

# St Paul's Primary School

## Gateshead



## Canteen Policy

### **2017**

# **CANTEEN POLICY**

## **Rationale**

St Paul's school community believes that offering students a wide range of healthy eating choices increases their awareness of healthy nutritional habits which are essential to their growth and development. The provision of an efficient and effective canteen at St Paul's Primary School allows for opportunities to reinforce healthy eating practice, provides a service for parents wishing to purchase lunches for their children and presents an opportunity to raise funds for the school.

Our school reflects educational goals and supports and complements student learning. A whole school approach to building a school culture in which students actively choose nutritious foods and a healthy lifestyle is encouraged by parents, teachers and students who all work together to support this policy.

## **Aims**

St Paul's Primary School canteen aims to:

- provide students and staff with nutritional options
- reinforce the healthy lifestyle programs taught in the classroom
- ensure all operations are consistent with current dietary guidelines
- involve parents and the wider community in the education of the students
- provide a financial contribution towards resources for the school
- promote foods that are consistent with *Dietary Guidelines for children and Adolescents in Australia*  
[https://www.nhmrc.gov.au/files\\_nhmrc/publications/attachments/n34.pdf](https://www.nhmrc.gov.au/files_nhmrc/publications/attachments/n34.pdf)

## **Implementation**

**Canteen President** will:

- be appointed by the Principal through 'Expressions of Interest' submitted to him/her at the end of each year, in preparation for the following year
- work closely with the Principal and Canteen Committee to achieve an efficient, effective and profitable service for the school community
- review prices and menu options changes, modifying when necessary
- ensure canteen equipment is in working order
- report meeting minutes to the monthly gathering of the P&F Committee
- supervise the catering for school functions when necessary
- ensure the operations, safety and work conditions follow all Work Health and Safety regulations
- ensure canteen profits are used, where possible, to support P&F and the purchase or upgrade of school resources

- or delegate, will be responsible for compiling a canteen roster and distributing this roster to all volunteers

**Parents will:**

- staff the canteen according to the canteen roster
- encourage the development of good eating habits
- demonstrate high standards of food safety and hygiene when preparing food for students
- store and serve food consistent with current safety guidelines and food handling regulations
- be familiar with the *Parent Information Handbook* located in the school canteen
- only serve food and drink that is approved green category food based on the *School Canteen Buyers' Guide* which is in line with government guidelines
- ensure products from the amber or red categories are only available twice a term, usually at a special event
- close the canteen at 1.40pm each day
- develop a healthy eating canteen menu
- send a copy of the menu and pricing schedule to each family at the commencement of the school year as well as display a current menu and price list in the school foyer and on the wall in the canteen
- use produce from the school's community garden in the school canteen
- ensure the canteen is left clean, with all food items correctly stored at the close of each day

**Staff will:**

- ensure all lunch baskets are taken to the canteen before 9.30am each morning
- teach the importance of eating healthy snacks and foods and use the canteen as a support to the healthy lifestyle message being taught in the classroom
- monitor canteen to ensure no children are inside
- make every attempt to choose healthy snacks and meals
- monitor established fruit and vegetable break daily at approximately 10.00am
- encourage students to keep water bottles on their desks throughout the day

**Principal will:**

- establish a Canteen Committee with a President, Secretary, Treasurer and Buyer appointed at the commencement of each year
- attend monthly meeting of this committee
- educate and inform parents through the school bulletin

- ensure price lists are sent home to each family at the commencement of the school year
- use the school bulletin to inform the parent community of any changes to canteen price list
- regularly acknowledge the efforts of volunteer workers
- encourage voluntary assistance of parents
- publish a canteen volunteer roster for the coming fortnight in the school bulletin

**Students will:**

- ensure lunch orders are written out legibly with order, class and amount of money clearly visible on a paper bag
- place orders in the class lunch basket as soon as they go into class
- display good manners at all times when utilising the services provided by the school canteen
- place all refuse in waste bins provided
- become involved in food related activities such as tending the community garden
- not enter the canteen at any time, due to WHS regulations

**Budget**

The Canteen Treasurer will submit an Income and Expenditure Report at each monthly meeting. Purchase of stock, required maintenance and assistance with resource purchases are all accounted for in this budget. The Treasurer is responsible for counting each day's proceeds and organising the banking of these monies.

**Evaluation**

This policy will be evaluated every three years or as required.