

**The arrangement of parents delivering lunch to school**

Dear Parents/Guardians,

To fit the students' learning needs, our school strives to enrich students' learning experience, develop and improve the school environment. We would like to express the sincerest thanks to all the parents for supporting the school's policy. The arrangement for parents delivering lunch to school are as follows:

1. The time of delivering lunch to school will start from 11:00am to 11:30am
2. Lunchbox and the other related items must be placed in the same bag
3. Please make sure that the name and the class of the student is clearly displayed on the lunchbox (The lid of lunchbox should be tightly closed)
4. To prevent spilling, it is not encouraged to deliver drinks or food with lots of sauce.
5. Parents may leave after placing the whole lunch bag in the designated area outside the Enquiry. Our staff will take them to the classrooms for the students.

Please sign and reply to this notice on or before 16<sup>th</sup> January, 2023 (Monday). For any enquiries, please call our school (Tel: 2712 1543) to contact Miss Wong Wai Man.

Yours faithfully,  
Ms. W. Y. Yick  
Headmistress



✂-----

Reply Slip

Our Ref: 2022N99  
Dear Headmistress Yick,

This is to acknowledge receipt of the school notice 2022N99. I have read and understand the content of "The arrangement of parents delivering lunch to school".

Parent's signature : \_\_\_\_\_

Name of student : \_\_\_\_\_

Class : \_\_\_\_\_ ( )

Date : \_\_\_\_\_