Packed Lunch Toolkit for primary schools

Policies, posters & letter templates to help schools introduce a packed lunch policy.

Published August 2015

Health Improvement Team

Ealing
www.ealing.gov.uk
Welcome

This toolkit has been developed to help you work with the whole school community to create healthy packed lunches in your school, along with a policy to support this work.

The aim of creating a packed lunch policy is to offer a sensible approach to promote healthier packed lunches in line with the national school meal standards that restrict access to foods high in fat, sugar and salt.

A packed lunch policy is not mandatory but can improve pupils’ concentration, behaviour and attainment.

Schools that decide to put their own policy in place should first consult with pupils and their families, using the different steps and stages in this toolkit.

About the toolkit

This toolkit has been designed to provide Information, tips and solutions for primary schools to improve the types of food brought into school in packed lunches.

It provides helpful guidance developed from experience and knowledge gained from pilot projects in Ealing and good practice gathered from schools around the country. The toolkit also draws on national resources to provide a useful guide with advice to help set up a packed lunch policy.

There are three sections within the toolkit:

Section 1 Background information and a summary of the issues.

Section 2 A step-by-step guide to creating a packed lunch policy.

Section 3 A resources section consisting of checklists, posters, forms, templates, lesson plans and activities which fully develop the themes set out in section 2.

After reading each step in Section 2, answer the questions on the planning tool on page 18 that correspond to this step.
In January 2015, the government launched a new set of standards for food served in schools. As part of the new standards, caterers must provide a variety of vegetables or salad every day, wholegrain foods must be available, and fried food and foods that include pastry must be limited to two portions a week (see new standards on opposite page).

We welcome these changes to food served in schools as foods high in fat, salt and sugar are linked to a range of health issues affecting children including obesity, tooth decay, anaemia, and diabetes. A long-term diet, high in salt, sugar and fat, and low in other foods such as fruit and vegetables, is likely to lead to diseases later in life such as heart disease, stroke, and some cancers.

About half of all children in England take a packed lunch to school. Many parents mistakenly imagine that a packed lunch is the healthiest option. However, packed lunches often include convenience food items which tend to be high in salt, sugar and fat.

In the first study of its kind, in 2010 the Leeds research team surveyed 1294 children from 89 schools in the UK. The researchers found that 82 per cent of lunchboxes contained foods high in saturated fat, salt and sugar such as crisps, sweets and biscuits. Only one in five packed lunches contained any vegetables or salad and about half included an item of fruit.

This study also found that only one in 100 pupils’ packed lunches meet the basic dietary standards that school meals provide.

Ealing pupil’s health data
Ealing’s Health Related Behaviour Survey (2013) found that 32% of pupils in Ealing meet their 5 A DAY and 7% of pupils ate no fruit or vegetables the day before the survey.

According to Ealing’s NCMP 2013/14 data, 38% of Year 6 pupils are overweight or obese.

In 2007, eight schools in Ealing participated in a packed lunch audit. The audit found that only 16% of lunches surveyed included any fruit or vegetables and 36% of lunchboxes contained foods high in fat, sugar or salt.

This toolkit will help schools to develop a successful packed lunch policy that will encourage pupils and parents to pack a healthy lunchbox.

Schools need to have a packed lunch policy to achieve their Healthy Schools London (HSL) Bronze award and schools can also choose ‘lunchbox policy’ as their health priority area to achieve their HSL Silver award.

Under the new Ofsted inspection framework released in September 2015, schools will now be asked what they are doing to support pupils to lead healthy lifestyles. A packed lunch policy is an excellent piece of evidence to show inspectors that your school is committed to supporting pupils to be healthy.
The School Food Standards

Eating in school should be a pleasurable experience: time spent sharing good food with peers and teachers.

These school food standards are intended to help children develop healthy eating habits and ensure that they get the energy and nutrition they need across the whole school day. It is just as important to cook food that looks good and tastes delicious, to talk to children about what is on offer and recommend dishes; to reduce waste; and to serve the food in a pleasant environment where they can eat with their friends.

