

Maiden Erlegh Trust  
**TRUST WHOLE SCHOOL FOOD  
POLICY**



**MAIDEN ERLEGH**  
TRUST

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## Aims and purpose of the policy

Maiden Erlegh Trust's Whole Trust Food Policy relates directly to the promotion of healthy eating in each of our school settings, to enhance the learning environment of our student/pupils.

Safeguarding and promoting the welfare of student/pupil's is everyone's responsibility. In order to fulfil this responsibility effectively, all professionals should make sure their approach is student/pupil centered. This means that they should consider, at all times, what is in the best interests of the student/pupil.

## Background

Maiden Erlegh Trust considers a healthy diet as an essential pre-requisite to learning and to building a sound foundation for good health in later life. They also consider that the practical education of taking a meal together with others should provide opportunities for improving the social skills and physical development of student/pupils and familiarize them with the widest possible range of foods.

In addition to the student/student/pupil's diet, Maiden Erlegh Trust would like to be able to influence the diets of our staff, visitors, and local community by providing consistent health messages in line with the latest public health guidance.

## Food Education

Within the curriculum, teachers will include food and nutrition education as part of their lessons to allow student/pupil to understand the link between food, physical activity, and health (including oral health).

Staff will help student/pupils understand the importance of eating a balanced diet using appropriate resources from trusted sources. They will also help those with allergies and intolerances understand their conditions and how to manage them.

All student/pupils will learn and apply the principles of food hygiene.

## Maiden Erlegh Trust Catering

### School meals

All lunch menus will meet the requirements detailed within the School Food Plan. Choices will vary across the menu cycle to reflect the different cultures of student/pupils within the school.

There will be at least three meal choices daily. Set meals will provide:

- A portion of carbohydrates
- A portion of protein (a variety of beans, pulses and lentils will be used in addition to cheese for vegetarians)
- A portion of vegetables or Salad
- A dessert (main dessert of the day e.g., Homemade cake/biscuit, fruit, or yogurt)

- Fresh drinking water

In addition to the statutory standards, the school will aim to provide:

- Fairtrade products
- MSC Sustainable Fish
- Meat from farms which satisfy UK animal welfare standards.
- Eggs from free range hens (where possible)
- GM Free foods
- Foods free from undesirable additives or artificial trans fats
- Information about where the food has come from.
- Seasonal menus that meet the needs of a culturally diverse population

All produce used within the Catering service is sustainably sourced, procured from local suppliers where possible and all food waste is recycled. The use of single use plastics is discouraged and replaced with recycled products where practically possible.

## Providing food for those with special dietary requirements

Where possible, Maiden Erlegh Trust will try to meet the needs of those with additional dietary requirements. These may be due to a medical condition or religious/lifestyle choices. It would be our aim to ensure that all wanting to use Maiden Erlegh Trust catering have access to healthy, balanced foods in accordance with their requirements. The service will work in partnership with the school SENCO team who hold responsibility for student/pupil's care plans (primary) and in communication with the parent and student/pupil (secondary)

We will help student/pupils to understand the meal offers available at each setting. The school will endeavor to ensure that student/pupil's diets are not restricted if they do not need to be, e.g. preventing confusion between gelatin and gluten.

## Payment

Maiden Erlegh Trust runs a cashless catering provision. Items purchased from the school catering service must be paid for in advance. Parents/Carer's are required to make a payment for school meals using our online secure payment platform [www.parentpay.com](http://www.parentpay.com)

Individual log on details will be provided to parents/carers as soon as their child starts school. Your child will receive a unique PIN number which they must not share with anyone, if you feel that your child's PIN number has been compromised it can be changed in the Catering department via Parent Pay. For any situation of dispute, there will be no offer of a refund without sufficient evidence provided by parent/carer's and dealt with on a discretionary and individual basis by the Catering Manager.

Without sufficient funds on their account, students will be unable to access the full provision from the school catering service and parents/carer's will be required to send their child into school with a healthy lunch and any snacks required for the full day.

Spending limits can be set up on a child's account via the till system, this will have to be communicated to the Catering Manager via Parent Pay. Please allow time for this to be set up.

## School Debt

Maiden Erlegh Trust have adopted a strict **NO DEBT** policy relating to the schoolmeal service. We recognize that the majority of our families are supportive of the school and ensure payment for all school meals are paid in advance.

The policy is intended to outline our clear procedures and protocols for those occasions where debt does accumulate on a child's school meal account.

The policy is intended to protect limited school resources whilst at the same time ensuring that parents/carers do not face rising and unmanageable debt.

## Debt Process

We recognize that on occasions parents/carer's may forget to top up their child's catering account and pay in advance for food. It is the policy of the Trust that no child will go hungry so in this circumstance, the school may grant a debt allowance of one hot meal or sandwich with water and a piece of fruit which will be charged to the student account at £3, with the expectation that the parent/carer's will settle the debt without delay.

***This will only be an option the first time a student/pupil's account is in debt. For repeated instances, parents/carer's will be made aware, and the situation discussed for resolution.***

All debt balances must be paid the next day, and future meals must be paid in advance before full provision is offered. If the debt is not cleared, parents must provide a packed lunch.

## Free School Meals

Students who are entitled to a free school meal will be able to access the catering service up to the value of their allowance, currently £3.00. This will enable all children to purchase a Hot or Cold meal deal. Students can use the allowance to purchase snacks, but this will limit what they can purchase at lunchtime. Parent/Carers are asked to discuss this with their child to ensure they are clear what they are required to use the free school meal allowance on. If you wish your child to spend over the free school meal allowance their account must be topped up.

Free school meal allowance is a provision set at a daily rate, and therefore no carry forward of any partial balances will be supported. Students eligible are encouraged to take the free school meal provision, but it is a personal choice and respected as such for any families to decline the daily provision.

To enable parents to apply for Free School Meals as confidentially as possible, they will be able to apply online via the Local Authority service or by a paper-based form that can be collected from the school offices. Benefit related free school meals can only be given from the date the school receives the evidence (either from the LA or paper proof from the parent). It will not be backdated. It is the parents' responsibility to prove they are eligible for free meals.

## Packed lunches

The school encourages parents to follow the same guidance as applicable to schoolmeals. In packed lunches, the school encourages:

- A portion of carbohydrates
- A portion of protein (not nuts)
- A portion of fruit or vegetables

- A drink – preferably water, semi-skimmed milk, or pure fruit juice (rather than a juice drink).

In alignment with school meals (but not encouraged), students/pupils could be given one fatty or sugary item e.g., cake, biscuits etc. The school insists that no nuts, or nut products e.g., Nutella are provided within the student/pupils packed lunches.

As Maiden Erlegh Trust do not have refrigeration facilities for packed lunches, parents are advised to include an ice-pack to keep foods cool. Maiden Erlegh Trust can only provide ambient storage for lunches, so cannot take legal responsibility for foods prepared at home and brought into school.

Maiden Erlegh Trust encourage student/pupils to leave any uneaten food and rubbish in their packed lunches to take home at the end of the day. This will allow parents to monitor what their student/pupil is/is not consuming. It will also help with the amount of waste that can accumulate at the school.

Guidance will be available to parents.

## Food Leadership & Culture

### Lunch Time & Dining Room Experience

The school will consider lunchtime as part of school lessons. Lunchtime supervisors are therefore expected to promote a calm and positive dining experience. They should engage with the student/pupils to encourage healthy eating. They will help any student/pupils who have concerns or cause concern during mealtime, e.g. student/pupils who may have problems eating their lunch, spill or drop their lunch, cannot find a place to sit, do not eat their lunch or skip lunch or display poor behavior.

### Safeguarding

Staff will report to the Maiden Erlegh Trust Safeguarding/Family Support team, should there be concerns over a student/pupil's eating habits, i.e. very little food in packed lunches, parents not paying for school meals, student/pupils not eating enough/too much.

Teaching staff may be asked to complete the team's weekly tracker (available from the Family Support Team). Where concerns are raised, an internal record must be completed by the member of staff.

### Assessment, monitoring, evaluation and reviewing

Food provided by the school will be monitored to ensure the statutory standards are met. When possible, catering staff will meet with the representatives of each school to obtain the student/pupils views. Parents, staff and visitors will be able to provide their feedback via the school email.

Catering staff will be involved in evaluating the school food service on an on-going basis.

## Equality Act 2010

We have carefully considered and analyzed the impact of this policy on equality and the possible implications for student/pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.