

**ISLAMIC PRIMARY SCHOOL**  
**NOTICE**  
**2019-2020 Lunch Arrangements for Students**

E/IC/SC/19/2  
2<sup>nd</sup> September, 2019

Dear Parents,

To make it easier for you to take care of your child's lunch arrangement, the following choices are available. You may:

**1. Order a Lunch Box**

- \* This year our school lunch supplier is "Flourishing Catering Management Co. Ltd.". Student orders are placed monthly. Each lunch box costs \$21.00.
- \* After lunch boxes are ordered, orders cannot be changed without the permission of the teacher in charge or the class teacher.
- \* Lunch boxes will be provided starting on 9<sup>th</sup> September (Monday). The price for September is \$ 273.00 (\$21.00 × 13 days).
- \* Class teachers will give the order form to the students who desire it. Parents should pay the fee giving it, along with the order form, to the student to give to the class teacher on time.

**Procedure for Refunding Lunch Box Orders**

If your child is absent from school, due to illness, etc. you should inform the school the day before or on the morning of that day, by 9:00 a.m. by phone (2450 2320). We will inform the lunch supplier and a refund will be provided.

**2. Have Parents Bring Lunch**

Parents can bring lunch to school for their children from 12:00noon. - 12:35p.m. Please put the lunch in the collection box. Our staff will deliver the lunch boxes to your child. You should mark down the student's name and class on the lunch bag or on the container.

**3. Have Students Bring Their Own Lunch**

Lunch boxes must be packed properly. Lunch containers should be put inside plastic bags or recycled bags instead of the school bag to prevent students' books from getting dirty.

**Students who stay at school should:**

1. Follow teachers' instructions.
2. Bring a tablecloth and clean cutlery, such as a spoon and a fork, to school.
3. Keep the classroom clean. Bring wet towels or tissues to clean the tablecloth, cutlery and table.
4. Clean the tablemat. Cutlery should be washed at home every day.

Please read the above guidelines carefully and choose an appropriate lunch arrangement. Parents have the responsibility to prepare lunch for their child. The school does not buy lunch or receive takeaway lunches on students' behalf in order to ensure student safety.

Yours sincerely,



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Ng Sui Lan  
Headmistress