



Name of Policy	Whole Trust Food Policy, including packed lunches
Policy Number	NS20
The Three Rivers	
Named Person(s)	Alison Hoyle
Review Committee	Board
Last review date	Summer 2023
Next review date	Summer 2025

1. Background and Ethos

Across the Three Rivers Learning Trust we know what pupils eat and drink at school is important. We aim to have a Trust 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 the trust.

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

We recognise that sharing food is a fundamental experience for all people; a primary way to nurture and celebrate our cultural diversity and an excellent bridge for building friendships, and inter- generational bonds.

2. Aims

- To ensure that all aspects of food and nutrition promote and support the health and wellbeing of students and staff.
- To 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.
- State funded schools in England are legally required to provide free lunches (UFSM) to pupils in Reception, Year 1 and Year 2 who are not otherwise entitled to benefits related FSM.
- To increase the uptake of students having paid meals and to increase the uptake of free school meals by students entitled to them.
- To be proactive about Climate change and discourage the use of any plastics other than those that can be reused.
- To encourage our suppliers to reduce the amount of packaging used.
- Increase allergen awareness amongst our staff and have correct information on display.

3. Objectives

We will meet our aims through the following objectives:

- Ensuring that the requirements of this policy are in the Trust Improvement Plan.
- Reviewing and documenting the curriculum, ensuring that information relating to food and nutrition in different lesson areas is delivered in a consistent and up to date format.
- Ensuring that the menu on offer should be attractive to students in order for them to make informed choices, whilst adhering to the School Food Standards updated March 2019. Ensuring that students are well nourished at school, and that everyone has access to safe, tasty and nutritious food served in an enjoyable environment.

- Ensuring that all students have access to free drinking water within school.
- Ensuring that lower fat or lactose reduced milk is provided at least once per day for infant schools.
- Ensuring that milk is provided free of charge to those entitled to FSM.
- To ensure that food provision in school reflects the ethical and medical requirements of the school community.
- Provide clean and appropriate dining facilities for all pupils.
- Work with parents to encourage packed lunches to meet the standards listed within this policy.
- Increasing the current uptake of paid meals by 10%.
- Increasing the current uptake of free meals by 10%.
- Working in partnership with parents and carers to promote the aims of the food policy including all foods brought into school by students.
- Ensuring that the teachers with responsibility for food within the school curriculum have basic food hygiene training and continues to update his/ her skills, knowledge and understanding of food related issues. These members of staff will then disseminate the information to other colleagues.
- Introducing and promoting practices within the school to reinforce these aims and removing or discouraging practices that negate them. Ensuring that school celebration activities and charitable collection days only include sugary or unhealthy items as an irregular exception, to be seen as a treat rather than a regular part of the school week.

4. Policy Development

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

- The Requirements for School Food Regulations 2014
- The Food Safety Act 1990
- School Food Plan-www.schoolfoodplan.com/standards

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.
- 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.
- The food served will take account of any relevant food issues.

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 have 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 trust.

- Service times will be displayed and the service will always commence on time.
- Pupils entitled to a free meal will be treated with sensitivity and anonymously through the system.

7. Healthy Eating Statement

We are fully committed to following The Requirements for School Food Regulations 2014 and the Nutrient Based Standards (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 subliminal 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 including packed lunches from home are nutritionally sound by ensuring the following:

- Menus will comply with the statutory nutritional standards for food in school
- Menus must include daily not less than two portions of fruit and vegetables
- Fish must be on the menu twice a week and oily fish included once every three weeks
- A portion of meat or poultry will be provided on three or more days every week
- Manufactured meats such as burgers and sausages may only be served occasionally and must meet a specified standard
- 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 must be other starchy foods available that are not deep fried
- No confectionary or crisps
- Drinks - Only water, milk, pure fruit juices, drinks made from the previous three drinks and low calorie hot chocolate and milkshakes that contain less than 5% added sugar
- Salt must not be made available on tables to students
- Where possible, food will be locally sourced

Good Practice Guidelines

- Actively encourage the students to maintain 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.

Packed lunch healthy eating guidelines

Please see our [packed lunch policy](#).

8. Catering Training & Development Statement

As a trust 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 week 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 Assistant Catering/Unit Manager to the level of Level 3 Supervising Food Safety Certificate
- All employees will receive Basic Health and Safety training organised through the school
- All employees will receive Manual Handling training organised through the school.
- All members of staff will receive training on Food and Counter Presentation Skills.
- All members of staff will receive team customer care training
- All staff will receive training to provide an understanding of basic nutrition and awareness of Allergens

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 Food Safety Act 1990 and the Food Safety General Food Hygiene Regulation 1995 or as amended and all other subordinate legislation. We expect all suppliers to also have such a philosophy.

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

Staff are required to abide by this Statement and all Procedures and Codes of Practice, etc as laid down by ourselves.

All staff will be required to make every effort to maintain all written procedures and all staff will follow Safer Food Better Business 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.

All staff are required to be aware of any procedures in place to manage food allergies and other special dietary requirements.

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.

All food products and ingredients are checked for acceptability (i.e. nutritional specifications, genetically modified organism requirements and nut ingredients). All foods must comply with the Food Based Standards. All products identified as acceptable for inclusion in our range are compared for ingredient and nutritional value against set specification criteria before being incorporated into the menus.

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 be as follows:

- A regular student, staff and parent satisfaction survey
- Establishment of a Complaints / Comments / Compliments Procedure for the catering service. This will be through the use of a Comments/ Compliments and Complaints Card that users will complete and either hand directly to the Catering Manager for issues regarding immediate attention or placed in a designated box. The box will be emptied daily and a summary of the comments, compliments or complaints and the action taken will be published half termly. The kitchen staff will monitor this
- Establishment of close links with school community groups

- To improve on the frequency of information supplied to both parents and pupils on the catering service via Google sites
- To attend parents evenings and open evenings to promote the catering service

12. Catering Pricing Statement

The prices charged to pupils will be reviewed yearly. 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 the recommended allowance from Northumberland 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
- 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 analysis of menus by the catering team and reviewed on an annual basis with the school leadership teams.

Compliance with nutritional standards at times other than lunch will be monitored and reviewed annually by the member of the senior leadership team responsible for food.

Student's 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, the biometric payment system, monitoring by pupils themselves, surveys and the use of the school council as a consultative forum.

If a child regularly brings a packed lunch that does not conform to the policy then the school may contact the parents to discuss this.

The senior management team will monitor nutritional education in the curriculum with the responsibility for the curriculum on an annual basis.