



ST. FRANCIS INTERNATIONAL SCHOOL

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

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GENERAL NOTICE (2024-25)

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 2024-25. The new Academic Session 2024-25 for Classes Playgroup to Upper K.G shall commence from the 9th of April, 2024 (Tuesday).

School Timings:

- Playgroup: For playgroup duration shall be increase gradually.
9th April to 19th April – 8.25 am till 9.30 am.
22nd April to 3rd May - 8.25 am till 10.15 am
6th May to 17th May - 8.25 am till 11.00 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 3rd of April 2024. 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.

Date	Class	Time
3 rd April, 2024	Playgroup – Upper K.G	10.00 am – 12.30 pm

- Two recent stamp size photographs in school uniform (compulsorily) for school's ID & escort to be submitted on 3rd April 2024 in the accessories counter. Write your ward's name, class, and contact number on the reverse side of the photographs.

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.

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.) 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, 2024. Please read and follow all instructions mentioned in the school diary and follow the same closely.

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. Salahuddin Sarkar at 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. Lady staff 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, CCTV Cameras, Speed Governors, First Aid Kit & Fire extinguishers on board.

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 is available on the school's YouTube channel (St. Francis International School)

Checklist for Parents:

- Read every page of the School Diary.
- Ensure child is accompanied by parent/guardian on the first day.
- Ensure child is in proper school uniform and carries the school diary every day from the very first day.
- Ensure child reaches school at least 10 minutes before the scheduled time on the first day.
- Ensure child carries textbooks and exercise books according to class timetable.
- 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.
- Until children receives their ID card, parents please pin their name and class on their school shirt / frock. Furthermore, a temporary escort card will be provided by school.

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

Priyanka Chopra

Director

14th March, 2024.