As a general principle, it is important to provide a wide range of foods across the week. Variety is key — whether it is different fruits, vegetables, grains, pulses or types of meat and fish. Children love to hear the stories behind their food. Use fresh, sustainable and locally-sourced ingredients (best of all, from the school vegetable garden), and talk to them about what they are eating. Go to www.schoolfoodplan.com/ww to find examples of what other schools are doing to encourage children to eat well.

Remember to use Government Buying Standards for Food and Catering Services alongside these standards to help reduce salt, saturated fat and sugar in children’s diets.

* This Standard applies across the whole school day, including breakfasts, morning breaks, tuck shops, and after school clubs

---

**Fruit and vegetables**

One or more portions of vegetables or salad as an accompaniment every day

One or more portions of fruit every day

A dessert containing at least 50% fruit two or more times each week

At least three different fruits and three different vegetables each week

---

**Milk and dairy**

A portion of food from this group every day

Lower fat milk must be available for drinking at least once a day during school hours

---

**Meat, fish, eggs, beans and other non-dairy sources of protein**

A portion of food from this group every day

A portion of meat or poultry on three or more days each week

Oily fish once or more every three weeks

For vegetarians, a portion of non-dairy protein on three or more days each week

A meat or poultry product (manufactured or homemade, and meeting the legal requirements) no more than once each week in primary schools and twice each week in secondary schools

---

**Starchy food**

One or more wholegrain varieties of starchy food each week

One or more portions of food from this group every day

Three or more different starchy foods each week

Starchy food cooked in fat or oil no more than two days each week*

Bread - with no added fat or oil - must be available every day

---

**Foods high in fat, sugar and salt**

No more than two portions of food that has been deep-fried, batter-coated, or breadcrumb-coated, each week*

No more than two portions of food which include pastry each week*

No snacks, except nuts, seeds, vegetables and fruit with no added salt, sugar or fat*

Savoury crackers or breadcrumbs can be served at lunch with fruit or vegetables or dairy food

No confectionery, chocolate or chocolate-coated products*

Desserts, cakes and biscuit are allowed only at lunchtime. They must not contain any confectionery

Salt must not be available to add to food after it has been cooked*

Any condiments must be limited to sachets or portions of no more than 10g or one teaspoonful*

---

**Healthier drinks**

Free, fresh drinking water at all times

The only drinks permitted are:

- Plain water (still or carbonated)
- Lower fat milk or lactose reduced milk
- Fruit or vegetable juice (max 150 ml)
- Plain soya, rice or oat drinks enriched with calcium; plain fermented milk (e.g. yoghurt) drinks
- Unsweetened combinations of fruit or vegetable juice with plain water (still or carbonated)
- Combinations of fruit juice and lower fat milk or plain yoghurt, plain soya, rice or oat drinks enriched with calcium; cocoa and lower fat milk; flavoured lower fat milk
- Tea, coffee, hot chocolate

Combination drinks are limited to a portion size of 330ml. They may contain added vitamins or minerals, but not more than 5% added sugars or honey or 150mls fruit juice. Fruit juice combination drinks must be at least 45% fruit juice

---

**Food provided outside lunch**

- Fruit and/or vegetables available in all school food outlets
- No savoury crackers and breadsticks
- No cakes, biscuits, pastries or desserts (except yoghurt or fruit-based desserts containing at least 20% fruit)
Step by step guide to developing your packed lunch policy.

**STEP 1**
PROJECT PLANNING TASK GROUP

**STEP 2**
CARRY OUT A PACKED LUNCH AUDIT

**STEP 3**
DISCUSSION AND CONSULTATION

**STEP 4**
WRITE THE PACKED LUNCH POLICY

**STEP 5**
MARKETING, PROMOTION AND COMMUNICATION

**STEP 6**
REVIEW, MONITORING & EVALUATION
Read the 6 steps on the following pages to find out how to develop a successful packed lunch policy.
Step 1: Project Planning/Task Group

Choose a lead person and set up a group of pupils and/or staff to work on creating a packed lunch policy. Alternatively, ask the school council to look at the topic as part of their school council meetings. Include the project in your School Improvement Plan.

