



Date: April 6, 2022

**Dear KG, 1 and 2 Parents / Guardians**

**Kindly note the following instructions:**

- 1) You are requested to write the name, class and section of your ward with a permanent marker on
  - School bag
  - Tiffin
  - Water bottle
  - Text books, note books and pencil box
  - On everything that your ward carries to school
- 2) Clearly mark the mode of conveyance (local / bus number /carpool number) in the diary and on the top of the school bag and make your ward learn it clearly.
- 3) If you have opted for bus or carpool, please do not stand at the gate to collect your ward.
- 4) If you have once opted for bus or carpool, let your ward use both for coming and going the same conveyance. Please do not change. It causes great confusion.
- 5) If your ward is unwell, please do not send him/her to school. Let him/her rest at home.
- 6) No parent is allowed to come inside the School.
- 7) Please do not quarrel or fight with any of the School Staff.

Fr. Dr. Maria Joseph Savariappan SJ,  
Principal

Principal,  
St. Xavier's School,  
Burdwan (W.B.) 713 103.