



ST. FRANCIS XAVIER SCHOOL

GA-Block, Purbachal, Phase – I, Sector – III, Salt Lake, Kolkata – 700097
Ph No. : 2335-0584 / 2335-9108

NOTICE

EMAIL POLICY (22.04.2021)

This is for the attention of parents that the school is receiving various kinds of direct emails from the students on disciplinary issues such as poor attendance or absence from classes, non-submission of project files and test copies, application for leaves, change of subjects etc. In this regard, parents must note that emails concerning issues like leaves and other disciplinary related matters should only be received from the parents as students are not authorized to send such emails.

Additionally, parents who email the school must write the letter neatly on a piece of A4 paper addressing it to the Principal and after signing at the bottom of the letter send the scanned copy to the school email address as an attachment. This instruction is being issued so that the school can verify the genuineness of the email through the signature of the concerned parent. Emails not received as per the said instruction shall not be taken notice of.

Further, also note that the school takes no cognizance of emails sent directly by the students and such emails shall have no effect whatsoever. The school also does not take cognizance of emails sent by relatives other than the parents.

Parents may also note that Transfer Certificate applications, Subject change and withdrawal from School Bus are completely offline processes which have to be initiated and completed at the school premises itself. No notice shall be taken of emails on such issues at all.

Students may only email the concerned teachers when specific instruction is issued to them by their teacher for academic work.

Please note the above rules while corresponding with the school over email and follow the instructions.

Principal (Officiating)