



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/125

Dated : 13/09/2023

NOTICE

PARENTS AND GUARDIANS OF CLASSES I TO XII TIMING FOR MEETING AUTHORITIES & TEACHERS

Parents and Guardians of Classes I to XII are hereby notified about the visiting hours for meeting the concerned authorities.

1. Secretary & Administrator (Prior appointment desirable)

All working days – 02:30 pm to 03:30 pm

2. Principal (O) (Prior appointment desirable)

Tuesday & Friday – 09:00 am to 11:00 am

3. Headmistress (Prior appointment desirable)

Monday, Wednesday & Friday – 09:30 am to 11:30 am

4. Class Teachers and Subject Teachers

Monday to Friday – After Dispersal

No parents can meet the teachers **during school hours**. One can seek a meeting with class teacher or any other subject teacher upon request through visitor's slip.

PRINCIPAL (O)

Regd. Off. : P-188, CIT Scheme IV M, Suren Sarkar Road, Kolkata-700010

School Premises : GA-Block, Purbachal, Phase-I, Sector-III, Salt Lake City, Kolkata-700 097

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