



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: 24-25/OP/023

Dated : 20/04/2024

NOTICE CLASSES I TO XII ONLINE CLASSES FROM 22ND APRIL'2024

Dear Parents/Guardians,

It is hereby notified that due to prevailing heat wave condition we will hold the **classes online for students of Classes I to XII from 22nd April'2024** till further notice. 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 class duration. 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)

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

Ph : +91 33 2335 0584 / 9108, Fax : +91 33 2335 9095, Email : info@stfxonline.com

Website : www.stfxonline.com