

Dear parents/guardians:

We are writing to you regarding information and changes to the sign-out/in procedure for grade 8 Friday lunch. We continue to request a signed permission form for Friday lunches. We continue to ask that if your child goes for lunch on a Friday to Friday basis, that a signed note be required. **These notes must be handed in to the office by 9:00 a.m.** (Phone calls or text message are not an acceptable indicator of parental permission, therefore a written and signed note is required.) The secretary prints the list of students prior to 10:00 a.m.

**The changes to the process are as follows:**

- 1) At 12:20, students will find their class list in the music hallway and will sign-out.**
- 2) Students with Friday to Friday permission (handed in by 9:00) will find M. Shea and sign-out**
- 3) At 12:50, students will sign-in and go to their classroom**
- 4) At 1:00, the students are to be in their seats ready to learn. (If they are not back by 1:00 in their seats they will be marked late and M. Shea will follow-up with them.)**

In the event of a student being late, they will have two warnings and will then have their lunch privileges revoked for an agreed upon timeline. If it is a continuous occurrence, the lunch privileges will be revoked for the rest of the year.

We thank you for your patience and understanding in this matter and we look forward to continuing a positive partnership with this privilege.

Sincerely,

Robert A. Pellerin  
Principal, Duke of Cambridge PS