

**Stepping Stones Short Stay School**  
**Lunch Service**  
**Logistics and Procedures 2021-2022**



**Created by Alison Dodd (Headteacher)**

**Review Date: September 2022 (or earlier if required)**

**This policy should be read in conjunction with**

- **Food policy**
- **Kitchen and food prep risk assessment**

## Rational

Prior to September 2021 the school lunches were provided by Lancashire County Council catering team at Moorside Primary school.

For the past 4+ years the dietary needs / sensory needs and food preferences and aversions have increased from our pupil's. Whilst every effort is made to encourage all our children to have a balanced, nutritional meal it has been extremely challenging with the menu choices provided.

We have found many children not eating, refusing meals due to the choices and food on offer. Despite, liaising with the kitchen, streamlining the menu the situation for our pupil's has not improved.

## Intentions

- To provide a varied, balanced meal offer for the children at Stepping Stones which focuses on healthy eating principles and encourages children to try new foods.
- **To provide a streamlined lunch menu that focuses on balanced lunches with the aim to reduce processed food to a minimum.**
- To ensure lunch times are a teachable moment e.g. table manners, socialisation, turn taking, good eating habits etc.
- **To promote a family service approach at lunchtimes. (where possible)**

*(Food and sharing food are an important part of what we do as a school. At Stepping Stones, we use a type of meal service called Family Service. Family Service ensures that the children sit together at the same time and share the same meal. Staff will serve the pupils and eat with them in a traditional family style setting.)*

## Menu / Meal Planning Principles.

Food Group		Long Term aspiration
Fruit / Vegetables / Salad  Promoting 5 a day	Every day there will be <ul style="list-style-type: none"><li>• a fruit platter for children to choose from, which will vary through the week.</li><li>• Daily salad available such as cucumber, peppers, tomato, lettuce, sweetcorn.</li><li>• a minimum of one vegetable available as a side e.g. carrots, broccoli, cauliflower, sweet potato</li></ul>	<ul style="list-style-type: none"><li>• To create links with local shops, producers to donate fruit that could not be sold.</li><li>• To create a small/ seasonal veg / salad garden for the children to be involved in.</li></ul>
Dairy	<ul style="list-style-type: none"><li>• Yoghurts will be available daily.</li><li>• Cheese and crackers will be available daily.</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>

	<ul style="list-style-type: none"> <li>Milkshake will be on the menu on a weekly basis.</li> </ul>	
Processed meats	We aim to minimise processed meats.	
Fish	A weekly fish choice will be available. We will aim to use a sustainable fish product. Tuna Mayonnaise / Plain Tuna will be available for Jacket Potatoes and sandwich fillings.	
Sugar / Salt	Both of these will be carefully monitored. High sugar desserts will be avoided / limited.  When procuring sauces, meals the salt and sugar content will be monitored.	

### **Menu Development**

A three-week menu will be planned and developed for each half term although may be tweaked and changed.

We will review the menus weekly dependant on children's food choices and preferences whilst still promoting healthy food choices and widening children's food preferences.

Regular stock takes will take place to monitor stock levels and to support menu developments.

New meals will be introduced for children to try regularly in order to vary the menu choices.

If a child does not like the menu choices for the day they can be offered a sandwich / wrap however should be encouraged to try new foods.

### **Roles and Responsibilities**

**The office manager and housekeeper have undertaken Level 2 and 3 food hygiene qualification.**

**Further staff may need to undertake this training and qualification as we progress through the year.**

### **Menu Design**

The head teacher / nominated senior leader will liaise with the housekeeper on a monthly basis to look at menu design, preferences, changes, stock levels and review the meal offer.

When designing the menu associated costs will be accounted for. Meals will be kept under the allocated amount for a free school meal / universal school meal approx. £2.30.

## **Ordering and Procurement**

The head teacher / nominated senior leader has designed the first half terms menu choices and created associated ordering forms per week. This role will be reviewed.

**The housekeeper will use these to amend / tweak on a week by week basis.**

**They should be handed to the office manager on a Thursday in order for an order to be placed with the suppliers.**

**The school have recently requested a school account card in order to place orders with supermarkets if required.** (pricing appears to be better value with supermarkets as we are not catering for a high number of children)

The housekeeper will monitor stock levels, ensuring rotation, labelling and storage is in line with food handling / hygiene requirements.

We aim to receive deliveries on a Monday morning, fresh for the week. Some stock (frozen) will be stored as it will be bought in bulk.

## **Deliveries**

All food deliveries will be received by the office manager / housekeeper / senior leaders. They will be then immediately transferred to the allocated food storage areas.

Stock will be clearly labelled on the date it is received and stored according to the requirements.

Stock will be rotated.

## **Kitchen Management and Meal Prep**

The housekeeper will be responsible for managing the kitchen area, food prep etc.

They will receive the daily order when arriving at work and prepare the meals for lunch service.

In the absence of the housekeeper, additional staff will cover the duties.

Meals will be prepared and stored as outlined in food hygiene guidance.

**A temperature log and documents on traceability will be recorded and stored.**

## **Meal Ordering**

Children will be requested to order their meal each morning during registration.

The office will send out a message with the choices via Microsoft Teams.

Teachers should respond with meal choices so the office staff can complete the daily form for the housekeeper to make the meals.

We are aiming to reduce food waste but in order for there to be sufficient choice 2-3 additional portions will be prepped.

Staff on duty may receive a meal in order to be part of the family service.

### **Lunch Service**

Meals will be ready and in the hot counter for 12:00-12:10.

Meals will be transported in the hot counter to the shared area at 12:10.

From 12:15-12:45 the tables will be set and ready for the children. (Additional staff to support the housekeeper in doing this) e.g SLT or TA from Orchard Class.

Orchard Class will remain in their class for lunch. They will continue to be seated around a 'family style' table unless alternative arrangements have been made with SLT.

Elm class, Maple class and Oak class will be seated in the shared area. (This may change if numbers increase or the behaviour of the older children puts the younger children at risk)

There will be 3-4 additional staff on duty in the lunch serving areas. E.g. 1 staff member per table and additional staff supporting the housekeeper/ serving food.

Children will be encouraged to have a healthy plate of food which includes food from the different food groups not just one item.

### **Lunch Expectations**

- Children arrive at the lunch area at 12:15pm. They should go to be seated at their family table with the adult.
- The rules remain the same – Safety, Respect, following the expectations for lunch.
- Children should be encouraged to talk quietly with their peers, use their manners, show kindness, wait patiently etc.
- Children should remain in their seat unless the table lead asks them to go for their lunch or if they require time away from the lunch area.
- Children who struggle with noise may bring ear defenders with them to lunch.
- All children should be encouraged to remain in the lunch area.
- When ready children will be asked to go up to the counter to get their lunch and return to their table.
- Children are responsible for putting their waste food in the bin and putting their plates / cutlery in the cleaning area. (Again, when the adult tells them to)

### **Reminders for Adults on Lunch Service**

- Savoury course before sweets for both school dinners and packed lunches.
- The adult on the table should check packed lunches and put their savoury items on a plate to eat first.
- Sweet items are not to be consumed before 12:30pm - This is when dessert will be served. Again, the adult on the table should monitor the children's eating habits and limit sweet treats.

- Children will be offered seconds if their plate is clean and if they have tried all the items.

### **Packed Lunches**

- Children on packed lunches should have a lunch that meets the criteria sent home in the home school agreement. E.g. sandwich, pasta salad, crackers etc. crisps, fruit, yoghurt and 1 biscuit type treat. Still juice / milkshake may be provided.
- If a child has a sufficient packed lunch then they should eat this, however if the adult deems it to be insufficient the child may be offered food from the lunch service at the adults discretion.
- Picky eaters on packed lunches will be encouraged to try school dinners especially those in KS1 or receipt of free school meals.

### **Dealing with lunchtime behaviour**

Lunchtime behaviour will be dealt with as outlined in the school policy. Children will be praised and rewarded with positive people for good manners, kindness, respect etc.

Children who display negative behaviour at lunchtime will be asked to remain behind to discuss their behavioural choices.

### **Logistical and Daily Practices – Include this in the Staff Handbook**

The allocated food prep area is the staff room which has been modified to ensure it can cater for the meal prep.

Staff are able to use the staff room between 8:30 – 10:00 daily but should ensure that it is kept clean. E.g. no clutter, dishwasher loaded with breakfast plates by 10:00 each day.

Additional tea / coffee making facilities have been put in the shared area and mini staff room.

Staff in Maple and Oak class should store their lunches in the fridge between the two classes.

Staff in Oak, Orchard and Outreach should store their lunch in the shared area fridge.

Office – A small fridge is available in the professional room.

The staff room will be used as a meal prep area between 10:00 and 12:00 each day.

From 12:15 the staff room is to be used for staff lunches, a break area etc. Due to COVID and space restrictions a mini staff room has also been created in the small professionals office.

On most days the head teacher covers lunch duty and therefore the head teacher office can also be used for staff having their lunches to spread out across the school.

All staff working a full day e.g. 8:45 / 9am – 3:15/3:30 should take a break of 30 minutes per day.

As outlined in the staff handbook. Hot drinks can be consumed in class around mid-morning if they are in insulated cups and out of the reach of children. Health and safety should

always be considered. This includes guarding the kettle in the shared area, ensuring it is unplugged and empty once used.

If staff are unable to make a mid-morning drink due to space, they are able to ask the housekeeper to put hot water in their mug but not to enter the food prep zone.