



# Whole School Food Policy

Written by: Mrs M. Lewis  
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## INTRODUCTION

Highfields Primary School is dedicated to providing an environment that promotes healthy eating and enabling pupils to make informed choices about the food they eat. This will be achieved by the whole school approach to food and nutrition documented in this whole school food policy.

## RATIONALE

At Highfields Primary School, we understand that what pupils eat and drink at school is important. We aim to teach pupils about food and nutrition through the curriculum and SIPs, school's catering company, reflect these principles in the school's food menu and cooking provisions.

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

As part of our healthy eating and living campaign, our catering will uphold the highest standards of quality, nutrition and cleanliness; adhering, without exception, to the food standards and legal obligations. As such, this policy has been implemented to allow us to provide food in a safe and hygienic manner.

## LEGAL FRAMEWORK

This policy has due regard to all relevant legislation including, but not limited to, the following:

- The Requirements for School Food Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019
- The Food Safety Act 1990
- The Food Safety (General Food Hygiene) Regulations 1995 (as amended)

- The School Standards and Framework Act 1998
- The Products Containing Meat etc. (England) Regulations 2014

This policy operates in conjunction with the following non-statutory guidance:

- DfE (2019) 'School food in England'
- The School Food Plan (2014) 'School Food Standards: A practical guide for schools, their cooks and caterers'

This policy operates in conjunction with the following school policies:

Healthy Eating Policy

First Aid Policy

Health and Safety Policy

Data Protection Policy

## ROLES AND RESPONSIBILITIES

The governing body is responsible for:

- The provision of food for the school – ensuring pupils entitled to FSM and pupils who have requested school meals receive them.
- Ensuring the agreed food provision adheres to the food standards.
- Providing hot lunches, wherever possible, to ensure that all pupils are able to eat one hot meal a day.
- Providing FSM to a pupil if the pupil and/or their parent meets the eligibility criteria.
- Ensuring that drinking water is provided free of charge at all times.
- Providing free-to-use facilities to eat food, including accommodation, furniture and supervision, so pupils can eat their food in a safe and social environment.
- Ensuring that lower-fat milk or lactose-reduced milk is provided at least once a day during school hours; that this is free of charge to pupils entitled to FSM. (Milk cartons are provided by Cool Milk and families can continue to pay for this service after children turn 5. Daily milk for FSM children is provided by SIPS Catering at lunchtime)
- Ensuring a free piece of fruit or vegetable is provided outside of school lunch hours for pupils between four and six years old who are eligible through the [School Fruit and Vegetable Scheme](#).
- Ensuring that there is coordination across all catering services sought by the school, to guarantee compliance with school food standards.
- Ensuring that all pre-packaged foods available at the school provide full ingredient lists and allergen labelling.

Senior Leadership Team is responsible for:

- Organising food hygiene training for staff who may deliver lessons where food preparation is completed.
- Ensuring any external catering companies have an up-to-date food hygiene certificate.
- Liaising with SIPs where required in regard to catering services and compliance with legal requirements.

SIPs (Highfields' catering provider) are responsible for:

- Inspecting the school kitchens with the head cook to ensure facilities are cleaned to the highest standards.
- Ensuring the kitchen staff have completed and keep an up-to-date food hygiene plan.

- Discussing with the head cook the meal plans for the term, including where food is sourced from and whether there are any healthier alternatives. That meals delivered meet the 'school food regulations.'
- Creating a school meals healthy eating strategy that is made in collaboration with the head cook.
- Organising refresher training for staff with regards to health and safety and food hygiene.
- Completing relevant risk assessments, e.g. School Food Risk Assessment.
- Keeping staff employment records for as long as required, in line with the Records Management Policy.
- Purchasing food reputable suppliers to ensure compliance with government buying standards. Ensure all pre-packaged foods supplied will clearly display on the packaging the name of the food and have a full ingredients list displayed (with allergenic ingredients emphasised.)

