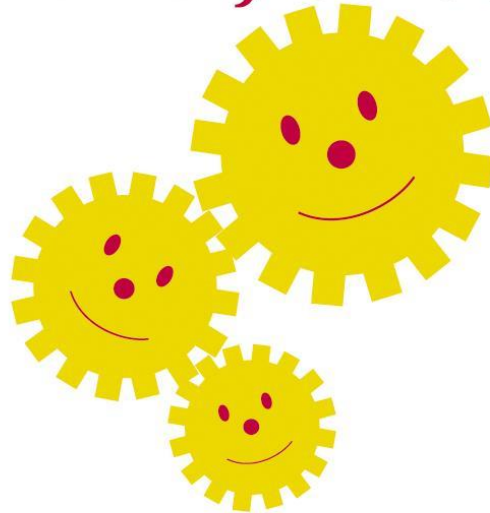


Chuckery Primary School

Chuckery
Primary School



Working Together

Lunchtime and School Dinner Policy

Completed By:	Rachael Beck
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Introduction

This policy document outlines the procedures in place for lunchtimes at Chuckery Primary School. It will provide information on the organisation of the session, the arrangements for providing meals for the children and the standard of food the children will be expected to eat.

Aim of the Policy

The aim of this policy is to provide clear guidance to staff and parents about:

- Lunchtime organisation
- Provision of meals by the school
- Provision of Halal meat
- Payment for school meals
- Non payment of school meals
- Arrangements for children receiving free school meals.
- Expectations of packed lunches
- Home dinner arrangements
- Arrangements for fasting during periods of religious observance.

Lunchtime organisation

The lunch hour is split into two, 45-minute, sessions.

- Session 1 is for Reception, Year 1, and Year 2. This starts at 11:45am and ends at 12:30pm.
- Session 2 is for Year 3, Year 4, Year 5, and Year 6. This session starts at 12:30pm and ends at 1:15pm.

All children use the school canteen. Children eating school meals and children eating packed lunches sit together.

EYFS children are taken to the canteen from 11:15am and are supported by EYFS staff to get ready for lunchtime, choose their meal and settle down.

Year 1 children are supervised by Year 1 staff to wash their hands from 11:40am so they are ready to be taken to the canteen by a designated member of staff at 11:45am.

Year 2 children will be supervised to wash their hands by the designated staff at 11:45am. Once this has been carried out they will be taken to the canteen.

Children in Years 3-6 will be escorted from their classroom at 12:30pm by the designated staff and taken to either the playground or the canteen. These children are expected to have either washed their hands or used the anti-bacterial gel available before they eat their dinner.

3 Lunchtime supervisors will be on duty in the canteen throughout each session. Support staff have a station around the site which they will go to once they have handed over their class to the designated Lunchtime Supervisor. A half termly rota is produced by the Head of School at the start of each half term to allocate support staff to their stations.

A designated member of staff is responsible for calling classes to the canteen from the playground.

During wet dinner times children will use the classrooms instead of the playground.

Throughout the lunchtime the children are able to use the main playground, the Cove Area and Tyre Park and The Courtyard. 5 minutes before the end of each session (12:25pm and 1:10pm) the designated support staff will collect children from the Cove Area and Tyre Park and Courtyard and bring them to the main playground ready for an allocated member of teaching staff to blow a whistle at the end of the session (12:30pm and 1:15pm)

When the whistle is blown the children are expected to line up in their classes where they will be met by their class teachers.

Provision of meals by the school

The school operates and manages its own school meal facility. We work with CMC who provide advice and support in ensuring we meet all the required standards for both the food we provide and hygiene in the kitchen and canteen.

New school food standards were announced on 17 June 2014. From January 2015, all schools must meet these new standards to ensure food provided by the school meets is nutritional and healthy.

This means we must provide:

- high-quality meat, poultry or oily fish
- at least 2 portions of fruit and vegetables with every meal
- bread, other cereals and potatoes

We cannot provide:

- fizzy drinks, crisps, chocolate or sweets in school meals and vending machines
- more than 2 portions of deep-fried food a week

You can read more about [nutritional standards in schools](#) on the Children's Food Trust website, but the following section provides information on the types of food we provide and how often we provide it.

