



# Notting Hill Preparatory School

## 1.24 Whole School Food Policy (EYFS & KS1-3)

Reviewer responsible:	<b>Deputy Head (Pastoral)</b>	Date of last review:	<b>07/20</b>
Reviewed by:	<b>HF</b>	Date of next review:	<b>07/22</b>

## **WHOLE SCHOOL FOOD POLICY**

### **Aims**

Notting Hill Preparatory School (NHP) aims to provide an environment that promotes the health and well-being of pupils and staff by ensuring that all food provision and food messages are healthy and consistent. Children need to learn the importance of a balanced diet, and they are encouraged to make good decisions about the food they eat. The staff of NHP recognise, and are committed to, the fact that healthier children learn more effectively.

### **Policy Development**

This policy was developed with the input of the following people:-

- SMT and Governors
- Parents
- Head of PSHE
- Deputy Head Pastoral
- Teaching Staff
- Pupils
- Catering Staff
- Administration Team

### **Provision of Food: The Eating Environment**

- All pupils eat in the dining hall with their own year group.
- All children are encouraged to eat a balanced school lunch.
- Tables enable children to be seated with a range of their peers.
- An attractive salad bar is available to children, with a variety of choices (Year 2 upwards).

### **School Meals (lunches)**

- Food is provided by the catering staff.
- School lunches are included in pupil fees.
- Chefs hold the following certifications: *IOSH Managing Safely*, Level 3 in *Food Safety and Allergen Awareness*.
- All Catering staff hold food safety and health and hygiene certificates.
- School meals are available to all children.
- Reception and Year 1 children are served a balanced school meal each day and dessert trolleys distribute dessert after the children have finished their main meal. Fresh fruit is always available.
- Years 2-8 may select their own food choices from the serving counter and the salad bar.
- Menus are displayed on notice boards and emailed, so that children and parents are aware of what food is available, giving time to make healthy choices before going in to the dining hall. Daily menus are also displayed in the dining hall so that children can make balanced choices.
- Food is presented at child height and the cooks and other staff talk through the options verbally.
- Children are encouraged to try different foods each day by the catering staff.
- If children are selecting their own food, there will be at least one meat or vegetarian option to choose from.
- Children are expected to choose one of the main options and vegetables and salad each day.

- Healthy dessert options are offered, including fruit and yoghurts, alongside baked options e.g. a small flapjack or sponge cake
- Children are encouraged to eat their main meal before dessert and this is monitored, where possible, by the members of staff present in the hall.
- The amount of food children eat is monitored by the staff member on duty. Children who eat too little are gently encouraged and their form teachers and parents are informed.
- The school occasionally has themed days related to a topic or the time of the year, such as celebrating Christmas, World Book Day or International events.
- For school trips or lunchtime clubs, the catering staff will provide a balanced packed lunch for each child. This must include some fresh fruit or vegetables.
- NHP Food Committee (headed by Parent *Food* Representative) undertake regular and thorough reviews of the NHP menus, including variety, range, balance of food groups, portion sizes and quantity. The Food Committee take into account recommendations made by children and parents.
- If a parent has a concern about the provision of lunch, they may raise these with the NHP Food Representative, who will discuss with the Food Committee. If a parent has a concern about their child's welfare at lunchtime (not eating enough etc), they should email their child's form teacher who will in turn, discuss these concerns with the Head of Section and the parents, and liaise with the catering team to ensure that the child is eating a balanced meal.

### **Allergies or Dietary Requirements**

- NHP is an allergy aware school. Therefore, we ask that children, parents, staff and visitors do not bring nuts or seeds onto school premises. The school has taken this allergy aware stance over stating that we are 'nut free' because peanuts and tree-nuts are only one of many allergens that could affect pupils, and no school could guarantee a truly allergen free environment for a child living with food allergy. Therefore, we have chosen to adopt a culture of allergy awareness and education. Posters displaying our allergy aware stance are visible around the school and on the intranet (see Appendix 2 and 3).
- The chef is informed about children who have special dietary needs or allergies and this information is also displayed in the kitchens, reception areas and classrooms.
- The safety and welfare of the children is our priority. Children in Reception and Year 1, with special dietary needs or food allergies, will have a card on their table with the child's name, photograph and dietary requirement. This will be laid out prior to the children entering the dining hall. For children in Year 2 and above, they are given their card to display on their tray. The catering staff will ensure that these children are provided with food that meets these dietary requirements. All staff are given clear guidance to follow on these procedures (See Appendix 6).
- All food choices in the PGB Diner are clearly labelled with any allergens that they may contain
- Staff on duty and catering staff will check that any child with a dietary card has the correct food, by referring to medical lists displayed on the noticeboard behind the servery
- Children from Years 2-8 choose their own food from the servery and those children with dietary requirements will be provided with food that meets their specific needs.
- A small number of children have a packed lunch, predominantly due to severe food intolerances. Pupils who eat a packed lunch are encouraged to sit with children who are having school meals.
- For safeguarding reasons, NHP is committed to ensuring all children eat a balanced lunch. If a child's needs fall outside the NHP catering provision, parents should send an email or letter from a doctor or other professional stating why the child cannot eat school lunches and needs a packed lunch. This is kept on file so that all staff are aware of those who have permission to have packed lunches. The file will be reviewed annually. Children who have a packed lunch due to specific needs are not permitted to have any other food provided in school, including treats, special lunches and birthday cakes.

## Special Lunches

- The Lower School has a 'Dynamic Diners' system to acknowledge table manners in the dining hall. Children are awarded points which go towards a weekly house point tally chart, displayed in the hall. At the end of each half term, house points are added up and the winning house is given a special lunch. Children are seated at an attractively decorated table and rewarded with a range of special desserts to choose from. Children may choose one dessert to follow a balanced main meal. Fruit will always be on offer.
- In the Middle and Upper School, the classes with the fewest number of Culpas and Portandas have a celebratory lunch each week, provided by the catering staff. Children will have a balanced hot meal, followed by a choice of dessert. Fruit is always available.
- At different points throughout the year, children and staff will have the opportunity to eat lunch with their houses at tables decorated in house colours.

## Snacks

- NHP provides a list of example snack foods (see Appendix 2), which also applies to snacks brought in for after school clubs. This is emailed to parents, available on the intranet and also displayed in form rooms, playgrounds and Reception areas. This list is not prescriptive, other than the aspects relating to banned ingredients based on allergies, as we accept that children have different needs in terms of the size and content of their snacks.
- In the Lower School, clear snack areas are provided for children to store their snacks and water bottles. In the Middle and Upper School, children bring in a healthy snack and collect this from their locker to eat at playtime.
- Nuts and seeds are strictly forbidden (**see Appendix 2 and 3**). If a child brings in an item containing nuts or seeds, the form teacher will dispose of the snack and the child may choose a piece of fruit instead. The parents will receive a phone call from the administration team or School Nurse as a reminder of the need for no nuts or seeds at school, as part of our 'Allergy Aware' stance. If a particular child or family continues to bring in banned food, they will be asked to only bring in fruit or vegetable as a snack. We accept that this policy may limit the choices available for providing snacks. Therefore, further guidance for buying nut-free snacks can be found on the intranet (see Appendix 4).
- Fresh fruit is available to children, should they forget to bring in a snack.
- Parents are trusted to make healthy choices for their children and to abide by our school policy. It is not the school's intention to tell parents what and how they should be feeding their children, but to work with parents to educate the children about healthy dietary choices, so that they can make their own informed choices independently when they are older.
- Should parents have any further questions about snacks, they should see their Class Representative who will be able to feed back any further questions or comments to the management, if necessary.

## Lunchtime Clubs

- If children go to a lunchtime club that is during their scheduled play time, they must go to their normal lunch sitting, before or after their club
- If their club is scheduled at the same time as when their year group have lunch, they will be given a school packed lunch
- The staff member running the club is responsible for checking if any children in their lunchtime club require a packed lunch and should then place the order with the Catering team
- Children are not permitted to bring in their own packed lunch to clubs

## Drinking Water

- Pupils are encouraged to bring in individual, clean bottle from which to drink. Drinking water is provided in all Lower School classes, for children to drink water throughout the day, if they do not have access to a water bottle.

- The school has water fountains in the playground and in the Middle and Upper School buildings.

### **Curriculum**

- The formal curriculum develops pupil knowledge of healthy eating through PSHE, Science and cross-curricular links.
- Children learn the importance of healthy living, nutrition and a balanced diet in Science and PSHE. Topics include: Ourselves, Health and Growth, Keeping Healthy and Teeth. The message of healthy living is threaded through the NHP Curriculum in lessons and assemblies.
- On occasion, food items may be used as a teacher tool, such as dividing a collection of fruit or a pizza into fractions in Mathematics, or making jelly to demonstrate the changing states of matter in Science. These items are used to put these areas of learning into 'real life' context. If a child has an allergy meaning that they may not consume the given food, parents will be informed and an alternative will be provided, or an alternative will be used for the whole class in cases where allergies mean contact with the food or traces of it can result in allergic reactions. Staff should check their plans against the medical list in lessons where food is being used.
- Children are taught to manage their own eating habits and the importance of moderating the quantity and types of food chosen.

### **NHP Edible Garden**

- In May 2016, the NHP edible garden was planted and an official opening was held in June 2016.
- The aim of the edible garden is to teach children, in an exploratory fashion, how food grows.
- Children are taught to make explicit links between what we eat and where fruit and vegetables come from.
- By sampling the food that grows in the NHP edible garden, the aim is for children to become more adventurous with their food choices and to develop healthy eating habits.
- Tests have shown that children who eat healthily are more likely to continue doing so as adults.

### **Provision for Staff**

- Staff are encouraged to eat healthily themselves.
- Many staff members choose to have a school lunch. Some choose to eat with the children.
- Staff have discussions about healthy eating and are aware of the food policy.
- During Parents Evenings, staff are offered healthy food options, including sandwiches, fruit and bottled water.
- Milk, fruit and filtered water are provided for staff in both buildings.

### **Parents**

- Information about school meals is shared with parents via menus displayed on notice boards, in newsletters and on the NHP intranet site.
- Termly and weekly menus state dietary alternatives, such as gluten or dairy-free options (see appendix 5)
- During special events (e.g. the 'New Parent Gathering'), a selection of canapes and balanced nibbles may be provided.

### **Other**

- Children may bring into class a treat for a birthday celebration, and each child may consume 1 item, (e.g. a cupcake), to help celebrate the occasion. Healthy birthday treats are encouraged. If more substantial treats are brought in, these will be cut up, when possible, and a portion given to each child. Birthday treats will be distributed at an appropriate time during the school day and these will be closely monitored by staff. If a parent wishes for their child to not take part in

this for reasons beyond allergies (e.g. a preference of no sugar), then they should let the form teacher know at the start of the school year.

- A balanced range of multicultural food is encouraged during celebrations or learning events such as 'Diversity Week', 'International Days' or 'Around the World' topics. Children will have the opportunity to taste foods from different countries. The teacher will liaise with any visitors providing food prior to the event, to ensure a balanced selection is available and children will only be given a mouthful of each food. Such tastings are optional and no child will be pressured to eat any food they do not wish to. Parents will be informed of any such event in advance.
- The use of food or drink for rewards should not be a regular occurrence. Instead, children are rewarded with house points, stickers, praise, visits to a senior member of staff to celebrate their work, and phone calls or emails home to parents. On occasion, food can be used as a reward (e.g. for the Goblet of Fire house-point prize in the Upper School) but teachers must check with the Head of Lower, Middle or Upper School, to see if it a reasonable reason.
- Class teachers may choose to provide a small class treat at the end of term celebration. If children are bringing in items from home, then the form teacher can ask the Parent Class Rep to liaise with the other parents, in order to provide a range of snacks and a suitable amount.
- Cookery clubs - In Reception, the children take part in cookery lessons with the chef in the NHP kitchen. The chef ensures that the children learn to cook a range of both sweet and savoury foods. Any cookery club which takes place will ensure that children learn how to prepare balanced meals to aid a healthy lifestyle.
- Children and staff would be provided with a room if they wished to fast and pray during Ramadan.
- At annual events, such as school fairs, the Parent's Association will organise any stalls and activities that take place, although these should also meet the requirements of this policy .

### **New Government School Food Standards (Updated January 2015)**

*'Food served in some schools and academies in England must meet the school food standards so that children have healthy, balanced diets. They must provide:*

- *high-quality meat, poultry or oily fish*
- *fruit and vegetables*
- *bread, other cereals and potatoes*

*There can't be:*

- *drinks with added sugar, crisps, chocolate or sweets in school meals and vending machines*
- *more than 2 portions of deep-fried, battered or breaded food a week.*

## **APPENDIX 1**

### **Lunch Procedures**

#### **Reception and Year 1**

- Reception and Year 1 have food laid out ready for them. A member of staff will lead the children in and they may begin eating once they are seated
- The catering staff will put out cups of water for the children when they are setting the table. There are jugs of water on the table for staff to refill cups
- Staff members will be on hand to assist children with cutting up their food if necessary, and to encourage children to try new things and remind them of good table manners
- When the children have finished, their plates are cleared by the staff on duty
- Dessert trolleys are brought around to each table by the catering staff after children have finished their main meal. Fruit will always be on offer
- In order to fit everyone in the lunch hall, there should be 5 children seated on a bench
- If a child has not eaten anything, staff will find an alternative
- At the end of a sitting, the children will be lined up quietly in classes and taken up the back stairs to the playground. The person on duty must wait with the children until the next member of staff comes to collect the children and lead them to play or back to class

#### **Years 2 to 8**

- Children are lined up under the supervision of the staff member on the previous playground duty or lesson. Upon request, they transition to the PGB and sit on a bench.
- Children are chosen in small groups to collect a tray and cutlery and line up quietly ready to choose their food from both ends of the servery
- Menus are displayed on the walls leading up to the servery so that children may make informed food choices
- Staff will assist the children in choosing a varied sample of items from the salad bar, before choosing their main meal
- Children then choose a seat at a table and eat their lunch with their peers
- There should be approximately 8 children to a bench and each table should be filled before children sit at a new one
- Children may go up for a second helping once all children have been served. The member of staff on duty will check with the catering team if seconds are available and inform the children. If children would like seconds, they must put their hand up to ask permission
- When they have finished, children will clear their trays by placing them in the racks provided
- Children will line up quietly, when their class is called and return to lessons or play time with the members of staff on duty for that transition

#### **General Procedures**

- Staff on duty may allocate a 'captain' on each table to look out for good table manners and quiet eating
- Once all children are seated, the members of staff on duty will ask the children for 3-5 minutes of silent eating so that the children may focus on enjoying their food and showing good table manners,
- During this time, staff will allocate 'dynamic diner' points to children who have shown good table manners (Reception and Year 1). These are displayed on the wall of the dining hall in house groups. At the end of each week, the points are totalled and the winning house at the end of each term receives a special lunch prepared by the catering team
- If a child wishes to use the lavatory, they must put their hand up and ask a member of staff on duty. Staff will monitor the number of children going to the loo and check the loos prior to lining up at the end of the sitting
- If a member of staff notices that a child has not eaten or not eaten enough, then they should tell the child's form teacher who can liaise with child's parent



## HEALTHY SNACK SUGGESTIONS (SNACKS SHOULD **NOT** BE SHARED)



**YOU ARE ALLOWED:**  
**FRESH/DRIED FRUIT**  
**FRESH VEGETABLES**  
**RICE/OAT/CORN CAKES**  
**RAISINS**  
**CHEESE**

**BREADSTICKS AND CRACKERS (NOT COATED IN SEEDS!)**

**DIPS (NOT HUMMUS)**

**SANDWICHES (NON-SEEDED BREAD ONLY)**

**POPCORN**

**COOKED MEATS**

**CHEESE BISCUITS**



## **✗ ABSOLUTELY NO NUTS OR SEEDS!**

**DO NOT BRING IN:**

**PESTO (AS IT CONTAINS PINE NUTS)**

**SEAWEED (AS IT IS COATED IN SESAME OIL)**

**HUMMUS (CONTAINS SESAME)**

**BREAD, BAGELS, ROLLS OR OTHER BAKED GOODS WITH SEEDS INSIDE OR OUT**





# WE ARE AN ALLERGY AWARE SCHOOL

Please make sure you  
**do not bring nuts or seeds**  
onto school premises

Thank you



## APPENDIX 4

### Food Information for Intranet

NHP is an allergy aware school. Therefore, we ask that children, parents, staff and visitors do not bring nuts or seeds onto school premises.

#### **What types of snacks can I buy?**

When choosing a suitable snack for your child's playtime, an easy option, which meets the school's allergy aware food policy, is to provide fruit or vegetables as a snack. However, we know that children like variety and some need a more substantial snack. The school snack list (below) has some suggestions about the types of snacks you can bring to school, along with some of the items that you can't bring to school (including those that some may not initially think of or be aware of containing nuts e.g. seaweed coated in sesame oil). We do not list all the specific types of nuts and seeds which are not permitted. Due to the serious nature of some of the allergies in school, the ban must include all nuts and seeds of any sort.

We understand that shopping for nut free snacks can take some extra effort. To help with this, you may wish to use the following website, which has many good suggestions: <http://www.allergy-insight.com/free-from-food/nut-and-peanut-free/>

In addition to the list on [www.allergy-insight.com](http://www.allergy-insight.com), we have found the following websites that sell nut free snacks.

- The Happy Snack Company <https://happysnackcompany.co.uk/>
- Yumbles - <https://www.yumbles.com/snack-bars-balls-and-bites?f=3&order=pop>
- OH My Goodness Food <http://www.ohmygoodnessfood.com/about/>
- Get Buzzing <https://www.getbuzzing.co.uk/>
- Doves Farm <https://www.dovesfarm.co.uk/products/freee/oatbars>
- Functional Food Company <https://functionalfoodcompany.org/>
- Organix (only some products nut free) [https://www.organix.com/our-foods/find-foods?f\[\]=field\\_made\\_without:28&f\[\]=field\\_made\\_without:28&f\[\]=field\\_stage\\_month:22&f%5B0%5D=field\\_made\\_without%3A28](https://www.organix.com/our-foods/find-foods?f[]=field_made_without:28&f[]=field_made_without:28&f[]=field_stage_month:22&f%5B0%5D=field_made_without%3A28)
- Nut free birthday cakes: <http://www.justlovefoodcompany.com/>

Also, Waitrose, Sainsbury's, Ocado and Holland & Barrett all have the option to add a 'nut free' filter to online shopping.

#### **How do I know if the snacks contain nuts?**

In the UK, food businesses must tell you if they use any of the 14 key allergens as ingredients in the food and drink they provide. Food businesses include restaurants, cafés and takeaways, and businesses that produce, manufacture or pre-pack food.

The 14 allergens that they need to declare are:

- celery
- cereals containing gluten – including wheat, rye, barley and oats
- crustaceans – such as prawns, crabs and lobsters
- eggs
- fish
- lupin
- milk
- molluscs – such as mussels and oysters
- mustard
- tree nuts – including almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts
- peanuts
- sesame seeds
- soybeans
- sulphur dioxide and sulphites

The 14 allergens must be emphasised within the ingredients list of pre-packed food or drink. This tends to be done using bold, italic or coloured type, to make the ingredients easier to spot.

Therefore, we ask that you check your child's snack to make sure that they **do not bring in snacks that have tree nuts, peanuts and sesame listed in the ingredients** (in bold or underlined etc.).

### What about 'may contain' phrases?

Phrases such as 'may contain' warn customers that there could be small amounts of an allergen in a food product. This can happen when the allergen has entered the product accidentally during the production process, instead of it actually being an ingredient in the product.

There is no specific legal requirement to label food with 'may contain'. However, food must be safe to eat. Also, information to help people with allergies make safe choices, and manage their condition effectively, must be provided.

Manufacturers can also choose to use different phrases to warn of the risk of allergen cross-contamination such as:

- May contain x
- May contain traces of x
- Made in a factory which processes x

This is known as precautionary allergen labelling. Where you see precautionary allergen labelling, there is a risk of the unintentional presence of allergen in the food. Food with precautionary labelling may be brought into school, as long as **tree nuts, peanuts and sesame are not listed in the ingredients**. If your child has an allergy, then they should not eat food with this labelling.

### What about shop bought fresh food?

If you buy a fresh snack from a shop or cafe, they must provide allergen information in writing. This could be full allergen information on a menu or a written signpost explaining how you can obtain this information, for example by speaking to a member of staff. Please be aware of what items you buy and try to avoid those which commonly contain nuts e.g. granola pots or brownies.

For further information and if you buy a certain item regularly from Pret, you can check the ingredients for allergens using the following link <https://pret-files.azureedge.net/pretamanger-uk/allergen-guide/Pret's%20Ingredient%20List%20-%2008.01.19.pdf> and their Allergen Guide <https://pret-files.azureedge.net/pretamanger-uk/allergen-guide/January%20Allergen%20Guide%2002.01.19.pdf>

**APPENDIX 4 (Continued)**

Costa also provide the following allergen information for their products

<https://www.costa.co.uk/nutrition/Costa-ANI-Data-January-2019.pdf>

We appreciate everyone's efforts in helping us to maintain our school policy of being allergy aware.



## APPENDIX 5

## Notting Hill Prep School Sample Weekly Menu 2019-20

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Traditional Main Course</b>	Soup of the day  Pasta with tomato and basil sauce	Soup of the day  Pepperoni chicken bake	Soup of the day  Roast pork	Soup of the day  Spaghetti bolognaise	Soup of the day  Battered cod
<b>Vegetarian Main Course (V)</b>	Quorn sausage toad-in-the-hole with sauté leeks.	Chick pea doubles	Lentil loaf	Potato cheese and onion pasty	Couscous with chick pea
<b>Vegetables</b>	Sweetcorn Broccoli Baked beans	Carrots & green beans Cauliflower Rice	Peas & sweetcorn Roast parsnips Sauté courgette	Carrots Broccoli Garlic bread	Peas Baked beans Potato wedges
<b>Dessert</b>	Chocolate mousse Fresh fruit	Yoghurt with honey Fresh fruit	Banana crumb cake Fresh fruit	Yoghurt with fresh berries Fresh fruit	Panna cotta tart Fresh fruit
<b>Dietary Alternatives</b>	Gluten free pasta Sugar free sauce Soya mousse	Plain chicken Soya yoghurt	Roast chicken Gluten free brownie	Gluten free pasta Sugar free sauce Soya yoghurt	Gluten free fish fingers Gluten free brownie

If you suffer from a food allergy or intolerance, please consult with the Sodexo Manager or Head Chef. Alternatives are highlighted.

Jacket potatoes with fillings, a selection of salads and soup are available daily. The menu is subject to change.

## Appendix 6

### Memo for all staff regarding children with specific dietary needs

#### Reception - Year 1 Lunch in the JCB Hall

- Unis is the green card champion. If Unis is absent, Janet will be the acting green card champion.
- All children with a green card should ONLY be served by the catering staff.
- All food is plated for the first course and the green cards are placed under the plate.
- If any issues arise, Unis will ask the name of the staff members on duty and the name of the child in question, so that she can communicate the relevant information to the form teacher or school nurse.
- All dishes containing 'seconds' and sauces will have the allergens stated with a visual image on the side of the dish. If you are not sure, please ask a member of the catering staff.
- Unis or Janet will serve seconds to the children with green cards.
- When desserts are being served, there will be a tray displaying smaller allergy cards and allocated desserts. Children with green cards must be given their dessert first by Unis or Janet. After this, all staff may serve the remaining children

#### Lunches in the PGB Diner

- Selam is the green card champion. If Selam is absent, Brigitte is the acting green card champion.
- All children with a green card should be handed their cards and should be the first children to approach the salad bars and hot counters, so that they are served first.
- Can staff please remind the children to hold up their green card when they come up to receive their food, including when they come up for 'seconds'
- To minimise the risk of cross contamination, can all staff use the tongs allocated to each item. Tongs and serving spoons should not be shared between dishes
- To minimise the risk of cross contamination, and for health and safety reasons, all staff are to wait to be served by a member of the catering team at the hot counters
- If you are not sure, please ask a member of the catering team. We are here to help you have an enjoyable lunch experience.

Thank you.

**Lorna and the Catering Team**