The key to a successful project is careful planning. Before starting to develop your packed lunch policy you will need to think about the following:

- What is the aim of the policy?
- What will be the end results?
- How long will it take?
- Who will be responsible for the day-to-day running of the project?
- What are our key activities?
- Including it in your School Improvement Plan.

Creating a packed lunch policy involves and affects the whole school community. You can begin to involve the school community in the early planning stages by setting up a working group. This working group can begin to set out a clear and shared vision for packed lunches in your school.

You do not need to create a new group if you already have a health-related working group set up within your school. You can use an existing group such as your School Nutrition Action Group (SNAG) or your school council. Or you could ask a group of pupils who bring packed lunches to school to represent pupils across the school. Pupil input is essential at this early stage of development as it helps pupils to understand the need for a packed lunch policy. You could also involve parents in this planning group.

Clear leadership is essential from the start, so a member of staff should be chosen to manage the work and lead the working group. During your planning, it is also useful to conduct an impact assessment. This is discussed further in step 3. This will allow you to consider and recognise the possible impact of your packed lunch policy, as solutions may need to be found in the early stages of the planning and working process. These may include:

- more pupils taking school meals or free school meals;
- longer queues for school meals;
- staff time needed and staffing allocation during meal times;
- more litter and recycling;
- space in the dining room;
- behaviour in the dining room;
- seating arrangements; and
- the effect on your open gate policy.

For more information, clear guidance as to ‘what counts’ towards a healthy packed lunch such as snacks, and help with this early planning stage, you can look at the Children’s Food Trust guide to introducing the Government food-based standards for school lunches.
Step 2: Carry out a packed lunch audit

To gather information about the current contents of packed lunches, the working group or school council should carry out an audit. Audit results should be collated and shared with the whole school community. They can be then used to decide the aims of the packed lunch policy.

To help create a clear picture about packed lunches in your school, it is important to carry out a lunchbox audit to find out what food pupils bring in their lunchboxes. For this activity, use the Pupil lunchbox audit tool in the resources section (page 24). Hand out the Letter to teachers (page 25) alongside the lunchbox audit tool so that teachers know how to carry out the audit. Alternatively, carry out a photo audit by taking pictures of pupils’ lunchboxes and then collate your results from the audit using the Audit table on page 26.

Undertaking a lunchbox audit will help you gather information about what is currently in pupils’ packed lunches. The audit will provide good evidence that your can use to evaluate the impact of your policy. You can carry out the audit again after you have completed all your lunchbox activities to find out what impact your policy has had on improving the nutrition of pupils’ lunchboxes. The audit can be completed in several ways:

- Staff or school council can carry members can carry out a paper audit or photo audit at lunchtime.
- Pupils who bring packed lunches to school can complete a paper or electronic audit (Survey Monkey) during class time.

The results from the audit will also add to your Ofsted evidence.
To encourage change in the types of foods in packed lunches, both parents and pupils need to be consulted. A range of methods can be used to begin the discussion and this section gives some ideas.

Consulting pupils and parents offers you the opportunity to explain what you want to gain and why, it gives you the chance to look at some of the issues or barriers which may currently prevent parents from providing healthier packed lunches such as cost, and allows children and families to recognise that their views are valued, which will result in more confidence and compliance with the policy.

As well as consulting pupils and parents, you can involve other stakeholders such as teaching staff, governors and catering staff.

Who will carry out the discussions?

Where packed lunch policies have been created successfully, pupils have been involved with the discussion process, and the school council have been involved in driving forward both the pupil and parent discussions.

What discussion methods can be used?

Use the Lunchbox pupil questionnaire (page 27) to consult with pupils to find out what they would like included in the policy. You can use the Parent survey (page 28) to find out parents’ needs and concerns. Page 29-30 outlines ideas for consulting with pupils, parents and the whole-school community.

