



# ST. FRANCIS XAVIER SCHOOL

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

Ph. Nos. : 2335-0584 / 2335-9108

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

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## **SCHEDULE FOR COLLECTION OF EXERCISE BOOKS & PRIZES BY PARENTS**

**SESSION: 2021-2022**

**CLASSES: I – XII**

**VENUE: SCHOOL HALL**

Dear Parents,

We are pleased to inform you that we have arranged for the collection of the HW/CW Exercise Books and Test Copies of your wards from the teachers in the School itself. You are hereby requested to visit the school for collection of the same of all subjects as per the schedule given below. It is also informed hereby that the awardees of the Annual Prize Day shall also receive their prize items from the school library following their class schedule.

DATE	TIME	CLASS
02/09/2021	09.00 am – 10.00 am	I-A/B
02/09/2021	10.15 am – 11.15 am	II-A/B
02/09/2021	11.30 am – 12.30 pm	III-A/B
02/09/2021	12.45 pm – 1.45 pm	IV-A/B/C
02/09/2021	2.00 pm – 3.00 pm	V-A/B

DATE	TIME	CLASS
03/09/2021	09.00 am – 10.00 am	VI-A/B
03/09/2021	10.15 am – 11.15 am	VII-A/B
03/09/2021	11.30 am – 12.30 pm	VIII-A/B
03/09/2021	12.45 pm – 1.45 pm	IX-S/C
03/09/2021	2.00 pm – 3.00 pm	X-S/C

DATE	TIME	CLASS
06/09/2021	09.00 am – 10.00 am	XI-S/S1
06/09/2021	10.15 am – 11.15 am	XI-C/C1
06/09/2021	11.30 am – 12.30 pm	XII-C/C1
06/09/2021	12.45 pm – 1.45 pm	XII-S/S1

### **General Instructions:**

In order to keep each other safe, we will have to follow the instructions given below compulsorily:

- 1) Parents to come as per schedule in order to avoid crowding at a time. Students shall not be allowed.
- 2) Only one of the parents should come.
- 3) Those who do not come as per schedule will not be allowed entry.
- 4) Those showing symptoms of fever, dry cough and tiredness must not come to school.
- 5) Every parent must carry hand sanitizer and wear mask at all times. Entry will be given only if mask is worn and body temperature is found to be below 98.4-degree F.
- 6) To maintain physical distancing all instructions of the staff must be followed and full cooperation must be extended to school administration.
- 7) Checklist for parents' signature will be kept in the allotted classroom.

**PRINCIPAL (O)**