SIPs alongside the head cook are responsible for:

- Providing the head teacher with a copy of their food hygiene certificate upon request, where applicable.
- Ensuring a food hygiene record is kept, to demonstrate how the school ensures all food and its preparation methods are safe, and that this is reviewed on a monthly basis.
- Checking the temperatures of food storage areas at the start and end of each day to ensure they are running at the correct temperature and documenting these in the food hygiene record.
- Ensuring PPE is undamaged, free from tears, rips or burns, and that there is enough PPE for each member of staff working in the kitchen.
- Ensuring there are sufficient numbers of colour coded chopping boards for food preparation.
- Rotating stock to ensure food with a shorter shelf life is used and consumed before food with a longer shelf life.
- Withdrawing stock that has gone past its 'use by' date or is not safe to eat.
- Ensuring a cleaning schedule is maintained and reviewed on a **termly** basis.
- Ensuring high standards of personal hygiene are maintained at all times.
- Ensuring the food served to pupils is nutritious and provides them with a healthy balanced diet in line with the school's healthy eating strategy.
- Checking that all pre-packaged food provides full ingredient lists and allergen labelling before it is made available to staff, visitors and pupils.

## 1. EQUAL OPPORTUNITIES

In healthy eating, as in all other areas of the curriculum we recognise the value of the individual and strive to provide equal access of opportunity for all.

## 2. CURRICULUM

In Early Years, KS1 and KS2, there are a number of opportunities for pupils to develop knowledge and understanding of health, including healthy-eating patterns and practical skills that are needed to understand where food comes from such as shopping, preparing and cooking food.

English provides children with the opportunity to explore poetry, persuasion, argument, instruction and narrative work using food and food-related issues as a stimulus, e.g. writing to a company to persuade them to use locally grown or organic foods in children's food and drink etc.

Maths can offer the possibility of understanding nutrition labelling, calculating quantities for recipes, weighing and measuring ingredients.

Science provides an opportunity to learn about the types of food available, their nutritional composition, digestion and the function of different nutrients in contributing to health and how the body responds to exercise.

RE provides the opportunity to discuss the role of certain foods in the major religions of the world. Children experience different foods associated with religious festivals.

Computing can afford pupils the opportunity to research food issues using the internet and other electronic resources. Pupils design packaging and adverts to promote healthy food choices.

Food Technology as part of DT provides the opportunity to learn about where food comes from and apply healthy-eating messages through practical work with food, including preparation and cooking.

PSHE encourages young people to take responsibility for their own health and well-being, teaches them how to develop a healthy lifestyle and addresses issues such as body image. Pupils are able to discuss issues of interest to young people, e.g. advertising and sustainable development.

Geography provides a focus on the natural world and changing environment, offering the chance to consider the impact our consumer choices have on people across the world, who rely on growing food as their source of income.

History provides insight into changes in diet and food over time as well as the difference in healthy lifestyles, then and now.

Physical Education provides pupils with the opportunity to develop physically and to understand the practical impact of diet on sport, exercise and other physical activity such as dance, walking and orienteering.

Extended learning opportunities from school visits to gardening club will allow the children to apply their skills and knowledge.

### **Teaching methods**

Effective teaching requires pupils to develop their understanding of healthy eating issues and appropriate skills and attitudes to assist them in making informed decisions. Teaching methods adopted in the classroom offer a rich variety of different opportunities to learn and include debating issues, group discussions and role-play. These decisions are made at the teacher's planning stage.

### **Leading by example and staff training**

Teachers, caterers and nurses have a key role in influencing pupils' knowledge, skills and attitudes about food, so it is important that they are familiar with healthy eating guidelines. To facilitate this staff will be kept up to date with School Food (Children's Food Trust) issues, and other current trends. Staff will be encouraged to model the food policy.

## Visitors in the classroom

This school values the contribution made by any visitors in supporting class teachers and appreciates the valuable contribution of outside agencies. We believe it is the responsibility of the school to ensure that the contributions made by visitors to the classroom reflect our own philosophy and approach to the subject. The status of visitors to the school is always checked ensuring that the content of the visitor's talk is suitable for the ages of the pupils. As with staff, visitors will also be encouraged to model/follow the school's food policy.

