

# ST. FRANCIS XAVIER SCHOOL

GA-Block, Purbachal, Phase-I, Sector-III, Salt Lake, Kolkata-700097

Phone Nos.: 2335-0584 / 2335-9108

Email : info@stfxonline.com Website : www.stfxonline.com

Dear Parent/Guardian,

No.- STFX/NEW-AD/2021-22

I extend a warm welcome to the all the **new students** on becoming the part of the STFX family. We are now ready to welcome you all to the new academic session of **2021-2022**.

**The new Academic Session 2021-22 for Classes I to X and XII shall commence on and from the 12th of April, 2021. The classes for Classes I to VIII will be held online till the time physical classes are allowed by the concerned government authorities. Physical Classes for Classes IX to XII will be conducted at the school premises and detailed instructions regarding the same shall be communicated vide a separate notice.**

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

Text Books, Exercise Books and Stationery etc will be available through online portal and also through the usual system from the school campus. Accessories (tie, belt, diary etc) shall be made available at the school campus on the days mentioned in the following schedule of the text book distribution. Please note the dates and timings given below and come fully prepared to the school to procure your materials. You are requested to keep the dates and time in mind to avoid inconvenience & to assist us in following Covid -19 protocols.

SCHEDULE FOR TEXT BOOKS, EXERCISE BOOKS AND ACCESSORIES DISTRIBUTION		
Dates	Class	Timing
24.03.2021	I	01.30 P.M. - 4.00 P.M.
25.03.2021	II	10.00 A.M - 1.00 P.M.
25.03.2021	III	01.30 P.M. - 4.00 P.M.
26.03.2021	IV	10.00 A.M - 1.00 P.M.
26.03.2021	V	01.30 P.M. - 4.00 P.M.
27.03.2021	VI	10.00 A.M - 1.00 P.M.
27.03.2021	X	01.30 P.M. - 4.00 P.M.
30.03.2021	VII	10.00 A.M - 1.00 P.M.
30.03.2021	VIII & XII	01.30 P.M. - 4.00 P.M.
31.03.2021	IX	10.00 A.M - 1.00 P.M.

**For Online Purchase - Place your order online for home delivery of your Book-Set as per the above specified dates at [www.getmybooks.com](http://www.getmybooks.com).**

Parents to bring four stamp size photographs of their wards in school uniform and submit the same to the respective class teachers on the 12<sup>th</sup> of April '2021'. Write your ward's name, class, section 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 will not be allowed to attend online classes.

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

## FEES:

The fee structure for the Academic Year (AY) 2021-22 is being kept as the same as that of the AY2020-21. However, as per the directions of the Hon'ble Calcutta High Court, the fees for Classes I-VIII shall be charged at the ongoing rates (i.e., 80% of the fees for the AY2019-20) except for Classes IX-XII where normal classes have now been allowed and the fee structure for the AY2021-22 will be applicable. As and when normal classes are allowed, the fee structure shall be changed to that of the year 2021-22 for other classes too. Please follow notices in this regard. The above is subject to the directions of the Hon'ble Courts.

The school fees can be paid through online modes and also through the designated bank branches as mentioned in the Fees Book. 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. 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, 2021. Please maintain & retain the fee book as it is useful for clearing all fee related doubts. Any excess fee collected will be duly adjusted upon application with the fees of the subsequent quarters.

## School App:

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 and fee status of your ward.

## Checklist for New Parents:

Before your child joins the classes, please follow this checklist meticulously: -

- ⇒ Read every page of the School Diary-cum-Student & Parent Handbook including the portion where online class etiquettes have been given.
- ⇒ Child is in proper school uniform and keeps the school diary every day from the very first day. Child is ready to join online classes at least 5 minutes before the scheduled time on all the days.
- ⇒ In case the child is not in proper school uniform, then he / she should show an order bill from the school tailor for exemption. Exemption will be allowed only till a reasonable period of time.
- ⇒ In case of online classes, child is equipped with suitable IT infrastructure and a stable and fast internet connection.

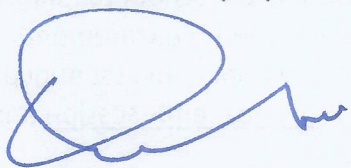
## Important Rules- late joining/Unexplained Absence from online classes:

**Late login:** As is the regular and normal practice, students shall not be allowed to join the online classes if they are late.

**Unexplained absence .** In case a student is absent for one week or more without any intimation in writing, his/her name shall be struck off the 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.

We hope to work together as a team with you for a wonderful future for your child.

N.B.: For further enquiry contact the reception at 2335-9108 / 0584.



Ajay Chopra,  
Secretary & Administrator.



Date: 12/03/2021