When should I run a discussion exercise?

You will need to choose the most appropriate setting for your school, such as parent evenings, health fairs, lunchtime, sports days and after school. It may also be possible to link with your school nurse, Health Improvement Team or Extended Services Officer.

To help in the involvement exercise, display leaflets and examples of healthy packed lunches. Taster sessions could be held, trying healthy foods which could be included within a packed lunch. This is also an opportunity to work with your catering provider. Your caterer could provide a display about their service, promoting school meals alongside packed lunches.

Special dietary needs

Parents of children with clinical conditions should be encouraged to follow your medical diet policy. You will need to include a section in your school policy for this.

Nutritional content

It is important for parents and carers to be aware that a school meal provides a healthy balanced meal option and this is the aim for a packed lunch.

Cost

Parents may feel that healthy lunches cost more money. Hand out the posters on pages 50-53 to show parents that they can make a quick and healthy lunch for less than £1. Or, hand out the posters on pages 54-55 to show parents that an unhealthy lunchbox is actually more expensive than a healthy packed lunch.

Food hygiene and safety

Parents may be concerned about providing a lunch box containing meat or dairy due to lack of cold storage within school. To reassure parents, identify cool storage areas for packed lunches.

Discussion findings

Widely communicate the findings from your consultation exercise to parents, pupils, staff and governors. You could do this through your school website or parent newsletter.
Now that the information has been gathered from the consultation process, you can write your packed lunch policy.

Once you have completed your packed lunch audit and discussions, the working group can start to create a packed lunch policy which meets the needs of your school. It is important to think about the findings from your audit and discussions to make sure your policy will be useable and that it becomes an important part of your school’s culture.

What to include in your policy?

In your policy, you should provide background information, communicate your aims, outline what food should be included and what food is restricted, give storage information, and explain how your policy will be evaluated, disseminated and reviewed.

Use the example Packed lunch policy (pages 31-33) to help you write your school’s lunchbox policy. The school council should continue to be involved at this stage to make sure that the policy is written in a pupil-friendly way.

Once you have developed your packed lunch policy, it is important to carry out a review of your whole-school food policy to make sure that the two policies are in line with one another.

The whole-school approach

A whole-school approach is required to encourage pupils and parents to make changes. Clear, reliable and correct messages need to be given to the whole-school community about healthy eating and good nutrition within school.

When making changes to packed lunches, it is important that the whole-school day is thought about – not just lunchtime.

Things to consider

- Have you reflected the messages given in the curriculum throughout the school?
- Is healthy eating and nutrition information communicated to parents?
- Is your snack policy in line with your lunchbox policy?
- Are pupils and parents regularly asked about issues relating to healthy eating, such as school food, the dining environment and the curriculum?
- How are other stakeholders such as governors involved in school food?

You should include your final packed lunch policy in your whole-school food policy document.

Display your packed lunch policy in visible areas such as in the reception or dining area, upload it on your website, and send it home to update families, so they know what your policy is based on. Ensure it is included in your school prospectus and school induction pack.

Read the ‘Guiding Principles’ on page 17 to help you develop your lunchbox policy.
Feedback gained from the discussion process will help you to develop a plan for how you will market and promote your packed lunch policy. This section gives you some ideas and activities.

Talking about packed lunches and relating them to the ‘Eatwell plate’ (page 71) within school helps children to gain an understanding about how important healthy balanced eating is. A number of activities can be carried out with class groups or with the whole school (See Practical classroom activities on pages 34-37 for ideas).

Communicating your packed lunch policy to pupils and parents is a major step in making sure that the whole school is aware of the policy. Make parents aware of your lunchbox policy by providing a copy of your policy to parents when their children join the school, displaying the Packed lunch policy poster (page 42) in reception and on your school website and by sending home a letter (page 4) alongside your Packed lunch policy poster (page 42).