Starchy Food

What this food group includes: all breads, potatoes, rice, couscous, bulgur wheat, semolina, tapioca, maize, cornmeal, noodles and pasta, oats, millet, barley, buckwheat, rye, spelt, plantain, yam, sweet potato, and cassava.

Examples of starchy food not cooked in fat or oil: boiled plain rice, pasta, noodles, couscous, sweet potatoes, mashed or jacket potato.

Examples of starchy food cooked in fat or oil: roast or sautéed potatoes, chips, potato wedges, pre-prepared potato products, fried rice, bread, or noodles, hash browns, garlic bread, Yorkshire pudding, chapattis and naan made with fat, pancakes and waffles cooked in oil.

Examples of wholegrain varieties: starchy wholegrains include wholemeal, granary flour, bread and bread products, wholewheat pasta, brown rice and oats. Higher-fibre white bread, 50/50 bread, half/half wholegrain and white mixes, such as 50/50 mix of brown and white rice, 50/50 whole wheat and white pasta.

Bread with no added fat or oil must be available every day. All types of plain bread with no added fat or oil, including brown, wholemeal, granary, white, mixtures of white and wholemeal, pitta, rolls, chapattis, naan, ciabatta, and herb bread.

<i>One or more portions of starchy food must be provided every day</i>
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<i>Three or more different starchy foods must be provided each week</i>

<i>One or more wholegrain varieties of starchy food each week</i>

<i>Starchy food cooked in fat or oil must not be provided more than two days each week across the school day</i>
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<i>Bread with no added fat or oil must be available every day</i>

Fruit and Vegetables

What this food group includes:

Vegetables and fruit in all forms including fresh, frozen, canned and dried or as juice.

Vegetables: This includes vegetables in all forms, including fresh, frozen, canned, dried and juiced, as well as pulses such as beans and lentils. Vegetables or salad should be offered as an accompaniment to every meal, in addition to any vegetables used as ingredients in composite dishes such as casseroles and stews. Potatoes are classed as a starchy food and are not included in this food group.

Fruit: all forms, including fresh, frozen, canned, dried and juiced. Fruits can be provided within other dishes – for example fruit-based desserts such as fruit salads, crumbles, sponges, cobblers, pies. Fruit used as decoration, or jam added to a dessert, does not count towards this standard.

All fruit-based desserts should have a content of at least 50% fruit measured by weight of the raw ingredients (e.g. fruit crumble, fruit pie, fruit sponge, fruit cobbler, fruit jelly).

<i>One or more portions of vegetables must be provided as an accompaniment every day</i>
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<i>One or more portions of fruit must be provided every day</i>

<i>A fruit-based dessert with a content of at least 50% fruit must be provided two or more times each week</i>
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At least three different vegetables and three different fruits must be provided each week

Meat, fish, eggs, beans and other non-dairy sources of protein

What this food group includes:

Fresh and frozen meat, poultry, fresh, frozen and canned fish, shellfish, eggs, meat alternatives (including products such as soya and Quorn™), tofu, pulses such as beans (cannellini, kidney, pinto, borlotti, haricot, butter, but not green beans), chickpeas, lentils (red, green, brown and puy) and nuts.

Roast red meat includes beef, lamb, pork, veal, venison and goat.

Poultry includes chicken, turkey and duck.

White fish includes pollock, hake, coley, cod, haddock, and plaice – whether cooked alone, or in a dish such as a casserole or fish pie, or as a breaded or battered product

Oily fish, includes fresh, tinned or frozen salmon, sardines, pilchards, mackerel, herring, and fresh or frozen tuna. Tuna only counts as an oily fish when it is fresh or frozen because the omega-3 fatty acids are removed during the canning process.

Non-dairy sources of protein suitable for vegetarians include eggs, meat alternatives made from soya beans (such as soya mince), tofu, Quorn™, pulses such as beans (cannellini, kidney, pinto, borlotti, haricot, butter), chickpeas, lentils and nuts.

A portion of meat, fish, eggs, beans and other non-dairy sources of protein must be provided every day

A portion of meat or poultry must be provided on three or more days each week

Oily fish must be provided once or more every three weeks

A portion of a non-dairy source of protein must be available three or more days each week for vegetarians

A meat or poultry product (manufactured or homemade) may not be provided more than once each week in primary schools and twice each week in secondary schools across the school day. The meat or poultry product must also meet the legal minimum meat or poultry content requirements, and must not contain any prohibited offal.

