

NADI SANGAM PRIMARY SCHOOL

POLICY IN LUNCH AND NUTRITIONAL

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PART 1:THE POLICY

1.0 POLICY OBJECTIVE

The primary objective of this policy is to safeguard the nutritional welfare and health care of the students who do not bring lunch to school so that they can have proper and nutritional lunch at the school and concentrate in their daily learning at this school. Teachers of Nadi Sangam Primary School are to ensure that this policy is in place whenever a child forgets or does not bring lunch to school.

This policy shall provide clear statements to the class teachers on their responsibilities as a leader of Nadi Sangam Primary School to look into the welfare of the deprived children. It details, procedures and guidelines on lunch policy are to promote nutritional and healthy living in school.

2.0 POLICY

2.1 This policy shall be read in conjunction with the Nadi Sangam Primary School's nutritional and lunch policy as well as the school's canteen policy.

2.2 The school head teacher and teachers of Nadi Sangam Primary School shall ensure that all children bring lunch to school irrespective of their classes.

2.3 The school management, Head teacher and other teachers shall be involved and look for ways and methods of providing lunch to those children who tend to forget or do not bring their lunch to school.

2.4 The school must rate this issue as highly as possible because it is related to the child's welfare and health care when it comes to nutritional food and lunch.

2.5 The school management and the Head teacher shall ensure that everything possible and practicable is done to eliminate the hunger of children during lunch time at this school and provide lunch or some form of food to the children so that no one child attending this school is stays hungry or without food.

2.6 The school management and the Head teacher must ensure and shall meet the lunch/ food standard required for the children so that no child becomes sick or starts to have health/ medical/ allergic problem in future.

2.7 The school management and the Head teacher shall at all times support and provide help to the children by providing nutritional and healthy lunch/ food to the children who do not bring lunch to school.

2.8 The class teachers of Nadi Sangam Primary School shall monitor using the lunch monitoring form and report immediately to the Head teacher about children not having lunch so that the Head teacher could arrange food and share it amongst the children.

2.9 Arrangement of food is the responsibility of the school management and the head teacher. Procedures could be to allocate a certain amount of money in the school budget for buying of the food items, look for food donors, contribution by the management and the teachers, parents of other children can contribute, seek for food vouchers and inform the social welfare authority if need be. The monitoring and distribution of lunch is entirely on the school head and the teachers as long as no child stays hungry in school.

3.0 BACKGROUND

This policy applies to those children who do not bring lunch to school due to reasons.

The implementation of this policy is the responsibility of the school Head teacher, school management and other staff members of this school. The responsibility also filters down to class teachers when they tend to supervise/ monitor their class during lunch time.

The school management and the head teacher is primarily responsible for providing healthy, nutritional and standard lunch/ food to the children free from allergic or health problems.

4.0 DEFINITIONS

4.1 School management means the school manager and members of the school committee/ board, and also refers to the Head teacher.

4.2 School Head means the head teacher as in primary school.

4.3 Lunch means food/ snacks eaten during lunch break and in this case it is from 12.00p.m. to 1.00 p.m.

4.4 Food means any substance that can be taken into our body to maintain life and growth- basically a solid substance.

4.5 Class teachers means-responsible to teach and look after their own class as assigned by the school Head teacher.

4.6 Lunch monitor file- is designed by the school to monitor and record the menu and type of food brought by the individual children and also monitors those children who do not bring lunch to school.

4.7 Food donors- donation of food items that could be cooked or consumed raw if applicable.

5.0 RELEVANT LEGISLATION AND AUTHORITIES

5.1 Nadi Sangam Primary School Canteen guideline/ policy – 7th May 2018.

5.2 School's lunch and nutritional policy- 7th May 2018.

6.0 PROCEDURES

6.1 Class teachers to report to the head teacher about children not bringing lunch- this will be done through the lunch monitoring form which should be done by recess time- 10.30a.m.

6.2 Head teacher with the assistance from the class teacher prepares lunch before the lunch time making provisions for the teaching and learning process to continue so that other children are not affected and everyone in school is eating at the same time.

6.3 Head teacher to inform the school management on the progress of the food items if needed to be bought or inform the donors about the food ration.

6.4 If in any case there is no food item left due to reasons then it becomes the responsibility of the school head the other staff members to arrange and prepare the lunch menu.

6.5 The lunch menu will be same for all the children and on very special cases and request from the health department due to allergic or medical ground then it may be considered.

6.6 Head teacher needs to consult the respective parents of the children who do not bring lunch continuously and have a thorough discussion on the reasons given. Action of food preparation will only take place if the school management and the head teacher give approval for the individual child to proceed with school lunch/ food.

6.7 Crops, leafy vegetables and fruits around the school compound need to be cooked and consumed by the children since they are the ones looking after the school gardens. Teachers need to see that there is enough food and vegetables available around the school compound daily.