Let pupils know about your policy regularly at assemblies, in class and by displaying the Policy reward posters in your dining room at A3 (page 47-49).

Newsletters and website
Customise your own lunchbox flyer and healthy eating newsletter articles through the Healthy Lunch website (see page 74).

There are four easy lunchbox recipes on pages 56-57 that parents can make. You can include the these recipes in your school newsletter. On pages 38-40 there are a selection of letter templates which can be adapted to communicate your packed lunch policy to parents.

Support for families
When creating a packed lunch policy, it is important that all families feel supported and encouraged to make positive, gradual changes. Any changes should be made slowly. Families need to be kept up-to-date at each step of the process to make sure that they understand why the changes are taking place, and to allow them to give feedback at suitable times along the way.

When introducing your packed lunch policy, give families a copy, making it clear what items are discouraged in packed lunches.

The Healthy balanced lunch in 4 steps poster (page 43) shows parents how they can create a healthy balanced packed lunch in 4 steps.

The Sandwiches poster (page 45) shows parents how to put together a healthy sandwich.

The poster on page 44 illustrates packed lunch money saving ideas.

The packed lunch ideas on pages 50-53 provide parents with examples of packed lunches that they can make easily for less than £1.

The Tips for fussy eaters poster (page 42) shows ideas parents can try to encourage their children to eat vegetables.

The Snack Swaps poster (page 47) provides parents with healthy snacks they can buy instead of junk food.

Are you sugar savvy game (pages 67-70) reveals how much sugar is hidden in drinks and is a great activity to carry-out with parents and pupils.

Create excitement around your new policy whilst educating pupils by holding a healthy lunchbox drawing competition. You can adapt the competition form on page 65.
It is important that you build in time to review, monitor and evaluate to make sure that you explore how successful your policy has been.

Encourage your working group to talk about how they feel it can be monitored. Pupils need to be fully-involved in this. Make sure pupils can develop creative ways to track progress and help to keep up the momentum. This could include:

- doing a packed lunch audit on a regular basis to track progress;
- keeping an eye on packed lunches to watch for compliance with your policy;
- keeping your records of all the activities you have done within school to encourage healthier packed lunches;
- using a time line to observe how packed lunches have improved as a result of these activities; and
- write to parents to communicate the school packed lunch policy to promote a healthy school ethos.

The monitoring of packed lunches should not be the responsibility of your catering staff. However, you could agree a monitoring method with school members. For example, you could involve senior pupils or school council members who have been trained. Some schools also get teaching staff or Midday meal supervisors to monitor packed lunches - reporting pupils who don’t follow the policy and rewarding those who do.

Use your school assemblies and websites to support positive messages about healthy food. At the same time, recognise that pupils have their own free will and may choose foods which are discouraged within your policy, and that these can be eaten at home as part of a balanced diet. Avoid sanctions about these situations by focusing on positive messages that reflect the schools health culture.

Once your policy is in place, remember it will need to be regularly reviewed, build this into your policy review process.

Pupils and parents need to feel supported in making positive changes to packed lunches.

Page 14 outlines the different ways that you can encourage and incentivise pupils to follow your policy.
Once you have finalised your lunchbox policy, you need to have a process in place to ensure both pupils and parents follow your lunchbox policy. Here are some suggestions.

Staff, SMSAs or senior pupils can be responsible for monitoring lunchboxes. Your policy should outline what will happen when the policy is disregarded, for example, slip a note into lunchboxes that do not follow the policy. You might like to adapt the lunchbox note on page 15.

You will need to have a process in place for reoffenders. For example, record which pupils receive lunchbox notes and send a letter home to parents after three notifications, which invites the parents to meet with the Head teacher if it happens again. This does need to be consistent.

