

# ST. FRANCIS XAVIER SCHOOL

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

Phone Nos.: 2335-0584 / 2335-9108

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

Dear Parent/Guardian,

I hereby congratulate all those who have secured promotion to the next higher classes. Unfortunately, some of the students got retained in the same class and for them, we stand committed to render all assistance to ensure their success next time.

We are set to begin our journey for the new academic year 2023-24 and we heartily welcome all aboard including our newly enrolled students. The new session for Classes I to XII commences on & from the 11th of April, 2023.

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

Text Books, Exercise Books, Stationery, and Accessories (tie, belt, socks, diary, etc.) will be made available from counters set up by the booksellers at the school campus. You must come to school following the individual slot timings given by the class teachers.

### SCHEDULE FOR TEXTBOOKS, EXERCISE BOOKS, AND ACCESSORIES DISTRIBUTION

Dates	Class	Timing
03.04.2023	IA, IB, IIA, IIB	01:30 PM - 04.00 PM
04.04.2023	IIIA, IIIB, IVA, IVB	10.00 AM - 01.00 PM
04.04.2023	VA, VB, VIA, VIB, VIC	01.30 PM - 04.00 PM
05.04.2023	VIIA, VIIB, VIIIA, VIIB	10.00 AM - 01.00 PM
05.04.2023	IXS, IXC	01.30 PM - 04.00 PM
06.04.2023	XS, XC	10.00 AM - 11.30 AM
06.04.2023	XIIS, XIIS1, XIIC, XIIC1	11.30 AM - 01.00 PM
06.04.2023	XIS, XIS1, XIC, XIC1	01.30 PM - 04.00 PM

On the day of the 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 for the parents and children. 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 uniforms 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) 2023-24 has been revised. A copy of the relevant notice 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 23<sup>rd</sup> March 2023 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 at authorized Axis Bank branches or vide the school portal/ app (Quick School Parent App). Fees will not be accepted through NEFT, UPI modes or through the PAYTM portal/app. If paid, a processing charge of Rs. 500/- will be applicable for every transaction.

### **Bus Bookings:**

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

### **School App and website:**

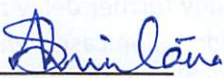
Parents and Guardians are hereby requested to use the School's Website and Quick School Parent App (IOS/Android) and use it to pay school & bus fees. This App will keep you updated about the school calendar, circulars & notices, attendance, and fee status of your ward.

### **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.
- ⇒ Student is accompanied by parent/guardian on the first day.
- ⇒ Student is in proper school uniform and carries the school diary every day from the very first day.
- ⇒ Student reaches school at least 15 minutes before the scheduled time on the first day.
- ⇒ Student carries all textbooks and the required number of exercise books including the rough copy.
- ⇒ In case the student is not in proper school uniform, then he/she should carry an order bill from the school tailor for exemption which will be allowed only for a reasonable period of time.

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

  
**Anil Srivastava**  
Principal (O)



Date: 10/03/2023