



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,

On behalf of the entire teaching fraternity of STFX I hereby congratulate all those who have been promoted to the next higher classes. I also wish to assure those who could not secure promotion that we will render all assistance to ensure their success next time.

We are set to usher into a new academic year 2022-23 and we heartily welcome all including our newly enrolled students. The new session for Classes I to X and XII commences on & from the 11th of April, 2022 and all the classes shall be conducted physically at school premises itself subject to COVID-19 restrictions issued by the concerned government authorities. Classes for Class XI will start after the conclusion of ICSE SEM-2 Exams conducted by the CISCE. A separate notice in this regard shall be issued at the earliest.

Text Books, Exercise Books, Stationery & Accessories:

Text Books, Exercise Books, Stationery, Accessories (tie, belt, socks, diary etc.) will be made available from counters set up by the book sellers at the school campus. You must come to school following the individual slot timings given by the class teachers and adhere to all COVID-19 protocols while doing so:

SCHEDULE FOR TEXT BOOKS, EXERCISE BOOKS AND ACCESSORIES DISTRIBUTION

Dates	Class	Timing
05.04.2022	IA, IB and IIA	01:30 PM - 04.00 PM
06.04.2022	IIB, IIIA and IIIB	10.00 AM - 01.00 PM
06.04.2022	IVA, IVB and VA	01.30 PM - 04.00 PM
07.04.2022	VB, VC and VIA	10.00 AM - 01.00 PM
07.04.2022	VIB, VIIA and VIIB	01.30 PM - 04.00 PM
08.04.2022	VIIIA, VIIIB and IXS,	10.00 AM - 01.00 PM
08.04.2022	IXC, XS and XC	01.30 PM - 04.00 PM
09.04.2022	XIIC, XIIC1, XIIS and XIIS1	10.00 AM - 01.00 PM

On the day of above scheduled books distribution, parents must bring four passport size photographs of their wards in school uniform and submit the same to the respective class teachers with their ward's name, class, section and contact number written on the reverse side of the photographs.

Uniform:

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

The prescribed school uniform should be procured only from the tailor authorised by the school to maintain uniformity and convenience of the parents and children. Many students are most likely to have overgrown their old uniform sets and they might have not procured a new set during the pandemic period. Parents must order the same without any further delay as their ward need to compulsorily wear the proper school uniform from day one at school. New admission cases who have already placed an order for the new set of uniform but facing delays from the tailor will be allowed to attend school if they bring along the school tailor's order slip and wear their previous school's uniform, as a temporary exception.

FEES:

The fee structure for the Academic Year (AY) 2022-23 has been revised vide Notice dated 18th February'2022 and a copy of the same is made available on our school website. Please follow the guidelines given in the said notice regarding fee payment mode. Your ward's attendance in the new session shall be taken as your acceptance of the said fees structure.

Newly admitted students must collect their fees book from the school accounts office counter from 25th March 2022 on all working days between 10:15 a.m. and 01:30 p.m. Please maintain & retain the fee book as it is useful for clearing all fee related doubts. Please note that fee should only be paid vide school portal/ app (Quick School Parent App) or through the PAYTM portal/app. Fees will not be accepted through NEFT or UPI modes. If paid, a processing charge of Rs. 500/- will be applicable for every transaction.

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 Transport Supervisor, **Mr. Bholanath Das (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. Teacher 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, speed governors, First Aid kit & Fire extinguishers on board. (CCTV camera proposed to be installed)

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 and the Bus Fees Book for further details. Please note that bus fee should only be paid vide school portal/ app (Quick School Parent App) or through the PAYTM portal/app. Fees will not be accepted through NEFT or UPI modes. If paid, a processing charge of Rs. 500/- will be applicable for every transaction.

School App and website:

Parents and Guardians are hereby requested to use the School's Website and Quick School Parent App (IOS/Android) and use it to pay school & bus fees. This App will keep you updated about the school calendar, circulars & notices, attendance and fee status of your ward. You must also use the app to make fee payments.

Checklist for New Parents:

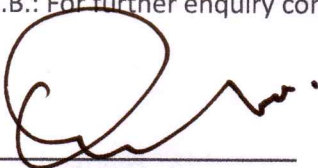
Before you send your child to school on the very first day, follow this checklist meticulously: -

- ⇒ Read every page of the School Diary.
- ⇒ Child is accompanied by parent/guardian on the first day.
- ⇒ Child is in proper school uniform and carries the school diary every day from the very first day.
- ⇒ Child reaches school at least 15 minutes before the scheduled time on the first day.
- ⇒ Child carries all text books and a few exercise books including the rough copy.
- ⇒ 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.

COVID-19 Protocols

Parents must ensure that they keep themselves abreast of all COVID-19 related protocols issued by the government authorities and the notices issued on the subject by the school authorities from time to time which are available on the school website. Parents must also ensure that their wards follow all the guidelines issued through such notices and government orders.

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


Ajay Chopra,
Secretary & Administrator.



Date: 22/03/2022