



## ST. FRANCIS INTERNATIONAL SCHOOL

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

PH: 033 2363 3015 / 4601 4884, MOBILE: 629000093.

Email: [info@francisinternational.org](mailto:info@francisinternational.org) Website: [www.francisinternational.org](http://www.francisinternational.org)

---

### School Guidelines & Requirements

#### **Uniform & Appearance:**

- Children must wear the correct, complete, and clean uniform from the very first day.
- Fancy haircuts, nail paint, or tattoo mehendi are strictly not allowed.
- Refer to the school diary (Uniform section) for complete details.

#### **Essential Items to be Carried Daily:**

- School diary
- Colour box & pencil box
- Apron
- Napkin
- Water bottle & tiffin box
- 1 extra set of dress (Only for P.G & Nursery)
- All items must be labelled properly. The school management is not responsible for misplaced non-labelled items.

#### **Books & Stationery Guidelines:**

- To avoid heavy school bags, parents should send books as per the class timetable.
- For English, Numbers, and E.V.S: Send both the reader and workbook, along with one exercise copy per subject.
- English Rhymes Book should be sent on days with a rhymes period.
- Hindi/Bengali Rhymes Book should be sent on the respective subject period days.
- Scrapbook, Colouring Books & Art-Craft Book will be kept at school.
- Classwork books & copies will remain in school for corrections and will be returned the following day.

#### **Exercise Copies Requirement:**

- English: 4-line copy
- Numbers: Check-rule copy
- EVS / Computer: Four-line interleaf copy
- Hindi / Bengali: Five-line copy

**Parental Responsibilities:**

- Check and sign the school diary and copies daily.
- Ensure children wear their I.D. card every day.
- Parents must carry the Escort Card during dispersal.
- Existing students should use their old I.D. and Escort Cards until new ones are issued.
- New students must pin their name, class, and section to their uniform and use their temporary Escort Card until new ones are provided.

**Additional Information:**

- Vital Information Sheets must be duly filled and submitted by April 30, 2026.
- Folders should be used to organize and store all worksheets.
- Class groups will be formed, and all necessary details will be shared within them.

Thank You

SFIS MANAGEMENT

6<sup>th</sup> April,2026