## Evaluation of pupils learning

Aspects of healthy eating work are evaluated through activities, which have been built into the programme, as part of the planning process.

## 3. FOOD AND DRINK PROVISION THROUGHOUT THE SCHOOL DAY

### Breakfast

Breakfast is an important meal that should provide 25% of a child's energy requirement and contribute significantly to their vitamin and mineral requirements.

We have a breakfast club operating on the school premises. The food policy is shared with them and they are aware that they need to work in a way that supports our aims and objectives. They aim to provide a healthy and nutritious breakfast while offering the widest selection they can.

### National Nutritional Standards for School Lunches

Food at Highfield's is freshly prepared every day, on site, by SIPs' skilled catering team. The meals they cook meet the National Nutritional Food Standards for School Lunches as introduced in January 2015.

The Food Standards cover all food sold or served in schools: breakfast, lunch and after-school meals; and tuck, mid-morning break and after-school clubs. The food standards state how many portions of each food group should be available for the children throughout the school day, over a week and how many times it should be available during a 3-week cycle. It also states what size of serving should be provided for drinks and portions of condiments. SIPs and school will also use healthier cooking methods to help contribute to healthy eating.

### Snacking

The school understands that snacks can be an important part of the diet of young people and can contribute positively towards a balanced diet.

All Early Years and KSI classes include a morning break time snack of washed fruit for all children. Children are given responsibility for passing the fruit to others and for helping to clear away. We take part in the Government initiative to provide all infants with free fruit and vegetables during the day.

The school is in the process of encouraging children to understand the benefits of healthy snacking and avoiding the consumption of snacks high in fat and sugar at break-time. Children have been encouraged to snack on fresh/dried fruit, rice cakes, yogurt, popcorn, fruited teacake, vegetable sticks etc. instead. They are also provided with a tuck trolley, where they are able to buy toast, crumpets, fruit and/or juice in Key Stage 2.

For children who bring in their own choices to eat/drink at break time we ask them not to bring:

- Chocolate bars or chocolate coated biscuits
- Nut based or nut containing items (Nutella bars etc.)
- Other confectionery items such as sweets or chewing gum
- Carbonated drinks or caffeine containing drinks

### **Use of food as a reward and special occasions**

Highfields Primary School does not encourage the regular eating of sweets or other foods high in sugar or fat, especially as a reward for good behaviour, academic or other achievements. Other methods of positive reinforcement are used in school. (See Behaviour Policy).

Highfields recognises the importance of celebrating birthdays and other special occasions. We welcome any parents and carers who would like to send in an item for their child to share with the class and appreciate that this is at a parent's discretion. If this item is in the form of sweets, we will send them home at the end of the day with your child/children.

For celebration events, we welcome a variety of foods, from different cultures, for children to try. Class teachers will provide parents/carers with suggestion lists of celebration food to ensure that we have a wide variety of food choices available. Occasional fund-raising events may include the sale of treat food such as cakes, but the inclusion of other foods will also be encouraged.

### **Drinking water**

Drinking water should be available to all pupils, every day, and free of charge.

The school agrees with this recommendation and provides a free supply of drinking water throughout the school day to all of its members. A water fountain is located in the Learning Zone in KS2 and drinking water is readily available in classrooms.

Children may drink their water at any time except during the 20-minute assembly. Early Years children are also reminded to drink water at their snack time, which is provided for them.

All children are encouraged to bring a clearly names water bottle into school so they have access to water throughout the day. Where this is not possible each class has its own drinking cups for the children to use.

#### 4. FOOD AND DRINK BROUGHT INTO SCHOOL

Although packed lunches are provided by parents, Highfields asks that packed lunches still follow, the Food Standards. Parents who would like to know more about foods they could include can also access the following NHS website <https://www.nhs.uk/live-well/eat-well/the-eatwell-guide/>

The Department for Education allows individual schools in England to decide what their policy is on food brought in from home but this is expected to promote the health and well-being of its pupils. We have worked alongside the School Nursing Team and the NHS live well website in order to make an informed decision. Following this Highfields has taken the decision to not allow hot/warm food bought from home or any other establishment (e.g. McDonalds) to be consumed on site. This also applies to food that is sent on school trips and residential. If hot food is bought into school, we will contact parents about the other options available to their child.

