

# Our Lady and St Chad Catholic Academy



## Academy Food Policy

Issued: September 2014

Contact: L Craig

## **1. Background and Ethos**

At Our Lady and St Chad Catholic Academy we know what pupils eat and drink at Academy is important. We aim to have a Academy 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 Academy.

We acknowledge the important connection between a healthy diet and a student's ability to learn effectively and achieve high standards in Academy. We also acknowledge that we as a Academy 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**

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 Academy lunches and food served throughout the Academy 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 paid meals and to increase the uptake of free Academy meals by students entitled to them.

## **3. Objectives**

We will meet our aims through the following objectives:

- Ensuring that the requirements of this policy are in the Academy 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. Where practical menus will offer the widest possible choice.
- Ensuring that students are well nourished at Academy, and that every one has access to safe, tasty and nutritious food served in an enjoyable environment.
- Ensuring that all students have access to free drinking water within Academy.
- To ensure that food provision in Academy reflects the ethical and medical requirements of the Academy community.
- Increasing the current uptake of paid meals by 20%
- Increasing the current uptake of free meals by 20%
- Working in partnership with parents and carers to promote the aims of the food policy including all foods brought into Academy by students.
- Ensuring that the teachers with responsibility for food within the Academy 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 Academy to reinforce these aims and removing or discouraging practices that negate them.

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

A working group was set up to oversee the development of this policy. The group included:

- Academy Business Manager
- Student council representatives
- Catering Manager and a member of the catering team
- Teacher representative

Consultation occurred with:

- Academy Governors via consultative meeting
- Senior Leadership team via staff meetings
- Students via the “Jamie Oliver Feed Me Better Group”
- Parents via newsletter and parent questionnaires

To support us with developing this policy we have used guidance from the DfES and the Wolverhampton Academy Meals Development Office also using for reference:

- Mandatory nutritional standards for Academy lunches and for other food
- National Healthy Academy Standard
- Every Child matters
- Healthy Living Blueprint
- Food in Academys

## ***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 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 Leadership team of the Academy.

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

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

We are fully committed to following the Food Based Standards (September 2007) and the Nutrient Based Standards (2009).

As a Academy we share the desire to improve on the health and welfare of all pupils and see the Academy 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 are nutritionally sound by ensuring the following:

- Menus will comply with the statutory nutritional standards for food in Academy.
- 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.
- Meat will not be served on a Friday.
- Red meat must be available three times a 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 chocolates, sweets and crisps can be sold in Academy.
- 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.
- Salt must not be made available on tables to students.

## Good Practice Guidelines

- Actively encourage the Academy 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 Academics.

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

As a Academy 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 3 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.
- All employees will receive Basic Health and Safety training organised through the Academy.
- All employees will receive Fire Safety and Manual Handling training organised through the Academy.
- 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 be encouraged to obtain the Support Work in Academics Certificate.

- 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 Food Safety Act 1990 and the Food Safety General Food Hygiene Regulation 1995 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.

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.

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 Academy 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 yearly pupil / 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 the 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 Academy Bursar will monitor the system.
- Establishment of close links with Academy community groups.
- To improve on the frequency of information supplied to both parents and pupils on the catering service.
- 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 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 Academy in the September term of any year.

Our pricing policy will be as follows:

- The free meal allowance will be the recommended allowance from Wolverhampton City 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 analysis of menus by the catering team and reported to the Governors on an annual basis.

Compliance with nutritional standards at times other than lunch will be monitored by the member of the senior leadership team responsible for food and reported to the Governors on an annual basis.

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 cashless catering system, monitoring by pupils themselves, surveys and the use of the Academy council as a consultative forum.

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

***Date of policy: Sept 2014***

***Date of next review: Sept 2015***

***Approved by: Governors Sub Committee***

***Headteacher: Toni Ellis***

***Date: September 2014***