



Task Title: Read a School Memo

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The learner will read a school memo and fill out an order form for Pizza Lunches.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.2
- Communicate Ideas and Information/Complete and create documents/B3.2a
- Understand and Use Numbers/Manage money/C1.1

Materials Required:

- Pen/pencil and paper and/or digital device

Task Title: ReadASchoolMemo_I_A2.2_B3.2a_C1.1

Learner Information

Parents often receive regular memos and forms from their children's school that they are asked to read, complete, and return to the school.

Read the "**Pizza Day Memo**" and the "**Pizza Order Form, Sunnydale Public School 2025-26**"

Pizza Day Memo

Dear Parents of Preschool – Grade 8 Students at Sunnydale Public School,

We are pleased to let you know that we will be offering monthly “Pizza Day” lunches to students again this school year (2025-26). Most will be held on the last Friday of the month, but this may vary some months.

At this time, we plan to offer Pizza Lunches on the following dates:

- Friday, September 26
- Thursday, October 30
- Friday, November 28
- Friday, December 19
- Friday, January 30
- Friday, February 27
- Friday, March 27
- Friday, April 24
- Friday, May 29
- Friday, June 19

If you are interested in purchasing pizza for your child/children, please fill out and return the attached order form to your child’s teacher by September 15 with your payment. Please fill out a separate form for each child in your family.

If you are paying by cheque, please make it payable to: Sunnydale Public School.

If paying by e-transfer, please send to: SunnydalePS@edumail.com

Thank you.

Sunnydale Public School Administration

Pizza Order Form, Sunnydale Public School 2025-26

	Check off type of pizza & enter beverage & number of slices desired					
	Cheese	Pepperoni	Hawaiian	Milk	___ x cost per slice	Monthly Total
September 26 (Friday)				___ x \$1.25	___ x \$3.00	
October 30 (Thursday)					___ x \$3.00	
November 28 (Friday)					___ x \$3.00	
December 19 (Friday)					___ x \$3.00	
January 30 (Friday)					___ x \$3.00	
February 27 (Friday)					___ x \$3.00	
March 27 (Friday)					___ x \$3.00	
April 24 (Friday)					___ x \$3.00	
May 29 (Friday)					___ x \$3.00	
June 19 (Friday)					___ x \$3.00	
TOTAL COST						

Student Name: _____

Teacher Name: _____

☐ Cheque attached

☐ Cash attached

☐ e-transfer sent

Parent's Signature: _____

Date: _____

Pizza Order Form, Sunnydale Public School 2025-26

	Check off type of pizza & enter beverage & number of slices desired					
	Cheese	Pepperoni	Hawaiian	Milk	___ x cost per slice	Monthly Total
September 26 (Friday)				___ x \$1.25	___ x \$3.00	
October 30 (Thursday)					___ x \$3.00	
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February 27 (Friday)					___ x \$3.00	
March 27 (Friday)					___ x \$3.00	
April 24 (Friday)					___ x \$3.00	
May 29 (Friday)					___ x \$3.00	
June 19 (Friday)					___ x \$3.00	
TOTAL COST						

Student Name: _____

Teacher Name: _____

☐ Cheque attached

☐ Cash attached

☐ e-transfer sent

Parent's Signature: _____

Date: _____

Work Sheet

Scenario:

You have two children who want to receive pizza on the school's Pizza Lunch days. Use the following information to complete a separate Pizza Order Form for each child.

- Children's names are Sasha and Leo Kravitz.
- Their mother, Natasha Kravitz is filling out the order form.
- Sasha is in Grade 1 and her teacher is Mrs. Tamlin.
- Leo is in Grade 4 and his teacher is Mr. Richmond.
- Sasha likes Hawaiian pizza, but only one slice.
- Leo likes Pepperoni pizza and can eat 2 slices.
- Both children want milk with their pizza.
- The form was returned September 15 and payment sent by e-transfer.

Task 1: Using the information provided in the Scenario, complete Pizza Order Forms for Sasha and Leo.

Answer: No response required here.

Task completed: Yes ☐

Task 2: By what date must the order forms be returned?

Answer:

Task 3: Who must the order forms be returned to?

Answer:

Task 4: How much total will the e-transfer be?

Answer: