



**Circular No. RIAH/005/AY 2024-25**

**Date: 03 APRIL 2024**

**Dear Parents,**

Greetings from Ryan International Academy, Hinjawadi!

**Please note that your ward has been given the school Diary. Accordingly, please make a note following and update:**

- Paste recent photographs on the specified places (page numbers 1 and 2).
- Fill out the personal record (page numbers 1 and 2) latest by Monday, 08th April 2024.
- Sign the Undertaking (page numbers 9 and 10) by Monday, 08th April 2024 after reading the rules and regulations as stated.
- Use the Absence Record Sheet (page numbers 191 and 192) to inform the class teacher whenever your ward is absent.
- The class teacher will be using the Tardiness Record (page numbers 195 to 197) as and when required. You are requested to check this page every day.
- The class teacher will capture detailed remarks regarding your ward every month on the Achievement page. Both parents are requested to sign this.
- Your child will record the Homework in the diary daily. Please sign and check the same every day.
- The child Photograph should be in school uniform.
- The teacher will write an achievement page every month which should be signed and acknowledged by parents.
- Parents should not use the pages inside the diary to write their concerns.
- Teachers will appreciation remarks in the teachers' appreciation columns that should be acknowledged by parents.

Looking forward to your support and cooperation,

**Best Regards,**

**Sonika Kochhar Girotra**

**Principal**

