



# St Mary's School

To do ordinary things extraordinarily well

## Healthy Food and Drink

### Rationale

The human person, though made of body and soul, is a unity... The human body shares in the dignity of the image of God: it is a human body precisely because it is animated by a spiritual soul, and it is the whole human person that is intended to become, in the body of Christ, a temple of the Spirit.

*'Catholic schools contribute to the development of our young through education, particularly to their formation in Christian conscience and virtue'* (Mandate, para 6). Students in Catholic schools are educated to understand that they are physical/spiritual beings in relationship with God. Catholic schools encourage students to make responsible choices for their lives including healthy food choices.

Catholic schools have a legislative responsibility to provide appropriate levels of care to students in the education environment.

### Scope

This policy applies to all Catholic schools and early learning centres, including boarding accommodation in Western Australia.

### Principles

1. A healthy and nutritious food and drink policy makes a positive statement to students, staff members, parents and the broader community about the value placed on human life.
2. It is important that parents, staff members and students work together to support a whole-school approach to building a school culture in which students actively choose nutritious food and a healthy lifestyle.
3. Nutritional food at affordable prices is the main focus when providing food to students in school communities.
4. Healthy canteen and vending machine choices complement the nutrition knowledge taught in the classroom and promote a school culture of healthy eating that may extend into the wider family and community.
5. The school curriculum, along with the family home, is the ideal place for students to learn about nutrition and making healthy food choices.
6. School communities and others supplying food in schools comply with the Catholic Education Commission of Western Australia policy statement 2-C14 'Occupational Safety and Health in Schools' in order to provide safe handling, preparation and serving of food.
7. Schools communities express their culture and traditions through events of significance which may include traditional and celebratory food choices.

## Procedures

1. Schools, in consultation with their school community, including canteen staff, volunteers and other interested members of the school community, shall develop a culturally inclusive school based 'Healthy Food and Drink Choices' policy which references the Anaphylaxis Management Guidelines for Schools.
2. School principals shall ensure that appropriate staff are trained in safe food handling, hazard identification, risk management and allergy prevention.
3. School canteens and vending machines shall promote a wide range of healthy and nutritious food and drinks and follow the minimum standard required to ensure that menus follow the 60% 'green' and 40% 'amber' food and drinks, according to the traffic light system in Appendix C of the Department of Education and Training Healthy Food and Drink Policy. St Mary's School menus follow 70% 'green' and 30% 'amber' food and drinks.
4. Schools providing food and drink choices other than through school canteens and vending machines shall promote a range of healthy and nutritious food and drink.
5. The Star Choice Buyers' Guide, which is a register of all products that meet minimum nutrient criteria for the food type, is recommended as a resource for planning menus and making decisions about serving sizes.
6. The Western Australian School Canteen Association and local health professionals can provide advice to schools on menus and products suitable for use in schools.

A suggested food list based on the recommendations from the Heart Foundation and the Dieticians Association of Australia are provided below. These suggestions are based on the simple guide of being low in fat and low in added sugar. A good way to tell if an item is low in fat or sugar is to read the nutrition information panel and the ingredient list on the packet. Ingredients by law must be listed from greatest to smallest. So if sugar or a sugar source (maltose, glucose) is the first ingredient then this will form the largest part of the food.

Nutrition information panels provide information about the energy (kilojoules), protein, total fat, saturated fat, carbohydrate, sugars and salt (sodium). The information is listed per serve, and per 100g. Use the per 100g column to compare products, as serve sizes are different between brands.

NUTRITION INFORMATION		
Servings per package: 3		
Serving size: 150g		
	Quantity per Serving	Quantity per 100 g
Energy	608 kJ	405 kJ
Protein	4.2 g	2.8 g
Fat, total	7.4 g	4.9 g
– saturated	4.5 g	3.0 g
Carbohydrate, total	18.6 g	12.4 g
– sugars	18.6 g	12.4 g
Sodium	90 mg	60 mg
Calcium	300 mg (38%)*	200 mg
* Percentage of recommended dietary intake		
Ingredients: Whole milk, concentrated skim milk sugar, strawberries (9%), gelatine, culture, thickener (1442).		

