



ST. FRANCIS XAVIER SCHOOL

(A unit of St. Francis Xavier Education Society, Regd. No.: SO052939)

AFFILIATED TO THE COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS, NEW DELHI
CISCE SCHOOL CODE : WB - 127

Ref: 23-24/OP/013

Dated : 17/04/2023

NOTICE CLASSES I TO XII ONLINE CLASSES FROM 18TH APRIL '2023

Dear Parents/Guardians,

It is hereby notified that the Management of the school has taken a decision to hold the classes online for students of Classes I to XII from 18th April'2023 in the wake of prevalent heat wave and the circular issued by the Govt. of West Bengal. . A copy of the online classes timetable is annexed herewith.

Parents are hereby requested to ensure that their wards attend all the classes wearing proper school uniform in order to be marked present for the day and follow the ' **online class etiquette**' as laid below :

ONLINE CLASS ETIQUETTE

Students must remain prepared with all the gadgets eg, smartphone, laptop, headphone, power bank, Wi-Fi backup and a printer if possible, before the class starts. Students of Classes I to V may be given assistance by their parents.

- Must wear proper school uniform and sit in a room having a study table with proper lights, ventilation etc.
- Should be prepared for attending classes a few minutes before the class time in a 'mute' mode and wait till the host teacher admits them to enter. Click the "raise hand option" given in the zoom app for asking any question.
- Must show respect towards the teachers and remain disciplined throughout their tenure. Hand gestures, inappropriate gestures & language should not be used. Zoom video should always be kept switched on.
- Always follow instructions sent through Class groups and visit the school's website regularly for detailed Notices.


PRINCIPAL (O)

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