



# Food and Drink Policy

Last Reviewed	June 2022
Next Review Date	July 2028
Ratified by the Headteacher	July 2025

# Food and Drink Policy

## 1 Introduction/Background

Horsforth School is dedicated to providing an environment that promotes the health and wellbeing of students, staff and visitors. We have achieved a whole school approach to food and nutrition which is documented in this whole school Food and Drink Policy. Healthy eating and what constitutes a balanced diet are core messages primarily delivered within our PSHCE, science and food technology lessons, however all subjects and staff are to promote this and be role models to our students. Members of the Leadership Team work with the Director of Catering, kitchen staff and our student parliament to promote healthy eating, which enables students to make informed choices about the food they eat.

The policy was formulated through consultation between members of staff, the Chef, Trustees, The schools 'healthy school team,' parents/carers and our students

The nutritional principles of this policy have been guided by the 2015 School Food Standards (published by the Department for Education) and we consulted with the Leeds Health and Well Being Team as part of the Healthy Schools Self-Assessment Process in 2016.

This school Food and Drink Policy and healthy eating strategy is co-ordinated by Director of Catering, the Assistant Headteacher: Personal Development, Deputy Headteacher Pastoral and lead for PSHCE who have responsibility - for Healthy Schools.

## 2 Aims and objectives

The main aims of our school Food and Drink Policy are:

- to provide a pleasurable eating experience for our staff and students
- to enable students, staff and visitors to make healthy food choices through the provision of information and guidance
- to provide opportunities for our students to develop appropriate skills and attitudes towards food and drink
- to provide healthy food choices throughout the school day, as well as on school trips and visits
- to aid our students in their physical and personal development ensuring that they have the energy and correct nutrients they need across a whole school day and
- to raise awareness of the consequences of a poor diet

In healthy eating, as in all other areas of the curriculum, we recognise the value of the individual and strive to provide equal access of opportunity for all.

## 3 Procedures

Procedures to support this policy are appended:

Appendix 1	How the Curriculum supports this policy
Appendix 2	Procedures for school food throughout the day
Appendix 3	Food and drink brought into school – packed lunches and drinks
Appendix 4	Other Procedural Information

#### **4 Evaluation**

This policy/procedure will be evaluated every three years by the Headteacher to ensure it is still fit for purpose. Circumstances may require more frequent modifications. On 8<sup>th</sup> May 2019, the Trustee Board delegated responsibility to evaluate and ratify this policy/procedure to the Headteacher.

#### **5 Author**

This policy has been reviewed by Emma Cheah, Sarah Nowell, Zoe Comiskey, Ben Wilson and Caroline Marsh October 2025.

## Appendix I

### How the Curriculum supports this policy

In KS3 and KS4, there are a number of opportunities for students to develop knowledge and understanding of health, including healthy eating patterns and practical skills which are needed to understand where food comes from such as shopping, preparing and cooking food.

Examples of how this can be promoted in specific curriculum areas are given below:

- Science provides an opportunity to learn about the types of food available, their nutritional composition, digestion and the function of different nutrients in contributing to health and how the body responds to exercise.
- RE provides the opportunity to discuss the role of certain foods in the major religions of the world. Students experience different foods associated with religious festivals.
- Food Technology, as part of Design, provides the opportunity to learn about where food comes from and to apply healthy eating messages through practical work with food, including preparation and cooking for all students in KS3 and through option groups in KS4.
- PSHCE encourages students to take responsibility for their own health and well-being, teaching them how to develop a healthy lifestyle and addresses issues such as body image. Students are able to discuss issues of interest to them, e.g. advertising and sustainable development. The Annual Healthy Living Week organised by the PSHCE Team promotes an awareness of nutritional food swapping in order to cut back sugar and fat intake.
- Geography provides a focus on the natural world and changing environment, offering the chance to consider the impact that our consumer choices have on people across the world who rely on growing food as their source of income.
- History provides an insight into changes in diet and food over time.
- Physical Education provides students with the opportunity to develop physically and to understand the practical impact of sport, exercise and other physical activity such as dance and walking. All students are encouraged to take part in extra-curricular activities and also to use the on-site facilities, for example the School Fitness Suite.

#### i. Teaching methods

Effective teaching requires students to develop their understanding of healthy eating issues and appropriate skills and attitudes to assist them in making informed decisions. Teaching methods adopted in the classroom offer a rich variety of opportunities for participatory learning and include debating issues and group discussions.

#### ii. Leading by example and staff training

All staff, including teachers and caterers, have a key role in influencing students' knowledge, skills and attitudes about food, so it is important that they are familiar with healthy eating guidelines. To facilitate this, the Leadership Team will promote basic awareness training at staff meetings, events and via the internal website. The Catering Team will attend continued professional development training as required.

## **Appendix 2**

### **Procedures for school food throughout the day**

To keep in line as much as possible with the 2015 School Food Standards, we aim to apply these standards across the whole school day: breakfast, mid-morning snacks, lunch, vending machines and after school clubs. Staff will attend appropriate training.

#### **i. Breakfast / break time**

Breakfast is an important meal that should provide 25% of a child's energy requirement and contribute significantly to their vitamin and mineral requirements.

The School serves breakfast at 10:50am. This provides a nutritious meal for students during the busy morning period. The breakfast menu includes: fruit, yoghurts, pizza with wholemeal base, hot sandwiches and occasionally pastries. A choice of bread is on offer and we accommodate a range of dietary requirements such as gluten free. Low fat milk, water and school compliant drinks are available.

