



INTERNATIONAL SCHOOL OF RIGA

ISR Hot Lunch Programme 2019 - 2020 Terms & Conditions

PAYMENT

- Lunch price:
 - PreSchool - Grade 5: 236,25 EUR (9 March - 17 June 2020)
 - Grades 6 - 12: 279 EUR (9 March - 17 June 2020)
- Lunch invoices for the 3rd trimester will be sent by email in spring 2020. Payments may be made **ONLY** by bank transfer within the payment terms indicated in the invoice.
- There will be no discounts given for any reason.

SUMMARY INFORMATION ABOUT THE HOT LUNCH PROGRAMME

- Students may choose 2 types of meat option as well as vegetarian or vegan option.
- Specific allergies or other dietary needs can be accommodated with receipt of a doctor's note, at no additional cost.
- The weekly lunch menu is posted each week in the campus canteens and on the ISR website (<https://isriga.lv/services/lunch/>).
- Each school hot lunch for Preschool and Kindergarten includes:
 - 1) Vegetarian soup
 - 2) One entree (meat/fish OR vegetarian OR vegan as per sign-up)
 - 3) One side dish (e.g. potatoes, pasta, rice, bulgur, couscous, buckwheat, etc.)
 - 4) One salad (mixed with a dressing; or plain vegetables with dressing aside)
 - 5) Warm or cold sauce (depending on the daily menu)
 - 6) One dessert (e.g. one of fruit salad, single fruit, curd snack, smoothie or a pastry)
 - 7) Drink (usually a fruit drink)
 - 8) Bread
- Each school hot lunch for Grades 1 - 12 consists of:
 - 1) Vegetarian soup
 - 2) Choice of meat/fish entree (e.g. 2 different meat options OR 1 meat and 1 fish option) OR
 - 3) One vegetarian/vegan entree
 - 4) Side dish (2 options daily - e.g. various potato dishes, pasta, rice, bulgur, couscous and buckwheat etc.)
 - 5) Salad (2 options daily - e.g. mixed with a dressing, plain vegetables with dressing aside)
 - 6) Warm or cold sauce (depending on the daily menu)
 - 7) Dessert (e.g. one of fruit salad, single fruit, curd snack, smoothie or a pastry)
 - 8) Drink (usually a fruit drink)
 - 9) Bread



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SIGN UP

- Parents sign up their child/-ren for the ISR Hot Lunch Program via the online sign up form.
- Students in Grades 6 - 12 who have signed up for School lunch will receive a sticker on their student ID card indicating participation in ISR Hot Lunch Program for the 2nd trimester. Students are expected to have their student ID card with them every school day. In order to have ISR Hot Lunch, students need to identify themselves to the ISR staff member on duty in the ISR canteen. If the student does not have a student ID card with them, he/she cannot have ISR Hot Lunch on that day.
- If a student loses their student ID card, parents/guardians must inform the School's Executive Assistant immediately at info@isriga.lv, so a replacement student ID card can be issued. Replacement cards cost 8 EUR each and these costs would be added to the next ISR invoice.

REFUNDS

- Students who are away for 5 or more consecutive days and provide a notice at least 48 hours in advance can be reimbursed for ISR Hot Lunch Programme for the respective amount of days. Parents must inform the school's Executive Assistant at info@isriga.lv and Home Room teachers about absence via email at least 48 hours in advance with the following information:
 - a. Reason for absence
 - b. Length of absence (*this reimbursement only applies to absences of 5 or more consecutive days)
 - c. Return date
- If the student returns earlier than initially communicated, it's the responsibility of parents to ensure that student has a lunch from home for the respective days.

LIABILITY

- The lunch provider, Baltic Restaurants Latvia, holds all liability for the quality of food in the ISR Hot Lunch Programme.
- ISR community members time to time might organize Pizza Fridays when pizza is offered to the students and staff members as an extra choice for lunch at school. In this case the pizza provider holds all liability for the quality and ingredients of pizzas.
- ISR constantly monitors food quality and service.
- The Terms and Conditions for the ISR Hot Lunch Programme 2019 - 2020, trimester 3, are valid until 17th June, 2020. Terms and Conditions are subject to change in the 1st trimester of the school year 2020 - 2021, however any immediate updates will be shared with programme participants.



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PROCESSING & DISCLOSURE OF PERSONAL DATA

- In order to deliver hot lunch services to students, the School collects the following data:
 - 1) Student first, last name
 - 2) Student grade, and class if applicable
 - 3) Student allergy information (if applicable)
 - 4) Student preferred dietary restrictions (if applicable)
 - 5) Parent contact email
- The personal data collected in regards to the ISR Hot Lunch Programme, including special category data, is for the purpose of:
 - 1) Providing individualized meals, as per request and/or doctor's order;
 - 2) Trying to prevent students from making improper food choices as per their dietary restrictions; and/or
 - 3) Ensuring prompt medical intervention in the case a student manifests allergic reactions, or to prevent such reactions.
- Data processing regarding a student's allergies or other preferred dietary restrictions may be shared with School teachers, Nurses, and cafeteria staff, as expressly laid down by Latvian National law and the European Union [Regulation (EU) 2016/679 (General Data Protection Regulation)], on the lawful basis that:
 - 1) processing is necessary in order to protect the vital interests of the data subject [Art.6, (d)]
 - 2) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract [Art.6, (b)]
 - 3) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party [Art.6, (f)]
- Personal data collected for the purposes of the ISR Hot Lunch Programme is held only for the duration of the Programme contract; after which time it is permanently destroyed.
- If you would like to discuss anything regarding the processing and disclosure of personal data for the ISR Hot Lunch Programme, please contact the School's Data Protection Officer at privacy@isriga.lv.

By completing the online ISR Hot Lunch Programme sign-up form you agree that:

- You have read and agree to the ISR Hot Lunch Programme 2019 – 2020 Terms & Conditions, including the processing and disclosure of personal allergy or dietary restrictions data.
- You have answered all the questions accurately and honestly to the best of your knowledge.