

FOOD AND CATERING POLICY AND PROCEDURES

According to healthyschools.london.gov.uk (22/7/2017):

- Standards for school food are set by the Department for Children, Schools and Families (DCSF).
- Governing bodies have a key role to play in school food. In some cases, the school governing body is legally responsible for ensuring that the school food standards are met. In all schools, governing bodies have a duty to ensure that a healthy eating culture is fostered throughout their school and forms part of its ethos.

At MTO Persian School, the governing committee recognises its responsibility for setting a strategic framework for the school's food policy and for monitoring its implementation, and aims to ensure that healthier food and drink is provided at lunch, taking account of individual needs (e.g. cultural, ethical, medical), reflecting nutrition and healthy eating messages in the curriculum, and with the support of the whole school.

Our aims:

- Maintain and/or increase levels of uptake of school lunches
- Ensure that the food provided is compliant with the new standards for school lunch, is of a high quality and promotes health
- Ensure that the choices provided address cultural, religious and special dietary needs
- Ensure the school has the capacity to provide a meal for all those who require one

In order to comply with health and safety regulations and requirements and to achieve our aims, the following information, guidelines, procedures and record keeping materials has been provided for our catering team, which they must follow and use.

Our checklist of the food-based standards for school lunches in England:

(MTO Persian School, Highgate Wood Secondary School, Montenotte Road, London, N8 8RN)

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Food Group	Key elements of the food-based standard	Y/N
More fruit and vegetables	Two portions a day, of which at least one must be salad, vegetables or vegetable juice and at least one must be fruit, fruit salad or fruit juice. Fruit and vegetables in all forms, whether fresh, frozen, tinned in juice or dried. Fruit salad, fresh or tinned in juice. Fruit juice or vegetable juice.	
Meat, fish and other non-dairy sources of protein	Red meat –Fish- chicken	
Meat (manufactured or homemade) products – restricted	A meat product (manufactured or homemade must meets the standards for minimum meat content and does not contain any prohibited offal. Burger, hamburger, chopped meat, Sausage, sausage meat	
Starchy Food	A starchy food (bread, pasta, noodles, rice, potatoes, sweet potatoes, yams, millet and cornmeal)	
Salt – restricted	Salt should not be added to food after the cooking process is complete. This means Salt should not be provided at lunch tables or at service counters.	
Condiments – restricted	Condiments, such as ketchup and mayonnaise, should only be available in sachets or individual portions of not more than 10g or 1 teaspoonful.	
Snacks – restricted	Snacks such as crisps must not be provided. Nuts, seeds, vegetables and fruit with no added salt, sugar or fat are allowed. Savoury crackers and breadsticks can be provided at lunchtime as part of a meal when served with fruit, vegetables or dairy food but not at any other time of the school day.	
No Confectionery	Confectionery such as sweets or chocolate, including products containing, coated with or flavoured by, chocolate, should not be	

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	provided as part of school lunches.	
Cakes and biscuits – restricted	Cakes and biscuits may be provided during school lunches as part of a meal – but not at any other time of the school day. Cakes and biscuits must not include any confectionery – e.g. biscuits containing or coated with chocolate are not permitted.	
Healthier drinks	The only drinks permitted during the school day are plain water (still or sparkling), skimmed or semi-skimmed milk, fruit juice or vegetable juice, plain soya, rice or oat drinks enriched with calcium, plain yoghurt drinks, or combinations of the above. Tea, coffee and low calorie hot chocolate containing no more than 20 calories per 100 millilitres.	

Dining Environment:

- To ensure the dining environment is a desirable place where there is enough space to sit and eat a meal, promoting social and community cohesion.
- Take into consideration, it is important to give young people ample opportunity to sit and enjoy their meal together, allowing them to feel rested and refreshed for learning in the afternoon.

Keep the dining environment

- Inviting to those who are eating there
- Temperature appropriate throughout the year
- Light and noise levels not to affect the ambience of the room

Queuing Systems:

- Short queues for lunch
- the lunchtime queue is not an opportunity for bullying
- there will be a teacher available to supervise and to ensure safe and orderly queuing at lunchtimes

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Timetable:

- Lunch should be ready on time to ensure that all young people will have long enough to sit and eat their meal, whilst also being able to enjoy playing and during lunch time.

Menu and food presentation:

- Fresh looking food with nice crockery and cutlery will help make eating a pleasant experience.

Good Relations:

- The dining environment is at its best when it is a fun and relaxing place to be. Good relations between staff members and pupils are essential for providing a positive ambience and feel. If there are behaviour issues amongst the pupils, or general tensions between catering staff, supervision staff and pupils, these will automatically turn people off wanting to be there.

Cashless economy:

- You will adopt a smart/swipe card system or other alternative cashless system.

Food Allergy:

- To ensure that the school has considered the needs of food-allergic pupils and has developed appropriate procedures.
- To ensure that affected children are not unknowingly exposed to food allergens like nuts and seeds during school's hours.

Safe Food Handling Practices Prevent Food borne Illnesses

Preparation and Storage Rules

- Start with clean, wholesome food from reliable sources. Wash all raw fruits and vegetables before using.
- Hold frozen food at 0° F or lower during delivery and storage.
- Scrub and sanitize all cutting boards, knives, and electric slicers immediately after contact with raw or cooked meats, fish, or poultry.
- >Hold all potentially hazardous foods out of the danger zone, 40° - 140° F. Keep hot foods hot and cold foods cold.
- Reach an internal temperature of 165° to 170° F for foods to be held for serving. Maintain a minimum temperature of 140° F during the serving period.
- Re-pan in shallow containers any cooked food to be held at refrigerated temperatures. Refrigerate immediately. Center of the food should reach 40° F within 4 hours. To hasten cooling, space pans in the cooler to allow for adequate air circulation.
- Never serve questionable food. If in doubt throw it out.
- Avoid cross-contamination of foods during preparation, storage, and service.

Personnel

- Wash hands with soap and water. Hands must be washed when reporting to work, after handling raw poultry and meat, smoking, sneezing, and use of handkerchief, and after using the toilet.
- Keep all work surfaces clean and organized.
- Keep the work area clean and all spills wiped up immediately.
- Refrigerate promptly all unused foods.
- Use clean equipment in preparing, cooking, and serving food.
- Avoid touching food as much as possible. Use the proper utensils.
- Handle all utensils and serving equipment by handles and bases to avoid touching areas that will later come in contact with the food.
- Use a clean spoon to taste food.
- Keep fingernails trimmed and clean. Scrub nails with a nail brush after a visit to the toilet and after handling raw meat, poultry, and fish.
- Keep hair clean and use a hairnet or other restraint.

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- Reassign employees with infected cuts or burns. These employees should not prepare food or handle equipment with will come in contact with food.

Agreed on behalf of the Management Committee

Signed:

Date:

Date implemented:	Future review dates						
	2017	2018	2019	2020	2021	2022	2023
Date reviewed		June 2018	July 2019				
Date approved by trustees							