



Circular No. RIAH/004/AY 2024-25

Date: 30 MARCH 2024

Dear Parents,

Greetings from Ryan International Academy, Hinjawadi !

We are happy to announce the re-opening of school from 1st April 2024. 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 2024-25 an incredibly productive year!

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

Primary School and Middle School

School working hours- 8:00 am- 2:30 pm

Fruit break- 9:45 am to 09:55 am

Lunch break – 11:45 am to 12:05 pm

For grades I to V, all Saturdays are non-working and Grades VI-VIII have school on all Saturdays except the 2nd.

Saturday school timings for Grades VI-VIII - 8:00 am to 12:00 pm

Parents are to fill out the initiative form and submit it to the teachers on the first day of school.

Pre-Primary School

School working hours- 8:00 am -12:00 pm

Lunch break- 10:20 am to 10:50 am

Saturday will be a non-working day.

Common Guidelines for Pre-Primary , Primary and Middle School

School reopens on 1st April 2024 for Mont 2 to Grade 8 and for Mont 1 from 2nd April 2024.

School office working hours- 8:00 am to 4:00 pm

Principal visiting hours – 12:30 pm to 2:00 pm, with prior appointment.

1. Pages 1, 2 & 7 of the Diary are to be duly filled with photographs affixed by 06th April 2024 in school uniform and parents' photos in formals.
2. Kindly send 5 photographs of the students in regular school uniforms.
3. Pages 9 – 10 of the diaries to be duly filled affix the photograph and submit it on 06th April 2024.
4. Kindly send one spare dress for Mont 1 to Grade 1.
5. 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.
6. Parents are requested to write their concerns in the parent corner in the diary.
7. Holiday list, monthly planner, class timetable, and 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 whiteboard also, and students will be instructed to write the same in their diaries.
9. Students must come to school in complete school uniform and be well groomed.

10. Uniform distribution camp will be in the month of June till the time the child doesn't have the uniform, Students are permitted to wear a white T-shirt and blue denim.
11. 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
12. Grades I to VII to submit their notebooks, textbooks 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 homework is given will be sent home along with the child.
13. Kindly don't send the stationery along with the notebooks for submission on the first day of school.
14. House uniform to be worn every Wednesday, Friday and Saturday.
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. The achievement page should be signed by parents every month in the school diary.
21. Class tests should be signed regularly.
22. Homework will be given as per the homework timetable which will be shared on Neverskip.
23. For Prohibited items and behavior kindly refer to pg. no. 5 and 6 of Diary.
24. Star of the week parents have to report to school at 8:30 am on Friday. No change in the day will be made.
25. Kindly send the napkin to place as a mat for lunch and a short break.
26. Late arrival and Early dispersal are not allowed in case needed kindly take prior permission for dispersal. Arrival will not be done.
27. Kindly communicate through diaries to the teacher or mail to the teachers.
28. Kindly print the profile sheet sent on Neverskip and attach it to the portfolio.
29. Please don't send the stationery along with the books on first day, stationery to be sent as and when required by the students.
30. Computer notebooks and workbooks will be sent home every Friday with the students.
31. Weekly notes will be posted on Practically for students.

School Norms

SCHOOL DISCIPLINE AND CODE OF CONDUCT FOR STUDENTS:

- ❖ 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. Only Grade 1 and 2 students are permitted to wear civil dress on their birthdays. Grades III and above are to wear a complete uniform. 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.
- ❖ Star of the week please avoid bringing any chocolate or gifts for the students.
- ❖ 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.

RIAH seeks your cooperation and looks forward to having Ryanites on board!
Let us strive to collaborate, cultivate and create new age global citizens.

Best Regards,

Sonika Kochhar Girotra
Principal

