



Dear Parent/Guardian,

Greetings from St. Francis Xavier School.

It gives us great pleasure to extend our warm congratulations to all students as they prepare to continue their academic journey in the forthcoming academic session. We are delighted to begin the **Academic Year 2026–2027** and take this opportunity to extend a cordial welcome to all our newly admitted students and their families.

Please be informed that the **new academic session for Classes I to XII will commence on Tuesday, 7th April 2026.**

1. Textbooks, Exercise Books, Stationery and Accessories

Textbooks, exercise books, stationery items, and school accessories such as **ties, belts, socks, and diaries** will be available for purchase from the designated counters set up on the school campus as per the schedule given below.

Parents are requested to strictly adhere to the allotted date and time for their ward's class in order to ensure smooth distribution and to avoid overcrowding.

SCHEDULE FOR TEXTBOOKS, EXERCISE BOOKS, AND ACCESSORIES DISTRIBUTION

Dates	Day	Class – 2026-27	Timing
31.03.2026	Tuesday	St. Francis International School	09:00 AM – 12:30 PM
31.03.2026	Tuesday	I & II	01:30 PM – 04:00 PM
01.04.2026	Wednesday	III & IV	09:00 AM – 12:30 PM
01.04.2026	Wednesday	V & VI	01:30 PM – 04:00 PM
02.04.2026	Thursday	VII & VIII	09:00 AM – 12:30 PM
02.04.2026	Thursday	IX & X	01:30 PM – 04:00 PM
04.04.2026	Saturday	XI & XII	10:00 AM – 02:00 PM

2. School Uniform

Parents are requested to ensure that the prescribed school uniform is purchased **only from the school-authorized tailor** in order to maintain uniformity. Orders should be placed well in advance as students are expected to attend school in **proper school uniform from the first day of the academic session.**

Tailor Shop Timings:

Days : Monday and Friday

Time : 11:00 AM – 02:00 PM

3. School Fees

The **fee structure for the Academic Year 2026–2027** will be activated on the **Quick School Parent App** with effect from **1st April 2026.**

Mode of Fee Payment

School fees can be paid **only through the school portal / Quick School Parent App.** No printed fee book will be issued. Please refer to the **fee rules of the school** at <https://www.stfxonline.com/about/rules-and-regulations/>

Fee Defaulters

Students with outstanding dues must clear all pending payments **before the Open House**, failing which their names will not be included in the class list for the **Academic Year 2026–2027.** The school reserves the right to **withhold marksheets and other official documents** until all dues are cleared.

Caution Money Refund

Refund of caution money will be processed only upon submission of a formal application. The **last date for submission of applications is 30th September 2026**.

Transfer Certificate (TC) Application

The **last date for submission of Transfer Certificate (TC) applications was 28th February 2026**. However, **students seeking a TC due to non-promotion to the next class may apply up to 6th April 2026** without the next academic year's fees becoming applicable. A similar relaxation may be granted to parents who have received **sudden transfer orders after 28th February 2026, upon submission of a written request with supporting documents**. TC applications submitted after 28th February 2026 in the normal course shall be processed only upon payment of the Annual/Session Fee and the First Quarter Fee for the Academic Year 2026–27, as stipulated in the School Diary.

4. School Bus Facility

The school operates a fleet of **seven buses** equipped with modern safety features such as **GPS tracking, CCTV cameras, panic buttons with alarms, speed governors, first aid kits, and fire extinguishers**.

Parents wishing to avail the school transport facility may contact the **Transport Supervisor, Mr. Md. Salauddin Sarkar (Mobile: 6290828900)** for further details and bookings. Parents are also requested to carefully read the **bus rules and regulations printed in the School Diary**. Rules and regulations are also available on the website at <https://www.stfsonline.com/about/rules-and-regulations/>.

5. School App and Website

Parents and guardians are requested to regularly visit the **School Website** and use the **Quick School Parent App (iOS/Android)** for important updates and services including:

- Payment of school and bus fees
 - Access to circulars and notices
 - Viewing the school calendar
 - Monitoring attendance
 - Checking fee status of their ward
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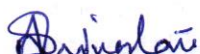
6. Checklist for New Parents

Before sending your child to school on the first day, kindly ensure the following:

- Read the **School Diary thoroughly** and familiarize yourself with the rules and regulations. These Rules and regulations are also available on the website at <https://www.stfsonline.com/about/rules-and-regulations/>.
 - Accompany your child on the first day of school.
 - Submit **four stamp-size photographs** of the student in school uniform to the class teacher. The photographs should have the **student's name, class, section, and contact number written on the reverse side**.
 - Ensure that the student is **properly dressed in the prescribed school uniform** and carries the **school diary**.
 - Ensure that the student arrives at school **at least 15 minutes before the reporting time** and carries all textbooks and the required number of exercise books including a rough copy.
 - If the student is unable to wear the proper school uniform initially, he/she must carry the **order receipt from the authorized school tailor**. Such exemption will be granted only for a **limited and reasonable period**.
 - Keep **electronic devices ready for online classes**, should the need arise.
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Note: For any further queries, parents may contact the school reception at **2335-9108 / 0584**.

With warm regards,


Anil Srivastava
Principal (O)

Date: 12th March'2026