



BLAXLAND PUBLIC SCHOOL

CANTEEN POLICY





RATIONALE

Blaxland Public School Canteen is a P&C initiative and provides healthier food choices for students in the school canteen menu that reflect the *Australian Dietary Guidelines for Children and Adolescents*.

Our school supports the *Fresh Tastes @ School* NSW Healthy School Canteen Strategy which was developed from the *Prevention of Obesity in Children and Young People: Government Action Plan 2003-2007* and recognises that schools are an ideal setting to educate students in choosing healthy food.

Our school canteen provides the opportunity for students practice nutrition as taught in the Key Learning Area of Health. The canteen models healthier food choices that are tasty, interesting and affordable.

The School Canteen aims to:

- encourage good eating habits consistent with the *Australian Dietary Guidelines for Children and Adolescents*.
- provide a variety of food and drinks consistent with the *Fresh Tastes @ School* NSW Healthy School Canteen Strategy.
- provide an enjoyable, nutritious and attractively presented selection of food and drink at reasonable prices.
- develop an appreciation of the social, ethnic and cultural aspects of foods, as well as the nutritional aspects through the implementation of theme days.
- provide students with practical learning experiences about making healthy food choices that reinforces classroom teaching on nutrition.
- function as an efficient business enterprise.
- demonstrate high standards of food safety and hygiene in relation to the preparation, storage and serving of food at the canteen consistent with the national Food Standards Code.
- provide an opportunity for the school community to participate in decisions concerning the operation of the school canteen through the P&C.
- encourage courtesy and consideration among all personnel using canteen facilities.
- provide an opportunity for parent and community involvement in children's education environment.
- provide a financial contribution towards resources for all students in the school.

Canteen Administration

- The Administration of the canteen is through the P&C and Principal (Sponsoring Body)
- The canteen committee is made up of members of the P&C and open to all parents to attend on invitation.
- The P&C is responsible for operating the canteen in accordance with this policy.
- The canteen manager tables a canteen report at P&C meetings held on the second Monday of each month.
- The treasurer tables a canteen treasury report at P&C meetings held on the second Monday of each month.
- An independent auditor will review canteen finance operations and file a report to the P&C annually.
- The P&C is to approve menu selections and purchases by vote at general P&C meetings prior to implementation and or purchase.
- The P&C and Principal have the capacity to re-organise, alter or close canteen activities. Such decisions are tabled at a P&C meeting. Any changes to canteen functions must provide a minimum of 7 days notice to the school community.

ROLES AND RESPONSIBILITIES OF THE CANTEEN COMMITTEE



ROLES

The P&C President and Vice President will:

- liaise directly with the Principal, canteen coordinator and volunteers in matters of management.
- report directly to the Principal, Canteen Committee and P&C body as required.
- be fair, democratic, impartial, respectful and equitable in manner.
- oversee the overall operations of the canteen.
- maintain canteen policy and rules
- appropriately convene meetings and adhere to procedures.
- present a written report to the principal on request.

The P&C Treasurer will:

- liaise directly with the canteen coordinator and volunteers in matters of finance and purchasing.
- report directly to the canteen committee and P&C body as required.
- keep all financial records; presenting monthly, term and yearly financial reports to the P&C.
- provide financial records for annual audit.

The P&C Secretary will:

- take P&C minutes in which a canteen report is given each month.
- ensure that records and related canteen documentation are kept appropriately.
- prepare notice of meetings.
- prepare meeting agendas and distribute.

The Principal will:

- liaise directly with the P&C in matters of management and policy.
- meet with the P&C on a monthly basis and as required.
- support with promoting the canteen and P&C.
- provide advertising of canteen initiatives through the newsletter and website
- provide access to computers and printing facilities.

The Canteen Committee:

- reports to the Principal and P&C body.
- shares the canteen organisational workload.
- Provides a forum for valued parent input.
- proposes operational decisions for the canteen.
- sets short and long term goals and policy matters.
- organises volunteers, legislation and
- oversees financial operations.

RESPONSIBILITIES

The P&C Canteen Committee and Principal will:

- develop and implement policy.
- review policy annually
- plan, organise, manage and evaluate canteen operations.
- organise volunteers for the running of the canteen
- provide for a healthy working environment.
- ensure the canteen meets operational council guidelines.
- ensure financial records are kept and audited annually.
- present a monthly treasurers report at P&C meetings.
- support, encourage and acknowledge the hard work of canteen volunteers.
- foster support for the canteen through the parent community.
- make decisions on the items to be sold in the canteen and approve the prices of new items.
- produce the canteen menu and price list.
- develop new ideas and activities such as ' theme days' .
- monitor and upgrade canteen facilities and equipment as required.



WELCOME TO BLAXLAND PUBLIC SCHOOL CANTEEN

Dear _____,

Thank you for volunteering to help in our school canteen. The canteen relies on parent helpers and provides an important service to students and teachers by providing healthy food at a reasonable cost.

The Canteen Supervisor, Debbie Morris is the person who will support you when you start and will introduce you to all the new faces.

Canteen is a great way to meet other parents and the staff at our school and your children love to see their parent in the canteen.

