



Hotham Primary School

Packed Lunch Policy

Spring 2023

Ownership and Consultation	
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Consultation (role)	Whole staff team, Parent focus group, Community
Approval	Headteacher; FGB for information

Version Control	
Approval date	April 2023
Implementation date	April 2023
Review date	August 2024

Related documentation	Staff Handbook; Staff Code of Conduct; Safeguarding and pupil Protection Policy; Anti-Bullying Policy; Statement of Behaviour Principles; Remote Learning
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Introduction

The aims of our Hotham Packed Lunch policy are:

- To adopt a whole-school approach to promoting and teaching about the benefits of healthy eating to our community
- To ensure that pupils understand the link between healthy eating and the prevention of diseases caused by poor diet and lifestyle choices
- To positively influence the health of the pupils and our school community through education, increasing their knowledge and awareness of a healthy and balanced diet, hygienic food preparation and storage methods
- Through our curriculum, we endeavour for pupils to become competent in a range of cooking techniques, so they are able to cook for themselves and others confidently
- To ensure the school provides an enjoyable, pleasant and safe environment for pupils and staff to consume their food and drink
- To improve the quality and breadth of the Cooking and Nutrition curriculum and extra-curricular activities

At Hotham, our school values are 'Respect, Responsibility and Resolve', which are intrinsically linked to our whole school community. All pupils who leave Hotham will do so being equipped with the tools to establish and maintain a healthy lifestyle. We adopt a whole-school approach which ensures our food provision offers the best high-quality healthy food options and our Cooking and Nutrition curriculum (under the umbrella of Design and Technology) offers pupils the opportunity to explore healthy eating including the ability to develop and maintain healthy eating habits. We believe that learning how to cook together with adopting a balanced diet is a crucial life skill. This policy has been written to give clear guidance to staff, outside visitors, parents and carers, and pupils about the provision of food during the school day and our approach to the positive promotion of healthy eating across our school.

Dissemination

Key information from this policy will be incorporated into the following documents where appropriate:

- School Handbook/Prospectus
- Staff Handbook/Induction materials
- Governor Handbook/ Induction materials
- Student documentation

This policy should be read in conjunction with:

- The Behaviour policy
- Physical Education policy
- Safeguarding policy
- Health and Safety policy
- Equality Diversity and Inclusion policy

This policy applies to

- all pupils and parents/carers providing snacks/packed lunches to be consumed by pupils within school or on school trips during school hours
- all adults (including staff, parents and governors) eating a packed lunch in the presence of pupils during school hours

Sensible Snacks (outside of lunch time)

Fruit and vegetables are a good source of some of the nutrients that pupils need and form part of a healthy, balanced diet. It's recommended that pupils - like adults - eat at least five portions of fruit and vegetables every day.

In the Early Years Foundation Stage and in Key Stage 1, pupils receive a free piece of fruit or vegetable each school day. This is usually offered in the morning in individual class groups. They are not handed out at lunchtime, this ensures that the fruit and vegetables supplied are in addition to - not simply replacing - the fruit and vegetables that are served at lunchtime.

Depending on the season, there is a choice of:





- bananas
- apples
- pears
- carrots
- tomatoes
- citrus fruits

In Key Stage 2, parents should provide pupils with a healthy snack to eat at morning break times.

Sensible snacks (for morning break times) include plain, unsalted rice cakes or fruits and vegetables eg carrot sticks, cucumber sticks. Pupils are not allowed to eat 'treat foods' outside of mealtimes at school e.g. salami sticks, cakes, biscuits, crisps.

Happy Healthy Hotham

Is your snack sensible?

Food and Drink in Packed Lunches

What should a packed lunch contain at Hotham?

We have chosen to use the following categories to classify food and drink in packed lunches:

Daily – these are items of food that pupils should eat often because they are dense with nutrients. Foods in this category include fruits and vegetables, proteins and starchy food (ideally wholegrain and not cooked in oil).

Occasionally – these are foods that may be high in fat, sugar or salt. These are what pupils would often think of as a ‘treat’ food. Foods in this category include cakes, biscuits, potato crisps(fried) and most desserts. There should be no more than one of these offered per day and they should only be served/eaten as part of a meal.

Not allowed/may not contain - these are foods that pupils may not have at school as a snack or as part of a packed lunch at school. They are the kind of foods that offer no or very limited nutritional value e.g. sweets, lollipops, chocolate, chocolate bars, chocolate covered items.

DAILY	<p style="text-align: center;">Aim to include one of each item in this section:</p> <ul style="list-style-type: none"> ● At least one portion of fruit and one portion of vegetables every day ● Meat, fish, eggs, or non-dairy protein e.g. lentils, kidney beans, chickpeas, houtsous, falafel ● A starchy food such as any type of bread (white or whole grain rolls, pitta breads or wraps), pasta, rice, couscous, noodles, potatoes ● A dairy food such as milk, cheese, yoghurt or custard ● Fresh drinking water or milk
OCCASIONALLY	<p style="text-align: center;">May contain in very limited amount eg one item per day</p> <ul style="list-style-type: none"> ● Meat products such as sausage rolls, individual pies, corned meat and sausages ● Cakes and biscuits ● Highly processed snacks such as salami sticks ● Undiluted fruit juice
MAY NOT CONTAIN	<ul style="list-style-type: none"> ● Confectionary such as chocolate bars, chocolate coated items and sweets ● Soft drinks, such as squash, energy drinks and fizzy drinks (even if labelled as sugar-free, no-added sugar or reduced sugar, as these drinks can contribute to tooth decay and provide little nutritional value) ● Nuts – although nuts can be an excellent source of nutrition, we are a nut-free school so nuts or products containing nuts are NEVER allowed

Meal times and the environment

At Hotham we aim to provide pupils with appropriate and comfortable dining facilities for pupils eating packed lunches and ensure that free and fresh drinking water is available at all times. Whenever possible, the school will enable pupils eating packed lunches and pupils eating school lunches to sit together.