A good rule of thumb for reading food labels is to look for less than 10% of sugar per 100g and for less than 10g of fat per 100g. This label is for strawberry yoghurt and you can see that all of the sugar is added sugars and it is just over 10g. It might be worth looking for another yoghurt with less sugar or more added fresh fruit.

## **HEALTHY FOOD AND DRINK CHOICES POLICY**

In working with the Healthy Food and Drink Choices that are available at the St Mary's School Canteen, other environments of the school are considered to encourage and promote healthy eating amongst our students. The school has a long-term vision of embracing a whole of school approach to individual health through the school environment, school curriculum and the school community.

In an effort to support the Healthy Food and Drink Choices the St Mary's School Community is encouraged to consider the following in relation to promoting healthy eating;

The traffic light system is currently used in identifying healthy food choices at the St Mary's School Canteen where Green foods are the best choices and encouraged, Amber foods are selected carefully and eaten in moderation and Red foods are not encouraged.

### **Green foods:**

- are a good source of nutrients
- contain less saturated fat and/or added sugar and/or salt
- help to avoid an intake of excess energy kilojoules

### **Amber foods:**

- have some nutritional value
- contain moderate levels of saturated fat and/or added sugar and/or salt
- can, in large serve sizes, contribute excess energy in kilojoules

### **Red foods:**

- lack adequate nutritional value
- are in high in saturated fat and/or added sugar and/or salt
- can contribute excess energy in kilojoules

There will be an expectation that the traffic light system will be followed, while acknowledging our constraints as a once a week canteen with limited suppliers.

The long term aim is to apply this system to other situations where food is involved.

Anaphylaxis Management Policy – St Mary's School is an Allergy Aware School.

## **Healthy Food and Drink Choices at St Mary's School**

The Healthy Food and Drink Choices Policy includes:

### **Crunch and Sip**

Crunch and Sip is a set break time where children can eat fruit or vegetables and drink water in the classroom. Students refuel with fruit or vegetables during class time each day, assisting physical and mental performance and concentration. Each student also has a water bottle in the classroom from which they can drink from throughout the day. Through Crunch and Sip, St Mary's demonstrates its commitment to nutrition education in the classroom, by making links with the curriculum and creating a supportive school environment that promotes healthy eating.

The objectives of the Crunch and Sip break are to:

- Enable students, teachers and staff to eat fruit or vegetables during all allocated Crunch and Sip break in the classroom.
- Encourage students, teachers and staff to drink water throughout the day in the classroom, during break times and at sports, excursions and camps.
- Encourage parents to provide students with fruit or vegetables every day.
- Develop strategies to help students who don't have regular access to fruit and vegetables.

### **Class Rewards**

Teachers will use a non-food item based reward system in the classroom to support the healthy ethos of the school and reinforce the health lessons taught in the classroom.

### **Class Cooking**

Teachers who plan for cooking learning experiences should follow the Traffic Light system in choosing healthy recipes for the children to make.

Foods to make may include:

- Pikelets
- English muffin base pizzas o Healthy fruit muffins
- Healthy fruit slice
- Banana bread
- Fried rice

Recipe ideas can be found at

- <https://www.heartfoundation.org.au/healthy-eating>
- <http://www.heartfoundation.org.au/Recipes/Pages/default.aspx>

### **Class Parties**

- May be scheduled once per year
- Have children share food that is bought in for each party. Eg. boys bring the foods for the party or whatever provides a balanced number of students.
- Parents are encouraged to use the type of food that be brought in for class parties ensuring it adheres to the Traffic Light system – green foods more and amber less.
- Only small plates of food be sent in to class and teachers will assign boys/girls to bring food in, to avoid wastage.

### **Whole School Celebrations/Events and Religious Celebrations**

St Mary's celebrates Easter, Christmas and Sacraments as special events on the religious calendar through assemblies, school masses and classroom lessons.

Should children wish to share treats such as **Easter eggs and candy canes** with their friends, we ask that you support the Healthy Food and Drink Choice Policy and therefore share out of school time. Any whole school celebration which may involve a special treat will be limited and consumption carefully monitored by the staff.

### **Children Birthdays**

Birthdays are celebrated in class with the teacher and classmates and each student receives a Happy Birthday sticker and has the 'Happy Birthday' song sung to them. Some classes have a birthday hat, crown, badge etc. Each week those children who have had or are having a birthday will have their birthday celebrated at the Monday morning assembly and receive a birthday pencil. The children's birthdays are well celebrated at school and therefore **parents are asked to support the school by not sending in cakes or birthday gifts.**

### **Lunchboxes**

Parents are encouraged to provide a healthy recess and lunch for their child/ren. <https://www.healthykids.nsw.gov.au/parents-carers/healthy-eating-and-drinking/lunch-box-ideas.aspx>

## PURPOSE AND ROLE OF THE CANTEEN

The objectives of the St Mary's School Canteen are:-

1. To provide a variety of nutritious foods meeting the food selection criteria of the W.A. Government's Policy & Standards  
This will be achieved by:
  - Including a variety of calcium-rich low fat foods, such as milk, yoghurt and cheese
  - Limiting the sale of foods high in sugar, salt and fats
  - Providing a variety of whole foods, including fresh fruit and vegetables
  - Gradually phasing out foods and products that are not recommendedProducts will be measured against the National Federation of Canteens in Schools (FOCIS) Nutrient Criteria to determine if they are able to be registered in the Star Choice Buyer's guide. All processed food and drink sold in the canteen must meet a minimum nutrient standard.
2. To provide interesting and appetising food at reasonable prices.  
This may be achieved by:
  - Trialing new foods and products when appropriate
  - Promoting healthy foods in new and appealing ways
3. To provide students with practical learning experiences about making healthy food choices and to reinforce nutrition lessons learnt in the classroom.  
This will be achieved through:
  - School program such as promotional and educational Crunch and Sip
  - Health lessons

Health based school incursions

To encourage the development of good eating habits consistent with the Dietary Guidelines for Australian Children and Adolescents.

4. To develop an appreciation of the social, ethnic and cultural aspects of foods, as well as the nutritional aspects. This will be achieved by celebrating special days and events with appropriate foods.
5. To provide a safe environment and appropriate foods for students and staff with special dietary needs.  
This will be achieved by:
  - Accommodating individual dietary and allergy requirements, where feasible, after discussion with staff and parents and obtaining expert advice, if necessary
  - Removing from the canteen and the canteen menu nuts, nut spreads and foods containing nuts and fish products, as far as is practicable (bearing in mind limitation of food labeling)
  - Provide specific and appropriate information to Canteen manager regarding students with food allergies as deemed necessary
6. To demonstrate high standards of hygiene in relation to the preparation, storage and serving of food at the canteen in accordance with the Health (Food Hygiene) Regulations 1993 (WA)
7. This will be achieved by:
  - Providing appropriate training and information for canteen volunteers by viewing the Food Safe Food Handler training video
  - Displaying the current Food Safety Standards in the school canteen and ensuring they are followed
8. To function as an open, financially accountable and efficient service.
9. To encourage courtesy and consideration among all personnel using the canteen facilities.

10. To provide an opportunity for parent involvement in their children's education environment.  
This will be achieved through:
  - Extension of school programs e.g. Crunch and Sip into children's homes
  - Regular healthy eating publications in the school newsletter
11. To provide a financial contribution towards for the school.
12. Maintaining membership in the West Australian School Canteen Association.

