

# Healthy Canteen and School Tuckshop Policy

## Interpretation

“The canteen” refers to the offsite lunch order provider used by the school.

“The school tuckshop” refers to the lunchtime food supply service operated by the school on school grounds and managed and staffed by volunteers. The school tuckshop is not intended to operate as a lunch service to students.

## Rationale

The canteen and school tuckshop at Glen Osmond Primary School provide healthy food choices for students that reflect the Australian Dietary Guidelines for Children and Adolescents.

The school tuckshop, as part of the whole school, implements the Right Bite Healthy Food and Drink Supply Strategy for Schools and Preschools (“the Right Bite strategy”) and recognises that schools are ideal settings to educate about healthy food choices and physical activity.

The school also recognises that the canteen can provide a substantial proportion of a child’s daily nutritional intake if lunch is regularly purchased from it, and requires that the canteen menu comply with the Right Bite strategy.

The canteen and school tuckshop provide the means by which children and adolescents can put into practice the nutrition messages they are being taught in the classroom. In particular, the school tuckshop can model healthier food choices that are tasty, interesting and affordable. This can influence food choices at school and in the wider community.

## The School Tuckshop

The school tuckshop’s primary purpose is to provide healthy, affordable snacks that comply with the Rite Bite policy, during specified lunchtimes. It is not intended to operate as a fundraiser for the school. More specifically, the school tuckshop aims to:

- Provide an enjoyable, nutritious and attractively presented selection of snack food and drinks at reasonable prices.
- Help reduce health risk factors by encouraging the development of good eating habits consistent with the Dietary Guidelines for Children and Adolescents.

- Provide foods consistent with the Right Bite strategy.
  - Provide students with healthy food choices that are culturally sensitive and inclusive of students with allergies and intolerances.
  - Reduce waste to landfill by encouraging recycling, composting and offering a menu that minimizes packaging where possible.
  - Function as an efficient enterprise.
  - Demonstrate high standards of hygiene in relation to the preparation, storage and serving of food at the tuckshop.
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- Provide an opportunity for the school community, through the canteen subcommittee, to participate in decisions concerning the operation of the school tuckshop and the implementation of government policy.
  - Provide an opportunity for parent and community involvement in children's education environment.

The Governing Council will manage the school tuckshop through a canteen subcommittee. The canteen subcommittee will be responsible for operating the school tuckshop in accordance with this policy and its supporting documents. The canteen subcommittee will report on the activities of the school tuckshop and the lunchtime canteen operations at Governing Council meetings when necessary or as requested by the Governing Council. The Governing Council will have the right to reorganise, disband or close the subcommittee.

## Gifts/concessions

All discounts, allowances, complimentary articles, gifts, concessions and the proceeds thereof from any supplier of goods or services, directly or indirectly, to the school tuckshop, shall remain the property of the school tuckshop and be properly recorded and later accounted for at the time of stocktaking.

## Distribution of this policy

A current copy of this policy will be given to all canteen subcommittee members on joining the subcommittee. This policy will be made available to all school community members via the school's website and in hard copy format at the front office of the school. A copy of this policy will also be kept within the school tuckshop.

## Alterations to this policy

This policy shall not be added to, or amended, except at meetings of the Governing Council and only with the approval of the majority of those present and entitled to vote.

This policy will be reviewed every two years by the canteen subcommittee and suggested amendments will be forwarded to the Governing Council for approval. This does not preclude the canteen subcommittee from undertaking a review of the policy at any time, whether at the request of the Governing Council or not.

Registration

We the undersigned:

Chairperson of the Governing Council:

Principal:

Wednesday the                      6th    day of                      December 2017

## Supporting Policy Document

### 1. The Canteen Subcommittee

1.1 The canteen subcommittee shall be comprised of a representative of the Governing Council, a staff representative and volunteers from the school community.

1.2 The representative from the Governing Council shall act as convener of the subcommittee and will report to the Governing Council on the subcommittee's activities in accordance with this policy.

