



# Lunch at Mossbourne Parkside

## 1. Preface

### 1.1. Introduction

This document outlines the procedure for meals at Mossbourne Parkside.

At Mossbourne Parkside Academy (hereafter MPA) we are committed to teaching pupils about how to make sensible food choices as part of maintaining a healthy lifestyle. This lunch policy has been developed by drawing on key government guidance associated with healthy eating. This policy is supported by what is taught in our curriculum and promoted in a number of subjects. We believe that a healthy lunch can contribute to the health of our pupils, all lunches eaten on site including packed lunches need to be in line with nutritional standards.

Academy meals and packed lunches represent a third of a child's daily intake of foods and nutrients, which presents a great opportunity to promote healthy food choices for children. The government provides regulations for healthy school meals and packed lunches and recommends that foods from the high fat and/or sugar group should not be included in a packed lunch.

## 2. Aims, Dissemination, and Review

### 2.1. The Aims of this Policy are

- 2.1.a. To provide lunches of high nutritional quality.
- 2.1.b. To ensure that all lunches brought from home and consumed in the Academy (or on trips) provide our pupils with healthy food that is similar in its nutritional value to food served in the Academy.
- 2.1.c. To give clear guidance to parents/carers, pupils, governors, and staff on providing healthy packed lunches.
- 2.1.d. To make a positive contribution to children's health by encouraging healthy eating habits in childhood, setting a trend for lifelong changes.
- 2.1.e. To set out how the Academy lunches will be paid for by parents.

### 2.2. Dissemination of the policy

We endeavour to send this policy to all parents at the start of the year. The Academy will endeavour to use opportunities such as signage and presentations to promote this policy as part of the whole academy approach to healthier eating. All staff will be informed of this policy and will support its implementation.

### 2.3. Working with parents and carers

We hope that all parents and carers will support this policy. We will offer advice and guidance to parents/carers on packed lunches if required.

### 2.4. Policy Review

This policy will be reviewed as part of the schools agreed policy review process. In addition, any major legislative or governmental changes regarding food may lead to this policy being amended.

## 2.5. COVID-19

- 2.5.a. This policy is subject to change at little or no notice due to the COVID-19 pandemic.

# 3. General

## 3.1. Administration

- 3.1.a. Parent/Carers have the option for their child to have either a School Meal or a Packed Lunch each day.
- 3.1.b. Pupils are recorded as having a School Meal or Packed Lunch.
- 3.1.c. Parent/Carers can change their choice a half term in advance at the latest
  - i. Parent/Carers must update the office of their wish to change options on at least the last school day before the following half term.
- 3.1.d. Pupils must have the same option each school day for any given half term.
  - i. Pupils cannot have different options on different days.
  - ii. Exceptions to this may be granted at the principal's discretion.
- 3.1.e. School Meal is the default option.
  - i. Charges will be applied unless the Academy office is informed otherwise.

## 3.2. Dietary Requirements

- 3.2.a. The office must be made aware of any dietary requirements for every child.
  - i. Parent/Carers can update this at any time through the office.
  - ii. It is not possible to change this for a given day.
- 3.2.b. The kitchen can prepare vegetarian or meat options as per their procedures.

# 4. School Meal Option

## 4.1. Terms and Conditions

- 4.1.a. This section of this policy also constitutes the terms and conditions for School Meals at MPA.
- 4.1.b. Parent/carers must agree to the terms listed in this section to choose the School Meal option.

## 4.2. School Meal

- 4.2.a. School Meals are hot meals served every day.
- 4.2.b. Pupils have a school meal for their dietary requirements if applicable.
  - i. Pupils listed as vegetarian must have a vegetarian meal; and vice versa.

## 4.3. Costs

- 4.3.a. School Meals cost £1.90 per meal per day.
  - i. The Academy reserves the right to increase the cost.
  - ii. Parent/Carers will be informed of any increase in cost.
- 4.3.b. All pupils who are not eligible for either UIFSM or FSM must pay for School Meals.
- 4.3.c. Payment is due in advance.
- 4.3.d. Payment is due every half term at least for the following half term.
- 4.3.e. Payment must be made via Parent Pay.
  - i. Payment cannot be made for School Meals using a HMRC account or Childcare Vouchers.
- 4.3.f. Parent/Carers who have not chosen the School Meal option for their child will be charged if their child requires a School Meal on any given day.
  - i. Unless they are eligible for UIFSM or FSM.
- 4.3.g. Pupils who are absent will still be charged.
  - i. This charge will be held to offset the following payments each half term.
- 4.3.h. Payment plans are available at the principal's discretion.

- 4.3.i. There are no refunds.
  - i. Any unused funds will be held to offset future payments.

#### 4.4. Debt

- 4.4.a. Parent/Carers must not go into debt.
- 4.4.b. It is the responsibility of Parent/Carers to ensure no debt is accrued.
- 4.4.c. Any debt is monitored.
  - i. Debt affects allocations to extended programs at the academy.
- 4.4.d. Debt Payment Plans are available at the principal's discretion.

#### 4.5. Universal Infant Free School Meals (UIFSM)

- 4.5.a. Children in years Reception to Year 2 are eligible to receive a universal free school meal every day.
- 4.5.b. There is no cost for UIFSM and parent/carers do not have to pay.
- 4.5.c. Pupils eligible for UIFSM may choose the Packed Lunch option.