### **Operating Structure**

St Mary's School Canteen is a School Board operated canteen and is run by volunteer and they are responsible to report directly to the P&F. A Canteen Personnel is appointed to run the Canteen.

1. Canteen Manageress:  
Supervisor's Duties, Role & Responsibilities:
  - Implement and promote the Canteen Policy
  - Stock each term
  - Ordering Stock
  - Check deliveries for quantity and quality
  - Shop daily for perishables
  - Compiling menus and pricing items
  - Make decisions with the Principal on what food to sell (within policy guidelines) and obtain approval for selling prices of new items
  - Marketing wares and specials through school Newsletter
  - Roster preparation
  - Obtain replacement helpers as necessary
  - Supervise voluntary workers
  - Canteen to be available to cater for school functions with a notification period of one week's time
  - Prepare the service area for operation and plan the day's work
  - Make sure the canteen is maintained in a hygienic condition
  - Cleaning and maintaining code standards of premises and advising the Principal of any changes required
  - Shall provide essential safe equipment and ensure it is well maintained
  - Extra major Cleaning - Defrosting fridges and freezers
  - Spring Cleaning end of every term
  - Check security when leaving e.g. Power, windows, doors, cupboards, and fridges
  - Turn off and thoroughly clean out all electrical equipment at the end of each school term
  - Undertake training appropriate to the position
  - Preparing monthly financial statements for presentation at School Board Meetings
2. Finance Officer
  - Producing a monthly balance sheet and reconciling bank statements
  - Be accountable to the Principal for their actions
  - Make available any profits to the School Board after all operational costs have been met
  - Banking three times per week depending on income
  - Paying accounts, writing cheques – Finance Officer
  - Checking invoices and statements
  - Complete an Occupational Health and Safety audit monthly

The Canteen Manageress job is a paid position through the School Board.

**Volunteer Worker's Duties, Role & Responsibilities:**

- To be dependable
- Serve students at the window
- Wash dishes and utensils
- Prepare foods in accordance to the Health and Hygiene Policy and in compliance with Food Standards and relevant Western Australian legislation and confirming to the Occupational Health and Safety Act
- To abide by the policy of the canteen
- To communicate with the appropriate person (Canteen Manageress) if a problem arises
- To be hygienic
- To provide a friendly and courteous service to all children, parents, school staff and any other visitors to the school

**Canteen Management Procedures**

- Canteen Manageress work hours are 8am to 2pm on Monday
- Voluntary workers are to arrive between 8.30am and 8.45am
- Any accident must be recorded in the "Accident Book" and reported to the Principal
- Completion of paperwork including checking off items delivered and filing appropriate delivery dockets and invoices
- Thermometers checked each week
- Storing stock away ensuring First In First Out stock rotation methods are followed
- Cleaning and sanitizing of all surfaces and general tidying
- Removal of all items requiring laundering
- For health reasons, hands must be washed before handling any food and especially after handling money
- Gloves are to be worn when preparing food and changed regularly. Long hair to be tied up and hair nets are encouraged to be worn, aprons are available
- All staff and volunteers are to wear enclosed footwear. Shoes with heels and open sandals are not acceptable
- Tongs are to be used at all times to handle food
- No smoking is permitted in the Canteen or on school property
- Garbage is to be placed outside the Canteen before closing
- To meet the requirements of the School Insurance Policy no children are permitted to enter the canteen.
- Ensuring the canteen is locked up including closing all windows.