#### 5. SPECIAL DIETARY REQUIREMENTS SPECIAL DIETS FOR RELIGIOUS AND ETHNIC GROUPS

##### Special diets for religious and ethnic groups

The school provides food in accordance with pupils' religious beliefs and cultural practices.

##### Vegetarians and Vegans

School caterers offer a vegetarian option at lunch every day. When necessary the school also provides a vegan option.

##### Food allergy and intolerance

Individual care plans are created for pupils with food allergies. These document symptoms and adverse reactions, actions to be taken in an emergency, and emergency contact details. School caterers are made aware of any food allergies/food intolerance and requests for special diets are submitted. We will work also with the School Nursing Team to write care plans for children who need specialist diets.

Highfields is a 'nut free' zone, as we have children and staff with extremely severe nut allergies (This includes chocolate spread containing nuts.) Therefore, we are extremely clear on not having nuts or nut containing products either on site or on school trips/residential.

#### 6. FOOD AND DRINK SAFETY

Appropriate food safety precautions are taken when food is prepared or stored. These vary depending on the food on offer and include: ensuring that adequate storage and washing facilities are available; that food handlers undergo appropriate food hygiene training; and that suitable equipment and protective clothing are available. Any food safety hazards are identified and controlled.

We ask parents to ensure any grapes or cherry tomatoes that are sent into school in packed lunches are cut into halves or quarters lengthwise so they can pass more easily through smaller throats as this reduces the risk of choking. Due to the risk of choking, we also ask that parents refrain from sending Cadbury's Mini Eggs into school.

If members of staff have hot drinks, these will be kept in insulated and anti-spill flasks with lids, e.g. travel mugs. These will be kept out of reach of children. Electrical items such as kettles and toasters will not be kept in classrooms (the only exception to this being the Discovery Den.)

If pupils are in a food technology lesson, they will be supervised by a member of staff and the staff member will demonstrate how to use the equipment. Appropriate PPE will be provided for pupils handling hot food, drinks or equipment, e.g. oven gloves.

## 7. THE FOOD AND EATING ENVIRONMENT

All children eat their hot lunches and packed lunches in the school hall through a staggered lunch hour. This eases congestion and ensures all children are served quickly.

Posters of the Eat Well plate and healthy lifestyles and eating will also be displayed, where possible, around the hall.

A first aid kit is located in each classroom, the school office and the kitchen.

## 8. PARTNERSHIP WITH PARENTS AND CARERS

This partnership is critical in shaping how children and young people behave, particularly where health is concerned. Each must reinforce the other. This is not always easy but our school will lead by example.

Parents and carers will be regularly updated on our 'food' related policies/issues through school newsletters.

## 9. SCHOOL VISITS AND EVENTS

Food served at events and offered on trips will be consistent with school policy. Guidance on packed meals will be given encouraging a healthy balanced choice.

## 10. COMMUNITY INVOLVEMENT

At all stages the wider community have been involved in developing and implementing this policy. This will ensure that work is sustainable and that best practice is communicated. For example; practical healthy lunchbox advice can and will be available at parent events and School Councilors will be used to help generate healthy snacks lists which can be issued to parents.

### Monitoring and Evaluation

The policy will be evaluated annually by the Deputy Head Teacher.

### General Data Protection Regulation

The General Data Protection Regulation provides a framework to ensure that personal information is handled properly. Personal information in school is managed in accordance with the requirements of the General Data Protection Regulation (GDPR). For further details of how we manage personal data, please see our privacy notice, which can be found on our school website <http://www.highfields.sandwell.sch.uk/our-school/3980-privacy-statement.html>. School's Data Protection Policy and Records Management Policy can also be found on our website.