

Example template packed lunch policy

Name of school:

Policy approved and adopted:

Due for review:

Overall aim of the policy:

e.g.: To ensure that all packed lunches brought from home and consumed in school (or on school trips) provide the pupil with healthy and nutritious food that is similar to food served in schools, which is now regulated by national standards.

School setting:

If the children at your school have any particular special educational and health needs, or cultural or religious beliefs which may impact on diet, it may be helpful to include a brief description here.

How and why the policy was formulated:

This should include membership of the working party, the process of developing the policy and issues considered. Include how you consulted with parents, pupils and governors before reaching decisions. Include the reasons why you decided to introduce a packed lunch policy, e.g.:

- To make a positive contribution to children's health and Healthy Schools Status.
- To encourage a happier and calmer population of children and young people.
- To promote consistency between packed lunches and food provided by schools which must adhere to national standards set by the government. Please visit www.schoolfoodtrust.org.uk/nutrientstandards for more information.
- To contribute to the self-evaluation for review by Ofsted.

National guidance:

e.g.: The policy was drawn up using a range of national documents including a toolkit and a draft policy from the School Food Trust and Food policy in schools – a strategic policy framework for governing bodies (National Governors' Council, (NGC) 2005).

Where, when and to whom the policy applies:

e.g.: To all pupils and parents providing packed lunches to be consumed within school or on school trips during normal school hours.

Food and drink in packed lunches: what the policy states

Schools are advised to select and adapt policies from the below suggestions as appropriate for their individual circumstances.

e.g.:

- The school will provide facilities for pupils bringing in packed lunches and ensure that free, fresh drinking water is readily available at all times.
- The school will work with the pupils to provide attractive and appropriate dining room arrangements
- The school will work with parents to ensure that packed lunches abide by the standards listed below.
- As fridge space is not available in school, pupils are advised to bring packed lunches in insulated bags with freezer blocks where possible to stop the food going off.
- Wherever possible the school will ensure that packed lunch pupils and school dinner pupils will be able to sit and eat together.

Packed lunches should include:

- at least one portion of fruit and one portion of vegetables every day.
- meat, fish or other source of non-dairy protein (e.g. lentils, kidney beans, chickpeas, hummus, peanut butter and falafel) every day
- oily fish, such as salmon, at least once every three weeks.
- a starchy food such as any type of bread, pasta, rice, couscous, noodles, potatoes or other type of cereals every day.
- dairy food such as milk, cheese, yoghurt, fromage frais or custard everyday
- only water, still or sparkling, fruit juice, semi-skimmed or skimmed milk, yoghurt or milk drinks and smoothies.

Packed lunches should not include:

- snacks such as crisps. Instead, include nuts, seeds, vegetables and fruit (with no added salt, sugar or fat). Savoury crackers or breadsticks served with fruit, vegetables or dairy food are also a good choice.
- confectionery such as chocolate bars, chocolate-coated biscuits and sweets. Cakes and biscuits are allowed but encourage your child to eat these only as part of a balanced meal.
- Meat products such as sausage rolls, individual pies, corned meat and sausages / chipolatas should be included only occasionally.

Special diets and allergies

Be aware of nut allergies. We recommend you visit the www.allergyinschools.co.uk website for accurate, reliable information on managing allergies in schools.

The school also recognises that some pupils may require special diets that do not allow for the standards to be met exactly. In this case parents are urged to be responsible in ensuring that packed lunches are as healthy as possible. For these reasons pupils are also not permitted to swap food items.

Assessment, evaluation and reviewing:

Packed lunches will be regularly reviewed by teaching staff / catering staff / midday meal supervisors / pre-identified pupil packed lunch helpers (delete as appropriate).

Healthy lunches will be rewarded by.... (stickers / certificates / congratulatory letters home / etc)

Parents and pupils who do not adhere to the Packed Lunch Policy will receive a leaflet in the packed lunch informing them of the Policy. If a child regularly brings a packed lunch that does not conform to the policy then the school will contact the parents to discuss this.

Please note: pupils with special diets will be given due consideration.

Involvement of parents/carers:

Pupils are normally expected to eat the lunch provided by the school. However, parents of pupils wishing to have packed lunches for a particular reason are expected to provide their children with packed lunches which conform to the packed lunch policy. In turn, the school will keep the parents and the School Nutrition Action Group / Packed Lunch group informed as per the methods detailed below under "Dissemination of the Policy".

Linked policies:

List all of the school's policies that are relevant to healthier eating. E.g. food technology, PSHE, science, technology (primary schools), on site policy etc.

Dissemination of the policy:

The school will write to all new and existing parents/carers to inform them of the policy via the school newsletter.

The policy will be available on the school's website and will be incorporated into the school prospectus, assemblies, web portal etc.

The school will use opportunities such as parents evenings and Healthy Living weeks to promote this policy as part of a whole school approach to healthier eating.

All school staff, including teaching and catering staff and the school nurse, will be informed of this policy and will support its implementation.

Signed:**Dated:**