To help with all the information you will need to know, the Canteen Committee has prepared this introduction pack of reference information. It is not possible to 'digest' all the information at once so this is just to help you out.

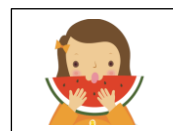
Please take the time to read it. Included in this package is: -

1. A menu
2. The price list for all items sold at the canteen. (Lists are displayed in the canteen for you)
3. The daily procedure at the canteen.
4. The requirements in relation to personal hygiene, cleaning the premises and food hygiene.
5. The canteen policy.
6. Evacuation procedures.

If you are rostered on to help on a day and can't make it, please try to find a replacement yourself first from the list of helpers and let Debbie know as soon as possible.

Her telephone numbers are: Home: _____ School: 02 47392817

Please don't forget to ask if you need any help. We sincerely appreciate your help and hope you enjoy volunteering with us. We know the students love to see you here at school.





Dear Parents,

The date of next canteen meeting is: _____ Time: _____

Final date for items to be listed on the agenda: _____

The canteen committee always welcomes constructive comments and/or suggestions from the school community.

Please put your request in writing and address it to the Canteen Committee.

Any items received after the above date will be held over until the following meeting.

Please feel free to come along to the meeting.

Thank you,
The Canteen Committee

Date:





Canteen Committee Meeting Agenda

Date: _____

Time: _____

Item 1. Present:

Apologies:

Item 2. Reading of the minutes of previous meeting

Dated: / /

Item 3. Business arising from the minutes:

Item 4. Correspondence in/out

Item 5. Treasurer's report

Item 6. General business

Date of the next meeting: _____





A MESSAGE FROM YOUR SCHOOL CANTEEN

Dear Parents,

The Canteen Committee wishes to thank members of the school community for their constructive and valued suggestions on the following topic:

We wish to advise that the discussion and proposed changes made by the canteen committee will be outlined and voted upon at the next P&C meeting.

Please feel welcome to join us:

Date: _____ Time: _____ in the school staffroom.





A MESSAGE FROM YOUR SCHOOL CANTEEN

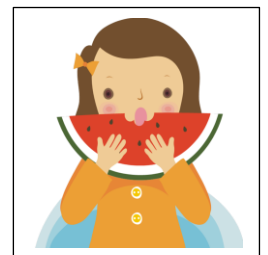
Dear Parents,

The Canteen Committee wishes to thank members of the school community for their constructive and valued suggestions on the following topic:

We wish to advise that:

Thank you,

Canteen Committee





A MESSAGE FROM YOUR SCHOOL CANTEEN

VOLUNTEERS NEEDED

WE WOULD REALLY APPRECIATE YOUR HELP

WHERE: In our school canteen

WHEN: Whenever you are able. Weekly Fortnightly Monthly

HOURS: Let us know what is manageable from 9am to 2pm.

EXPERIENCE: Not necessary. Everything you need to know is learnt in a short period of time.

SALARY: 'A La Carte' lunch (sandwich?), plenty of tea and coffee and best of all friendship.

BONUS: The children are very happy to see you here at school. You have the opportunity to *spoil* them a little (all for a good cause!). You meet new people and make new friends.



APPLICATIONS CLOSE: **NEVER**

Please fill in the slip below and return it to the office as soon as possible. Your roster and orientation pack will be sent home to you.



Name: _____ Telephone: _____

Child's Name: _____ Class: _____

Please nominate: (day you prefer to work)

Monday

Weekly

Tuesday

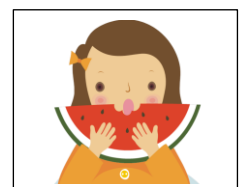
Fortnightly

Wednesday

Monthly

Thursday

Friday





CANTEEN MANAGER'S ROLE and RESPONSIBILITIES

The Canteen Manager will:

MANAGEMENT

- implement the canteen policy.
- plan, organise and monitor day to day canteen operations.
- ensure volunteers have signed a Child Protection Declaration.
- organise roster, keep daily records as required, open and close the canteen daily
- prepare for daily service and ensure all volunteers have signed on.
- ensure the canteens services meet the needs of the school.
- update policy and procedures as required.
- ensure daily cleaning related to the functioning of the canteen is in accordance with requirements.
- keep up to date with required knowledge of food safety and hygiene practices.
- ensure all volunteers are familiar with correct food handling and hygiene practices.
- attend committee meetings; if unable will provide a written report to the P&C.
- cooperate with the P&C and Principal in the operation and management of the canteen.
- cooperate with the use of the canteen for school functions e.g. Open Day
- accept delivery of items for the canteen and special events conducted by the school, such as Carnival Days, Open Days, Themed Days etc.
- oversee the health, safety and welfare of others in the canteen.
- implement *Code of Conduct* Policy, ensuring the canteen manner models respect of staff, student and parent privacy.
- ensure the canteen philosophy is positive and one of school community support where negative discussion, gossip and rumour is not engaged in or accepted under any circumstance.
- ensure a pleasant working environment for all volunteers.
- be responsible for canteen security such as money, keys, alarms, locking the canteen, turning off appliances (except refrigeration units) and restricting entry to authorised personnel.
- log maintenance issues with the Principal or School Administration Manager.
- adhere to OH&S policies and procedures.

FOOD PREPARATION

- Use food preparation and cooking skills to minimise waste of produce.

MARKETING and CANTEEN PROMOTION

- ensure products and services are communicated to the school community and promoted positively.

FINANCE

- liaise with the P&C Treasurer
- count, record and reconcile the daily takings with the canteen volunteer.
- pass the daily takings to the office to place in the safe ready for the treasurer to bank.



SCHOOL CANTEEN

LIST OF FOOD ADDITIVES NOT TO BE USED

Tartrazine	102
Alkanet or Alkannin	103
Quinoline yellow	104
Sunset yellow FCF	110
Cochineal or carmines or carminic acid	120
Azorubine or Carmoisine	122
Amaranth	123
Ponceau 4R	124
Erythrosine	127
Allura red AC	129
Indigotine	132
Brilliant Blue FCF	133
Green S	142
Caramel I	150a
Caramel II	150b
Caramel III	150c
Caramel IV	150d
Brilliant black BN or Brilliant Black PN	151
Carbon blacks or Vegetable carbon	153
Brown HT	155
Annatto extracts	160b
Lycopene	160d
Sorbic acid	200
Sodium sorbate	201
Potassium sorbate	202
Calcium sorbate	203
Benzoic acid	210
Sodium benzoate	211
Potassium benzoate	212
Calcium benzoate	213
Propylparaben or Propyl-p-hydroxy-benzoate	216

Methylparaben or Methyl-p-hydroxy-benzoate	218
Sulphur dioxide	220
Sodium sulphite	221
Sodium bisulphite	222
Sodium metabisulphite	223
Potassium metabisulphite	224
Potassium sulphite	225
Potassium bisulphite	228
Propyl gallate	310
Octyl gallate	311
Dodecyl gallate	312
<i>tert</i> -Butylhydroquinone	319
Butylated hydroxyanisole	320
Butylated hydroxytoluene	321
Propylene glycol alginate	405
Carrageenan	407
Mannitol	421
Polyoxyethylene (40) stearate	431
Polysorbate 80 or Polyoxyethylene (20) sorbitan monooleate	433
Polysorbate 60 or Polyoxyethylene (20) sorbitan monostearate	435
Polysorbate 65 or Polyoxyethylene (20) sorbitan tristearate	436
Methyl ethyl cellulose	465
Sodium carboxymethylcellulose	466
Sodium sulphate	514
Sodium aluminium phosphate	541
Magnesium silicate or Talc	553
Potassium aluminium silicate	554
L-glutamic acid	620
Monosodium L-glutamate or MSG	621
Monopotassium L-glutamate	622
Calcium glutamate	623
Monoammonium L-glutamate	624
Magnesium glutamate	625
Disodium 5'-guanylate	627
Disodium 5'-inosinate	631
Disodium 5'-ribonucleotides	635
Aspartame	951
Cyclamate or calcium cyclamate or sodium cyclamate	952
Saccharin	954
Neotame	961



SCHOOL CANTEEN CHARTER

The Nutrition in Schools' Policy - NSW Healthy School Canteen Strategy requires all NSW government schools to provide a healthy, nutritious canteen menu in line with the Australian Dietary Guidelines for Children and Adolescents.

The health and wellbeing of students is relevant to their learning and is important to our school.

The present and future health of students can be enhanced by quality learning and positive experiences at school.

Blaxland Public School canteen practices reinforce healthy eating and good nutrition. This directly supports the mandatory implementation of the Personal Development, Health and Physical Education (PDHPE) Syllabus for Years Kindergarten to Year 6 where the teaching of nutrition is part of a Key Learning Area.

The provision of food and drink to students is consistent with the Nutrition in Schools' Policy - NSW Healthy School Canteen Strategy as deemed mandatory by the NSW Department of Education and Training.

The provision of food addresses the requirements of the Anaphylaxis Guidelines for Schools where student exposure to nut products is minimised.

The Canteen Manager and P&C will notify the NSW Food Authority of their food activity details.

The school canteen provides a safe and hygienic food service and complies with National Food Law, Food Safety Standards (2002), Food Act 2003 (NSW) and Food Regulation 2010 (NSW).

The canteen will operate in a manner respectful of students, teachers and parents.

The climate of the canteen is positive, supportive, welcoming and encouraging. Gossip, innuendo and rumours are considered a breach of the school's *Code of Conduct* and are not to be engaged in at any time.

The welfare of the school; our students, staff, parents and friends is paramount at all times.

The canteen is a resource for the school in 'healthy eating'.

Green foods: dominate the menu

Amber foods: selected carefully and are offered only on certain days.

Red foods: are very occasional and are sold on rare occasions. Red drinks are banned.

Canteen Profits support the P&C fundraising initiatives for school resources.

Quality equipment and facilities are built up to improve the viability of the canteen

Additives banned in Australia, Canada, the US, EEC are not to be included in products provided.