

Queen Elizabeth Grammar School  
Food Policy



## ***1. Background and Ethos***

At Queen Elizabeth Grammar School we know what pupils eat and drink at school is important. We aim to have a school where the teaching and learning about food and nutrition that occurs in the curriculum fully supports and is supported by the provision and opportunities for eating and drinking within school.

We acknowledge the important connection between a healthy diet and a student's ability to learn effectively and achieve high standards in school. We also acknowledge that we, as a school, can play a key role in supporting the wider community to adopt a positive attitude to a healthy lifestyle.

## ***2. Aims***

We aim:

- ❑ To ensure that all aspects of food and nutrition promote and support the health and well being of students and staff and meet the mandatory standards for school lunches and food served throughout the school day.
- ❑ To equip students with the skills, attitudes and knowledge to enable them to make informed choices about food throughout their lives.
- ❑ To ensure equal access for all to healthy food and drink and appropriate nutritional education.
- ❑ To increase the uptake of students having school meals and to increase the uptake of free school meals by students entitled to them.

## ***3. Objectives***

We will meet our aims through the following objectives:

- ❑ We will ensure that the requirements of this policy are in the School Improvement Plan.
- ❑ We will Review and document the curriculum, ensuring that information relating to food and nutrition in different lesson areas is delivered in a consistent and up to date format.
- ❑ We will ensure that the menu on offer will be attractive to students in order for them to make informed choices. Where practical, menus will offer the widest possible choice.
- ❑ We will ensure that students are well nourished at school, and that every one has access to safe, tasty and nutritious food served in an enjoyable environment.
- ❑ We will ensure that all students have access to free drinking water within school. The cooled water in the canteen will be available all day to students.

- ❑ We will ensure that food provision in school reflects the ethical and medical requirements of the school community.
- ❑ We will work in partnership with parents and carers to promote the aims of the food policy.
- ❑ We will ensure that the teachers with responsibility for food within the school curriculum have basic food hygiene training and continue to update their skills, knowledge and understanding of food related issues. These members of staff will then disseminate the information to other colleagues.
- ❑ We will introduce and promote practices within the school to reinforce these aims and remove or discourage practices that negate them.

#### ***4. Policy Development and Consultation***

To support us with developing this policy we have used guidance from the DfES and have also used for reference the following documents:

- Mandatory nutritional standards for school lunches and for other food
- National Healthy School Standard
- Every Child matters
- Healthy Schools Criteria
- Food in Schools

#### ***5. Catering Service Standards***

- Menus and prices will be clearly displayed and where possible will contain nutritional information.
- Menus will adhere to statutory nutritional standards. (Nutritional Analysis September 2009)
- Menus will reflect customer preferences, cultural, religious and special dietary needs.
- Customer feedback will be encouraged and where possible, changes made to increase customer satisfaction. This will take place through the school council.
- The food served will take account of any relevant food issues, such as individual dietary and medical requirements.

#### ***6. Catering Service Promises***

- The kitchen and serving areas will be kept clean and tidy at all times.

- The catering team will be suitably trained and will hold an appropriate recognised qualification in food hygiene.
- The catering team will be clean and tidy in appearance and will be courteous to all customers.
- The catering team will adhere to the service times, start and finish agreed by the Senior Management team of the school.
- The provision of food choices at the end of the service time will be as good as that at the beginning.
- Service times will be displayed and the service will always commence on time.
- Pupils entitled to a free meal will be treated with sensitivity.

### ***7. Healthy Eating Statement***

We are fully committed to following the Food Based Standards and to meeting the Nutrient Based Standards coming onto effect in 2009.

As a school we share the desire to improve on the health and welfare of all pupils and see the school catering service as being an integral part of this development.

Our objective is to actively provide healthy options. This is achieved by offering a wide range of choices and using cooking methods, such as:

- Less fat in cooking.
- Baking foods as opposed to frying.
- Use of fats/oils high in polyunsaturated fats.
- Reducing sugar in recipes.
- Not using salt in cooking processes.
- Increased use of food items containing fibre.

We aim to ensure that the food products and meals supplied are nutritionally sound.

- Menus will comply with the statutory nutritional standards for food in school.
- Menus must include daily no fewer than two portions of fruit and vegetables.
- Fish must be on the menu twice a week and oily fish included once every three weeks.
- Red meat must be available three times a week
- The menus should not contain more than two deep fried products a week- chips will only be served once a week and on those days there will be other starchy foods available that are not deep fried.
- No chocolates, sweets or crisps can be sold in school.
- Drinks - Only water, milk, pure fruit juices, drinks made from the previous three drinks and low calorie hot chocolate and milk shakes that contain less than 5% added sugar will be sold.
- Salt will not be made available on tables to students.

According to Good Practice Guidelines, we should:

- Actively encourage the school community to have a balanced diet.
- Offer a wide variety of foods from the four main food groups.
- Use cooking methods that lead to a minimum destruction of nutrients.
- Limit the use of salt in cooking.
- Maintain monitoring forms to demonstrate compliance with the nutritional standards for food in schools.

## ***8. Catering Training & Development Statement***

As a school, we are committed to meeting the training and development of all our staff in order to achieve our business objectives and the objectives of this policy.

Our objective is to create an environment of equal opportunities to maintain and promote a professional, committed and multi-skilled workforce.

### Induction Training

All new staff will complete on-the-job induction training within the first seven days of employment.

### Identification of Training Needs

The process of identifying training needs is through regular meetings with staff to determine training to meet business objectives and through Personal Development Interviews with all staff.

From these mechanisms a training plan each year will be developed. An example of the level of training detailed in a training plan is:

- All new staff will receive induction training.
- All members of staff will have been trained to the level of the Level 2 in Food Safety in Catering and the Catering Manager to the level of Intermediate Food Hygiene Certificate. This will be facilitated on behalf of the school by Catering Management Consultants
- All employees will receive Basic Health and Safety training organised through the school.
- All employees will receive Fire Safety and Manual Handling training organised through the school.
- All members of staff will receive team customer care training.
- All staff will receive training to provide an understanding of basic nutrition.

## ***9. Food Hygiene Policy Statement.***

Our catering service objective is to provide its customers with a high quality service and high quality food products, and in doing so carry out our food handling activities to the highest hygiene standards.

We accept we have a legal duty to comply with the relevant food hygiene legislation and all other subordinate legislation. We expect all suppliers to share such a philosophy.

We accept we have a legal duty to operate and maintain a Hazard Analysis Critical Control Point System.

Staff are required to abide by this statement and all appropriate procedures and codes of Practice.

All staff will be required to make every effort to maintain all written procedures.

It is our aim to operate the business with all due diligence, in line with productivity and service delivery.

Every member of staff in the kitchen will hold an appropriate accredited qualification in food hygiene and attend a yearly refresher session.

## ***10. Food Purchasing Statement.***

Our purchasing of food is undertaken to meet extremely stringent requirements. All food items are purchased via nominated suppliers therefore ensuring compliance with set down quality standards.

We will continue to place great emphasis on customer response to new products. Throughout this process we will liaise and consult with the school community to ensure acceptable quality.

We are committed to offering our customers food products that have been produced, stored and delivered in optimum conditions. We place stringent contractual demands on our suppliers in support of legislative requirements and favourable trade operating practices.

## ***11. Catering Consultation Statement***

Our catering can only improve if we are able to react promptly to customer needs.

Our consultation policy will include the following:

- The catering manager and consultant will visit the school council once a term to review provision and get feedback.
- A pupil / student, staff and parent satisfaction survey.

- We aim to improve on the frequency of information about the catering service, supplied to both parents and pupils

## ***12. Catering Pricing Statement***

The prices charged to pupils will be reviewed yearly in April in preparation for any price changes in the summer term of each year. This will also enable accurate prices to be given to parents and pupils in advance of them starting school in the September term of any year.

Our pricing policy will be as follows:

- The free meal allowance will be at least the recommended allowance from Cumbria County Council.
- When prices are reviewed, the proposed prices must enable a free meal pupil to purchase, as a minimum, a two-course meal. Water will be available as a drink option, free of charge.
- The yearly price review will be approved through the Finance Committee of the Governing Body.
- Where possible (dependent on market prices) the healthier items will be priced favourably to encourage pupils to increase their uptake of healthier foods.

## ***13. Monitoring and Evaluation***

Compliance with nutritional standards at lunchtime will be monitored by the nutritional analysis of menus by the catering team and reported to the Governors each term.

Compliance with nutritional standards at times other than lunch will be monitored by the catering team and reported to the Governors each term.

Students' menus and food choices are monitored and used to inform policy development and provision. Monitoring will occur via a variety of methods such as visual monitoring by Lunchtime Staff, monitoring by pupils themselves, surveys and the use of the school council as a consultative forum.

The senior management team will monitor nutritional education in the curriculum each year.

Date of policy: March 2009

Key Staff:

Mrs R. Gall Deputy Head

Mrs K. Martin Bursar

Mr D. Sinclair Catering Management Consultant

Mrs G. Black Catering Manager

Mrs S. Atkinson Head of DT Food

Mr M. Charlton Head of Biology