



REF. NO. RefNo: SFS/PR/LET/153

DATE 04-12-2023

Dear Parents, Guardians & Students,

Greetings from SFS Guwahati.

Through this letter may I notify few urgent matters that require your attention regarding the following-

**A. Appointment-taking Procedure for the School (Classes LKG – XII)**

1. For an appointment with the **Principal** and **Vice Principal**, parents shall visit the school **website** and schedule an appointment accordingly. ([www.sfsguwahati.ac.in](http://www.sfsguwahati.ac.in))
2. The Class Teacher shall be the only primary point of contact for any issues related to students.
3. Parents can meet the **Class Teacher** on **Wednesdays (2:30 PM to 3:15 PM)** and **Saturdays (12:15 PM to 1:00 PM)**

**B. Students' Absenteeism during the examination (Classes I – XII)**

1. It has been noticed that many students were absent during the SOF examinations. SOF examination is a way to assess the performance of the students nationally and internationally. The school has already made the payment for all the SOF examinations to the Company. If the students are absent it is a waste of the resources of everyone.
2. It has also been noticed that some students of higher classes have been bunking classes prior to the Pre-board and PT examinations under various pretexts. This is against the rules of the school. From now on, a **fine of Rs 100 per day** for absenteeism will be charged to students in case of absenteeism before the examinations. It will be added to the school fee.
3. Students will be allotted 50 minutes for a 20-mark exam.

**C. Availability of Uniform (LKG – I and Newly Admitted Students)**

1. This is to inform you that, school uniforms are available in **M. R TRADERS, Satgaon** (opposite SFS School, Guwahati). You are hereby requested to collect the same from the mentioned shop.

Thanking you for your Cooperation

Fr. George Thomas, MSFS  
SFS School

