



# ST. FRANCIS INTERNATIONAL SCHOOL

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

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## GENERAL NOTICE (2025-26)

Dear Parent/Guardians,

I extend a warm welcome to the new students joining the SFIS family. We are now ready to welcome you all to the new academic session of 2025-26.

The new Academic Session 2025-26 for Classes Playgroup to Upper K.G shall commence from the 8<sup>th</sup> of April, 2025 (Tuesday).

### School Timings:

- Playgroup (Timings will gradually increase).  
8<sup>th</sup> April to 25<sup>th</sup> April – 8.25 am till 9.30 am.  
28<sup>th</sup> April to 16<sup>th</sup> May - 8.25 am till 10.30 am.
- Nursery: 7.55 am till 11.30 am.
- Lower & Upper K.G: 7.55 am till 11.45 am.

### Text Books, Exercise Books, Stationeries & Accessories:

- Textbooks, Exercise Books, Accessories etc. shall be made available at the St. Francis Xavier School premises on 2<sup>nd</sup> of April 2025. Kindly ensure you arrive on time to avoid overcrowding.

Date	Class	Time
2 <sup>nd</sup> April, 2025	Playgroup – Upper K.G	9.00 am – 12.30 pm

- Two recent stamp size photographs in school uniform (compulsorily) for school's ID & escort to be submitted on 2<sup>nd</sup> April 2025 in the accessories counter. Write your ward's name, class, and contact number on the back of the photographs.

### School Uniform:

To ensure the uniformity, the school uniform is provided by an authorized tailor. If you haven't yet given measurements for your child's uniform, kindly do so at the earliest. 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. If the uniform is pending, bring the **order bill from the school tailor** for exemption (valid for a limited time).

### Measurement Details:

**Location:** St. Francis Xavier School, GA Block, Purbanchal, Sector-III, Salt Lake City, Kolkata-97 (Opp. Hyatt Regency Hotel)

**Days & Timings:** Mondays & Fridays | 11:00 AM – 2:00 PM

**Contact Person:** Mr Prasant 9903701503

## **SCHOOL FEES**

School fees are to be ordinarily paid through the 'Quick School Parent App'. Fees may also be paid through the school portal ([www.francisinternational.org](http://www.francisinternational.org).) and by cash at the designated branch. Payment of fees through UPI apps like Gpay etc. and online bank transfers directly to the school's bank account is not allowed any longer. A processing charge of Rs. 500/- will be levied if fee is paid directly to the school's bank account.

**For new admissions**, 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, 2025. Please read and follow all instructions mentioned in the school diary and follow the same closely.

## **SCHOOL BUS FACILITY :**

The school operates seven buses along pre-determined routes. To book a seat, contact our Bus Manager, Mr. Salahuddin Sarkar at 6290828900.

### **Benefits of availing the school bus:**

- ✓ Well-maintained buses with a Certificate of Fitness issued by motor vehicle authorities.
- ✓ Trained drivers, helpers, and lady escorts for safety.
- ✓ Buses operate as per school timings on special occasions.
- ✓ GPS tracking, CCTV cameras, speed governors, first aid kits, and fire extinguishers on board.
- ✓ Insured travel for peace of mind.

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 are requested to use the Quick School Parent App (iOS/Android) and visit the school website for updates on: School calendar, circulars, attendance, fee status and online fee payments.

### **Tutorial Video:**

A detailed video on using the School App is available on our YouTube channel (St. Francis International School).

### **Checklist for Parents:**

- ✓ Read the School Diary thoroughly.
- ✓ Ensure your child is accompanied by a parent/guardian on the first day.
- ✓ Ensure your child wears the proper school uniform and carries the school diary daily.
- ✓ Arrive at least 10 minutes before school time on the first day.
- ✓ Carry textbooks and exercise books as per the timetable.
- ✓ If the school uniform is not ready, bring an order bill from the school tailor.
- ✓ Until the ID card is issued, pin a temporary name tag (name & class) on your child's uniform.  
A temporary escort card will be provided.

For further inquiries, contact the school office at 2363-3015 / 46014884 / 6290000935.

Warm Regards,

Priyanka Chopra  
Director  
15<sup>th</sup> March 2025