**Financial Matters**

- True records shall be kept of the monies received and expended. Records are kept by the Canteen Manageress, Principal, Finance Officer and the School Board Treasurer
- The Canteen Manageress will undertake a stock take at the end of each term
- Records are to be made available to be audited annually by the school selected auditor
- All monies to be counted daily by the Canteen Manageress
- Monies are to be banked at the NAB Bank three times a week by the Canteen Manageress (depending on intake)
- All accounts are to be paid by cheque. There are to be no cash transactions – Finance Officer. Purchases are by invoice or store account
- Cheques are to be prepared and issued by the Finance Officer and signed by the Principal/Assistant Principal
- Stock is ordered weekly and monitored through patterns of purchase. Orders are made from a selection of suitable, reliable, convenient and competitive suppliers/wholesalers
- It is recommended that a small profit margin be maintained
- An auditor shall be appointed by the Principal
- The auditor shall at all times have reasonable access to the financials and other documents of the canteen as required for the purpose of auditing
- All income received by the canteen shall be distributed accordingly:
  - Canteen Manageress wages

- Canteen maintenance and replacement of stock and equipment.
- The purchase of additional equipment for the efficient running of the Canteen
- The School Board to be used as the Principal sees fit in relation to the school budget

### **Hygiene**

The Department of Health guidelines and the schools Hygiene Policy are to be followed in relation to the preparation, storage and canteen cleanliness.

#### **Hygiene Policy:**

- Clothes are to be clean every day (an apron will be provided for you to protect your clothes)
- Hair should be clean, long hair securely tied back and every volunteer who is preparing food should wear a head covering which keeps their hair contained (a hair net is provided for this)
- Encourage volunteers not to wear jewellery (except a plain wedding band) or watches when handling food
- Keep fingernails short and clean. Encourage volunteers not to wear fingernail polish or artificial fingernails
- Encourage volunteers to wear gloves when preparing food
- Do not spit, smoke or chew gum in food preparation areas
- Do not sneeze, blow or cough over food or food contact surfaces
- Do not eat any food in the food preparation area
- Wash hands in hand basin provided and only use disposable paper towels to dry hands
- Use tongs, forks or gloves when handling ready to eat foods
- Cover any cuts with a waterproof bandage

### **Nutrition**

The Canteen is a Healthy Food Canteen. The Canteen Manageress obtains advice from the West Australian School Canteen Association to guide the selection of foods available in the Canteen. The Canteen promotes healthy food through the School Newsletter, website and at the P&F meetings.

### **Insurance**

The Canteen Manageress and volunteers are covered by the School insurance policy.

### **Accountability**

The Finance Officer is accountable for financials. The Canteen Manageress is accountable for preparing profit margins for approval. The Canteen Manageress is also responsible for stock takes. The Finance Officer is responsible for reconciling income and expenditure with the bank Statements.

### **Entitlements for voluntary workers**

Voluntary workers are entitled to:

- Morning tea – consisting of tea/coffee and food item
  - Lunch – food item and drink
- Additional items may be purchased from the Canteen.

### **Canteen Rules**

- Foods high in salt, sugar or fat are not to be on the Canteen menu.
- Lunch orders for Staff and students must be placed with canteen staff by 9.00am each day
- Only students buying and/or ordering will use the canteen area
- Quiet and orderly behaviour is expected whilst waiting to be served
- Courtesy will be extended to all canteen personnel
- The opening of the canteen each morning is the responsibility of the Canteen personnel
- Only the rostered volunteers are to be in the canteen
- No children are permitted in the canteen for any reason.

**Canteen Policy**

- A current copy of this policy and supporting documents will be on permanent display in the school canteen
- A current copy of this policy and supporting documents will be filed in the school office with other school policies and copies will be available to staff and parents
- All canteen volunteers will be shown the Canteen Policy as part of their orientation

The canteen policy will be reviewed regularly. All recommendations shall be brought to the attention of the Principal. Responsibility for this Policy's implementation remains with the Canteen personnel and the Principal

**Repairs and Maintenance**

- Repairs and maintenance requirements are to be reported to the Principal
- Principal to advise what course of action is to take place

**Promotions**

Canteen Menu will be published in the School Newsletter at the beginning of each term. Canteen special days, sales and activities will be promoted also through the School Newsletter, School website and the Skoolbag application.