



ST. FRANCIS CONVENT SCHOOL

G.T. Road, Kartarpur, District Jalandhar, Punjab - 144801

(Affiliated To C.I.S.C.E. New Delhi, Vide No. PU042)

Ph: 0181-2782832, E-mail: sfcsktp@yahoo.com

"Every good and perfect gift is from above, coming down from the Father of lights, with whom there is no variation or shadow due to change."

Dear Parents/Guardians and Students,

As we approach the conclusion of the academic session 2023 – 2024, let us express our gratitude to the Almighty for His abundant blessings and unwavering care for our children, staff, and institution. We extend our heartfelt appreciation to parents who actively participated in parent-teacher meetings, school events, and supported their children's educational journey. Your engagement is valuable, and we eagerly anticipate your continued involvement in the upcoming sessions.

Before we embark on the new academic session 2024 – 2025, I wish to draw your attention to the following matters for your consideration:

Result: The school is bound to follow very strictly the ICSE norms for the promotion of students. Report cards for all classes will be provided only to the parents. Once result is declared, that will be deemed final, and no further discussions will be entertained. The result dates are as follows:

- **Nursery, LKG & UKG: 29.02.2024 (Timing: 9:30-10:30)**
- **Classes: I - V: 05.03.2024 (Timing: 9:30-10:30)**
- **Classes: VI - IX: 06.03.2024 (Timing: 9:30-10:30)**

Fee Structure (2024 – 2025): Similar to the previous year, school fees will be collected in four instalments. Details of payment for each instalment are given in the fee booklet. Those who wish to pay the entire sum at once may do so. There will be a nominal fee increase as permitted by law. The exact amount payable will be informed after results.

We are pleased to inform you that our school is making a significant move towards modernization by introducing online fee payment for the upcoming academic session.

Benefits of Online Fee Payment:

Convenience: Pay fees from anywhere, anytime.

Accessibility: Access fee statements and payment history online.

Security: Your transactions are secure and reliable.

Instant Confirmation: Receive immediate payment confirmation.

We believe this change will streamline our processes and offer added convenience to our valued parents. Thank you for your cooperation and support as we embark on this digital journey together.

Transfer Certificate: Parents requesting a Transfer Certificate (T.C.) must submit their application before 25-02-2024. Certificates can be collected on 11-03-2024 between 10:30am to 11:30 am.

Books and Stationery: Parents have the liberty to purchase textbooks, notebooks, and other stationery items from vendors of their choice. A printed list of required books will be available on the school website(<https://stfrancisconventschoo.edu.in/>) and notice board on the day of progress report distribution. The school will provide ID cards, fee booklet, syllabus, year planner, school diary, library issue card, group photo, etc., after reopening. Payment for these items will be collected by class teachers.

New Academic Session (2024 – 2025): The new academic session will commence on **14th March 2024 (Timing: 9:00 am to 12:00 noon)**. Attendance is compulsory from day one (LKG to X). All students must wear winter uniform and bring tiffin and notebook. A special prayer service will be held to seek the blessings of the Almighty. **From 15th March 2024, school timings will be 8:00 am to 2:00 pm for classes LKG – X. Nursery class begins on 27th March 2024.** Please plan your holidays accordingly. Students are permitted to wear winter uniforms until 31st March 2024.

I urge parents to recognize the sincere and benevolent intentions behind every decision we make for the holistic development of our students.

May God bless you all!

Yours faithfully,

Sr. Divya Kavukattu

Principal

N.B: Any changes in your address or phone number should be communicated to the school office and updated in the students' diary and personal memo.