

TUCKSHOP PROCEDURE

Our School provides Tuckshop facilities for students from Prep to Year 7 and staff, Monday to Friday inclusive.

BIG LUNCH: Is available 5 days / week by following the correct procedure.

1. A standard size brown paper bag is to be used. **NO ENVELOPES.**
2. These bags are collected from the classroom and processed in the Tuckshop at 9.00am. The food is returned in the brown paper bag to your child's classroom for distribution just prior to the Big Lunch break.
3. A second bag marked with the child's name and grade only must be folded and placed inside the order bag so that the child's drink and other cold items may be packed separately.
4. Cold foods from the drinks, sandwich and energy foods list may be ordered at big lunch and kept for the second short break, stored if necessary in the classroom fridge. **NB No hot food or Ice blocks should be ordered for the 2nd break**
5. Please write on the bag with the opening at the top.
6. Child's Name, Grade, order, and cost of food (which should then be totalled) should **clearly**, be written on the bag in **ink. No pencil please.** If a child writes his / her own bag, parents please check that it has been written correctly and that the right money is enclosed. It is helpful if a second choice for juice or milk is also nominated.
7. Place the correct money (if possible) for the order in the bag. Please be aware that giving change is time consuming and that the money runs the risk of being lost before arriving home.
8. If you wish the total money owed by several children may be placed in one bag. However the grand total must clearly be shown on the bag that contains the money and please state on the other bags where the money is.
9. Fold the bag over only. Please **DO NOT** use staples, cellotape etc.
10. Children who have paid for an **ICE BLOCK** with their tuckshop need to keep the bag and take it back to the tuckshop when the ice blocks are ready to be purchased.
11. Children need to collect their **LASAGNE** from the tuckshop when the lunch bell goes.

Thank you for your assistance