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Lunch Box Process

Owner:	Jo Morrison
Date Process to be reviewed:	Spring 2027

1. Aims

The aim of Claycots School is to be a high achieving school at the heart of the community where children and staff learn effectively and everyone is valued as an individual, treated fairly and with respect. This involves providing access and opportunities for all pupils without discrimination of any kind.

We aim to embed our school values in all that we do at Claycots. This process has been written with these values in mind:

- Integrity
- Kindness
- Respect
- Curiosity

Claycots School also aims to:

- Positively promote the health and wellbeing of our children.
- Make a positive contribution to children's health by encouraging healthy eating habits from an early age.
- Ensure that all lunch boxes brought into school reflect and meet School Food Standards

2. Statutory Guidance

This process is based on and should be read alongside the Department for Education School Food Standards. <https://www.gov.uk/government/publications/school-food-standards-resources-for-schools/school-food-standards-practical-guide>

3. Roles and Responsibilities

Governors

Governing bodies of maintained schools have a statutory responsibility to ensure adherence to School Food Standards. For more information, please refer to the national governors' association: food policy in schools document, available at www.nga.org.uk

Senior Leadership Team

SLT will ensure children are provided with clean and appropriate facilities for children to eat their lunch. They will ensure the area is appropriately supervised to provide a positive dining experience.

Catering Managers

Catering Managers will ensure that packed lunches provided by the school for school trips and offsite visits meet with the requirements in this document. They will ensure the catering teams are trained regarding this process and their responsibilities within it.

4. Implementation

This lunch box process is part of a whole school approach to food and healthy eating. Children in Reception, Year 1 and Year 2 receive mandatory free school meals.

Lunch boxes should include:

- **Energy foods** – Starchy foods such as bread, pasta, rice, chapattis, wraps etc. are a healthy source of energy.
- **Protein foods** – Meat, fish, eggs and beans provide protein for growth.

- **Fruit/Vegetables** – These provide vitamins, minerals and fibre. Packed lunches should include at least one portion of fruit and/or one portion of vegetables/salad.
- **Dairy** – Yoghurt, fromage frais, milk etc. provide calcium for healthy bones and teeth.
- **Drinks** – a drink of either water, milk, unsweetened fruit juice or no added sugar squash. Water is always freely available in the lunch halls.

Lunch boxes should not include:

- Foods containing nuts or nut products
- Fizzy or sugary drinks, energy drinks or drinks high in caffeine
- Sweets/confectionery
- Savoury snacks high in salt and fat
- Items containing chocolate spread, e.g. sandwiches, as many varieties contain nut traces

Special diets and allergies

Claycots School 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 children are not permitted to swap food items.

5. Storage of Lunch Boxes

The school will provide storage for lunch boxes via trolleys outside the classroom. The school cannot provide cooled storage areas and cannot take legal responsibility for food prepared at home which requires chilled storage.

It is parental responsibility to provide an appropriate lunch box/container where food items can be stored safely until lunchtime. Parents/carers are advised to include an ice pack, as food prepared and stored at ambient temperatures can have increased levels of bacteria after a period of time.

6. Disposal of Waste

All uneaten food and waste will be returned home with the child. This ensures parents can monitor their child's food intake and reduces the amount of waste, both food and non-food, generated by the school.

7. Monitoring

Staff supervising in the dining halls will monitor packed lunches – where there are concerns regarding a child's food or nutrition intake and/or content of packed lunches, this will be handled sensitively.

Claycots School is an allergen aware school. Nuts and nut products should not be brought into school. If staff see nut products in a child's packed lunch the item will be removed immediately, the child will be offered an alternative item from the school kitchen free of charge, and parents/carers informed.

Children with packed lunches who suffer food allergies or intolerances will be supported by staff on duty in the lunch hall and will wear lanyards identifying their allergy.

8. Communication

This process will be available on the school's website and communicated to staff via the staff bulletin. All staff will support with the implementation.

9. Review

This document will be reviewed as part of the schools agreed review process. In addition, any major legislative or government changes regarding school food may lead to amendments.