



# ST. XAVIER'S HIGH SCHOOL

Affiliated with CBSE, New Delhi (Aff. No. 2133692)

Ref.: SXHS/01/2026-27

Date: 30<sup>th</sup> March' 2026

## ACADEMIC SESSION 2026-2027

**Dear Parent,**

As we embark on the new academic session, I would like to take this opportunity to extend my heartfelt gratitude for the trust, support, and cooperation you have shown throughout this wonderful journey. Our achievements are a reflection of the shared commitment and hard work between the school and our valued parents.

With renewed hope and excitement, we warmly welcome your child to the new academic session 2026-27. To ensure a smooth and successful year ahead, we kindly request that you go through the following information and guidelines:

### **WEBSITE & CLOUD9 APP**

We would like to emphasize the importance of utilizing our school website, [www.stxavershighschoolghaziabad.com](http://www.stxavershighschoolghaziabad.com) as a primary means of communication.

### **Cloud9 Mobile App for Parents**

The school has launched the Cloud9 mobile app for parents. This app provides a convenient way to access the school portal directly from your smartphone. Enable notifications to receive timely updates on homework deadlines, important circulars, and upcoming Parent-Teacher meetings.

#### **Features:**

- ◆ View daily diary entries
- ◆ Access assignments and class schedules
- ◆ Monitor attendance and track progress reports
- ◆ Stay informed with school circulars and notices
- ◆ Pay fee and check balance.
- ◆ Parent Teacher Communication

We encourage all parents to download the app and explore its features. This will allow for improved communication and easier access to important school information.

### **IDENTITY CARDS**

In view of the heightened security concerns it has been decided to make the ID card, escort card and gate pass compulsory for all students and Parents/Escorts. All parents must submit the complete data of their



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ward with the stamp size photo for the issue of Identity cards and escort cards in the first week of April. Parents must communicate through ERP for any changes in the details of their ward. Temporary ID cards and Escort ID cards will be provided to all the new admissions on the first day, others are requested to wear previous session ID cards.

## SCHOOL ALMANAC

We would like to emphasize the importance of the school almanac as a vital communication tool. It is essential for your child to bring their school almanac to school every day. This almanac serves as a central resource for important information. Here, you can find: Infirmary records, improper uniform records, daily homework assignments, and messages from teachers, coordinators, Headmistress and the Principal. Parents can also use the almanac to write remarks for teachers. Additionally, the perforated slips included at the back of the almanac serve as consent forms for school events and trips.

## SCHOOL HOUSES

In order to explore and nurture each student's talent and to expose the students to various activities, they are divided into four houses namely: **ST. NICHOLAS HOUSE**, **ST. PATRICK HOUSE**, **ST. MICHAEL HOUSE**, and **ST. RAPHAEL HOUSE**. Each house has a logo and motto. Points are awarded to the students throughout the year for extra-curricular activities, academics and sports. At the end of the year, the house getting the maximum points is awarded the House Trophy.

## ASSEMBLIES

The day at St. Xavier's High School starts with the morning assembly – scripture reading, short prayers and a song of praise. Assemblies are divided into thematic class assemblies and house assemblies. Special assemblies are conducted to celebrate national and religious festivals.

## PUNCTUALITY

Students must be in time for Assembly. The school gates close 10 minutes after the school starts. Latecomers within the grace period will wait in front of their respective gates for entry while the assembly is on. They will only be allowed to come in after the assembly is over. A record in the diary is made if the child comes late to school. The child will be sent back home after three such entries. A minimum of 75% attendance per term is required.



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## CANTEEN FACILITY

The school provides canteen facilities on a daily basis. However, the child may be exempted from the same on medical grounds. The school makes all efforts to maintain the highest standards of cleanliness and hygiene. However, it will not be liable for any damages or health risks that may be associated with consumption of canteen food, despite the administrative control of the school over the canteen. The menu will be shared on the ERP, and students are allowed to bring only 50 Rs in a day.

## TRANSPORT FACILITY

The school bus service operates through private contractors who run buses on certain routes depending on the number of students who opt for it. The school authorities reserve the right to re-route / withdraw / cancel the bus service, partially or wholly, as and when considered necessary. If there is no-one to receive the Child at the bus stop when dropped, the school shall not be responsible for ensuring the safe return of the child from the bus stop to his/her residence for students in grades V to XII and the school will not be liable for any injury or loss that may occur. For children in Pre-Nursery to Grade IV, the child will be brought back to the school.

Additionally, parents who wish to avail or withdraw from the transport facility must send a request via email to **Transport@stxaviershighschoolghaziabad.com** by the last day of the quarter (30th or 31st of the month). No requests will be accepted between quarters. Transport fees will be charged on a quarterly basis only.

For parents currently availing the transport facility in the session 2025–26, the service will be automatically continued for the next academic session unless a withdrawal request is submitted within the stipulated time.

