



港九街坊婦女會孫方中書院
H.K. & Kln. Kaifong Women's Association
Sun Fong Chung College

4643 Tai Po Road, Tai Po Kau, Tai Po, N.T.

新界大埔公路大埔滘段 4643 號

Tel: 26567123

Fax: 26546886

E-mail: info@sunfc.edu.hk

Website: <http://www.sunfc.edu.hk>

22-23 School Circular No.3

1st September, 2022

Dear Parents/ Guardians,

Appointment of Service Providers

The service providers of various provisions of goods and services for 2022-2023 are as follows:

Items	Service Providers	Contract Period
Tuck shop and lunch catering	Murray Catering Company Ltd	September 2022 to August 2024
School bus services	Strong Power Travel Transportation Limited	September 2022 to August 2025
School uniform supply	Fung Cheong Shun (Shatin) Limited Victoria Uniform	September 2022 to August 2025 September 2022 to August 2025
Textbook supply	T.H. Lee Book. Co., Ltd	September 2022 to August 2025

To cater for the needs of students who bring their own luncheon, the Student Association has offered two microwave ovens for students to reheat their lunch boxes since the year 2011-2012. Since the year 2013-2014, our College has provided warm-keeping food storage carts, food steamers and refrigerators for students who bring their own luncheon. For details, please read the overleaf about the rules and instructions.

Should you have any financial difficulties, feel free to submit a written application with copies of the supporting documents to Ms. Doris Tang at the General Office for an exemption or reduction of the mentioned fees (school bus service fees, school uniform and lunch payment) from the College. The deadline of application is on Friday, 30th September, 2022.

Please complete and return the attached reply slip to the class teacher on Friday, 2nd September, 2022.

Thank you for your kind attention.

Yours faithfully,

S.K. Ng
Principal



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22-23 第3號通告

敬啟者：

「學校委任供應商」事宜

本年度學校供應商詳情如下：

項目	供應商	合約期
小食部及午膳	美利飲食服務有限公司	2022年9月至2024年8月
校車	勁力旅運有限公司	2022年9月至2025年8月
校服	豐昌順(沙田)校服有限公司	2022年9月至2025年8月
	維多利校服有限公司	2022年9月至2025年8月
書商	天利行書局有限公司	2022年9月至2025年8月

另外，為方便家長及同學自行帶備午膳盒飯，學生會於2011-2012年度開始，提供微波爐翻熱服務。2013-2014年度，學校開始提供保溫車、蒸櫃及冷凍櫃服務，以便同學將自備的盒飯保溫。有關保溫車使用須知，請參閱附頁資料。

倘若家長有經濟困難，可以書函向學校陳述理由，並附上相關的證明或資料副本，申請豁免或減收校車、校服及午膳等費用。家長請於九月三十日(星期五)之前(或於學年間有需要時)向校方提出申請，並直接將申請函交給校務處職員鄧素英小姐，校方將按實際情況考慮豁免 貴子弟有關費用。

敬請 閣下填妥回條，並著 貴子弟於九月二日(星期五)交予班主任，以憑辦理。

此致

貴家長

校長

吳少祺謹啟

二零二二年九月一日

_____ September 2022

回條
Reply Slip

敬覆者：
Dear Principal,

有關 貴校二零二二年九月一日第三號通告「學校委任供應商」事宜，業已知悉。

I have been clearly informed about the matters listed in School Circular No. 3 “Appointment of Service Providers.”

此覆

港九街坊婦女會孫方中書院吳少祺校長

家長簽署

Signature of Parent/ Guardian :

家長姓名

Name of Parent/ Guardian :

學生姓名

Name of Student :

班別及班號

Class and Class Number

:

_____ ()

二零二二年九月__日

保溫車、蒸櫃及冷凍櫃使用須知

保溫車

1. 保溫車只用作保溫，未經煮熟或冷凍食物**不能**放在保溫車。
2. 同學必須先在家中翻熱食物(溫度必須高於攝氏 60 度)，並於每天早上 7:30am 至 8:10am 將盒飯自行放進保溫車(有蓋操場體育室旁)。
3. 保溫車的溫度將維持在攝氏 80 度，同學**必須**使用**耐熱的器皿**盛載食物並**置於保溫袋中**，**不能**使用玻璃內膽的容器。
4. 同學必須在容器上貼上姓名及班別標籤。
5. 同學必須在 1:00pm 前取走飯盒，工友將於 1:00pm 後將未領取的飯盒送交校務處暫存，同學須自行到校務處取回。

蒸櫃及冷凍櫃

1. 同學必須於每天早上 7:30am 至 8:10am 將盒飯自行放進冷凍櫃(1/F 學生會室對面)。
2. 校方會安排工友於每天早上 11:00am 協助同學將冷凍櫃內的盒飯放進蒸櫃進行翻熱。
3. 校方會安排工友於每天午膳前協助同學將蒸櫃內的盒飯取出，方便同學享用。
4. 為免發生意外，任何同學**不得自行開啟蒸櫃**。
5. 同學**必須**使用**耐熱的器皿**盛載食物。
6. 同學必須在容器上貼上姓名及班別標籤。
7. 同學必須在 1:00pm 前取走飯盒，工友將於 1:00pm 後將未領取的飯盒送交校務處暫存，同學須自行到校務處取回。

Rules and Regulations Concerning the Use of Warm-keeping Food Storage Carts, Food Steamer and Refrigerator

Warm-keeping Food Storage Carts

1. The carts are for keeping the food warm only. No raw or frozen food should be put into the cart.
2. Students must reheat the food at home (and the temperature must be higher than 60 °C) beforehand. And students have to put the lunchboxes into the cart between 7:30 and 8:10 a.m. The carts will be placed next to the P.E. room in the covered playground.
3. The temperature set will be 80°C. Students must use heat-resistant containers **enveloped in a warm-keeping bag**. No containers with glass inlay would be allowed.
4. Students must put a label with name and class for recognition.
5. Students must retrieve the lunchboxes before 1:00 p.m. School janitors will be taking all uncollected lunchboxes to the school office for temporary storage. Students may collect them later on.

Food Steamer and Refrigerator

1. From 7:30a.m. to 8:10a.m., students have to put their lunchboxes into the refrigerator which is placed opposite to the Student Association Room on 1/F.
2. School janitors will put the lunchboxes into the food steamer at 11:00a.m..
3. School janitors will help take the lunchboxes before lunch time.
4. Under no circumstances should students open the steamer without permission.
5. Students must use heat-resistant food containers.
6. Students have to put their name and class tags on the food containers.
7. Students must retrieve the lunchboxes before 1:00p.m.. School janitors will be taking all uncollected lunchboxes to the school office for temporary storage. Students may collect them later on.