1.3 The subcommittee shall appoint a tuckshop manager and volunteer coordinator. Appointment shall be by a majority of the subcommittee at any of its meetings.

1.4 The subcommittee shall meet at least once per school term.

1.5 A minimum of three (3) subcommittee members are required to form a quorum.

## 2. Responsibilities

2.1 The Governing Council is responsible for the appointment of the school's offsite lunch order provider.

2.2 The Governing Council is responsible for managing the school tuckshop, including the maintenance and repair of fixtures and fittings, disbursement of its profits and the recoupment of its losses.

2.3 The Governing Council is responsible for ensuring that the canteen and school tuckshop comply with all relevant food laws.

2.4 The Governing Council must approve all tuckshop related capital purchases by a majority vote, prior to purchase.

2.5 The canteen subcommittee is responsible for assisting the Governing Council in relation to the canteen and school tuckshop. This includes, but is not limited to:

- a) Liaising with the canteen provider, where appropriate;
- b) Managing the daily operations of the tuckshop;
- c) Managing the volunteers in the tuckshop; and
- d) Determining the tuckshop menu and pricing.

2.6 Nothing in 2.5 prevents the Governing Council from altering by majority vote any decisions or actions of the canteen subcommittee.

## 3. Operation of the School Tuckshop

The Tuckshop Manager

3.1 The tuckshop manager is responsible for the daily operations of the school lunchtime tuckshop. These responsibilities include, but are not limited to:

- a) Ordering stock as required;
- b) Ensuring stock is turned over appropriately and that best before dates are adhered to;
- c) Ensuring the cleanliness of the tuckshop;
- d) Liaising with the appropriate regulatory body regarding the operation of the tuckshop, where required;
- e) Ensuring that the price lists and procedures displayed in the tuckshop are up to date; and
- f) Monitoring the tuckshop communication book.

# The Volunteer Coordinator

3.2 The volunteer coordinator is responsible for managing the school tuckshop's volunteers.

These responsibilities include, but are not limited to:

- a) Communicating with tuckshop volunteers;
- b) Coordinating the roster of tuckshop volunteers;
- c) Ensuring volunteers are aware of relevant food safety laws; and
- d) Ensuring volunteers have all relevant police clearances as required by the school.

Pricing policy

3.3 The primary purpose of the school tuckshop is to provide students with a food service that complies with the Rite Bite strategy.

3.4 The school tuckshop is not intended to operate as a fundraiser for the school. Profit should not come before student health and wellbeing.

3.5 Food and drinks shall be appropriately priced for the student market and for the viability of the school tuckshop.

3.6 Where it will not compromise the viability of the tuckshop, food and drinks categorized as GREEN under the Rite Bite strategy are to be priced lower than foods in the AMBER category.

3.7 The canteen subcommittee shall be responsible for setting selling prices of food and drinks in the tuckshop, and shall consider:

- a) The cost of the food or drink to the tuckshop;
- b) The other costs of running the tuckshop;
- c) Whether the item is GREEN or AMBER under the Rite Bite policy; and
- d) What would be a reasonable price to pay in order to gain sales.

3.8 Food and drinks nearing their used by date may be sold at a reduced price and/or after school hours (even where this is outside set trading hours) at the discretion of the tuckshop manager to avoid a total loss.

Trading hours

3.9 The Governing Council shall determine the trading hours of the school tuckshop.

Promotion

3.10 The Canteen Subcommittee will take all opportunities to promote foods and drinks categorized as GREEN under the Rite Bite strategy.

## Food safety and hygiene

3.11 All volunteers in the tuckshop must have the skills and knowledge to handle food safely and prevent contamination that can lead to food poisoning.

3.12 Volunteers must not work in the tuckshop when sick with a gastric disorder or contagious disease.

This policy was last amended 6th December 2017

This policy is to be reviewed by 6th December 2019