



## **Stakeford Primary School**

### **School Meals Provision Policy Statement**

**2015 – 16**

At Stakeford First School we provide our own school meals. The aim is to provide each pupil a healthy meal during the school day which provides good value for money. In the provision of this service, the following documents have been used for guidance:

- The National food standards
- The Nutritional Standards

Both documents can be viewed at [www.schoolsfoodtrust.org](http://www.schoolsfoodtrust.org)

#### **Menu Planning**

Menus are reviewed twice a year and run as follows:

Autumn/Winter Menu	October – May
Spring/Summer Menu	May - October

Draft menus are checked against the food and nutritional standards and are submitted to the Head teacher for approval. Copies of menus are available via the school website and on request from the school.

Occasionally the catering staff will offer themed lunches which are advertised and available to the whole school. On these special days the meal will divert from the agreed plan.

It may be necessary from time to time to change the menu at short notice should there be problems with suppliers, for example late deliveries during bad weather. When this occurs the changes are approved by the Headteacher and the planned menu returned to as soon as is practicable.

#### **Portion Control**

There are national advice/guidelines for portion control, 'Me Sized Portions', which the school adheres to. This guidance can be accessed online at [www.nhs.uk/change4life/pages/kids-portion-sizes.aspx](http://www.nhs.uk/change4life/pages/kids-portion-sizes.aspx).

### **Procurement**

Procurement is reviewed annually. Companies are chosen for the quality of their products, value for money and the efficiency of their service. In addition only providers who can trace the food to its source are considered.

For 2015-16 the school uses the following providers

Pioneer Foods - Meat, frozen goods and dry goods.

Hollands - fresh fruit/veg

### **Pricing**

The cost of school meals is reviewed annually. The price of each meal must cover the cost of ingredients, energy costs and staffing costs. School meal provision is non-profit making and any changes in price will be a direct result of changes to all or some of the elements listed.

The cost of a school meal for 2015/16 is £2.00 per day.

### **Food Hygiene Standards**

The school currently holds a five star certificate, which is on display in the school hall. These scores are reviewed annually. Staff are trained in Food Hygiene and ensure that all food areas meet the required standards. Staff qualifications are renewed within a given time

Surfaces are cleaned using Local Authority approved cleaning products as are dining tables.

Dishes/trays used by the children must be sterilised between uses, as are equipment, utensils and cutlery.

### **Service Monitoring and Review**

The Catering staff will meet termly with the Headteacher and governor representatives to review provision agreeing changes based on performance and feedback from stakeholders. External agencies will also provide additional checks required legally.

### **Complaints**

Any complaints or concerns regarding catering provision should be made in the first instance to the Headteacher. If no satisfactory resolution can be found then stakeholders may request a copy of the complaints procedure.