



RYAN INTERNATIONAL SCHOOL: Gandhi Maisamma

School Commencing for the Academic Year 2025-26- On 2nd April

Guidelines for Parents

Circular No: Cir/06/25-26

Date: 31/03/2025

Dear Parents,

We extend a warm welcome to all our students and parents as we embark on the new academic session 2025-26. With great hope and aspirations, we look forward to a productive and successful year ahead for all.

School Timings

April (Half-day Schedule)- 2nd April 2025 to 23rd April 2025

- **Montessori:** 8:30 AM – 12:30 PM
- **Grade 1 to 5:** 8:30 AM – 12:30 PM

From 12th June 2025 Onwards (Regular Schedule)

- **Montessori:** 8:30 AM – 12:30 PM
- **Grade 1 to 5:** 8:30 AM – 3:00 PM

Summer vacation - 24/04/2025(Thursday) to 11/06/2025(Wednesday) -Tentative

School Re-opens on 12/06/2025 (Thursday)- Tentative

Arrival and Dispersal Timings

- All parents are requested to drop their child by **8:20 AM**. The school gates will be closed at **8:25 AM sharp**.
- Students must reach school on time. Any student arriving late **beyond three written warnings** will be sent home.

Dispersal Timings

- **Montessori (Own Transport):** Parents are requested to pick up their child by **12:40 PM**.
- **Grade 1 to 5 (Own Transport):**
 - **April:** Pick-up by **12:40 PM**.
 - **From June Onwards:** Pick-up by **3:15 PM**.

Gate Entry Instructions

- **Own transport parents** are requested to not park their vehicle in front of the gate or at the entrance, for both arrival and dispersal.
- In the interest of children's safety and security, parents are requested to park their cars and bikes outside the gate and walk with their child to the school gate for drop-off and pickup. No cars or bikes will be allowed inside the campus. We appreciate your support and cooperation in ensuring the safety and security of all children.

Uniform Guidelines

- Students must wear the **proper school uniform** and display their **Student ID Cards** at all times.
- Students must wear school Socks only with polished shoes.
- Skirts(Girls) should be worn below the knees.
- **Sports Uniform** should be worn as per the **PE timetable**, while the **regular school uniform** is to be worn on all other days.
- Students must carry a handkerchief in their pockets daily.

Hair Guidelines

- **Girls with long hair** must keep it tied in **two plaits**. Those with short hair should tie it into **two ponies** using **black bands or black hair clips**.
- **Boys must maintain regular haircuts**.

Jewelry & Personal Grooming

- Wearing **jewelry**, including chains, finger rings, bangles, and anklets, is strictly prohibited.
- Only **girls are permitted to wear small ear studs**.
- Girls must wear **bloomers** as part of their regular school uniform.
- **Application of henna, use of cosmetics, and painted or overgrown nails** are strictly forbidden.

Lunch Guidelines

Note: The school **encourages home-cooked meals** and strongly discourages **junk and fast food**.

Mont I,II,III - Parents must ensure that their child carries healthy breakfast every day.

Grades I to V - Parents must ensure that their child carries one fruit snack and one lunch box with healthy food every day.

School Diary Guidelines

- The **school diary** serves as the **primary mode of daily communication** between the school and parents.
- Parents are requested to **fill in the initial pages** of the diary and **regularly acknowledge** the **monthly calendar page, achievement page, and homework section** with their signature for reference.
- Any **communication from the school** in the diary must be acknowledged by the **parent/guardian**.
- Students are expected to **complete all assigned work** regularly.

Labeling of Belongings

- All **personal belongings** must be **labeled** with the student's **name and grade**.
- **School bag, lunch bag, and water bottle** should be clearly labeled.
- **Textbooks, notebooks, and the school diary** must be **properly covered and labeled**.
- **Sports equipment** such as **skating shoes, badminton rackets, and cricket bats** should be labeled or have a name sticker.
- **School sweaters** should have a **small stitched mark at the collar** to help identify them if misplaced.
- Parents are requested to **ensure that students do not bring valuable items** to school.
- **Mobile phones are strictly not allowed** for any student.

