



# 通告 Notice

## No. 22060: 2022-23 School Lunch

6<sup>th</sup> January, 2023

Dear Parents,

Starting date : 1<sup>st</sup> February, 2023 (Wednesday)

Time : 12:50-13:20

Venue : Classroom

Method	Remarks
Order from lunch provider through school	<ol style="list-style-type: none"> <li>Students should bring the utensils provided by the lunch company.</li> <li>Students must stay in the classroom to have lunch.</li> </ol>
Lunch delivered to school by parents	<ol style="list-style-type: none"> <li>Parents should put a tag with the student's name and class on the lunch bag and put it into the big box located outside the school entrance. Parents may leave afterwards.</li> <li>Students must stay in the classroom to have lunch.</li> <li>Parents should not take their children to lunch outside the school unless a note is written for consent from the class teacher.</li> </ol>
Homemade lunch box	A microwave oven, spoon/fork and hot water will not be provided by the school.

Ordering lunch from the lunch box provider:

Item	Remarks
Lunch provider	Fresh Smart Catering
Lunch ordering method	<ol style="list-style-type: none"> <li>Please pay the exact amount by PPS, or at a Circle K shop, or at a VanGo shop, or at a U Select Store, or at a CRC Vanguard Supermarket.</li> <li>Parents who order lunch from the lunch provider must submit the lunch order form and payment receipt to the class teacher on or before the deadline on the lunch order form.</li> </ol>
Late order	School and the lunch provider will not accept any late order or payment. Parents will need to arrange lunch for their child(ren).
Lunch refund	<ol style="list-style-type: none"> <li>Parents can request a lunch refund(s) if their child(ren) is absent on that day. They have to call "Fresh Smart Catering" at 7:30-8:45 a.m. at 8206 6060, for a lunch refund.</li> <li>The refund will not be a cash refund. The company will provide 'lunch in credit' two months after the month in which the</li> </ol>

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	<p>lunch(es) was cancelled. For example if a lunch is cancelled in February, a credit (free lunch) will be provided in April.</p> <ol style="list-style-type: none"><li>3. The request for a lunch refund will not be accepted if the parents do not inform the lunch company.</li><li>4. If you wish to cancel the next month's lunches, a letter must be sent to the company advising them of the cancellation. The company will arrange the refund of the lunch balance by cheque or cash.</li></ol>
Special arrangement for February	<ol style="list-style-type: none"><li>1. The class teacher will distribute the lunch order form to students with this notice. Students who order lunch must submit the lunch order form and the payment receipt to the class teacher on or before 12<sup>th</sup> January, 2023.</li><li>2. Order forms will not be accepted by the school after 12<sup>th</sup> January, 2023. Parents will need to arrange the February lunch for their child(ren).</li></ol>

Students who forget to bring their homemade lunch box:

Situation	Procedures
Students not suffering from a food allergy	<ol style="list-style-type: none"><li>1. The school will call the parents to ask them to deliver lunch to school.</li><li>2. If the parents cannot deliver lunch to school, the school staff will loan some money for the student to buy biscuits. The student needs to return the money on the next school day.</li></ol>
Students suffering from a food allergy	<ol style="list-style-type: none"><li>1. The school will call the parents and parents must deliver lunch to school.</li><li>2. For the safety of the student, the school will not provide any food to the student to avoid any allergic symptoms.</li></ol>

Please complete and return the reply slip to the class teacher on or before 12<sup>th</sup> January, 2023. Please contact our School Executive Officer Mr. See Kwok Ho at 2577-5188 if you have any queries.

Li Sing Tai Hang School



Ms. Shirley Yip, the Principal



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## Reply Slip

To: Li Sing Tai Hang School. I have acknowledged the School Notice No.22060 and my child will (Please ✓ where appropriate)

Order lunch from school

Payment:

PPS

Circle K shop / VanGo shop / U Select Store / CRC Vanguard

Supermarket and enclosed a receipt

Have lunch delivered to school by parents

Bring a homemade lunch box

Class: \_\_\_\_\_ Name: \_\_\_\_\_ ( ) Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_