#### 4.6. Free School Meals (FSM)

- 4.6.a. Parent/Carers eligible for Free School Meals/Pupil Premium (FSM) do not have to pay for lunches.
- 4.6.b. Parent/Carers can check their eligibility using the online form.
- 4.6.c. Pupils eligible for FSM may choose the Packed Lunch option.
- 4.6.d. The Academy is informed of Eligibility by Hackney Education.
  - i. Charges will be applied until confirmation of eligibility is received from Hackney Education.

#### 4.7. Catering Service

The catering service at MPA is provided by Alliance in Partnership Limited (AiP).

AiP works closely with MPA to engage and involve pupils and staff to continuously develop the food service and create menus that satisfy the tastes and requirements of the Academy population. Our curriculum helps create additional interest and introduces pupils to new ingredients and different types of foods. AiP is committed to providing balanced meals that meet nutritional standards, and to help educate pupils on how to make healthier food choices.

Parent, Staff and Pupil views on the catering service is an essential part of getting things right and developing the food service at MPA. Please speak to our admin team at MPA if you have any comments.

## 5. Packed Lunch Option

### 5.1. Packed Lunch

- 5.1.a. Pupils can bring a healthy packed lunch to school.
- 5.1.b. Pupils must be able to manage their packed lunch independently.
- 5.1.c. Nuts of any kind are not permitted in a packed lunch due to allergy management.
- 5.1.d. Pupils must bring their packed lunch with them in the morning in an appropriate container.
  - i. Lunches cannot be delivered through the office.
  - ii. A school meal will be provided if a pupil does not have their packed lunch and Parent/Carers will be charged if applicable.

### 5.2. Food Contained in packed lunch

- 5.2.a. Packed Lunches should aim to include all of the following every day
  - i. Fruit and Vegetables - at least one portion of fruit and one portion of vegetables or salad.
  - ii. A non-dairy source of protein - meat, fish, egg, beans or pulses, such as lentils, kidney beans, chickpeas, hummus or falafel.
  - iii. A starchy food like bread, pasta, rice, couscous, noodles, potatoes or other types of cereals.
  - iv. Dairy foods such as milk, cheese, yoghurt.
  - v. Drinks - the school provides water.
  - vi. Only water should be included in pupil's packed lunch.

- vii. Oily fish such as salmon should be included at least once every three weeks.
- 5.2.b. Packed Lunches should always include:
  - i. A starchy food, such as bread, potato, rice, pasta, or yam.
  - ii. At least one item of fruit, vegetable or salad.
  - iii. A balance of foods from different food groups.
- 5.2.c. To keep packed lunches in line with the food based standards for school meals, packed lunches **should not** include:
  - i. Chocolate or food items containing chocolate.
  - ii. Other confectionery such as sweets and chewing gum.
  - iii. Fizzy or sugary drinks.
  - iv. Fruit flavoured squash drinks such as Ribena, Fruit Shoot or Capri Sun.
  - v. Diet or energy drinks which contain high levels of caffeine and other additives, and are not suitable for children.
  - vi. Fast food such as hamburgers or chips.
  - vii. Crisps.
  - viii. High sugar items.

### 5.3. Special diets and allergies

- 5.3.a. Some pupils within the Academy suffer from food allergies. MPA has a **no nuts** policy as some children have an extreme allergic reaction to nuts.
  - i. Nuts are not permitted.
  - ii. Foods containing nuts must be avoided.
- 5.3.b. The Academy recognises that some pupils may require special diets that do not allow for the standards to be met exactly. In this case parents are urged to be responsible in ensuring that packed lunches are as healthy as possible.
- 5.3.c. Pupils are not permitted to swap food items.

### 5.4. Health and safety

- 5.4.a. It is the responsibility of the parents/carers to provide an appropriate packed lunch container where food items can be stored securely and appropriately until the lunchtime period.
- 5.4.b. Parents are advised to include an ice pack.
  - i. Food products prepared and stored in ambient temperatures after a period of time can have increased levels of bacteria in them.

### 5.5. Storage of Packed Lunches

- 5.5.a. There are storage areas/facilities for packed lunch bags in the most convenient and appropriate place possible.
  - i. The Academy cannot provide cooled storage areas and therefore cannot take legal responsibility for foods prepared at home and then brought into the Academy.
- 5.5.b. Lunches must be packed in a way that is easily accessible to the child, as pupils are expected to eat these with minimal support.

### 5.6. Assessment, evaluation and reviewing:

- 5.6.a. Packed lunches are regularly reviewed by staff.
- 5.6.b. If a packed lunch is not sufficiently healthy, the Academy may provide your child with an alternative/additional food item.
- 5.6.c. If a packed lunch is deemed completely inappropriate, a school meal will be provided instead for which the parents/carers will be charged.
- 5.6.d. If a child regularly brings in a packed lunch that does not conform to the policy, parent/carers will be informed.
- 5.6.e. Confiscated food items will be disposed of.

## 6. Other Food

## 6.1. Celebrations

- 6.1.a. Cakes, sweets, drinks or food to celebrate birthdays are not permitted.
- 6.1.b. There may be celebration events throughout the year, such as 100% Attendance celebration where the Academy may arrange for pupils to have a special food treat.
- 6.1.c. Events and celebrations such as sports days, fetes and performances may include food stalls organized by volunteers or others. The Academy can take no responsibility for such food being served, prepared or consumed on site.

## 6.2. Snacks

- 6.2.a. Pupils in reception are provided fresh milk, water, and fruit daily. This is available to all pupils who can access them independently in the class.

## 6.3. Water

- 6.3.a. Water is available to all pupils throughout the day.
- 6.3.b. Water bottles are not permitted unless medical evidence is provided.