



Subject: Meal and exit schedule – Junior High School

Dear Sir or Madam,

Please read the document below, fill in the form and return it to the school before **Tuesday, 6th September, 2022.**

Kindly note that without the submission of the exit schedule, your child will not be allowed to leave the school at lunchtime and will be required to have lunch inside the school.

If this document is not returned by the date indicated, your child will be considered a pupil who eats lunch at school under supervision and will not be allowed to leave the school until after the last class on the timetable.

We remain at your disposal for any further information you may require.

Cordially,
Delphine Castre
Senior School Administrator (CPE)

1. MEAL TIME

- **PUPILS WHO STAY FOR LUNCH:** these pupils have their meals (canteen meal or lunch-box) on the school premises.

No pupil with this status may leave the school or be allowed to even buy a drink or meal outside.

NB: You may provide your child's meal in a lunch box. This must be brought in the morning by the pupil and remain under their responsibility throughout the day. For security reasons, no lunchbox can be delivered to the pupil or left at the security desk in the morning (or at 12:15).

- **PUPILS WHO DO NOT STAY FOR LUNCH:** These pupils do not have their meal (canteen meal or lunch-box) on the school premises.

2. EXIT SCHEDULES

- **Supervised autonomous pupils who do not stay for lunch:**

They are authorised to enter and leave the school **at the beginning or end of the half-day**, based on the timetable for that half-day and any changes that may occur during the year (absence of teachers, travel, etc.)

- **Supervised pupils who do not stay for lunch:**

They are not allowed to leave the school in the event of a teacher's absence. They **must be present** on the school premises in strict compliance with their half-day timetable.

- **Supervised autonomous pupils who stay for lunch:**

They are authorised to enter and leave the school **at the end of the day**, based on the day's timetable and the possible changes that may occur during the year (absence of teachers, trips, etc.)

- **Supervised pupils who stay for lunch:**

They are not allowed to leave the school in the event of a teacher's absence. They **must be present** on the school premises in strict compliance with the timetable for the day.



REMINDER OF RULES FOR ALL PUPILS:

- Pupils must attend all classes, study hours, form time, personalised support, as well as any exceptional schedule or external activity during school hours.
- No pupil is allowed to leave the school premises between two lessons on his/her timetable.
- Pupils must confirm any teacher's absence at the school office or on the notice board before leaving the school.
- Kindly note that we do our best to substitute absent teachers, and that such classes are compulsory.
- Permission to leave the school in the event of a teacher's absence is not compulsory: pupils may remain in the school and go to the study hall to work, after having reported to the school office.

Any exceptional request to exit the school must be done in writing, and in advance, by the parents via the correspondence book or by email: viescolaire@lfaccra.com

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EXIT SCHEDULE (JUNIOR HIGH SCHOOL)

I, the undersigned, parent of:

SURNAME:

FIRST NAME:

Class:

- declare that during **MEALTIMES** my child will:

	Monday	Tuesday	Wednesday	Thursday	Friday
stay at school *					
leave school*					

(*check the box of your choice)

- My child is in junior high school and I have chosen the **following SCHEDULE** for him/her:

- supervised autonomous
- supervised

Signed in Accra, on

Parent's signature:

NB: Your choice of exit schedule is final and shall apply throughout the entire school year.