

1 September 2017

Dear Parents,

**RE: Form 1 to Form 3 Students Lunchtime Arrangement School Circular (2017-2018)**

To support our Form 1 to Form 3 students to lead a happy school life and build up friendship, our school would like to introduce the “Form 1 to Form 3 Students Lunchtime Arrangement” project for the junior secondary students. All Form 1 to Form 3 students must participate in this project.

Starting from 13 September, Form 1 to Form 3 students must have their lunch in the classroom. Students can order lunchboxes provided by “FIT FOR LIFE Luncheon & Catering Services” or bring their own lunchboxes every day. Also, parents can choose to bring lunchboxes to the school during lunchtime.

To respect the need of the Form 1 to Form 2 students, the head prefects will go to the Form 1 to Form 2 classrooms and have their meals together with the low form students. They will assist the teachers in distributing lunchboxes and maintain the class discipline, so that the students can enjoy their meals under a neat and well-organized environment. As for the Form 3 classes, the class teacher will appoint specific students to be responsible for maintaining the class discipline during lunchtime.

It is estimated that the students will finish their meals by half hour, and the school will organize various activities for the Form 1 to Form 3 students to participate in the lunchtime, for example:

1. Sport activities
2. Music training
3. Reading activities in the library

Students are NOT allowed to leave the school during lunchtime. Please be reminded for the following terms and conditions:

1. Students can order next month’ s lunchboxes during the second to third week of the current month. Each lunchbox sells at a price of \$19.0.
2. The information of each month’ s lunchboxes (types and numbers) will be posted on the board of Form 1 to Form 3 classrooms.

3. Payment methods for the lunchboxes:
- By cash: You should take the order form (with serial code) to the convenience store (7-Eleven, Circle K or VanGo) or CR Vanguard Supermarket to make the payment. Please return the receipt for our reference.
- By PPS: If you would like to use PPS for payment, please enter the Merchant Code of the company (9289) and the payable amount, then write the payment number and payment date on the Lunchboxes Order Form.
- By cheque: If you would like to pay by cheque, please submit a crossed cheque made payable to the "FIT FOR LIFE Luncheon & Catering Services" , then write down the name, class and student number of your child at the back of the cheque for verification of the payment.
4. \*If lunchtime is cancelled due to typhoon, red or black rainstorm warning signal, the lunchbox fee of that day will be deducted from next month' s lunchbox fee.
5. \*If the student is absent from school, you can contact the school the day before and no later than 8:30 that morning, and the school will help to cancel the lunchbox of that day on behalf.
6. Refund of cancelled lunchboxes will be accounted in the order form of next month. Parents can pay a reduced charge next month accordingly.
7. The final remaining balance of the lunchboxes will be refunded to the parents by cash, bank transfer or cheque before the school term ends on July.
8. If you have any enquiry, please contact "FIT FOR LIFE Luncheon & Catering Services" Customer Hotline: 2662 2202 for further details.
9. If the supplier is unable to provide lunchboxes under special circumstance, the school will allow the Form 1 to Form 3 students to buy their meals outside the school or to have their lunch brought from the tuck shop.

We sincerely hope that the Form 1 and Form 3 students can enjoy the benefits brought by this project. If you have any comment or enquiries, please do not hesitate to contact our school via the class teacher.

Yours sincerely,

Mr. Ka Ming Tong  
School Principal