

AVE MARIA SCHOOL (CBSE)

RAMANTHAPUR, HYDERABAD

(Managed by the Hyderabad Archdiocese Educational Society)

AMS/Circular

10th June 2025

Dear Parent,
Greetings from Ave Maria School!

Congratulations on your decision to accept the challenging and exciting task of admitting/continuing your ward in the school. It is with great pleasure and a wonderful sense of anticipation that I extend a warm welcome to you and your ward to the new academic session 2025-26. The new academic year brings in the renewed energy and resolve to fulfill all that has been planned for students. There are new goals to identify and dreams to be turned into reality. We would also like to welcome our new students and their parents with a definite assurance that you will find the school welcoming and warm at heart with an energetic environment, conducive to learning and growth. Our teachers and administrators share a commitment to provide with the highest quality learning experience.

With a firm belief that our parents would extend co-operation and support as always to help us build holistic personality of our students, here are some important points and we request all our parents to adhere to them.

School Timings:

Class	Nursery	8.25 am to 12.30 pm (Mon – Friday)
Classes	LKG	8.25 am to 12.30 pm (Mon – Saturday)
Classes	UKG to III	8.25 am to 3.30 pm (Mon – Friday)
Classes	IV to X	8.30 am to 3.45 pm (Mon – Friday)

EVERY SATURDAY

Class	Nursery	Holiday
Classes	LKG - UKG	8.25 am to 12.30 pm
Classes	I – X	8.25 am to 2.30 pm

Note: Every Second Saturday is Holiday

- Please make sure that your child comes to school on time
- Parents are required to leave their child at the gate.

- Parents are not allowed to meet students during school hours.

Visiting Hours

➤ **Visiting Hours with the Principal**

9:30 AM to 11:30 AM (Monday to Friday)

Meetings are arranged by appointment only. Timings of meetings are generally from 9:30 A.M. to 11:30 A.M. but it is advised to fix up an appointment before a visit is made to avoid inconvenience. Your suggestions/ complaints for the betterment of the institution are welcomed.

➤ **Visiting Hours with Subject Coordinators**

4:00 pm to 4.30pm (Monday to Friday) with prior approval from Principal.

➤ **Visiting Hours with Teachers**

4:10 PM to 4:30 PM (Monday to Friday) with prior approval from Principal.

➤ **Visiting Hours with Counselor**

10:30am to 1:30 PM (Monday and Thursday) with prior approval from Principal.

Punctuality:

Punctuality is of paramount importance in the life of a person. Punctuality, as a habit must be inculcated among the students right from a very young age. The school gate shall close at 8.45 am after which the late comers will not be allowed to enter. **The students are therefore expected to reach school 10 minutes in advance.**

A word of caution to the parents: Please do not leave your ward outside the school gate once it is closed. The responsibility of the students who are left outside shall lie with you.

Please note that half day is not permitted to the students. Prior approval must be sought in advance if your ward has to be picked up early due to any reason. In case of any emergency the students may be allowed to leave only if the parents themselves come to school to pick them up. No student will be allowed to leave school with anyone, other than the parent,

Transport

- Parents have to arrange their own private transport for the child to commute. They must ensure that all rules laid down by the Hon'ble Supreme Court are adhered to and that the vans/vehicles are not overcrowded and are safe for the students' travel.
- Private vehicle drivers should be instructed not to leave the students outside the school gate once it is closed.
- Private vans are not under the control and management of the school. Hence, parents need to be extra careful and vigilant while hiring Private vans.

Leave Rules:

- Students are not to absent themselves without prior sanction.
- The parents must send an absentee note in the diary. In case of medical leave for 3 days or more, it is mandatory for the student to submit a medical fitness certificate on joining back failing which the student will be sent back home.
- By doing so, we ensure that the child is medically fit to join the school and also that the student on medical leave is still not carrying any contagious disease that can spread among other students.
- If a student is absent for any test she/he will be awarded zero in that test.
- If a student is absent on the day of the test due to medical reasons, a written application supported by a medical certificate must be submitted on the same day.
- Please do not send your ward to school if he/she is not well. Students will not be allowed to attend school or write any examination/test during illness.

