

2023/24 甲類通告第 003 號

1<sup>st</sup> September, 2023

Dear Parents,

**Lunch Arrangements for Whole-day Schooling**

Our school will **start the whole-day schooling from 11<sup>th</sup> September, 2023 (Monday) and students will also start to have lunch at school.**

Please note the following points:

**Students' Lunch Arrangement**

1. **The lunch and recess time will be from 1:10 p.m. to 2:10 p.m.** To cooperate with the operation of the school, please select the way of preparing lunch for your child(ren) below. If any amendment needed afterward, please **notify the class teacher in written form a week before.** Thank you for your cooperation.
2. Choices of Preparing Lunch
  - (A) **Bringing own lunch box**  
Students bring their lunch boxes to school in the morning. (Please DO NOT prepare food need to be refrigerated, e.g., sashimi, sushi, etc.)
  - (B) **Lunch delivered by parents**  
Parents can place the lunch on the trolley in our school lobby between 12:40 p.m. and 12:55 p.m.. The lunch bag must be labelled with student's name and class for delivery purpose.
  - (C) **Ordering lunch boxes from school lunch supplier**  
In this school year, Asia Pacific Catering Corporation Limited (泛亞飲食有限公司-「活力午餐」) will be our school lunch supplier. Each lunch box is \$27. Supplier will distribute the meal list and order form of next month in the middle of a month for parents to choose and pay the fee. School has distributed the meal list and order form of September to students. **Please fill in and submit the order form and payment receipt to school on or before 7<sup>th</sup> September, 2023 (Thursday).**

For enquiries, please contact Ms. CHOY Lai Fan.

Please turn to the back.

Ms. CHENG Yuk Ching  
Headmistress

[Teacher-in-charge: Ms. CHOY Lai Fan]

### 3. Payment Method of Ordering Lunch from School:

Method 1: **Please bring along order form** to pay the bill at Circle K, 7-11, VanGo Convenience Store or China Resources Vanguard Supermarket. After the payment, please write down the name, class and the school name “FWSGPS” at the back of the receipt. Staple the receipt to the top right corner of the order form and put it inside the collection bag for lunch ordering in the classroom.

Method 2: After paying by PPS, please write down the “Transaction number” on the order form and put it inside the collection bag for lunch ordering in the classroom.

Method 3: If you decide to pay by cheque, please make the payment to “泛亞飲食有限公司”. Please write down the name, class and the school name “FWSGPS” at the back of the cheque. Staple the cheque to the top right corner of the order form and put it inside the collection bag for lunch ordering in the classroom.

#### ➤ Points to note when ordering lunch boxes at school:

- Free tableware and tray will be given to students who is the first time to order lunch box in this school year by the supplier. Please label student’s name on it and ask the student to bring the tableware to home to wash it every day and the tray every week.
- If your child(ren) is absent due to illness, the refund of lunch box would only proceed if parent have called the school for a sick leave between 8:00 a.m. and 8:15 a.m. (Refund will automatically deducted from the order fee of **the month after next month.**)
- If your child(ren) is absent or leaving early due to illness or other circumstances, parents can come to school to take that day’s lunch box only during the lunch time (1:10 p.m. – 1:30p.m.). **If no one come and take the lunch box within the time, it will be thrown away and no refund will be offered.** Base on the food safety reason, the lunch box is recommended to be eaten before 2:30 p.m. that day, otherwise it should be thrown away.

### 4. “Free Lunch at School” for Students from Low-income Family:

Under the Financial Assistance Schemes for primary school, **students receiving FULL grant assistance in school year 2023/24 can get the free lunch box as usual.**

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**REPLY SLIP**

Dear Ms. CHENG,

**Lunch Arrangements for Whole-day Schooling**

I have read through Type-A Notice, No. 003 and understood the corresponding content.

Item	Reply
Lunch Arrangement	<p>*<input type="checkbox"/> My child will bring his/her own lunch box.</p> <p><input type="checkbox"/> I will deliver lunch to school between 12:40 p.m. and 12:55 p.m.</p> <p><input type="checkbox"/> I will pay and order lunch boxes from the school lunch supplier</p> <p><input type="checkbox"/> I have already submitted relevant documents to get free lunch boxes from school.</p>

\*Please put a "✓" where appropriate.

Class: \_\_\_\_\_ Name: \_\_\_\_\_ ( ) Parent Signature: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Parent Name: \_\_\_\_\_

Date: \_\_\_\_\_ of September, 2023

DISCLAIMER: The English version is a translation of the original in Chinese for information purposes only. In case of any discrepancy, the Chinese original is reserved as official interpretation of the school (applied to all e-notices / parent notifications in English).

[Teacher-in-charge: Ms. CHOY Lai Fan]