To: Parents/Guardian,

**Lunch Arrangement and Tuckshop operation**

Please be informed that the normal school hours will commence on 4 September, 2003. In order to provide more learning time for the pupils to meet the life-wide learning needs, the school time have been rescheduled. Time allocated for lunch is only 50 minutes (12:10 p.m. to 1:00 p.m.), therefore **ALL PUPILS ARE NOT ALLOWED to leave school to have lunch in this school year.** For details please refer to the attached "Reminder for Parents/Guardians on Lunch Arrangement".

Besides, there will be no more tuckshop in our school. Instead, two snacks vending machines have been placed in the lobby. Pupils are reminded to bring coins if they want to buy snacks from the machines. We hope that with the cease operation of the Tuckshop, the school supporting staff will be able to give more support to teachers and pupils in their teaching and learning activities.

Thank you for your co-operation.

Mrs. TANG LEUNG Yuet-may
Headmistress
SIR ELLIS KADOORIE (S) PRIMARY SCHOOL
Reminder for Parents/Guardians on Lunch Arrangement

1 September, 2003

1. Pupils are not allowed to leave the school premises during lunch hours.

2. Pupils can bring their lunch to school or parents may deliver lunch to their children. Parents are requested to deliver the lunch boxes to their children’s classroom during lunch time between 12:10 p.m. to 12:20 p.m. Please leave the school premises immediately after the delivery.

3. All pupils will have their lunch inside their classroom. Brothers and sisters studying in the school should have separate lunch boxes.

4. To protect the environment and save the Earth by discarding less plastic products, please arrange a place mat, a wet towel, a reusable spoon and fork for your child. All the belongings should be labelled with the pupil's name and brought home for cleaning every day.

5. Teachers and prefects will be on duty to take care of the pupils. Parents should not stay in the children's classrooms or in the school during lunch hours so that pupils could be trained to become more independent and responsible.