

Procedure for Ordering Secondary Lunches and Rules of Conduct for the Canteen.

Secondary

- Orders are to be placed in the letterbox marked "Secondary Lunches" on the green door outside the canteen. **Menu is provided at this point.**
- All orders must be placed **before 8.30am** each day. If late to school please give your order to canteen staff immediately.
- Your **Name and Year** must be clearly written on your lunch order bag.
- Money is to be placed in the bag and carefully folded in-to four. **No staples or sticky tape** is to be used.
- If change is required for use at recess please note this on the bag, otherwise the change will be issued at the time of distribution of lunches.
- Lunches are to be collected at the Canteen from the aisle that is marked with the year that you are in eg Year 8. The first five minutes of lunch time is for collection of lunches only, so it is advisable to be quick to the canteen, otherwise the lunches that have not been collected during this time are available from the **"staff aisle"**.
- Drinks must be ordered with your lunches. All drinks must be accompanied by a lunch meal item (**NO** drinks Only).
- Additional items such as Ice-creams and Vege Chips are not to be ordered with your lunch orders. These are to be purchased over the counter after the five minute period allocated for lunch collection.
- Please remember Monday, Tuesday, Wednesday and Thursday are Pastry Free Days. If pastry Items are ordered on these days a salad sandwich will be substituted.
- Daily specials are to be ordered only on the days specified, if ordered on an incorrect day a salad sandwich will be given as a substitute at the student's cost.
- All orders are to be selected from the lunch menu only **NOT** the **Recess** menu. Students are to be courteous at all times. Thank you!