Attendance and Leave Application Guidelines

- A **5-day timetable system** is followed for **Montessori to Grade 5**.
- Students must maintain a **minimum of 75% attendance** per term in each academic year.
- If a student is absent due to illness or any other valid reason, parents must inform the **Reception** via email at **feedback**.
- For **sick leave exceeding two consecutive days or more**, a **medical certificate** and a **leave letter** from a registered medical practitioner must be submitted on the first day the student returns to school.
- For **leave of two or more days**, parents must notify the **Reception** through **email to feedback**.
- For **one-day leave**, parents must inform the **Reception** and record the leave in the **"Absence Record"** section of the school diary (**Pages 191-192**).
- **Long absences during school days are strongly discouraged**.
- Parents are advised to **plan vacations during scheduled holidays** to avoid disruptions in learning.

Student Birthday Celebration Guidelines

At our school, we believe in celebrating birthdays in a **simple and thoughtful** way. To make the day special, parents may choose to:

- Students can come in **decent civil dress** as per school norms (optional).
- Share a **small chocolate or toffee** with classmates (*optional*).
- Contribute a **plant or sapling** to be nurtured on the school premises (*optional*).

We kindly request parents to **avoid large chocolates, expensive gifts, or elaborate celebrations** in school. Your support in fostering a **meaningful and eco-friendly** birthday tradition is greatly appreciated!

Language Selection Options

Students have the following language options:

1. **Hindi as L2 (Second Language) and Telugu as L3 (Third Language)**
2. **Telugu as L2 (Second Language) and Hindi as L3 (Third Language)**

Sports

Two sports are provided for every grade.

Passion Building Initiative

Eco-gardening for grades 1-5.

Assessments

- If a student is **absent** for an assessment for any reason, they will be **marked absent**, and **no retest will be conducted**.
- **Parent-Teacher Meetings (PTMs)** are scheduled after each assessment. The details will be communicated to parents/guardians through circulars.
- The school **strongly encourages** parents to attend all PTMs throughout the year.
- Students must **accompany their parents/guardians** to the PTM and should be dressed in their **school uniform**.

Transport Rules

- The school provides **optional** transport facilities for students through a well-managed fleet of buses for pick-up and drop-off.
- Parents are expected to **cooperate fully** by ensuring that their children:
 - Arrive at their designated pick-up points **10 min prior**.
 - Carry their **ID cards** at all times.
 - Maintain **discipline and courteous behavior** while commuting.
- For any transport-related queries, parents should contact the **Administrative in-charge**.
- The school **optimizes routes** to minimize travel time for students. However, **customized route changes** based on individual requests may not always be feasible.
- Students must travel on their **designated bus routes**. Any changes require prior approval from the **Transport In-Charge or the Principal**.
- **Bus drivers will stop only at designated stops** and will not wait for latecomers.
- Any request for a **transport change due to a change of address** must be submitted **in advance** to the Transport In-Charge for necessary arrangements.
- Approval for transport changes is subject to **route feasibility and seat availability**.
- The **school transport service operates both ways (pick-up and drop-off)**.

Visiting Hours

- Parents/Guardians are **not permitted** to enter classrooms during school hours to meet their children or have **unscheduled meetings** with teachers.
- Meetings with the **Principal or teachers** can be scheduled in advance by contacting the **Reception or Administrator**.
- Parents can meet **respective teachers** every **Wednesday from 3:00 PM to 4:00 PM** at the school premises. A **prior appointment** must be arranged through the **Reception or Administrator**.

Whom to Contact for Queries, Concerns, and Requests

For any queries, concerns, or requests, please find the **contact details** below for the respective departments:

Name of the Staff	Designation	Contact Number	Email
Ms. Varshini	Manager-Admissions	9000408261	admissions1.gmhyd@ryangroup.org
Ms. J. Navya	Manager-Admissions	9000177122	admissions.gmhyd@ryangroup.org
Mr.Ausula Narender	Administrator	9000188122	administrator.gmhyd@ryangroup.org
Ms. Mary Gomes	Head Mistress	-	hm.gmhyd@ryangroup.org

Parents are encouraged to reach out to the appropriate department for **timely assistance and resolution**.

We appreciate your cooperation in adhering to these guidelines, ensuring a smooth transition into the new academic year and the efficient functioning of all school activities. Looking forward to a productive and successful year ahead!

Warm Regards,

Ms. Mary Gomes

Head Mistress

Ryan International school, Gandhi Maisamma