



# ST. FRANCIS XAVIER SCHOOL

GA-Block, Purbachal, Phase-I, Sector-III, Salt Lake, Kolkata-700097

Phone Nos. : 2335-0584 / 9108

Email : [info@stfxonline.com](mailto:info@stfxonline.com) \* Website : [www.stfxonline.com](http://www.stfxonline.com)

Dear Parent/Guardian,

First I would like to congratulate those students who have been promoted to the next higher class. The few who have not succeeded this time must not lose heart but try harder this year. We are now ready to look forward to the new academic session of **2015-2016**.

The new Academic Session shall start on **16th April, 2015 for all classes**. In that context please note the following:

## **Books, Exercise Books, ID Cards & Stationery:**

Books, Exercise Books, Stationery, school bag and school shoes will be available at the school campus itself, for the convenience of the parents and to maintain uniformity. Please note the dates and timings given below and come fully prepared to the school to purchase your material. You will be able to get an idea of the approximate cost by calling up the school **after 6th April, 2015 (11 am to 1 pm)**. You are requested to keep the dates and time in mind to avoid inconvenience.

Date	Time	Class
08.04.2015	2 pm – 5 pm	Classes I & II
09.04.2015	9 am – 1 pm	Classes III & IV
09.04.2015	2 pm – 5 pm	Classes V & VI
10.04.2015	9 am – 12.30 pm	Classes VII & VIII
10.04.2015	1.30 pm – 4 pm	Class IX
10.04.2015	4 pm – 6 pm	Class X
11.04.2015	9 am – 1 pm	Classes XI & XII

1. Six stamp size photographs in school uniform to be submitted on the 1<sup>st</sup> day of school. Write your ward's name, class section and contact number on the reverse side of the photographs.
2. List of the names of the students to be put up on the notice board of classes I to X & XII along with the names of the Class Teacher on 31<sup>st</sup> March 2015.
3. Orientation for parents of the students of Class I will be held on 18th April, 2015 (Saturday) at 10 am.

## **Bus Bookings:**

The School maintains a fleet of 6 school buses for your convenience along pre-determined routes. Please take advantage of this service by contacting our Bus Manager Mr. Rupkumar Ghosh on 9239322781 for details and bookings. Here are some of the advantages of availing the school bus facility:

- Each bus is required to get a "Certificate of Fitness" every year from the motor vehicle authorities ensuring that the buses are well maintained.
- Trained drivers and helpers
- Each bus driver carries a mobile phone
- Bus shall ply according to school timings on special occasions
- Peace of mind

In case you are willing to take our school bus service, you will be required to accompany your child on the first day to show our drivers the route & pick up point.

P.T.O

**Uniform (Measurement Time : 10.30 am to 2 pm : Monday to Saturday):**

The school uniform for the new academic session is made by the tailor appointed by the school to maintain uniformity and convenience of the parents and children. In case you have not yet given measurements for your child's uniform, you are already running late! Wearing the correct uniform to school is an essential part of discipline. Please note that school uniform is a must from the very first day of the academic session and a child wearing coloured clothes may be turned back and not be allowed to attend classes.

**Student Accident Insurance:**

Students shall be covered under student accident insurance policy by TATA AIG. This policy shall be of great help in instances of hospitalization, disability and even unfortunate death resulting from accidents. Some of the features of this policy are :

- 1) Accidental Death
- 2) Accidental Dismemberment
- 3) Permanent Total Disability
- 4) Accidental Medical Expenses
- 5) 24 hr worldwide coverage even when the child is outside the school premises.

**Fee Book:**

The fee books are being distributed on the Open House day. Please read & follow all instructions written on the inside cover of the fee book. For new students, please note that by taking admission you have already cleared all the fees due for the 1<sup>st</sup> quarter and are required to pay only from the 2<sup>nd</sup> quarter onwards which falls due on the 1<sup>st</sup> of July, 2015. Please maintain & retain the fee book as it is useful for clearing all fee related doubts. The fee structure has been revised for the Academic Session 2015 -2016.

Also note that on the inside back covers of the fee book, the addresses of 6 Axis Bank branches are given. You may deposit the school and bus fee at any of these branches.

**Late Fine for School and Bus Fees:**

Late fine for the Academic Session 2015-2016 has been revised to Rs.10 per day for each day of delay.

**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-cum-Student & Parent Handbook.
- ⇒ Child is accompanied by parent/guardian on the first day.
- ⇒ Child carries the school diary every day from the very first day.
- ⇒ Child reaches school at least 15 minutes before the scheduled time on the first day.
- ⇒ Child is in proper school uniform from the very first day.
- ⇒ Child carries all text books and a few exercise books including the rough copy.
- ⇒ In case the child is not in proper school uniform, then he / she should carry an order bill from the school tailor for exemption.

**Important Rules- Late Comers/Unexplained Absence from school:**

**Late Comers:** As is the regular and normal practise, late comers shall not be allowed to enter the school premises and will be sent back to their homes. The school shall not be responsible for those children who reach the school gates after they are closed for assembly.

**Unexplained absence:** Unexplained absence for more than one week shall lead to the expulsion of the student from the school rolls. Please note that 75% attendance is an essential criteria for promotion to the next higher class.

We hope to work together as a team with you for a wonderful future for your child.

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



**Mrs. Sheela Chopra  
(Principal)**

**Dated : 21.03.2015**