



ST. FRANCIS INTERNATIONAL SCHOOL

P-188 C.I.T. SCHEME IV M, SUREN SARKAR ROAD, KOLKATA- 700010

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GENERAL NOTICE (2022-23)

Dear Parent/Guardians,

I extend a warm welcome to the new students on becoming the part of the

SFIS family. We are now ready to welcome you all to the new academic session of **2022-23**.

The new Academic Session 2022-23 for Classes Nursery to Upper K.G shall commence on and from the 11th of April, 2022. All the classes shall be conducted physically at the school premises only subject to the directions of the Govt. of West Bengal and the COVID-19 situation.

School Timings:

- Nursery: 7.55 am till 11.50 am
- Lower & Upper K.G: 7.55 am till 11.50 am.

Text Books, Exercise Books, Stationery, School Bags & Accessories:

- Text Books, Exercise Books, Stationery, School Bags etc. will be available from **St. Francis Xavier School, G.A Block, Purbanchal, Sector-III, Salt Lake City, Kolkata-700097**
- Text Books, Exercise Books, Accessories, Fee book etc. shall be made available at the St. Francis Xavier School premises on **5th April, 2022**. Please note the date and timing given below and come fully prepared to the school to procure your materials. You are requested to keep the date and time in mind to avoid inconvenience and overcrowding.
- Four recent stamp size photographs in school uniform (compulsorily) to be submitted by **15th April, 2022** in the school office. Write your ward's name, class and contact number on the reverse side of the photographs.

Date	Class	Timings
5 th April, Tuesday 2022	Nursery	10.00 am - 1.00 pm
5 th April, Tuesday 2022	L.KG	10.00 am - 1.00 pm
5 th April, Tuesday 2022	U.KG	1.30 pm - 4.00 pm

Uniform:

The school uniform for the new academic session is made by the tailor authorised by the school to maintain uniformity and convenience of the parents and children. In case you have not yet given measurements for your child's uniform, you are already running late! Wearing the correct uniform to school is an essential part of discipline. Please note that school uniform is a must from the very first day of the academic session and a child wearing coloured clothes may not be allowed to attend classes.

The school tailor will be available for school uniform measurements at St. Francis Xavier School, GA Block, Purbanchal, Sector-III, Salt Lake City, Kolkata-97 (opp. Hyatt Regency Hotel)

Measurement Dates & Time: Monday and Friday between : 11 am to 2 pm.

FEES

The school fees can be paid online from the school website, mobile PAYTM APP, School App (Quick School Parent App) and through the designated bank branches as mentioned in the Fees Book. User name and Password of the App and website login shall be soon made known to you. Only defaulters may pay fees at the school counter in cash. Please read and follow all instructions mentioned in the fees books and follow the same closely. For new students, please note that by

taking admission you have already cleared all the fees due till the 1st quarter and are required to pay only from the 2nd quarter onwards which falls due on the 1st of July, 2022. **For this purpose, the Fees Book can be collected from the accessories counter on 5th April'2022.** Please maintain & retain the fee book, as it is useful for clearing all fee related doubts. Please note payments vide NEFT or UPI App shall carry a processing charge of Rs.500 and therefore, should be avoided.

BUS BOOKINGS:

The School operates a fleet of seven buses which are fully compliant with all the applicable statutory norms for your convenience along pre-determined routes. Please take advantage of this service by contacting our Bus Manager, Mr. BholaNath Das 6290828900 for details and bookings. Here are some of the advantages of availing the school bus facility.

- Each bus is equipped with a "Certificate of Fitness" issued by the motor vehicle authorities ensuring that the buses are well maintained.
- Trained drivers and helpers. Teacher Escorts to ensure safe and smooth alighting and boarding.
- Bus shall ply according to school timings on special occasions.
- Peace of mind assured by insured travelling and timely pick up & drop service for your child.
- GPS tracking, speed governors, First Aid kit & Fire extinguishers on board. (CCTV camera proposed to be installed)

In case you are willing to avail our school bus service, you will be required to accompany your child on the first day to show our drivers the route & pick up point. Please go through the 'Bus Fee & rules section in the school diary for further details.

SCHOOL APP and WEBSITE:

Parents and Guardians are hereby requested to use the School's Website and Quick School Parent App (IOS/Android). This App will keep you updated about the school calendar, circulars & notices, attendance, fee status of your ward and make school fee payments.

Please note a detailed video on how to use the school app with all the information will be shared soon with parents on their WhatsApp number.

Checklist for Parents:

- Read every page of the School Diary.
- Child is accompanied by parent/guardian on the first day.
- Child is in proper school uniform and carries the school diary every day from the very first day.
- Child reaches school at least 10 minutes before the scheduled time on the first day.
- Child carries all text books and a few exercise books including the rough copy.
- In case the child is not in proper school uniform, then he / she should carry an order bill from the school tailor for exemption. Exemption will be allowed only till a reasonable period of time.

Important Rules- Late Comers / Unexplained Absence from school:

Late Comers: Students coming late to school won't be allowed to enter and school shall not be responsible for their whereabouts after the school gates are closed.

Unexplained absence: Unexplained absence for more than one week shall lead to the striking off the name of the student from the school rolls. Please note that 75% attendance is an essential criterion for promotion to the next higher class. Leave must be sought for all planned events vide the format given in the school diary.

COVID-19 Protocols: Please ensure your child carries two face covers (preferably surgical mask) and a small bottle of sanitizer to school. Face mask should be worn throughout the duration of the school hours. Other prevailing and applicable COVID-19 protocols as well as those issued in future by the government authorities from time to time should be followed diligently.

N.B.: For further enquiry contact the school office at 2363-3015 / 46014884/ 6290000935.



Priyanka Chopra.
Director

Date: 28th March,2022

