

## SCHOOL LUNCH SERVICES 2023-2024

### Information & Ordering Procedure

School caterer provides pre-ordered hot meals for both primary & secondary pupils on a bi-monthly basis, with a daily choice of two hot meals and one sandwich option.

Lunch menu and enrolment form will be updated to school website & School System “Firefly” on the 15<sup>th</sup> day of the previous month. Schedule are as follows.

| Month (2023-2024)            | Lunch menu launched on/before                | Deadline for enrolment                  |
|------------------------------|--|---|
| August – September 2023      | 14 <sup>th</sup> July 2023, Friday           | 25 <sup>th</sup> July 2023, Tuesday     |
| October – November 2023      | 15 <sup>th</sup> September 2023, Friday      | 25 <sup>th</sup> September 2023, Monday |
| December 2023 – January 2024 | 15 <sup>th</sup> November 2023,<br>Wednesday | 24 <sup>th</sup> November 2023, Friday  |
| February – March 2024        | 15 <sup>th</sup> January 2024, Monday        | 25 <sup>th</sup> January 2024, Thursday |
| April – May 2024             | 15 <sup>th</sup> March 2024, Friday          | 25 <sup>th</sup> March 2024, Monday     |
| June 2024                    | 14 <sup>th</sup> May 2024, Tuesday           | 24 <sup>th</sup> May 2024, Friday       |

### Meal Enrolment Procedure

|   |   |                         |   |                              |   |                                      |   |   |
|---|---|-------------------------|---|------------------------------|---|--------------------------------------|---|---|
| Download form from school website/Firefly | > | Make your lunch choices | > | Settle payment by cheque/PPS | > | Email to Chartwells for confirmation | > | Pass payment receipt to class teacher/cafeteria |
|---|---|-------------------------|---|------------------------------|---|--------------------------------------|---|---|

- ✧ To prevent any delays on meal enrolment, please submit the completed lunch enrolment form attached with an image of cheque/PPS, then email to Chartwells via [nais@compass-hk.com](mailto:nais@compass-hk.com) for confirmation.
- ✧ Should you have any food-related and/or meal enrolment enquiries/comments, please direct contact Chartwell Unit Manager by email [nais@compass-hk.com](mailto:nais@compass-hk.com) (Lam Tin Campus) / [naiskt@compass-hk.com](mailto:naiskt@compass-hk.com) (Kwun Tong Campus) / Tel: 3958 1418.

## PLEASE NOTE

- We are a **NO NUT** school so please do not bring any nuts to school as we have children attending the school that have life-threatening allergies. We encourage healthy eating habits to all our pupils, so avoid fizzy drinks and sweets.
- Pupils shall bring a packed lunch and healthy snack to school if no school lunch is pre-ordered.
- Year 1-3 pupils who haven't enrolled for school lunch and wish to purchase on-day hot lunch from cafeteria, they **MUST** inform duty teacher to check for allergic and get consent from parents in advance.
- Year 4 or above may allow to purchase on-day hot lunch from Cafeteria, children can make their own choice and pay by Octopus Card. If parent would allow your child to purchase food & drink from Cafeteria, please ensure that their octopus card has sufficient remaining values for settle payment.
- Alternatively, secondary pupils can also purchase food & drinks from Café, but no hot drinks allowed.
- Any submission after deadline may not be entertained.
- For new joined pupils who wish to have school lunch, Chartwells will still accept the lunch enrolment even after the deadline has passed. Please allow at least 5 working days to process your order.
- In event of school suspension owing to adverse weather conditions, Chartwells reserves the right to carry over the menu to the following day.
- Please do not deliver lunch for your child during the day. We do not have the staff to assist this arrangement for individual pupils.