



Circular No. RIAH/003/AY 2025-26

Date: 29 MARCH 2025

Dear Parents,

Greetings from Ryan International Academy, Hinjawadi !

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 2025-26 an incredibly productive year!

We request you to read through, it 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 10:00 am
3. Lunch break – 11:45 am to 12:05 pm
4. For grades 1 to 5, all Saturdays are non-working and Grades 6 - 9 have school on all Saturdays except the 2nd.
5. Saturday school timings for Grades 6 -9 - 8:00 am to 12:00 pm
6. **Parents are to fill out the initiative form and submit it to the teachers on the first day of school incase not submitted.**
7. **Kindly send 1 passport size photo with the child on first day of school for grade I-IX and 4 photos for Montessori.**

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 1st April 2025 for Mont 2 to Grade 9 and for Mont 1 from 2nd April 2025.
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. Once the gate is shut at 08:00 am entries for parents are prohibited. Only Parent with prior appointments will be allowed to enter.
5. Parents kindly ensure that you visit school formally dressed (3/4th Shorts and Slippers are not appropriate to wear and visit the school as it's a formal place).
6. **Pages 1, 2 & 7 of the Diary are to be duly filled with photographs affixed by 06th April 2025 in school uniform and parents' photos in formals.**
7. **Pages 9 – 10 of the diaries to be duly filled affix the photograph and submit it on 06th April 2025.**
8. **Kindly send one spare dress for Mont 1 to Grade 1.**
9. 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 daily to check for every day updates and communication from the school.
10. Parents are requested to write their concerns in the parent corner in the diary only.
11. **Holiday list, monthly planner, class timetable, and homework timetable will be available on Neverskip.**
12. Daily Class Log and homework will be uploaded on Ryan OS. Homework will be put up on the whiteboard also, and students will be instructed to write the same in their diaries.

13. Students must come to school in complete school uniform and be well groomed.
14. Uniform distribution camp is scheduled from 29th March to 31st March 2025 from 11:00 am to 5:00 pm. Students are permitted to wear a white T-shirt and Blue jeans, until then if not received the school uniform.
15. Book distribution camp is scheduled from 29th March to 31st March 2025 from 11:00 am to 5:00 pm. Parents are requested to kindly cover the books with brown paper and label.
16. 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
17. Please make note that only subject books in which homework is given will be sent home along with the child.
18. Kindly don't send the stationery, water bottle or lunch box in the middle of the day incase forgotten.
- 19. House uniform to be worn every Wednesday and Friday for Mont 1 to Grade 5.**
- 20. House uniform to be worn every Wednesday, Thursday and Saturday for Grade 6 to 9.**
21. 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.
22. 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.
23. Kindly ensure water bottles and winter jackets are labelled. In case misplaced, it can be returned to the child with ease. If lost school is not responsible for the loss.
24. Homework will be given as per the homework timetable which will be shared on Neverskip.
25. For Prohibited items and behavior kindly refer to pg. no. 5 and 6 of Diary.
26. Kindly send the napkin to place as a mat for lunch and a short break. Kindly ensure the child doesn't bring junk food in tiffins.
27. Late arrival and Early dispersal are not allowed in case needed kindly take prior permission for dispersal. Arrival will not be done.
28. Kindly communicate through diaries to the teacher or mail to the teachers keeping Principal in CC.

School Norms

SCHOOL DISCIPLINE AND CODE OF CONDUCT FOR STUDENTS:

- ❖ **Uniform - Students must come to school in neatly laundered uniforms and polished shoes. During winter, white leggings and white full sleeves inner are permitted to be worn.**
- ❖ **Birthday Instuctions - Only Mont 1 to Grade 4 students are permitted to wear civil dress on their birthdays. Grades 5 and above are to wear school uniform kindly refrain from wearing casuals. Students can bring a plant for plantation in school on their birthday no gifts are allowed.**
- ❖ On non-working days, when students are called to school for the practice of co-curricular activities and school events, students should come to school in sports uniforms.
- ❖ The hair should be trimmed and the nails must be cut regularly. Girls with long hair should make two plaits. The use of black hair bands and black clips is 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 a second language for most of us, but it is also a medium of instruction. To acquire proficiency in spoken English, all students must compulsorily converse in English in school.
- ❖ Punctuality and regularity in attendance are essential. Students who have been absent the previous day must bring a note of explanation through the '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 for elders and affection for juniors should be soundly inculcated.

❖ Parents Should carry their parent ID card during dispersal time. In case the parents are not able to pick up the child, the mail should be sent to Principal attaching the Adhaar card in the mail.

❖ For students in Grade 5 and above, if parents wish for their child to be dismissed without an accompanying guardian, a diary note must be submitted on the first day.

RIAH seeks your cooperation and looks forward to have Ryanites on board!

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

Best Regards,

Sonika Kochhar Girotra

Principal





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Sonika Kochhar Girotra
Principal