

# Canteen Notice

## Guidelines for the provision of Student Emergency Lunches

(Endorsed at Governing Council meeting on Monday August 1<sup>st</sup> 2011)

Emergency lunches **will be provided** when the student does not have an adequate lunch for the day eg. sandwich, crackers with filling/cheese. Before an emergency lunch will be provided the front office will endeavour to contact the student's parent. If contacted, parents can either bring lunch to school or students can be issued with an emergency lunch. If the front office staff is unable to contact the parents / carers, they will issue an emergency lunch for the student.

Emergency lunches **will not be provided** when students have finished eating their lunch and remain hungry.

**Emergency Lunches will be provided by the canteen and will consist of a vegemite/cheese sandwich and a piece of fruit.**

### Teacher Responsibilities

- Check that all children receive adequate recess and lunch on a daily basis. If food provisions are inadequate and children remain hungry then parents need to be contacted by classroom teachers to discuss the possibility of more food being packed for the student.
- Note to be sent with the student to the front office so that parents can be called when lunch has been forgotten on any given day.
- When an emergency lunch is provided ensure that the bill is placed in a communication book/diary to ensure that it is taken home.

### Parent Responsibilities

- Pack sufficient food for their child each day.
- Contact school if lunch is left at home.
- If emergency lunch is provided the bill needs to be paid before any further purchases can be made from the canteen.

### Student Responsibilities

- To alert their teacher as soon as they realise that they do not have lunch with them.
- Ensure that the canteen bill is shown to parents and return payment when provided by parents.

### Canteen Responsibilities

- Give only a vegemite/cheese sandwich and a piece of fruit for emergency lunches.
- Give bill to class teacher on the same day as the emergency lunch is provided.
- Do not allow children with outstanding bill to purchase goods. Children may spend 50% of their money and pay the other 50% off of their bill if they choose.
- Call parents with outstanding bill after one week if not paid.
- If insufficient funds are given for a lunch order then the student will only receive food to the value of the money given or the emergency lunch provisions.
- If a child places a lunch order whilst having an outstanding bill they will be given an emergency lunch and the remaining funds will be taken by the canteen for the bill.