Uniform Policy:

- A small number of boys and girls regularly ignore the regulations with regard to correct attire/appearance at school. The School Uniform is a symbol of the school and a public declaration of its values. Standards and beliefs. It creates a sense of collective and individual pride in students and their

identification with the institution. It is a symbol of equality among students and demonstrates mutual respect.

- Therefore, the uniform must be worn respectfully at all times and parents are requested to cooperate and assist the school and enable their children to adhere to the uniform regulations.
- Children must come to school in proper, neat & clean ironed uniform and should not carry expensive stationery / items to the school.

Kindly Note the Following

1. Students should adhere to the school' Dress Code throughout the year
2. The students have to carry the ID cards every day.
3. Please make a new Identity Card in case of loss, change in address and telephone numbers.
4. Please label your child's belongings.
5. Tiffin box, books and all other materials should be sent with the students while coming to school in the morning.
6. Please send the necessary materials for projects whenever required.
7. Medicines given to the child should be informed to the teacher.
8. Distribution of gifts and cutting a cake in the school on your child's birthday/any occasion is not allowed
9. All circulars will be uploaded on the school website on a regular basis

School Diary

1. The School Diary has been distributed. Please read it carefully and abide by all the rules and regulations of the school.
2. **You are required to fill in the information and sign.** Kindly return the duly signed Undertaking page to the class teacher within a week.
3. The School Diary must be checked by the parents daily and should be brought to school every day by the students
4. You are required to use the pages provided in Diary for Parent Communication if you wish to send any message to the teacher/coordinator.
5. For list of holidays and schedule of activities, kindly to check the school calendar printed along with the diary.

Time Table

1. The Class Time-Table will be given in the class
2. As per the teacher's instructions certain books/stationery items etc. will be kept in school. This will help in making our students bags lighter.
3. Corrected note books/worksheets will be sent home regularly, kindly check and sign. Do maintain a file of all the worksheets as the teacher might call for them back at school for revision purposes.

Library

- Students have a Library period once a week. Library books will be given in this period. Kindly return the books in good condition every week to avoid any penalty charges.
- Students should practice reading on a daily basis at home.

Lunch / Snacks

- We have observed that the students, who come to school empty stomach, often complain of headache.
- Kindly ensure children have a nutritious breakfast before coming to school and they are expected to bring nutritious snacks during the short break.
- Parents are advised to send packed lunch for the long break. It is advisable that the students carry their own lunch bag from home.
- Parents are suggested to send healthy hygienic Vegetarian food. **Non-Vegetarian food should be avoided as it makes child drowsy and may lead to food poisoning.**

Parents Teachers Meetings:

- The PTM schedule is given in the Diary. Please feel free to meet the Teachers/Heads for any queries regarding the child's progress during this time.
- Do not send tutors, neighbours or relatives for the Parent-Teachers Meetings.

Awards and Co-curricular activities:

- All the students are encouraged to participate in various competitions organized by the school. The competitions will be held in sports/games and extracurricular activities. Certificates/mementos are awarded during the school assembly.
- Interschool activities and events will be notified.

Finally, I must once again thank you for your continuous support in all our endeavours and hope the same from our new parents who are joining the **AMS (Ave Mari School) family** from the session 2025-2026. We expect similar encouragement to help us in offering the students the most congenial environment so that their learning becomes easy, useful and everlasting. We will keep in touch with you throughout the year through the school website, Parent Mobile App, sms and the school diary. You may write to us at avemariaschool2022@gmail.com

This circular is aimed to give you a better insight into the day to day functioning of the school. To bring out the best in your child, the institution expects your co-operation at all times.

I wish your child Happy Schooling!

Regards


PRINCIPAL
AVE MARIA SCHOOL

