



## 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/162

Dated : 03/09/2024

### 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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