

Example packed lunch policy template

This document provides a template for producing a packed lunch policy in schools. It includes suggested headings for the policy, and examples of the types of information that can be included in each section, for schools to use as a basis for their policy, and amend as appropriate.

Name of school/academy:

Date policy approved and adopted:

Date due for review:

Overall aim of the policy:

To ensure that all packed lunches brought from home and consumed in school (or on school trips) provide pupils with healthy and nutritious food that is similar in quality to food served in schools, which is required to meet 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, 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 parents, pupils and governors before reaching decisions. Include the reasons why you decided to introduce a packed lunch policy, e.g.

- *to promote consistency between packed lunches and food provided by schools which must adhere to national school food standards. Please visit www.childrensfoodtrust.org.uk/schools/the-standards for more information.*
- *to make a positive contribution to children's health*
- *to encourage a happier and calmer population of children and young people*

National guidance:

The policy was drawn up using a range of national documents including this template policy from the Children's Food Trust.

Where, when and to whom the policy applies:

The policy applies to all pupils and parents providing packed lunches to be eaten within school or on school trips during normal school hours.

Food and drink in packed lunches: what the policy states

Include and adapt the suggestions below as appropriate to the school's individual circumstances:

- The school will provide appropriate and attractive facilities for pupils eating packed lunches and ensure that free, fresh drinking water is available at all times.
- The school will work with parents to encourage packed lunches to meet the standards listed below.
- As fridge space is not available, pupils are advised to bring packed lunches in insulated bags with freezer blocks where possible.
- Wherever possible the school will enable pupils eating packed lunches and pupils eating school lunches to sit together.

Packed lunches should include:

- at least one portion of fruit and one portion of vegetables every day.
- meat, fish, eggs, or a non-dairy protein (e.g. lentils, kidney beans, chickpeas, houmous, peanut butter, falafel) every day.
- oily fish, such as salmon, at least once every three weeks.
- a starchy food such as any type of bread (white or wholegrain rolls, pitta bread or wraps), pasta, rice, couscous, noodles, potatoes or another cereal every day.
- a dairy food such as milk, cheese, yoghurt, fromage frais or custard every day.
- a drink of water, fruit juice or smoothie (maximum portion 150 mls), semi-skimmed, 1% fat or skimmed milk, yoghurt or another milk drink.

Packed lunches can occasionally include:

- Meat products such as sausage rolls, individual pies, corned meat and sausages.
- Cakes and biscuits, but encourage your child to eat these as part of a meal

Packed lunches should not include:

- salty snacks such as crisps - instead include nuts, seeds, vegetables and fruit with no added salt, sugar or fat.
- confectionery such as chocolate bars, chocolate-coated biscuits, cereal bars, processed fruit bars and sweets.
- sugary soft drinks, such as squash and fizzy drinks (even if labelled as 'sugar-free', 'no-added sugar' or 'reduced sugar' as these drinks can contribute to tooth decay and provide little nutritional value).

Special diets and allergies:

The school is aware of food allergies, has a procedure in place to manage food allergies and other special dietary requirements within school.

Visit www.anaphylaxis.org.uk/schools/help-for-schools for information on managing allergies in schools.

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).

Where packed lunches that aren't in line with the packed lunch policy are brought into school, leaflets will be included in the packed lunch to go home. 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.

Involvement of parents/carers

We encourage all children to eat school lunches. However, parents of pupils wishing to have packed lunches for a particular reason are expected to provide their children with packed lunches which are in line with our packed lunch policy. In turn, the school will keep the parents and the school nutrition action group / packed lunch group informed as outlined below (specify).

Linked policies

List all of the school's policies that are relevant to healthier eating. E.g. healthy school policy, stay on site policy etc.

Sharing the policy

The school will ensure that all parents/carers are aware of the policy e.g. by sharing information via the school newsletter, website, prospectus, in assemblies 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.

The policy will be shared with all school staff, including teaching and catering staff and the school nurse.

Signed:

Dated: