



# St Michael's Prep School

## Food and Nutrition Policy

Date of Last Review:	April 2014	Review Period:	
Date of Next Review:		Owner:	DBI, MED
Type of Policy:		Board Approval	

### **1. Introduction**

Nutrition is a significant factor in the growth and development of a child and is essential to full intellectual development. At St Michael's Prep School, we are committed to providing healthy, nutritious and balanced foods. Meals served should meet children's nutritional needs and provide models of healthy eating patterns which in turn will help children establish good eating patterns at an early age.

Before a child starts at St Michael's Prep School, we obtain information about their dietary requirements and any food allergies or intolerances. Staff ensure that the food and drink offered to the child is in accordance to their dietary and religious requirements, thus safeguarding their health.

The policy is reviewed on a three-year basis in conjunction with the catering contractors. Any major changes in the interim will be added as required.

### **2. Consultation Process**

**The policy has been developed in consultation with:**

Our Catering contractors  
 St Michael's School staff  
 Senior leadership team  
 School Council  
 Pupils

We have an active School Council which has representatives from every year in the school. They meet with the Pastoral Deputy Head regularly and have the opportunity to discuss menus, and to suggest new dishes. This group is also active in promoting re-cycling and energy saving in the school.

There is a book for pupils to give feedback and make suggestions.

### **3. Aims & Objectives**

To work in partnership with families and other professionals to help children develop healthy eating practices and positive attitudes to food that will become an integral part of their lives.

We aim to:

- To provide children with positive eating experiences to promote their well being
- To respect the varied dietary, health, cultural and religious needs of all our children
- To develop children's understanding of the social importance of eating environments
- To raise awareness with children in developing a positive attitude to food and nutrition education
- To commit to minimising food waste and promote an environmental approach to food waste management

### **4. Ingredients and Preparation**

We work with the Brookwood Partnership, our nominated caterers, to make as much use as appropriate of natural food products, fair trade produce and to eliminate GM food and potentially harmful food additives. We ensure that our suppliers, local and national are committed to providing the best quality and value, with the highest standards of accredited health and safety. Brookwood is the only schools' caterer with the top level 3 star 'Food Made Good' rating from the Sustainable Restaurant Association. The overall score is determined from an assessment of 14 key sustainability criteria. We expect them to have procedures covering full traceability of source through the supply chain, with comprehensive food labelling which supply information on both allergens and nutritional data. All catering staff receive specific training on food allergens and they work as a team to discuss and clearly label allergens. They use allergy cards to highlight this. The members of the catering team are displayed on the notice board outside the dining hall

The Brookwood Partnership also abide by their own Healthy Eating policy. Their policy statement is available to view at the end of this document.

When preparing food and drink, staff who handle and prepare food have current Food Handling Certificates and are fully trained in food storage and preparation as well as cooking and food safety.

We make sure that food which is provided for children is in accordance with the most recent nutrition guidelines. All snacks and food provided at the school are nutritious, are not excessive in salt, saturated fat, sugar, additives, preservatives or colouring. Catering staff are trained to help the children learn which foods are the healthiest to eat and why. We devote time in both PSHE and Biology lessons to ensuring that pupils understand why a healthy diet is so important.

### **5. Mealtimes**

Mealtimes should be a pleasant social experience and opportunities for pupils and staff to eat and drink together. This provides an opportunity for pupils to learn good social skills and behaviour. Good table manners are expected and conversation is encouraged. Staff sit and eat with the children. Slow eaters are never rushed and children are encouraged to drink water with their meal.

Lunch is the main meal of the day, and is cafeteria style. The lunch break is 60 minutes because we believe that it is very important to allow sufficient time in the middle of the day for pupils to eat, to unwind and to participate in the large number of lunch-time clubs and activities. Lunch is compulsory and included in the fee as we believe it is important to foster the ethos of community eating.

Breakfast club is also offered at the school, where a variety of cereals, toast, preserves, milk and water are available to provide a good start to the day. There is also a high tea available at After School Club which consists of a sandwich, fruit, a snack and a packet of crisps.

Parents are always welcome to come and sample lunch. Please contact the school and the Director of Finance and Operations will make the arrangements.

## 6. Our Menus

We offer our pupils a widely varied, healthy and tasty diet. There is a wide choice between hot and cold food, with plenty of fresh fruit, vegetables and salads. Homemade soup is offered each day and weekly menus are put onto our website for parents to view. We also endeavour to cater for all tastes and preferences, including vegetarian and diets specific to religious adherence or medical needs (supported by relevant medical documentation). Our caterers organise taster days with sample dishes and they also offer themed days with food from around the world to extend the children's experience of other cultures.

We have fresh drinking water and suitable cups readily available for children and staff. We work with the children so that they recognise that they need to drink water when they feel thirsty, tired or unwell.

## 7. Allergies

We are a nut free school. All food that might contain nuts or traces of nuts are avoided but if this is not possible, are clearly labelled. Parents of children who have allergies to any food products, or who have special dietary requirements, are asked to make this clear in the medical questionnaire which they complete when their child enters the school. They should inform the school at once if their son or daughter subsequently develops an intolerance of any food. The Catering Manager is happy to see any parent who has concerns about their son or daughter's medical condition, and to devise a special menu, where practically possible.

**Coconut** – we have given permission for the use of coconut in our menus as a coconut is not a nut, it is a seed or drupe. It is highly nutritious and rich in fibre, vitamins and minerals. We understand allergies to it are rare, but if anyone is known to have an allergy, the school should be informed as stated above.