Milk and Dairy

This includes all types of milk, cheese, yoghurt (including plain or fruit, frozen and drinking yoghurt), or fromage frais, milk-based sauces, custard (made with milk), puddings made from milk and milk-based sauces.

A portion of dairy food must be provided every day

Lower fat milk must be available for drinking every day during school sessions (so provision of milk at breakfast or after school clubs does not count towards this standard)

Foods high in fat, sugar and salt

What this food group includes:

Deep-fried, batter and breadcrumb-coated foods and pastry:

Any food that is deep-fried or flash-fried either in the kitchen or in the manufacturing process. This includes chips (including oven chips), potato waffles, hash browns, samosas, plantain chips, spring rolls, doughnuts, pakora and bhajis.

Batter-coated and breadcrumb-coated foods include any bought-in or homemade products such as chicken nuggets, fish fingers, battered onion rings and tempura.

Pastry includes shortcrust, flaky, filo, choux and puff, used in quiches, meat pies, fruit pies, fruit tarts, sausage rolls, pasties, samosa.

Desserts, cakes and biscuits, snacks and confectionery:

Desserts include cereal and starch based desserts such as rice, semolina, tapioca pudding, fruit-based desserts such as jelly, fruit compote, crumbles, and sponge puddings, vegetable-based desserts such as soya-based mousse, egg-based desserts such as ready to eat products and products prepared from egg such as flans, egg custard, custard fillings in pies, meringues, dairy-based desserts such as puddings with dairy-based fillings, fruit or flavoured yoghurt or other fermented milk and/or milk products, ice cream, mousse and fat-based desserts, such as ice cream, made with vegetable fats.

Cakes and biscuits include manufactured, bought-in products and prepared from scratch cakes and biscuits such as individual cakes, buns and pastries, scones, sweet and savoury biscuits.

‘Snacks’ means pre-packaged items other than confectionery, sandwiches, cakes or biscuits, which are ready to eat without further preparation and which consist of or include as a basic ingredient potato, cereals, soya, nuts, seeds, fruit or vegetables.

Confectionery includes cereal bars, processed fruit bars, non-chocolate confectionery (whether or not containing sugar), chocolate in any form (except hot chocolate), any product containing or wholly or partially coated with chocolate and any chocolate-flavoured substance. Cocoa is permitted.

Condiments:

Condiments include tomato ketchup, brown sauce, salad cream, mayonnaise, French dressing, mustard, pickles and relishes.

No more than two portions of food that has been deep-fried, batter-coated, breadcrumb-coated may be provided each week, across the school day

No more than two portions of food which includes pastry may be provided each week, across the school day

Desserts, cakes and biscuits are allowed at lunchtime. They must not contain any confectionery

No snacks, except nuts, seeds, vegetables and fruit with no added salt, sugar or fat may be provided across the school day

Savoury crackers or breadsticks can be served at lunch with fruit or vegetables or dairy food

No confectionery must be provided

Salt must not be available to add to food after the cooking process is complete

Condiments may only be available in sachets or individual portion of no more than 10 grams or one teaspoon

Healthier Drinks

What this food group includes:

- Plain drinks like water, (still or carbonated), fruit or vegetable juice (max 150mls), lower fat or lactose reduced milk, (milk with a fat content of no more than 1.8 per cent), plain soya, rice or oat drinks enriched with calcium and plain yoghurt drinks.
- Combinations of fruit or vegetable juice with plain water (still or carbonated, with no added sugars or honey).
- Combinations of fruit juice and lower fat milk or plain yoghurt, plain soya, rice or oat drinks enriched with calcium; cocoa and lower fat milk; flavoured lower fat milk.

The only drinks permitted during the school day are:

- Plain water (still or carbonated);
- *Lower fat milk or lactose-reduced milk;*
- *Fruit or vegetable juice (max 150mls)*
- *Plain soya, rice or oat drinks enriched with calcium; plain fermented milk (e.g. yoghurt) drinks;*
- *Combinations of fruit or vegetable juice with plain water (still or carbonated, with no added sugars or honey);*
- *Combinations of fruit juice and lower fat milk or plain low-fat yoghurt, plain soya, rice or oat drinks enriched with calcium; cocoa and lower fat milk; flavoured lower fat milk all with less than 5% added sugars or honey;*
- *Tea, coffee, hot chocolate;*
- *Combination drinks are limited to a portion size of 330ml. They may contain added vitamins or minerals but no more than 150ml of fruit or vegetable juice. Fruit or vegetable juice combination drinks must be at least 45% fruit or vegetable juice by volume*

See Appendix 1 for a sample menu of food provided at Chuckery Primary School

Provision for Halal Meat

Every day there is a Halal meat option which is clearly labelled on the menu and in the serving area. Kitchen staff members ensure that Halal meat is stored and prepared separately from all non-Halal meat products.

