



RYAN INTERNATIONAL SCHOOL, Kondapur

Circular No: RIS, Kondapur/02/2024-25 Date: 10
June, 2024

School Reopening Date - 12th June, 2024 (Wednesday) from Mont 1 to Grade 6

Dear Parents,

Greetings from Ryan International School, Kondapur!

On behalf of the staff at Ryan International School, Kondapur – we are happy to welcome all our students back from summer vacation. We hope that the students have enjoyed the holidays and are energized for the learning ahead.

We request you to guide and support your child's learning by ensuring that he/she:

- 1) Attends school daily and arrives on time, ready for the day's learning experience
- 2) Completes all homework assignments given by teachers
- 3) Reads daily to develop a love for reading and to improve literacy skills
- 4) Shares school experiences with you so that you are aware of his/her school life
- 5) Informs you if he/she needs additional support in any area or subject
- 6) Knows that you expect him/her to succeed in school

A copy of our school guidelines has been enclosed for you to review.

We hope you and your child are looking forward to the first day of school as much as we are!

Warmest Regards,
Mrs. A. Kiranmai
Principal

GUIDELINES FOR PARENTS



ATTENDANCE AND LEAVE APPLICATION



- '5-day system' of Time Table is followed by the month to Grade 5 and '6- day system' followed by Grade 6
- Students need to maintain over 75% attendance for each Term in every Academic Year.
- If a student is absent due to illness or any other valid reason, the Class Teacher must be informed about it immediately by the Parent/Guardian by sending a message through the diary note

One Day Leave - A message to Class Teacher and mention same there in the space provided in the school diary - "Absence Record" (Diary pages 191-192)

Two Day Leave or more - Through an application duly signed by parents

Medical certificate and Leave Letter from a registered medical practitioner are mandatory on the first day the student reports back to school after sick leave of more than two consecutive days.

- It is highly recommended not to take long leave during the School Days. Any Vacation should be planned during the holidays.

CODE OF CONDUCT FOR STUDENTS



- All students should reach the School in time. Students arriving to the School later than the designated time will be sent home after three written warnings.
- Appropriate language must be used at all times.
- Students are required to wear proper uniform and display their Student ID Cards at all times.

- Sports Uniform should be worn as per the PE timetable and regular School Uniform on the rest of the days
- Students must carry handkerchiefs in their pockets
- The School encourages only home cooked food and discourages junk and fast food.
- Parents must ensure that the child carries daily ONE Fruit Snack and One Lunch Box containing healthy food with a napkin.
- Please label the school bag, lunch bag and the bottle
- Girls having long hair must keep them tied. In case of long hair, it should be two plaits, for short hair it should be two ponies with black bands or black hairclips. Boys will take regular haircuts
- No jewelry is allowed to be worn like chains, finger rings, bangles, anklets etc
- Only Girls are permitted to wear small studs in their ear. Girls are to wear bloomers as part of their regular school uniform.
- Application of Henna or use of any cosmetic item is not allowed. Painted and overgrown nails are strictly forbidden
- Kindly ensure that your child does not carry any valuable item to the School.
- No mobile phone is allowed to be carried to the school by any student.
- Parents should ensure that the child is dedicating time towards his or her homework and gets complete set of books as per the prescribed Time-Table and booklist.

ASSESSMENTS



- If a student is absent for an Assessment for any reason, he/she will be marked absent. No retest will be conducted
- Parent Teacher Meeting (PTM) is held after each Assessment. Details of all meetings will be issued in circulars to parents/guardians.
- The School expects parents to attend all the PTMs held during the year. Students need to accompany the parents/guardians in School uniform for each PTM.
- Any communication sent in the school diary must be acknowledged by the parent/guardian. The assignments given must be completed by the child regularly.

TRANSPORT RULES



- For the convenience of parents and the students, the School makes arrangements for pick and drop of students through a fleet of buses (optional).
- Parents are required to provide complete cooperation with the School by ensuring that their children report at their embarking points well on time, carry their ID cards with them all the time and behave in a disciplined and courteous manner while commuting in Bus.
- In case of any communication, parents are requested to call the Transport In-charge.
- The School optimises the routes so that all the students have least travel time. However, it must be noted that it is not possible to cater to certain individual requirements at the cost of time and distance.
- Students are not allowed to travel in any other bus route except their own route. However, they can do so only with permission from the Transport Incharge or the School Principal.
- The bus drivers are authorized to stop the bus only at the designated stops. The bus will not wait for latecomers.
- Application for request for change in transport in case of change of address should be submitted to the Transport Incharge in advance to made necessary arrangements.
- Acceptance of request for change in transport is based on route and availability of seats.
- The school bus services are two way

Visiting Hours



- Parents/Guardians are not permitted to enter classrooms to meet their children or to seek unscheduled interviews with teachers during school hours.
- Parents/Guardians are free to meet the Principal or any Teacher by prior appointment with Admin Executive
- Parents can meet the respective teachers during 3rd Saturday of every month from 9 am to 12:30 pm at the school premises with prior appointment to be taken @ 8179734146

Student Birthday Celebration



We encourage parents to send the following during your child's birthday

- A small chocolate or toffee for the class students (Optional)
- A small plant/ sapling to be planted in School premises (optional) □

Kindly avoid sending big chocolates and expensive gifts



Leave Application for 2 or more than 2 days - Template

To,

The Principal / Class teacher,

Ryan International School

Kondapur, Hyderabad

Subject: Request for sick leave for my Son/Daughter.

Respected Sir/Madam,

I am the mother/father of (Student name), (Class-roll no.), writing to inform you that my son/daughter is unwell and has fever (Mention illness name of your case). Due to this unexpected situation she/he will not be able to attend school for the next 4 days. I will send the doctor's certificate with him/her for your kind reference.

Therefore, I request you to kindly grant him/her leave from (starting date) to (ending date). I shall be really thankful to you.

Sincere Regards,

Student Name:

Grade & Section:

Parent name...

Contact no:

Date: