



SECKFORD FOUNDATION
FREE SCHOOLS TRUST

**POLICY
DOCUMENT**

Catering Policy

Document Owner:	Trust Leadership Group
Responsible Trust Committee:	Trust Leadership Group
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APPROVED Signature (Trust Board):	DATE ()
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1. Other relevant policies and documents

- Well-being Policy
- Charging and Remissions Policy

2. Explanation of terms used in the policy

'Trust' = Seckford Foundation Free Schools Trust

'Free School(s)' = schools within the Trust

3. Purpose of the policy

This document outlines the catering policy for the Free Schools within the Trust. This policy covers the Trust and all its Free Schools and as such there is no need for each Free School to have its own policy.

4. Policy statement

We believe that healthy eating plays a vital role in supporting the education of our students. The benefits are three-fold:

- their ability to concentrate in the classroom,
- a greater appreciation for cultural, fresh and seasonal ingredients and
- the enjoyment of dining with friends over a meal.

It is the policy of The Seckford Foundation Free Schools Trust to provide staff and students with a high quality catering service that provides the best possible value for money. The Seckford Foundation Free Schools Trust is committed to providing healthy meals that students enjoy eating. The Trust aims for all students to develop the confidence, knowledge and understanding to make appropriate food choices in their future lives.

Our nutritional standards are in line with national programmes for Healthy Schools and we are committed to promoting an ethos and environment which encourages healthy lifestyles.

The catering team will ensure that the food and drink available across the school day reinforces the healthy lifestyle message.

To support students' meal times at home we provide three healthy eating opportunities throughout the extended day:

Breakfast menu available from 8am – 8.30am every morning

A healthy breakfast is essential to ensure that our students feel healthy, alert and energised for a long school day. Breakfast is available to all students and includes fresh fruit and bread. Our breakfast provision will commence at 08:00 Monday to Friday. No food or drink is to be removed from the restaurant.

Mid-morning break-time 10.35am – 10.55am

The mid-morning break provides the opportunity for students to have a light snack, which can be eaten in the restaurant, including a selection of fruit and bread, Milk and Squash.

In line with the Trust approach to healthy eating, students are not permitted to bring the following items into school: crisps, fizzy drinks and chewing gum. If a student is found or seen with any of these items they will be confiscated and will not be returned.

Lunchtime provision 12.50pm – 1.55pm

All students will be expected to eat school lunches together in a calm, orderly and social environment in our school restaurant. All students are provided with a two course lunch.

5. Payments for school food

There is a fixed daily charge for all students present at the school (other than those eligible for Free School Meals) which covers lunch, breakfast and mid-morning snack. The charge is currently £2.30 per day, but will be reviewed annually and any changes notified to parents in advance.

Payment is via the ParentPay system. Parents / carers should ensure that their ParentPay account is in credit at all times.

In the event that parents / carers believe they will be unable to pay the charges outlined in this policy, they may apply for remission of part or all of the charges due and should contact the school for details. They will be required to provide evidence of financial hardship and the decision as to whether to offer any remission will be at the discretion of the Headteacher.

6. Menu cycle

The menus will be structured within a three-week cycle. They will change at least three times a year to ensure that the students have a varied choice of meals throughout the year. The menus will contain as much seasonal and local produce as possible, giving them the ability to reflect the changing seasons.

The menus for each cycle will be determined in advance and published on the Trust and Free School's website. Student leaders will work with the Executive Head Chef / Chef Manager to determine the menus.

7. Counter service dining

Counter service dining is designed to create a structure and social dining experience for every student. We are aware that for some students their lunchtime meal is their main daily meal and therefore it is important that this is a nutritious one.

The flexible aspect of counter service dining is for students to socialise in a warm and friendly environment. Students are allowed to choose between meat and non-meat choices, a fresh salad bar and daily desserts with fruit. At the end of their meal the students clear their own tables and trays to a tray trolley. Vegetarian and special (cultural, religious and moral) dietary meals will be prepared on a daily basis.

Everyone is responsible for clearing away rubbish, cutlery, crockery and trays, wiping up spillages and tucking in chairs (we help each other with these tasks).

Teaching staff will eat with students and will be on duty throughout the lunchtime period to provide supervision.

8. Minimum performance standards for catering in Free Schools

The Trust considers it important to use fresh, seasonal food and to minimise the use of frozen ingredients and bought-in, ready-prepared foods.

The Chef Manager will be a well-qualified professional with a proven track record, able to communicate with students, staff and visitors to the school and should take a pro-active approach to feeding the Trust communities.

The catering team will be expected to provide a wide range of nutritionally balanced foods from which students can make their own selection, therefore increasing the enjoyment of their meal and encouraging greater responsibility.

The government's food based standards shall be used as guidance when compiling menus. Our schools will comply broadly with the nutritional guidance, although they are not legally bound to do so. The Seckford Foundation Free Schools Trust will ensure that nutritious food is available across the entire day.

It is the Trust's intention that all students eat within the schools. The schools actively discourage students from purchasing any food from outside and will make the lunch provision compulsory.

The Seckford Foundation Trust is conscious of its environmental responsibilities and encourages those companies with which it works to adopt environmentally sound practices. The catering team should endeavour to purchase goods in season and source goods from local suppliers where practical and possible. It is the catering team's key responsibility to supply food to its customers that is fresh, high quality and that has been prepared in a hygienic and safe manner. Sustainability initiatives are also important to our ethos.

The catering objectives are summarised in Appendix 1.

9. Menu structure and food quality standards

9.1 Menu range:

The table shows the menu range for each service:

Service	Offer	
<i>Breakfast:</i>	A choice of cereals Brown and white bread/toast - butter / marmalade / marmite / jam portions Yogurt, oats, sultanas, apricots and other dried fruit. Bowl of cut fruit and whole fruit Fresh fruit juice / semi-skimmed milk / water / hot chocolate	
<i>Mid-morning break:</i>	Cold Items- a selection from the following: Yoghurt pots with topping Whole fruits Baguette pizzas Cheese topped toasted muffins Flapjacks	
	Cold Drinks: Water Fruit juice & smoothies Yoghurt smoothies Flavoured milk	Hot drinks: Hot chocolate
<i>Lunchtime:</i>	1 main course (daily meat or fish-based) 1 vegetarian main course 1 pasta/jacket potato option with fillings/toppings 2 vegetable or salad accompaniments 1 potato dish or accompanying carbohydrate dish 1 dessert hot or cold 1 additional cold dessert	

9.2 Specific dietary requirements:

The catering team need to be sensitive to the requirements of any multi-cultural requirements. A varied menu should be provided to meet the broad range of students.

For pupils with special dietary requirements, the parent / carer / student should ensure that their special requirements are fully reported to the Chef Manager at the start of each school year, ensuring that they are able to present alternatives if the core menu does not meet their dietary needs.

We list below the minimum performance standards required by our Schools.

- The Chef Manager is expected to implement all up-to-date and ongoing Government Nutritional Recommendations appertaining to food preparation;
- Vegetarians are catered for and there is no requirement to register;

- Other special diets are catered for and the Chef Manager will be informed of these, supported by a Doctor's note detailing requirements. It is the responsibility of the Chef Manager to ensure safe working practices are in place to prevent cross-contamination;
- All foods/dishes should be labelled correctly and where they contain items which may cause an allergic reaction these should be clearly stated;
- Following the introduction in December 2013 of The Food Information for Consumers Regulation (EU) No. 1169/2011, The Chef Manager will be trained in Allergen Awareness.
- Catering staff should be fully briefed on the content of all dishes prior to service;
- Nut Safety: The catering department does not knowingly purchase, store or use nuts or products containing nuts or nut trace. This applies to meals, constituents of a meal, sandwiches and snacks served. However, The Foundation is unable to totally guarantee that items produced in our kitchens and / or offered for consumption / sale are free from nuts or nut products. Labels of individually wrapped pre-packaged goods should be checked to establish the contents of the product. The Seckford Foundation Free Schools Trust cannot confirm the accuracy of the information supplied on wrapped products.

9.3 Food quality:

The Trust is keen to ensure that the food served will be of a high quality and will appeal to the students. It should be well-presented and dishes displayed should reflect accurately the menu. Hot dishes should be served at above the temperature of 63°C and cold dishes should be served chilled below 8°C.

In order to meet the high standard of menu production and to provide the best value available, ingredients should be purchased fresh whenever possible. Full advantage should also be taken of seasonally available products. All retail products used will be recognised quality brands. The quality of deliveries from suppliers is the responsibility of the Chef Manager.

Batch cooking methods should be implemented to ensure that food is cooked little and often to retain freshness for each sitting.

10. Complaints

Any complaints about this policy from outside the Trust should be made in accordance with the Trust's Complaints Policy. Any other complaints should be brought to the attention of the Headteacher of the relevant Free School in the first instance.

Complaints that are in the public interest and relate to suspected malpractice may be appropriate to raise under the Trust's Whistleblowing Policy.

11. Compliance and performance monitoring

The Trust will review this policy every three years and ensure that practice across all schools is in line with this policy. Any review will take into account the most up-to-date legislation and recommendations.

The Trust has identified a range of Assurance Methodologies as tools by which compliance with policies can be tested. Those most relevant to this policy include:

- Internal Audit

Appendix 1 – Catering objectives

Food	Facilities	Management	People	Finance / Value	Environmental
Fresh nutritious food that students want to eat	Take into consideration the extended day	High calibre professionals whose qualities include leadership, excellent craft skills and determination to mirror our vision	Highly skilled, personable, determined to deliver	Maximise uptake with all students to have a meal	Improve communication with the catering team in order to minimise wastage
Ensure popular choice for students and customers	State of the art cooking equipment	Effective and measurable	Work in a learning and developing environment	Minimise subsidies wherever possible	Minimise carbon emissions through careful use of resourcing
Ensure students' religious and medical dietary needs are met	Modern serving areas with flexibility of paramount importance	Consistently ensure the delivery of top quality food	Enjoy working with young people	Best value for money	Encourage green practices in its students and staff
Flair in menu planning	Immaculate food production environments		Be team players	Maximise the efficiency of budgets	
Constantly strive to be innovative and improve	Innovative student-focused eating and seating environments		Be able to achieve maximum productivity	Keep accurate and concise accounting records	
Seasonal produce with minimum packet use			Catering staff should be appropriately trained, enthusiastic and creative	Records should be open for inspection at all reasonable times	
Constantly challenge culinary skills					