**Bus Facility is not mandatory, it is completely optional.**

## SCHOOL FEE

1. Parents can view fee invoices through the Cloud9 app as per the steps provided below:  
Log in to the Cloud9 app > Enter Credentials > Navigate to the School Fee tab.
2. Fee payments will only be processed through Bill Desk as guided below:  
ERP Login > Enter your credentials > Go to the School Fee Tab > the dialogue box will open > Click on 'Pay Online' > Select Bill Desk > Fill in the Captcha > Choose NEFT/UPI/Debit Card/Credit Card>confirm the payment.
3. **No Fee in cash will be acceptable.**



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4. The **last date for payment of the monthly fee is the 20th of the aforesaid month**. After this date, a **late payment charge of Rs. 25 per day** (including Saturdays, Sundays, and holidays) will be applicable along with the tuition fee.  
For parents who have **opted for the quarterly mode of payment**, the **last date for payment will be the 30th or 31st of the first month of the quarter**.  
Parents are requested to pay their ward's fee on time. Requests for **waiver of late payment charges will not be entertained**.
5. If a cheque is dishonored, a fine of Rs. 250/- will be levied in addition to the late payment charges of Rs. 25/- per day after the last payment date. OUTSTATION cheques will not be accepted.
6. In case of withdrawal, parents need to write an email to [office1@stxaviershighschoolghaziabad.com](mailto:office1@stxaviershighschoolghaziabad.com). School fee up to the nearest quarter has to be cleared to obtain the Transfer Certificate from the date of application for withdrawal. The date of application for withdrawal should not be less than 30 days from the date of the withdrawal. In case of notice period of less than 30 days, fee for the current and the next quarter has to be paid. Transfer Certificate will be received after 7 working days if there is no outstanding pending.
7. IX to XII lab fee must be paid along with Q1 fee only.

## General Guidelines:

- **For grade Nursery to GI-** Please keep an extra pair of clothing in student's bag every day.
- **For grade Nursery to GIV-** Kindly label all the belongings of the child such as bag, bottle, shoes, books & notebooks etc.
- **For grade Nursery to GIV-** Please ensure that your child carries one fruit/any healthy snack box and a lunch box every day.
- Please make sure that your child comes to school on time. All children are required to report to school five minutes before the scheduled time.
- Students are expected to be in their proper school uniforms from the first day.
- Please ensure all textbooks and notebooks are purchased as per the prescribed list.
- A detailed schedule with class timings, time table and other relevant information will be shared through a separate class group communication.
- All internal examinations are mandatory. **Minimum attendance requirement 75%**.



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## Schedule of Commencement of New Session & Timings:

S.No.	Classes	Date	Timings
1.	Nursery to UKG	01-04-2026	9:00 am - 01:00 pm
2.	GI to IX & XI	01-04-2026	7:40 am - 2:20 pm

## Schedule of Books Distribution & Uniform:-

Venue:- Room No. 008, 009 & 010 Ground Floor- Senior block

S.No.	Classes	Date	Day	Timings
1.	P.N to GXII	01-04-2026 to 04-04-2026	Wednesday to Saturday	09.30 AM TO 4.30 PM

### Kind Attn:-

\* Only Complete Book Sets will be sold on above scheduled dates.

\* For Loose Books and any return related queries, parents may visit the book shop from 6th April to 10th April between 9:30 am to 3 pm

## Appointments:

Appointments with teachers are given on Saturdays. Please take an appointment with the teacher concerned before you come. For an appointment with the Principal/Headmistress, you may call Ms.Akanksha, Personal Assistant at 9711141276 or write to her at [office1@stxavershighschoolghaziabad.com](mailto:office1@stxavershighschoolghaziabad.com).



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## IMPORTANT CONTACTS

- School Office - [frontdesk2@stxaviershighschoolghaziabad.com](mailto:frontdesk2@stxaviershighschoolghaziabad.com)
- Transport Manager – [transport@stxaviershighschoolghaziabad.com](mailto:transport@stxaviershighschoolghaziabad.com)
- Coordinator (PN-IV) – Ms. Swati Bakshi, [primarycoord@stxaviershighschoolghaziabad.com](mailto:primarycoord@stxaviershighschoolghaziabad.com)
- Coordinator (V-XII): Ms. Suvarna Paliwal, [academiccoordinator@stxaviershighschoolghaziabad.com](mailto:academiccoordinator@stxaviershighschoolghaziabad.com)
- Personal Assistant- Ms. Akanksha, [office@stxaviershighschoolghaziabad.com](mailto:office@stxaviershighschoolghaziabad.com)
- Headmistress – Ms. Babita Chaudhry, [hm@stxaviershighschoolghaziabad.com](mailto:hm@stxaviershighschoolghaziabad.com)
- Principal – Mr. Prashant Sharma, [principal@stxaviershighschoolghaziabad.com](mailto:principal@stxaviershighschoolghaziabad.com)

Thank you for your continued partnership in shaping a bright future for our students. We look forward to welcoming our students back for another exciting year of learning and growth. Should you have any queries, please do not hesitate to contact the school office at 0120-4293876/ 4328484.

**Warm Regards**

(Prashant Sharma)

**Principal**