

Task Title: Read a School Memo

# OALCF Cover Sheet – Practitioner Copy

**Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**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

# 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 15with yourpayment. 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

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**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 $1.25 | \_\_\_ x $3.00 |  |
| November 28  (Friday) |  |  |  | \_\_\_ x $1.25 | \_\_\_ x $3.00 |  |
| December 19  (Friday) |  |  |  | \_\_\_ x $1.25 | \_\_\_ x $3.00 |  |
| January 30  (Friday) |  |  |  | \_\_\_ x $1.25 | \_\_\_ x $3.00 |  |
| February 27  (Friday) |  |  |  | \_\_\_ x $1.25 | \_\_\_ x $3.00 |  |
| March 27  (Friday) |  |  |  | \_\_\_ x $1.25 | \_\_\_ x $3.00 |  |
| April 24  (Friday) |  |  |  | \_\_\_ x $1.25 | \_\_\_ x $3.00 |  |
| May 29  (Friday) |  |  |  | \_\_\_ x $1.25 | \_\_\_ x $3.00 |  |
| June 19  (Friday) |  |  |  | \_\_\_ x $1.25 | \_\_\_ 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 $1.25 | \_\_\_ x $3.00 |  |
| November 28  (Friday) |  |  |  | \_\_\_ x $1.25 | \_\_\_ x $3.00 |  |
| December 19  (Friday) |  |  |  | \_\_\_ x $1.25 | \_\_\_ x $3.00 |  |
| January 30  (Friday) |  |  |  | \_\_\_ x $1.25 | \_\_\_ x $3.00 |  |
| February 27  (Friday) |  |  |  | \_\_\_ x $1.25 | \_\_\_ x $3.00 |  |
| March 27  (Friday) |  |  |  | \_\_\_ x $1.25 | \_\_\_ x $3.00 |  |
| April 24  (Friday) |  |  |  | \_\_\_ x $1.25 | \_\_\_ x $3.00 |  |
| May 29  (Friday) |  |  |  | \_\_\_ x $1.25 | \_\_\_ x $3.00 |  |
| June 19  (Friday) |  |  |  | \_\_\_ x $1.25 | \_\_\_ 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 slide.
* 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:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Answers

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

Answer: The learner should have completed two Pizza Order Forms as follows.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Check off type of pizza & enter beverage & number of slices desired** | | | | | |
| **Cheese** | **Pepperoni** | **Hawaiian** | **Milk** | **\_\_\_ x cost per slice** | **Monthly Total** |
| September 26 (Friday) |  |  | ✓ | 1 x $1.25 | 1 x $3.00 | $4.25 |
| October 30  (Thursday) |  |  | ✓ | 1 x $1.25 | 1 x $3.00 | $4.25 |
| November 28  (Friday) |  |  | ✓ | 1 x $1.25 | 1 x $3.00 | $4.25 |
| December 19  (Friday) |  |  | ✓ | 1 x $1.25 | 1 x $3.00 | $4.25 |
| January 30  (Friday) |  |  | ✓ | 1 x $1.25 | 1 x $3.00 | $4.25 |
| February 27  (Friday) |  |  | ✓ | 1 x $1.25 | 1 x $3.00 | $4.25 |
| March 27  (Friday) |  |  | ✓ | 1 x $1.25 | 1 x $3.00 | $4.25 |
| April 24  (Friday) |  |  | ✓ | 1 x $1.25 | 1 x $3.00 | $4.25 |
| May 29  (Friday) |  |  | ✓ | 1 x $1.25 | 1 x $3.00 | $4.25 |
| June 19  (Friday) |  |  | ✓ | 1 x $1.25 | 1 x $3.00 | $4.25 |
| **TOTAL COST** | | | | | | $42.50 |

Student Name: \_\_Sasha Kravitz\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher Name: \_\_Mrs. Tamlin\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

✓x

Cheque attached Cash attached ✓ e-transfer sent

Parent’s Signature: Natasha Kravitz

Date: September 15 (year can be included)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Check off type of pizza & enter beverage & number of slices desired** | | | | | |
| **Cheese** | **Pepperoni** | **Hawaiian** | **Milk** | **\_\_\_ x cost per slice** | **Monthly Total** |
| September 26 (Friday) |  |  | ✓ | 1 x $1.25 | 2 x $3.00 | $7.25 |
| October 30  (Thursday) |  |  | ✓ | 1 x $1.25 | 2 x $3.00 | $7.25 |
| November 28  (Friday) |  |  | ✓ | 1 x $1.25 | 2 x $3.00 | $7.25 |
| December 19  (Friday) |  |  | ✓ | 1 x $1.25 | 2 x $3.00 | $7.25 |
| January 30  (Friday) |  |  | ✓ | 1 x $1.25 | 2 x $3.00 | $7.25 |
| February 27  (Friday) |  |  | ✓ | 1 x $1.25 | 2 x $3.00 | $7.25 |
| March 27  (Friday) |  |  | ✓ | 1 x $1.25 | 2 x $3.00 | $7.25 |
| April 24  (Friday) |  |  | ✓ | 1 x $1.25 | 2 x $3.00 | $7.25 |
| May 29  (Friday) |  |  | ✓ | 1 x $1.25 | 2 x $3.00 | $7.25 |
| June 19  (Friday) |  |  | ✓ | 1 x $1.25 | 2 x $3.00 | $7.25 |
| **TOTAL COST** | | | | | | $72.50 |

Student Name: \_\_Leo Kravitz\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher Name: \_\_Mr. Richmond\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

✓x

Cheque attached Cash attached ✓ e-transfer sent

Parent’s Signature: Natasha Kravitz

Date: September 15 (year can be included)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

Answer: September 15 (Learner may include the current year)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

Answer: The children’s teachers. Sasha – Mrs. Tamlin; Leo – Mr. Richmond

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

Answer: $42.50 + $72.50 = $115. Practitioners may give part marks if the learner’s total is correct based on the total they came up with on each order form.

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| A2.2 | Performs limited searches using one or two search criteria |  |  |  |
|  | Extracts information from tables and forms |  |  |  |
|  | Uses layout to locate information |  |  |  |
|  | Makes connections between parts of documents |  |  |  |
|  | Makes low-level inferences |  |  |  |
| B3.2a | May draw on additional simple sources, such as a list |  |  |  |
|  | Uses layout to determine where to make entries |  |  |  |
|  | Begins to make some inferences to decide what information is needed, where and how to enter the information |  |  |  |
|  | Follows instructions on documents |  |  |  |
| C1.1 | Adds, subtracts, multiplies, and divides whole numbers and decimals |  |  |  |
|  | Identifies and performs required operation |  |  |  |
|  | Interprets and represents costs using monetary symbols and decimals |  |  |  |
|  | Follows apparent steps to reach solutions |  |  |  |
|  | uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation) |  |  |  |

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**