

*A message from the Canteen Manager*

**INSTRUCTIONS FOR STUDENT LUNCH ORDERS**

- Please print your child's name, class and circle the items ordered on the order form
- Place envelope in the lunch order box located at the office by no later than 10.00am the day **before** order required.  
eg: Monday for Tuesday, Thursday for Friday.
- Please ensure correct money is in the envelope as change cannot be given
- If there is insufficient money in the envelope the order with the money will be returned to the student and not filled.
- If the order is not in the box by the requested time the order cannot be filled.
- If the student does not collect their lunch order or is away sick, we will not be able to provide a refund as the order will have already been prepared for the day.
- The canteen team will only refund the money if due to unforeseen circumstances we are not able to supply the order.
- The canteen is open Monday, Tuesday, Wednesday & Friday.



**May 2017**