All children have access to Halal meat products but may choose not to eat them.

Payment for School Meals

- The cost of a school meal is currently £2.20 per day = £11.00 per week
- Parent/s Carers must pay for their children / children's school lunch in advance.
- This is to be paid online using Reach More Parents.
- The lunch can either be paid for in advance on a Monday, or no later than 9.00am on the day the lunch is required.

Non-Payment of School Meals

Chuckery Primary School has adopted a NO DEBT procedure relating to the provision of school meals. This is due to an increase in children turning up for meals that have not been paid for in advance and the increasing difficulty in preparing meals for the correct number of children.

If debts are incurred, then the school budget has to pay for them. This means that money which should be spent on the children's education is used to pay for debts incurred by parents. I am sure every parent will agree that this is unacceptable, and we request that all parents give this their full support.

Also this causes issues for the canteen who do not have enough notice to prepare enough of the food choices that we offer.

Therefore with immediate effect:

- School meals can no longer be provided unless payment has been received.
- Parents/ Carers must pay for their children / children's school lunch in advance.
- This is to be paid online via the Reach More Parents app.
- The lunch can either be paid for in advance on a Monday, or no later than 9.00am on the day the lunch is required.
- Parents who are currently in arrears with their payments must first settle these arrears prior to any further school meals being supplied.

If a parent genuinely forgets to pay in advance, the school may grant a debt allowance of **1** hot meal. However, this must be paid for the following day and **no further meals** will be supplied until this has been paid for; and any other future meals are paid in advance.

If the debt is not cleared, parents must either provide a packed lunch or maybe take the child home for lunch. In a case when a debt payment is not received nor a packed lunch provided, the administration team will phone the parent to ask them to come to school with the money or a packed lunch.

If payment of the debt is not received by the next day, the Executive Head teacher reserves the right to begin legal proceedings against parents to recover the debt. Social services may also be informed that these parents are not carrying out the responsibility of care by not providing food for their children at lunchtime.

Free School Meals

All children in Reception, Year 1 and Year 2 are entitled to a Free School Meal. The school expects that all children will take up this offer. However, if parents are

not happy with their child having a school meal, they should arrange to discuss this with the Executive Head teacher.

If, following the discussion with parents, it is decided that the child will not receive a school meal; parents must agree to provide a healthypacked lunch that will reflect the relevant food standards and sign an agreement that they agree to do this. (See Appendix 2).

Parents or Carers of children in Years 3-6, who are in receipt of certain benefits, may be entitled to Free School Meals for their children. These include:

- Income Support
- Income Based Jobseekers Allowance
- Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (Not Working Tax Credit)
- Pension Credit Guarantee and be in receipt of Child Tax Credit above the basic family element.

Application forms are available from the school office.

Parents or Carers of children in Reception, Year 1 and Year 2, who are in receipt of the benefits outlined above will also be encouraged to complete the relevant forms to ensure the school continues to receive the appropriate Pupil Premium funding.

Packed Lunch advice

It is expected that, where parents or carers provide a packed lunch, it will be healthy and nutritional.

Based on advice for the Children's Food Trust, we recommend a child's packed lunch will include:

- One portion of fruit and one portion of vegetable or salad every day to be included in packed lunches.
- Meat, fish, or another source of non-dairy protein should be included every day. (Non-dairy sources of protein include lentils, kidney beans, chickpeas, hummus, peanut butter and falafel)
- An oily fish, such as salmon, should be included at least once every three weeks.
- A starchy food, such as bread or pasta, rice, couscous, noodles, potatoes or other cereals, should be included every day.
- A dairy food, such as semi-skimmed or skimmed milk, cheese, yoghurt, fromage frais or custard should be included every day.
- Still or sparkling water, fruit juice, semi-skimmed or skimmed milk, yoghurt or milk drinks and smoothies

It should not include:

- Snacks such as crisps. (Instead, include nuts, seeds, vegetables and fruit (with no added salt, sugar or fat). Savoury crackers or breadsticks)
- Sandwiches with a high sugar filling such as chocolate spread or jam
- Confectionery such as chocolate bars, chocolate-coated biscuits and sweets. (Cakes and biscuits are allowed but these should be part of a balanced meal)
- Meat products such as sausage rolls, individual pies corned meat and sausages / chipolatas on a regular basis.

