a medium of instruction. In order to acquire proficiency in spoken English, all students must compulsorily converse in English in school.
- ❖ Punctuality and regularity in attendance is essential. Students who have been absent the previous day must bring a note of explanation through 'Record of Non-attendance' page of the school diary without fail. Kindly avoid sending leave notes via WhatsApp.
- ❖ Students must extend due courtesy and respect to all members of staff, non-teaching staff and utility staff. Respect of elders and affection for juniors should be soundly inculcated.
- ❖ Parents Should carry their parent ID card during dispersal time.

Let us strive to collaborate, cultivate and create new age global citizens.

Best Regards,

Sonika Kochhar Girotra

Principal