## Food Hygiene Policy

St Michael's Prep School is registered with Sevenoaks Local Authority as a "food business" within the meaning of the regulations. We are therefore inspected at regular intervals by the Environmental Health Officer. Overall responsibility for the catering function (including Health and Safety) lies with Brookwood Partnership. We conducted an extensive due diligence enquiry on the company and satisfied ourselves that the firm was qualified and competent to perform this important role before the Governors awarded the contract. We meet with our Account Manager at Brookwood Partnership and monitor their performance regularly. All staff directly involved in cooking and preparation of food in the school, have successfully completed a Food Hygiene Course.

We ensure that all staff wear their appropriate uniforms and protective clothing, at all times when they are in areas where food is prepared and served. There is strict adherence to the hand-washing or hand cleansing regime at all times.

**Useful Addresses:**

- [www.healthyschools.gov.uk](http://www.healthyschools.gov.uk)
- British Allergy Foundation – Helpline number: 0208 303 8538 [www.allergyfoundation.com](http://www.allergyfoundation.com)
- Food Standards Agency: General enquiries: 020 7276 8829 [www.food.gov.uk](http://www.food.gov.uk)

## HEALTHY EATING POLICY - STATEMENT

The policy of The Brookwood Partnership, with regard to Healthy Eating, is to provide, at all times, food that gives a balance between current eating trends, nutrition and fresh home-cooked food.

The Company's Healthy Eating Programme, entitled "Eating for Life", adopts a strict criterion and exceeds all Government guidelines and recommendations. The application of this policy is a prime responsibility of management. The Company is determined to ensure that every location offers food that enables our consumers to make informed choices about what they eat.

The implementation of this policy recognises the important role the Company has to play in educating, encouraging and promoting a healthy diet.

The Company is committed to the provision of information and to training all employees to enable them to carry out their duties with a sound knowledge of the Company's Healthy Eating Policy.

This Policy, and the arrangements for its implementation, will be brought to the attention of all employees and will be kept under review. The responsibility for the monitoring of performance will be through the Managing Partner responsible for the Healthy Eating Policy and the Company's Nutritionist with the appropriate Senior Managers.



KATE MARTIN  
MANAGING PARTNER  
The Brookwood Partnership Ltd

September 2014

## HEALTHY EATING POLICY - IMPLEMENTATION:

All menus are approved by our Nutritionist:

- Chipped potatoes may only be offered a maximum of once a week and will be oven baked, low fat variety.
- A fresh potato is always available as an alternative to chipped potatoes.
- All vegetables, with the exception of pulses, are fresh.
- Fresh fruit platters are available at every service as an alternative to dessert.
- All desserts (with the exception of chocolate pudding) contain fruit.
- Homemade yoghurt with fruit toppings is always available
- Homemade bread is always available and contains a minimum of 50% wholegrain.
- Marmite is available as an alternative to sweet preserves
- No nuts or nut products are used.
- All juice drinks are low in sugar and additive free.
- Semi skimmed milk and low fat spreads are available as an alternative to full fat products.
- Where appropriate olive oil is used in preference to any other oil product
- Baking, grilling and shallow frying is adopted as an alternative to deep fat frying
- Items such as bacon and ham are labelled to ensure awareness of high salt levels.
- Salt is never added at any stage during our cooking process. Fresh herbs and lemon juice are used to season our dishes.
- Cruets are not available in dining rooms.
- Sunflower, pumpkin, poppy and hemp seeds are readily available for sprinkling on salads, soups and yoghurts.
- All soups are homemade and prepared using low salt additive free stock bases.
- All butter is unsalted.
- Low salt, low sugar baked beans are used.
- Salad bars are fresh crudity vegetable style.
- Dressings for salads are provided on a self-help basis and low fat alternatives are always available.
- Vegetarian dishes must contain protein other than full fat cheese.
- Meat free days once a week are actively encouraged.
- Quality fresh prime cuts of meat are always used.
- Oats and pureed pulses are used to thicken sauces instead of flour.
- Pastry products contain a minimum of 50% wholemeal flour.
- Oily fish is offered at least once a week and is always available at salad bars.
- Fresh chilled water is always available.

### Genetically Modified Foods

The Company's Policy is not to use any Genetically Modified Foods (GMO'S) or food products. All company suppliers have been informed not to supply any GMO products or foods to the company.

Where a supplier cannot guarantee such a product, the product will be highlighted on the invoice at time of delivery. No such products will be supplied to locations where we cater for children. In the event that a product containing GMO's (Soya or maize) was on a menu, the Government's recommendation for labelling will be followed:

*The following foods available from this establishment contain Soya flour produced from Genetically Modified Soya and/or Maize (list all foods)*

### Promotional Activities

Every Brookwood location will use the Company's "Eating for Life" promotional materials:

*"Gimme 5"*

to encourage the consumption of at least five portions of fruit and/or vegetables each day.

*"Unsalted"*

to advise of the dangers of excess salt in the diet.

*"Brookwood Brain Food"*

to inform of the top 10 foods available to assist brain function and long term health.

*"Calcium is Cool"*

to raise awareness of the importance of calcium in the diet.

*"Veggietastic"*

to deliver an interesting, interactive and mouth-watering introduction to vegetables and show how important they are to our diets

*"The Brookwood Big Breakfast"*

to highlight the importance and benefits of eating a healthy breakfast