



ST. FRANCIS INTERNATIONAL SCHOOL

P-188 C.I.T. SCHEME IV M, SUREN SARKAR ROAD, KOLKATA- 700010

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GENERAL NOTICE (2021-22)

Dear Parent/Guardians,

I extend a warm welcome to the new students on becoming the part of the SFIS family. We are now ready to welcome you all to the new academic session of **2021-2022**, which is most likely to be online.

The new Academic Session 2021-22 for Classes Playgroup to Upper K.G shall commence on and from the 12th of April 2021. The classes will be held online till the time physical classes are allowed by the concerned government authorities.

School Timings: (Online Classes)

- Playgroup & Nursery: 10.00 am till 12.00 pm with break. (Total Screen Time: 1hr 5mins)
- Lower & Upper K.G: 9.30 am till 12.15 pm with break. (Total Screen Time: 2hrs)

Text Books, Exercise Books, Stationery, School Bags & Accessories:

- Text Books, Exercise Books, Stationery, School Bags etc. will be available through online portal and also from St. Francis Xavier School, G.A Block, Purbanchal, Sector-III, Salt Lake City, Kolkata-700097 (Opposite Hyatt Regency).
- Text Books, Exercise Books Accessories. Fee book etc. shall be made available at the St. Francis Xavier School premises on **24th March 2021**. Please note the dates and timings given below and come fully prepared to the school to procure your materials. You are requested to keep the dates and time in mind to avoid inconvenience & to assist us in following Covid-19 protocols.
- **For Online Purchase: Place your order online for home delivery of your Book-Set as per the above specified dates at www.getmybooks.com**
- Four stamp size photographs in school uniform using white background (compulsorily) to be submitted in the accessories counter on the following date respectively. Write your ward's name, class and contact number on the reverse side of the photographs.

Date	Class	Timings
24 th March, Wednesday, 2021	P.G, Nursery & L.KG	10.00 am till 1.00 pm
24 th March, Wednesday, 2021	U.KG	1.30 pm till 4.00 pm

Uniform:

The school uniform for the new academic session is made by the tailor authorised 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 not be allowed to attend online classes. Students must wear the school uniform during online classes compulsorily.

Measurement Dates & Time: Monday and Friday between 11 am and 2 pm.

School App:

Parents and Guardians are hereby requested to use the School's Website and Quick School Parent App (IOS/Android). This App will keep you updated about the school calendar, circulars & notices, attendance and fee status of your ward.

Please note a detailed video on how to use the school app with all the information will be shared soon with parents on their whatsapp number.

FEES

The school fees can be paid online (PAYTM), mobile (PAYTM APP) and through the designated bank branches as mentioned in the Fees Book. Only defaulters may pay fees at the school counter in cash. Please read and follow

all instructions mentioned in the fees books and follow the same closely. For new students, please note that by taking admission you have already cleared all the fees due till the 1st quarter and are required to pay only from the 2nd quarter onwards which falls due on the 1st of July, 2021. For this purpose, the Fees Book can be collected from the accessories counter on **24th March '2021**. Please maintain & retain the fee book, as it is useful for clearing all fee related doubts.

Checklist for Parents:

Before your child joins the classes, please follow this checklist meticulously: -

- ⇒ Read every page of the School Diary-cum-Student & Parent Handbook including the portion where online class etiquettes have been given.
- ⇒ Child is in proper school uniform and keeps the school diary every day from the very first day. Child is ready to join online classes at least 5 minutes before the scheduled time on all the days.
- ⇒ In case the child is not in proper school uniform, then he / she should show an order bill from the school tailor for exemption. Exemption will be allowed only till a reasonable period of time.
- ⇒ In case of online classes, child is equipped with suitable IT infrastructure and a stable and fast internet connection.

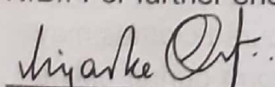
Important Rules- late joining/Unexplained Absence from online classes:

Late login: As is the regular and normal practice, students shall not be allowed to join the online classes if they are late.

Unexplained absence: Unexplained absence for more than one week shall lead to the striking off the name of the student from the school rolls. Please note that 75% attendance is an essential criterion for promotion to the next higher class. Leave must be sought for all planned events vide the format given in the school diary.

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

N.B.: For further enquiry contact the school office at 2363-3015 / 46014884.



Priyanka Chopra,
Director.

Date: 15/03/2021

Do's and Dont's While Attending Online Classes Guidelines to Parents

- Online classes are possible only with the whole-hearted cooperation of the parents.
- Explain to your child why this is important, talk about the Corona Virus epidemic and basic safety measures.
- You can use anything- a desktop, laptop, or a tablet. If these are not available, use a smartphone. We strongly recommend any of the first 3 devices. Kindly install Zoom application.
- A headset or even an earphone, a webcam, and a good internet connection is must.
- Please make arrangement for your ward to experience the online classes in a quiet, noise free area of the house. The room should be well-lit and airy. Other siblings/relatives/ household help should not be allowed in that space.
- Instruct your ward NOT TO UNMUTE himself/herself.
- Don't let the child sit in a closed room without the parent's presence. Parents can also sit and assist their wards while the classes are going on until the child get used to the new system, but always take care to be away from the camera.
- The back drop of the student should be always plain, which should never attract other participants attention or distract others.
- Child should be in proper school uniform and well-groomed that must be suitable for a school atmosphere. Be very punctual in log in time, screen off time, activity time table etc.
- Be ready with necessary school diary, text books, note books, pencil and other accessories before class begins.
- Communicate proactively with your teachers if you need additional support.
- When there is any instruction for arranging materials for next day or completion of assignments etc. should be closely monitored by parents.
- No one should visit to see the child's activity; only one person should sit with the child to mentor him.
- To reinforce concepts, worksheets, homework's related to the online classes conducted in a day will be shared. Make your child do those after the class.
- No drinks, snacks or food is permitted during the class time, it is only allowed during the break time.
- Child must get permission to leave out of camera for wash room or any other needs, please remember to respect the decorum of the class always.
- There will be a 15-minute break after each period, in which the child is supposed to turn off the camera and give rest to eyes.
- Some recorded classes may be sent to the students for watching. The LIVE classes can also be recorded and used in a later time.
- Follow the time table shared by the schools diligently and assist the teachers for they too are trying hard and face similar concerns as you do during this period.
- Don't let your child 'skip' the online classes or suggest that everything would be repeated once the school reopens. It should be considered as a normal class.
- Do not criticize or mock the online classes or schools efforts. Please remember that for children, especially young kids, these are troubling times. They would not understand the seriousness of the situation. Criticizing the online lectures may demotivate them.

The school is continuously trying to enhance the quality of sessions. We request your cooperation for successfully conducting the classes through new medium of teaching.