

## HOW TO REGISTER FOR SCHOOL MEALS IN 2020/21

### **SNACKS**

The school offers snacks after the third school period, i.e. from 10.25 until 10.55.

A prospective first year student or existing student, who fills in the snack application form and turns it in at registration by Wednesday, 24<sup>th</sup> June 2020, by mail: **Gimnazija Bežigrad, Peričeva 4, 1000 Ljubljana** or SCAN to [polona.serko@gimb.org](mailto:polona.serko@gimb.org) will receive the snack regularly from September 1<sup>st</sup> 2020 onwards.

All the other first year or existing students, who would like to subscribe to a snack after the beginning of the school year, can do it on any working day by bringing a correctly completed snack application form to the Office of Student Affairs (*Dijaški referat*). In this case, they will start receiving the snack the following day.

**The snack application form can be downloaded** from the **school's website** (see under INTERNATIONAL SCHOOL – SCHOOL MEALS).

### **CANCELLING THE SNACK**

Final cancellation of the snack is possible only in the last week of the month. The snack cancellation form must be submitted at the Office of Student Affairs (*Dijaški referat*). A temporary cancellation (in case of illness or other justifiable absence) is possible via the Lo.Polis online application and by 8.00 am at the latest. First year students will receive their Lo.Polis password in the first week of the new school year (September 1<sup>st</sup>). The password is valid throughout the entire period of the student's schooling at Gimnazija Bežigrad.

In the first week of school, the students will automatically have a meat or vegetarian menu (depending on what they stated in the application form). The students can start choosing the menus in the second week of September, by Monday, September 7<sup>th</sup> 2020.

Each week during the school year, the students have a choice of five different menus, e.g.: meat, vegetarian, vegan, dietary and alike. The students can choose their preferred menu by 10 am each Thursday for the following week. If a student does not make a choice, they will automatically have the menu they have decided for in the application form, i.e. if they have decided for the meat menu, they will automatically get the basic meat menu or if they have decided for the vegetarian menu, they will automatically get the basic vegetarian menu.

The existing students who apply for the snack in June will be able to choose the menu in the last week of August (by August 27<sup>th</sup> 2020 until 10 am) through the Lo.Polis (at <http://www.lopolis.si/>). Students need the username and password they received when they first applied for a snack.

The snack cancellation form can be obtained from the Office of Student Affairs (*Dijaški referat*) or downloaded from the school's website (see under INTERNATIONAL SCHOOL – SCHOOL MEALS).

## *LUNCH*

Apart from snacks, the students can also subscribe to lunch. The correctly completed lunch application form has to be turned in at registration or by Wednesday, 24<sup>th</sup> June 2020 by mail: Gimnazija Bežigrad, Peričeva 4, 1000 Ljubljana. The students can also subscribe to lunch on particular days only.

The lunch application form can be downloaded from the school's website (see under (INTERNATIONAL SCHOOL – SCHOOL MEALS)).

### **CANCELLING THE LUNCH**

Temporary cancellation is possible one day beforehand by telephone no. 01-3000-412 (kitchen), or via Lo.Polis (the same password applies as for the snack), or in person.

The final cancellation of the lunch must be arranged personally with the kitchen staff.