#### **ii. Lunches**

To ensure a balanced diet throughout the week, the Director of Catering plans a weekly menu to provide variety and nutrition.

Hot meals for lunches are advertised in advance so that students and staff can plan their meal. To minimise queues we have five service points for lunch, with a variety of dining space options. Staff have the option to pre- order.

Most of the food is homemade. Provenance is important to the school and where possible we source from local businesses.

A wide variety of hot meals are available daily. They have a balance of starch, protein, dairy and/or fat. Puddings and desserts are only available as a meal deal, and cannot be purchased on their own. Our FSM students are entitled to this meal deal.

The Director of Catering caters for a wide range of dietary needs, from gluten free and vegan to low calorie. Halal meat is offered and our menus are coded to inform students and staff.

Fresh fruit and vegetables are available every day, with a variety of meals containing wholegrain starches, different forms of proteins and dairy. Fried food and those high in sugar or salt are kept to the minimum. Fresh salads, sandwiches and pasta dishes are available daily for lighter lunch options. We do not sell deep fried crisps, chocolate, high sugar biscuits or high sugar fizzy or energy drinks.

#### **iii. Vending Machines**

Our vending machines are stocked with low sugar healthier snacks, all with saturated fat lower than 3% and healthy drinks.

#### **iv. Snacking**

The school understands that snacks can be an important part of the students' diet and can contribute positively towards a balanced diet.

The school discourages the consumption of snacks that are high in fat and sugar at break-time. Parents/carers are advised of better snacks in newsletters, on the school website and at Transition/Parents Evenings. Students are informed via lessons, displays, the healthy living news board, health week and on-going assemblies.

#### **v. Use of food as a reward**

The school does not encourage the regular eating of sweets or other foods high in sugar or fat for rewards. Other methods of positive reinforcement are used in school, for example:

- postcards home
- academic points
- "stars board"
- texts home / letters home
- achievement assemblies
- newsletter items
- Headteacher's praise and/or
- rewards trip / rewards day

#### **vi. Water**

The 2015 School Food Standards state that drinking water should be available to all of its community at all times.

The school agrees with this recommendation and provides a free supply of drinking water via various drinking fountains throughout the school, including the dining rooms, and has water coolers in and around school, including the staff room. Staff and students are encouraged to bring a bottle of water to school or to use this to store their water. Students may drink water, in lessons, at all times except during the 20 minute assembly and on the corridors.

## Appendix 3

### Food and drink brought into school – packed lunches and drinks

Packed lunches prepared by the school caterers must be guided by the 2015 School Food Standards.

The school encourages parents/carers to provide students with packed lunches that compliment these standards.

Advice and guidance is on our website. It is given as a news item and at Parents' Evenings.

Students eating packed lunches may eat in all of our dining spaces except the main dining hall which serves hot meals.

Lunchtime duty staff monitor packed lunches.

We ask parents/carers to provide a balanced lunch and give the following guidelines on contents:

- Starchy foods are a good source of energy and should make up a third of the lunchbox.
- Sandwiches should be made from wholegrain, brown, seeded or rye bread, not white bread.
- Use of a variety of wholegrain starchy foods such as brown rice, pasta or couscous is better than bread every day,
- Fillings for sandwiches or cold salads should be mainly protein based – including meat, fish, eggs, beans, hummus or lentils.
- One dairy item each day is a good idea– yoghurt or milk, but cheese should be limited to twice a week.
- Vegetables or salad and a portion of fruit each day is recommended.

We ask parents/carers to provide healthy snacks and drinks such as:

- Fruit, raw vegetables with dips, yogurts, seeds, nuts.
- Water, lower fat milk, fresh fruit or vegetable juice (max 150mls), fruit cordials with no added sugar, rice, soya or oat drinks.

We ask parents/carers not to send the following in to school: fried crisps, confectionary, chocolate, chocolate coated products, fizzy drinks or energy drinks.

## **Appendix 4**

### **Other Procedural Information**

#### **i. Special Dietary Requirements**

The school provides food in accordance with students' religious beliefs and cultural practices. All main meal menus are coded.

The school caterers offer a vegetarian option at lunch every day. When necessary, the school also provides a vegan option.

Individual requirements for students with food allergies can be met by our caterers through liaison with our Catering Team. The Student Reception Team have details which document symptoms, adverse reactions and actions that are to be taken in an emergency. Student Reception also has all emergency contact details should an incident to food intolerance occur.

#### **ii. Food and Drink Safety**

Appropriate food safety precautions are taken when food is prepared or stored. These vary depending on the food on offer and include: ensuring that adequate storage and washing facilities are available; that food handlers undergo appropriate food hygiene training and that suitable equipment and protective clothing are available. Any food safety hazards are identified and controlled. We consult our local Environmental Health Department about legal requirements.

Hot drinks must not be taken outside of the main dining rooms and students must use the lids provided.

#### **iii. The Eating Environment**

Through Student parliament we consult our students about our dining environment and aim to make improvements based upon student voice.

We have designated year group dining spaces that encourage social interaction and good eating habits each with their own serving point

The three main dining rooms are bright and attractive; appealing to students with a 'café style' design.

We promote healthy eating through posters and displays on the walls.