Pupils will be involved in conversations about balanced diets and food choices through the curriculum or during discussions at meal times. As a school we aim for these conversations to be positive and encouraging. We may praise pupils from time to time for trying new foods but we feel that pupils should not be rewarded with food or for eating all their food.

Special Dietary Requirements and Food Safety

Under section 100 of the pupils and Families Act, schools have a duty to support pupils at their school with medical conditions and dietary requirements. We are aware of food allergies/intolerances and other dietary requirements of pupils and young people and have procedures in place to identify and manage these.

The school will work with parents and carers to encourage packed lunches to meet the standards listed in this policy.

We offer halal, vegetarian and vegan options of our school provided meals and in accordance to the Food Information Regulations 2014 our caterer shares all allergen ingredients' information for the food they serve.

At Hotham we:

- Check any product changes with our food supplier
- Ask our caterers to read labels and product information before using them
- Use the dishes and their allergen content menu chart to list the ingredients in all our meals
- We ensure that when parents bring any dishes from home for special occasions they label allergens (e.g. nuts and dairy).

Staff have completed the following training to enable them to manage food allergies, intolerances and dietary requirements and food safety:

- First Aid - our midday supervisors are to assist with first aid.
- All staff supervising food provision during Sunrise Club (breakfast club) at lunch times and during Sunset Club (after school care) have completed Food Allergy Training/Level 2 Food Safety and Hygiene training, Adrenaline/Anaphylactic Shock Training

Nut free school

Although we recognise that this cannot be guaranteed, we aim to be a nut free school. We aim to reduce the risk to those pupils and adults who may suffer an anaphylactic reaction if exposed to nuts to which they are sensitive. We do this by not allowing nuts or nut products in school packed lunches and by asking pupils to never swap food with each other.

Packed lunches should not contain nuts or nuts products:

- Peanut butter and chocolate spreads that are nut based, such as 'Nutella'
- Pre-packed baked goods that contain nuts or nut-based chocolate spread
- Cereal bars and granola bars that contain nuts
- Cakes and biscuits that contain nuts
- Satay sauce and sauces that contain nuts

(This list is not exhaustive, please check the packaging of products closely)

Special Educational Needs and/or a Disability

At Hotham we understand the diversity of our pupils and know that a very small percentage of our pupils may require special diets that do not allow for the standards to be met exactly. In these cases, parents/carers should inform the school of any additional dietary needs so that we can work closely with families so that reasonable adjustments can be made.

pupils that have an EHCP (Education Health Care Plan) or are on the SEN (Special Education Needs) register will have special provisions in place to support them with eating a balanced diet.

Food Packaging and Single Use Plastic

We discourage the use of single use plastic for water bottles and encourage pupils and staff to use refillable water bottles/cups wherever possible. As fridge space is not available, parents and pupils are advised to bring packed lunches in insulated bags with freezer blocks if necessary.

Assessment, Evaluation and Reviewing

Packed lunches will be regularly reviewed by staff and pupil leaders. Parents who provide lunches that do not adhere to the Packed Lunch Policy will receive a reminder (by email) informing them of the policy. If a pupil regularly brings a packed lunch that does not conform to the policy then the school will contact the parents to discuss this. As mentioned above, pupils with special diets will be given due consideration.

Exemptions to the School Food Standards

The School Food Regulations do not apply to food provided:

- at parties or celebrations to mark religious or cultural occasions
- at fund-raising events
- for use in teaching food preparation and cookery skills, including where the food prepared is served to pupils as part of a school lunch
- on an occasional basis by parents or pupils

(see relevant guidance and legislation here: [School food in England - GOV.UK](#))

Roles and Responsibilities

The governing board

The governing board will approve the Packed Lunch policy, and hold the headteacher to account for its implementation.

The headteacher

The headteacher is responsible for ensuring that the Packed Lunch Policy is monitored consistently across the school by both pupils, parents and members of staff.

Staff

Staff are responsible for:

- Delivering a range of cross-curricular sessions relating to food and nutrition
- Modelling positive attitudes towards eating and healthy well-balanced meals
- Monitoring progress
- Responding to the needs of individual pupils

Pupils

Pupils are expected to engage fully in lessons that promote nutrition.

Dissemination

Key information from this policy will be incorporated into the following documents where appropriate:

- School Handbook/Prospectus
- Staff Handbook/Induction materials
- Governor Handbook/ Induction materials

This policy should be read in conjunction with:

- Behaviour policy
- Physical Education policy
- Safeguarding policy
- Food and Drink policy
- Health and Safety policy
- Equality, Diversity and Inclusion policy