6.8 Any cooking done is to be carried out by the teachers as allocation of duties shall be prepared by the school head. All safety and procedures to be in place while using cooking materials. Serving of food could be done by the senior students and supervision shall be done by the head teacher or the teacher on duty or otherwise as per the school's procedures and policies.

6.9 There at no time the food items to be unavailable and if it happens then **(Section 6.0 Clause 6.4)** shall apply. All cleaning of materials and lunch area need to be done by the children concern but supervise by the teacher.

7.0 GUIDELINES

7.1 This policy is paramount to the school management, head teacher, class teachers, parents and the children concerned. All procedures shall be followed by the statements mentioned in this policy.

7.2 Any failure during the implementation means that this policy is null and void.

7.3 The school head teacher shall be contacted first for any mishaps or misleading procedures used in place.

7.4 All recordings/ monitoring has to be honest, fair and justice so that the deserving students are not left out.

7.5 Parents of eligible children need to be advised about the lunch policy in place and the food (menu) to be offered in school so that there is no misunderstanding from the parties concerned.

7.6 Nadi Sangam Primary School takes this policy as a guideline in improving the nutritional and health care of its students and believes that no child should be left behind due to hunger and malnutrition.

8.0 EFFECTIVE DATE _____ **07.05.18**

9.0 REVIEW DATE _____

10.0 **APPROVED BY NADI SANGAM PRIMARY SCHOOL**

10.1 SCHOOL MANAGER/ BOARD: _____

10.2 SCHOOL HEAD TEACHER:



PART 2: HOW TO IMPLEMENT THE POLICY- IF NEED BE [JUST THE PLAN]

This Nutritional and lunch policy of Nadi Sangam Primary School is to be implemented in the following ways:

1. Identify the problem. Here the issue is that sixty percent of the children attending this particular school do not bring lunch for some reasons.
2. The class teachers need to identify their class students and forward the details and particulars to the school head so that the problem could be addressed.
3. After going over the affected student's particulars the school head needs to consult the parents for clarity and reasons as to why these children are coming to school without lunch.
4. The school head then needs to consult the school management board so that the issue is discussed before the actual policy is in place.
5. The policy is then discussed during the Parent & Teachers Association [CAPS] meeting including the teachers and as well as in the school board meeting. Collectively this consultation process is carried out for ideas and suggestions.
6. Amendments are done during the consultation process so that this policy suits in the best way and benefits the needy children.
7. After the endorsement of the policy by the relevant parties (3) it is then tabled during the school's staff meeting so that various aspects of the policy is discussed and teachers are made aware and how to implement.
8. Copies of the policy are then given to the class teachers and the relevant parties to read and make them aware of this reform.
9. As per the policy all procedures are to be followed by the respective class teachers so that no child is without lunch in the school and treated equally with the same food prepared unless or otherwise.
10. Teachers are to organize the cooking(*not during their teaching and learning time*) as per their duty roster designed by the school head so that other children are not affected in the classroom. Share the food equally amongst the children.
11. Class teachers are to record the names of the children having lunch daily in the lunch monitoring form so that there is no misconception.
12. As per the policy all children are to eat healthy, nutritional and standard food which will be monitored by the class teachers and the school head respectively.
13. The policy will be reviewed on yearly basis unless or otherwise.

PART 3: HOW TO MONITOR THE POLICY

STEP 1

Class teacher will be provided with the lunch menu monitoring form so that all recordings are done daily regarding the type of food children bring to school. This form is for all the children in the classroom whether having lunch or do not bring lunch.

STEP 2

Class teachers will then identify the needy children through the lunch menu form and notify the school head so that food could be arranged to those children not bringing lunch.

STEP 3

All the lunch monitoring files of the respective classes to be checked on Fridays by the school head so that there is transparency and accountability of the food distribution.

STEP 4

All class teachers need to ensure that standard food is supplied to the needy children and they need to liaise with the school head regularly so that there is proper communication in process to avoid any misconception.

STEP 5

Monitoring and recording of lunch menu will be done during recess break by the respective class teachers so that the food is prepared collectively or the lunch packs are ready on time. Regular monitoring will be carried by all the parties concerned so that there is no break down of communication.

STEP 6

Any form of delays in preparing food or any other related issues to be notified as soon as possible to the school head who shall act upon the procedures and guidelines given in the policy.

STEP 7

Head teacher to appoint a staff member or a nominee to supervise the whole cause and act as per the policy guideline and procedure during the absence of the school head.

STEP 8

Regular meetings and feedbacks are an important component of this policy so that improvements are carried out efficiently and effectively. Approval will only be granted on the monitoring process. Honesty is anticipated from class teachers while monitoring.

REFERENCE

Fiji Food and Nutrition. (2009). *New Food and Health Guidelines*, vol.34: 1-8

Ministry of Education (2010). *Policies*, Suva, Fiji.

School Canteen Guidelines (2ndEd.).(2013). Ministry of Health, Suva, Fiji.