



Po Leung Kuk  
Lo Kit Sing (1983) College

保良局羅傑承(一九八三)中學

Cheung Hong Estate, Tsing Yi, N.T., Hong Kong

香港新界青衣長康邨

Tel: 2497 7110

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Dear Parents,  
各位家長：

P25007

**Handling of lunch boxes when Form 1 students are absent on the day**  
**中一生缺席當天飯盒處理事宜**

All Form 1 students are required to have their lunch on campus during the lunch period in the first term. If students order a lunch provided by the school's designated lunch supplier, the following arrangements will apply: If a student is absent, the parent or guardian must submit a cancellation through the lunch supplier's mobile application before 9:30 a.m. on the day. If the parent or guardian fails to cancel the lunch order by the stipulated time, the school will discard the unclaimed lunch, and no extra notice will be provided. The school will not be responsible for any losses incurred.

中一生需於上學期午膳時間留校午膳，若學生經學校訂購午膳，該午膳將由學校指定午膳供應商所提供。倘若學生缺席，家長需於當天早上九時半前，自行在午膳供應商的應用程式內辦理退飯。若家長未有按時辦理退飯，本校將代為處理該飯盒，而不另作通知。有關損失本校將不會負責，敬希垂注。

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Law Wing Chung, Principal 羅穎忠校長  
1<sup>st</sup> September, 2025 二零二五年九月一日