More information about healthy packed lunches can be found at www.childrensfoodtrust.org.uk/parents/schoolfood/packedlunches

The Executive Head teacher and senior staff make regular checks on what children who are having a packed lunch are bringing. Where it is felt by the Executive Head teacher that a child does not have an appropriate packed lunch the following action will be taken.

- The child will be provided with a meal by the school.
- Parents will be spoken to at the end of the day to explain why a meal was provided and, where parents are not entitled to a Free School Meal, request payment for the meal.
- Provide the parents with advice and support about what they need to include an appropriate packed lunch in the future.

Home Dinners

Other than in very exceptional circumstances (i.e. a medical appointment over the lunchtime period), all children are expected to stay on the school site at lunch time. There are several reasons for this.

- 1) The social aspect of dinner times is important for every child.
- 2) The lunchtime period is short and having every child on site avoids children returning late for the afternoon session.
- 3) The school can maintain safeguarding arrangements throughout the day.

Arrangements for fasting during periods of religious observance.

At certain times of the year children may wish to join in with fasts as part of their religious observance. We understand that, whilst it is not compulsory for children of Primary school age to join a fast, many want to join with their community in keeping some of the fasts. Whilst the school supports this, we have a duty of care to ensure every child is well whilst they are at school. We also have to make sure that it is the parents' wish that the child joins the fast.

We ask that:

- When a child is going to join in with a fast, parents send a note in to the child's class every day that they are fasting. (We will not be able to accept a letter that says they will be keeping all of the fasts as circumstances can change significantly over the course of a long fast).
- Children do not fast on days when they have PE or swimming as these are part of the National Curriculum and children cannot be excused other than in exceptional circumstances.

We will need to act in the best interest of the child during the day. If a child who is fasting is showing signs of exhaustion or signs of dehydration, they will be referred to the Executive Head teacher. If it is considered necessary, we will provide them with a drink or food as well as contacting parents to inform them of what has happened.

Appendix 1 – Sample of 3-week menu

Week 1

	Monday	Tuesday	Wednesday	Thursday	Friday
Choice 1	Beef Burgers	Chunky BBQ Chicken	Beef Sausage	Chicken Pasta Bake	Crispy Chicken Drumstick
Choice 2	Cod Fillet	Minced Beef Lasagne	Pork Sausage	Home Made Pizza (variety of toppings)	Roast Silver-side of Beef with Yorkshire Pudding
Choice 3	Vegetable Nuggets	Omelette (plain or cheese)	Cheese Pasties (oven baked)	Home Made Pizza (Variety of toppings)	Quorn Sausage
Vegetables & Accompaniments	Mini Potato Waffles (oven baked) Sweetcorn Mixed "5" vegetables	Jacket Potato Wedges Spaghetti Hoops Green Beans	Chips Baked Beans Mixed Vegetables	Sweet Potato Fries (Oven Baked) Corn on the Cob Peas	Roast Potatoes Mashed Potato Broccoli Mini Baby Carrots
Pudding	Fruit Shortbread with Strawberry Sauce	Steamed Fruit Sponge with custard	Strawberry Mousse	Banana Cake with Vanilla Sauce	Rice Pudding
<p>THIS COLOUR INDICATES HALAL OPTION</p> <p>THIS COLOUR INDICATES VEGETARIAN OPTION</p> <p>Also available daily: Jacket Potatoes with choice of fillings, Bread Basket, Salad Bar, Fresh Fruit, Yoghurts, Cheese & Biscuits and water</p>					

Week 2

	Monday	Tuesday	Wednesday	Thursday	Friday
Choice 1	Chicken Burger	Lamb Bolognese	Chicken Tikka Masala with Naan Bread	Assorted Chicken Strips Served in Tortilla Wrap (B.B.Q., Mediterranean, Tikka or Tandoori)	Home Made Beef and Potato Pie
Choice 2	Breaded Haddock	Chicken Korma with Naan Bread	Tandoori Chicken Drumstick	Cod Fishcake	Roast Turkey
Choice 3	Home Made Cheese and Potato Pie	Vegetable Lattice	Cheese and Tomato Pasta Bake	Quorn Chicken Strips Served in Tortilla Wrap (Plain or Tikka)	Quorn Fillet
Vegetables & Accompaniments	Potato Wedges Carrot Batons Swede Batons	Steamed Rice/Pasta Twirls Potato Sliced (Oven Baked) Sweetcorn Mixed Vegetables	Chips Vegetable Rice Spaghetti Hoops Peas	Diced potatoes Broccoli Corn on the Cob	Roast & New Potatoes Green Beans Cabbage Vegetarian gravy
Pudding	Bakewell Tart & Custard	Fruit Flapjack	Raspberry Mousse	Home Made Fruit Sponge with Custard	Assorted Cupcakes
<p>THIS COLOUR INDICATES HALAL OPTION</p> <p>THIS COLOUR INDICATES VEGETARIAN OPTION</p> <p>Also available daily: Jacket Potatoes with choice of fillings, Bread Basket, Salad Bar, Fresh Fruit, Yoghurts, Cheese & Biscuits and water</p>					

Week 3

	Monday	Tuesday	Wednesday	Thursday	Friday
Choice 1	Beef Sausage	Lamb Cottage Pie	Beef Balti with Naan Bread	Home Made Chicken Pie	Roast Chicken Thigh
Choice 2	Salmon Fishcakes	Beef burgers (served in bun)	Cod Fish Fingers Oven Baked	BBQ Chicken Strips	Cooked Sliced Lamb in gravy
Choice 3	Quorn Cottage Pie	Quorn Tikka Pasties	Vegetable Samosa	Vegetarian Pasta Bake	Quorn Burger
Vegetables & Accompaniments	Seasoned Wedges (oven Baked) Baked Beans Peas	Roast Potatoes Baby Potatoes Mixed Vegetables Cauliflower Cheese	Chips Steamed White Rice Spaghetti Hoops Corn on the Cob	Crispy Potato Cubes (Oven Baked) Carrot slices Broccoli	Croquette Potatoes Cabbage Roasted Parsnips
Pudding	Home Made Fruit Crumble with lemon sauce	Fruit Cookies	Cherry Sponge with Custard	Chocolate Shortbread with Peppermint Sauce	Jam Tart with Custard
<p>THIS COLOUR INDICATES HALAL OPTION</p> <p>THIS COLOUR INDICATES VEGETARIAN OPTION</p> <p>Also available daily: Jacket Potatoes with choice of fillings, Bread Basket, Salad Bar, Fresh Fruit, Yoghurts, Cheese & Biscuits and water</p>					

Reception, Year 1 and Year 2 Packed Lunch agreement

Name of Child _____ Class _____

*I do not wish my child to have a meal provided by the school as part of the Universal Free School Meal offer.

*I do not wish my child to have a meal provided by the school as part of the Universal Free School Meal offer every day.

(*please delete as appropriate)

I agree to provide my child with a healthy packed lunch that reflects the requirements set out in the relevant school policy and will ensure I provide:

I will make sure the packed lunch I provide does not include:

- Snacks such as crisps on a regular basis. (Instead, include nuts, seeds, vegetables and fruit (with no added salt, sugar or fat). Savoury crackers or breadsticks)
- Sandwiches with a high sugar filling such as chocolate spread or jam
- Confectionery such as chocolate bars, chocolate-coated biscuits, and sweets. (Cakes and biscuits are allowed but these should be part of a balanced meal)
- Meat products such as sausage rolls, individual pies corned meat and sausages / chipolatas on a regular basis.

I understand that this policy is in place to ensure my child has an appropriate meal during the day. I also understand that if, in the opinion of the Executive Head teacher, the packed lunch I provide for my child does not reflect the standards outlined above, the school will in the first instance provide my child with a school dinner then discuss with me the reasons for this at the end of the school day. I understand that if the packed lunch I send does not reflect the agreed standards on a regular basis the school may insist my child has a school dinner every day.

Signed _____ Date _____