



NOTICE TO ALL SECONDARY SCHOOL TEACHERS

COMUNICATIONS to COMSEV in case of **SCHOOL TRIPS**

Rules to be followed in the event of a trip organized for secondary school students:

- - The teacher who organizes the trip must send an email to var-comsev@eursc.onmicrosoft.com with the list of participating students **within 10 days of the date of the trip**.
- - He/she must also inform parents that, if they wish to order a packed lunch consisting of a FOCACCIA with ham, cheese and salad, a small bottle of water, a fruit juice and a piece of fruit) for their child, they must send, **within 10 days of the date of the trip**, the request email to var-comsev@eursc.onmicrosoft.com specifying the name of the student, the day and the destination of the trip. Requests made after this deadline will not be considered. The COMSEV office will send the list of packed lunches to the teacher before departure.
- - The cost of the packed lunch is the same as that of a lunch in the canteen.
- - The boxes with the bags will be taken to the buses by SEV staff. To facilitate distribution, we ask you to have the list of those who have requested the packed lunch with you.

NOTE: Should the field trip be cancelled at the last minute, the packed lunches remain confirmed and the teacher will need to retrieve their own box for distribution to the students.

We thank you for your valuable cooperation for a successful service.

COMSEV office