



Circular No. RIAH/053/AY 2025-26

Date: 23 SEPTEMBER 2025

Dear Parents,

Greetings from Ryan International Academy, Hinjawadi!

We would appreciate your support in adhering to the guidelines outlined below.

1. Parent Attire at Pick-up/Drop-off

Please dress appropriately when visiting the school. Slippers, shorts, nightgowns, or pyjamas are not permitted. Our campus reflects the school's discipline and culture.

2. Punctuality & Gate Timings

Students should enter the gate by 7:55 a.m. Gates close at 8:00 a.m. sharp.

If a child is late on three occasions, a meeting will be scheduled with the principal to discuss punctuality.

3. Lost & Found

Items will be displayed every Saturday between 10:00 a.m. and 12:00 p.m.

If your ward has misplaced something, please check and collect it from Reception during this window.

4. Reception Communication Hours

The school reception is available until 5:00 p.m. Kindly avoid calling after 5:00 p.m.

For urgent matters after hours, please send an email; we will respond as soon as possible.

5. Teacher Availability & Book Collection

Teachers are on campus Monday–Friday until 3:30 p.m. and Saturday until 12:30 p.m.

- o Please collect notebooks/books before 3:30 p.m. on working days.
- o If you wish to meet a teacher, make a prior appointment through the mail/reception.

6. Tiffin Guidance (Healthy, Safe & Considerate)

To support a healthy learning environment and be mindful of allergies and classroom cleanliness, we request that tiffins contain simple, non-messy, home-style food. Kindly avoid junk/ultra-processed items and items that are not suitable to bring to school, and please refrain from sending non-vegetarian items in tiffins. Your cooperation helps ensure all children can eat comfortably and safely in class.

We appreciate your support in maintaining a safe, respectful, and disciplined environment for our students.

Best Regards,

Surinder Kaur Sayan

Principal

