



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,

Greetings from St. Francis Xavier School!

I would like to extend my congratulations to all the students who have been promoted to the next level. We are excited to embark on a **new academic year 2024-2025**, and we extend a warm welcome to all our newly enrolled students.

The **new session** for **Classes I to XII** will commence on **April 9th, 2024**.

Text Books, Exercise Books, Stationery & Accessories:

Textbooks, exercise books, stationery, and accessories such as ties, belts, socks, diaries, etc. will be available for purchase from designated counters located on the school campus as per the schedule below. Please note that you must come to school to make the purchase during your assigned time slot in order to avoid overcrowding.

SCHEDULE FOR TEXTBOOKS, EXERCISE BOOKS, AND ACCESSORIES DISTRIBUTION

Dates	Day	Class	Timing
03.04.2024	Wednesday	St. Francis International School	09:00 AM – 12:30 PM
03.04.2024	Wednesday	I & II	01:30 PM – 04:00 PM
04.04.2024	Thursday	III & IV	09:00 AM – 12:30 PM
04.04.2024	Thursday	V & VI	01:30 PM – 04:00 PM
05.04.2024	Friday	VII & VIII	09:00 AM – 12:30 PM
05.04.2024	Friday	IX	01:30 PM – 04:00 PM
06.04.2024	Saturday	X & XII	10:00 AM – 12:30 PM
06.04.2024	Saturday	XI	01:30 PM – 02:30 PM

Uniform:

Measurement Dates & Time: Monday and Friday between 11:00 am and 02:00 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.

Fees:

The applicable fee structure for the **academic year 2024-2025** will be made active on the **“Quick School App”** for payment **w.e.f. 30th March, 2024**.

Important policy changes affected from AY 2024-25:

- **Mode of school fee payment :** The school fee can only be paid via the school portal/app (Quick School Parent App). As an exception, only **the Axis Bank - Electronics Complex and Narkeldanga** branches shall accept cash for the purpose of payment of fees for which the parents may collect the fees book from school on a payment of Rs.100/- only.
- **School fee defaulters :** Defaulters must clear all the dues before the 'Open House' in order to be included in the new Class list for the Academic Year 2024-2025. School Management reserves the right to retain marksheets and other school documents till pending dues are cleared.
- **Caution money :** All caution money is refundable on an application being made for the same. Final date for receiving the caution money refund application is 31st July, 2024.
- **Last date for Transfer Certificate application:** TC needs to be applied for by the last working day in the month of February from the AY 2024-25 onwards or else next year's session charge and 1st quarter fee will be applicable.

Bus Bookings:

The School operates a fleet of seven buses with multiple safety features including panic button with alarm, GPS tracking, CCTV cameras, speed governors, First Aid kit & Fire extinguishers on board.

Please take advantage of this service by contacting our Transport Supervisor, **Md. Salauddin Sarkar (6290828900)** for details and bookings.

School App and website:

Parents and Guardians are hereby requested to visit the School's Website and Quick School Parent App (IOS/Android) and use it to pay school & bus fees. The website and App will also 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.
- ⇒ Accompany the child on the first day.
- ⇒ Hand over four stamp-size photographs of their children in school uniform to the respective class teachers. The photographs should have the name, class, section, and contact number of the child written on the reverse side.
- ⇒ Ensure that the student is in proper school uniform and carries the school diary.
- ⇒ Make sure that the student reaches school at least 15 minutes before the scheduled time on the first day and 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.
- ⇒ Keep in readiness electronic gadgets for the purpose of online class, if required.

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



Anil Srivastava
Principal (O)

Date: 20/03/2024