

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

### Guidelines for Parents

Circular No : **Cir/05/25-26**

Date: 27/03/2025

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.

### Academic Session & School Timings

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

- **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)**

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

### 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

- In the interest of children's safety and security, parents are requested to park their cars and bikes in the lane before the barricade and walk with their child to the school gate for drop-off and pick-up. 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** laundered **school uniform** and display their **Student ID Cards** at all times and polished shoes.
- Skirts(Girls) should be worn at knee length.
- **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 and Nails Guidelines

- **Girls with long hair** must keep it tied in **two plaits** .
- **Girls with short hair** should tie it into **two ponies using black bands or black hair clips**.
- **Boys** must maintain **regular haircuts**.
- **Nails** must be neatly **trimmed** at all times.

## Jewellery & Personal Grooming

- Wearing **jewellery**, 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

**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.

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

## 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.

## Labelling of Belongings

- All **personal belongings** must be **labelled** 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 with brown laminated sheet and labeled**.
- **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.
- For **one-day leave**, parents must inform the **Parent relation Officer** and record the leave in the **“Absence Record”** section of the school diary (**Pages 191-192**).
- For **sick leave exceeding two consecutive days or more**, a **medical certificate** and a **leave letter** from a registered medical practitioner must be submitted to the **Principal** on the first day the student returns to school.
- **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
- 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)**

## Optional Sports Selection

Students can choose **any one** of the following optional sports options:

Grade	Mandatory Sport	Optional Sport - 1	Optional Sport - 2
I	PE	Futsal	Taekwondo
II	PE	Futsal	Taekwondo
III	Futsal	Cricket	Taekwondo
IV	Futsal	Cricket	Taekwondo
V	Futsal	Cricket	Taekwondo

## Passion Building Initiative Selection

Students can choose **any one** of the following Passion building optio

Grade	Passion Building - option 1	Passion Building - option 2
I	Eco - Gardening	Home Science
II	Eco - Gardening	Home Science
III	Eco - Gardening	Home Science
IV	Eco - Gardening	Home Science
V	Eco - Gardening	Home Science

## 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 **on time**.
  - Carry their **ID cards** at all times.
  - Maintain **discipline and courteous behavior** while commuting.
- For any transport-related queries, parents should contact the **Transport 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**. If any changes required, prior written application need to be submitted to the principal for approval.
- **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.
- Prior Appointments can be scheduled to meet **Principal** by contacting the **Parent Relation Officer**
- 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 **Parent Relation Officer**
- We kindly request parents/Guardians to dress appropriately when visiting the school for dropping off or picking up your ward, attending PTMs, meeting teachers, staff or participating in any school events. Your cooperation in maintaining the decorum of the school is highly appreciated.

## Whom to Contact for Queries, Concerns, and Requests

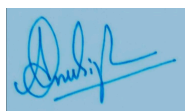
For any queries, concerns, or requests, please find the **contact details** below for the respective departments:

Name of the Staff	Designation	Contact Number	Email
Ms.Tejaswini Reddy	Parent Relation Officer	9000130343	contact.kompally@ryangroup.org
Ms.Srilatha	Admission Manager	6281402002	admissions.kompally@ryangroup.org
Mr.Balaji	Accounts	9000714869	accountant.kompally@ryangroup.org
Mr.Vishnu	Transport	8050993152	-
Mr.S DevBhagirath	Administrator	9248857887	administrator.kompally@ryangroup.org
Ms.Anu Singh	Principal	-	principal.kompally@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.Anu Singh  
Principal  
Ryan International School-Kompally