



St. Patrick's School

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Principal: Gretchen Morgan (gmorgan@ncdsb.on.ca)

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~Celebrating 50 years of excellence~

"Growing in faith, learning for life, striving for excellence, growing in wisdom & grace"

Memorandum

To: Parents/Guardians

From: Gretchen Morgan

Date: September 2, 2009

Re: Leaving school property at lunch time

Dear Parents/Guardians:

In order to ensure the safety of your children, especially over the lunch period, I would ask that you complete the form on the reverse and return it to school. This should clear up any confusion and/or apprehension around students wanting to leave the school for lunch.

It is essential that all children have parental permission to leave the school for lunch on the day in question. This can be facilitated in two different ways:

- 1) You can give permission for your child to leave the school for lunch EVERYDAY by signing below (yearly pass)
- 2) You can write a letter giving permission for your child on a daily basis (a note is required for EACH day).

There are also a few important notes around this:

- The students need to provide their morning classroom teacher with a note in the morning of the day in question. The classroom teacher will sign the note. Students will keep the note to show lunch time supervisors
- The students will NOT be allowed to use the phone to call to get verbal permission on the day in question
- It is the parents responsibility to know where their child is going for lunch
- Children will NOT be able to bring any food/drinks/candy onto school property
- The students are expected to only leave when the lunch period begins at 11:30 a.m. and to return on time for the afternoon which starts at 12:25 p.m.
- If you are meeting your child for lunch – you will need to meet them in the school LOBBY

It is very important to note that if the student is later returning to school, the following protocol will be followed:

FIRST TIME – Verbal warning from the office

SECOND TIME – Phone call home to parents to inform you of their tardiness

THIRD TIME – Loss of privileges to go out for lunch

This protocol may seem harsh but when the bell rings for the afternoon, it is my responsibility for the personal safety of all students. I need to know that they have returned and are safe in the school building.

Please don't hesitate to contact the school if you have any further questions and/or concerns.

Once again, thank you for your continued support and understanding. Please complete the form below and return to school in the communication folder.

Yours in Education,

Gretchen Morgan



St. Patrick's School Lunch Pass Information Form

Please select ONE of the following options:

- I would like my child _____ to leave school property on a DAILY basis. My child will rarely or never stay at school for lunch or lunch recess.
- I would like my child _____ to have an as-needed lunch pass. I will write a note for EACH day my child will not be at school for lunch and lunch recess. This note must be signed by the child's teacher and must be carried by the student while leaving school grounds.
- I would like my child _____ to remain at school on a regular basis.

Parental Name: _____

Parental Signature: _____

Date: _____

- I have read and agree to the protocol above and understand that these lunch privileges can be taken away.

This information will be kept with your child's morning teacher and filed at the office.