For a subtler approach, resolve to make lunchboxes as healthy as possible. For example, send out weekly newsletters to parents, explaining what the rules are on packed lunches and why they are important, i.e. Nutella sandwiches are not allowed because they “do not have the necessary protein to support children’s learning throughout the afternoon.” These rules are linked to the Eatwell plate so that parents and pupils all have a clear idea of what a healthy diet looks like. Then use incentives to encourage pupils to bring in a healthy packed lunches that includes a portion of vegetables and fruit. Remember to also reward school lunch pupils that chose the vegetable or salad bar option. Ideas for incentives may include:

- Rewarding children with a raffle ticket for a major prize such as a bike.
- Reward children with a token that they put in their class container. At the end of term, the class with the most tokens wins a prize such as an afternoon cooking with their teacher.
- Handing out certificates each week to pupils that try bring in a healthy lunchbox. Use the certificate on page 58.
- Reward pupils that have a healthy lunchbox with a sticker. You can use the Superfood Hero sticker template on page 60, or order healthy eating stickers from the Comic Company.
- Decide whether to hand out stickers as a reward on their own, or ask pupils to stick their sticker on a class sticker chart where classes compete against one another.
- Display the Dojo app on an electronic whiteboard in your dining room. Use to app to record pupils that bring in a healthy lunch. Group pupils by their house colour or class to add an element of competition.

Hand out copies of the Eat Like a Champ reward card (page 59). Reward pupils who eat vegetables at lunchtime with a stamp in their passport that can be traded in for a prize such as stationary or for a special privilege.

Privileges could include:

- Choosing a song to play on your music player.
- A seat at your ‘royal’ table (a table decorated with a white table cloth, silverware, glasses and flowers)
- Extra playtime, or
- Extra golden time
Dear Parent/Guardian

Today your child’s lunch included ............................................

As part of our new packed lunch policy that we developed in consultation with pupils, parent s and staff, the following foods are only allowed on Friday’s:

- fruit juice, chocolate milk and soft drinks
- crisps
- chocolate & sweets
- biscuit and cakes
- fried meat & pastries
- snack bars

Please have a look at our website to read the full policy and for recipes, tips and ideas on how to put together a healthy packed lunch on a budget.

Thank you.
Promoting healthy lunch messages in school

Listed here are a range of ideas and activities schools can do to engage pupils in healthy eating messages and to educate pupils about healthy packed lunches.

Competitions

Design a healthy packed lunch competition sheet or use the competition form on page 65-66. Ask pupils to design a healthy packed lunch using the eatwell plate. Staff select the best twenty to frame and display in the dining room. Pupils then vote for their favourite poster and the winning poster receives a prize and is featured in the school newsletter. The winner of the competition will need to have included food from each section of the eatwell plate in appropriate amounts. The winner could receive a prize such as a new lunchbox.

Healthy eating quiz

A quiz can be done in many different ways such as a written quiz for pupils to take home with questions that pupils can research the answers. A quiz could also be done in the classroom with the winner receiving a reward such as a sticker, extra golden time or house points.

Curriculum links

Teaching children about how important healthy balanced is will encourage healthy food items to be put in packed lunches. Base all teaching on the ‘eatwell’ plate and 5 a day messages.

Use both theory and practical based sessions to help support healthy eating messages. Resist telling pupils about your personal beliefs in food. When talking about food and nutrition, keep messages simple and refer to the ‘eatwell plate’. It is important to remember that no food is a ‘bad’ food, the message should be that high fat, sugar and salt foods need to be eaten in small amounts and foods such as fruit, vegetables and starchy foods need to eaten in larger amounts.

Posters

Invite a class to design a healthy packed lunch poster or art work. Display the poster in your reception area.

Whole school events

Assemblies – An assembly may be used to explain the importance of a healthy packed lunch as part of a child’s balanced diet.

Healthy picnic day – A healthy picnic day could be organised.

Other ideas

Contact and make links with local restaurants; invite chefs into school to run cooking demonstrations for pupils and parents.

Contact local supermarkets to sponsor events such as food tasting. Ask if it would be possible to visit the supermarket and have a tour looking at different items to put in lunchboxes.

Link with your catering provider to explore what initiatives they might be able to support within the school.

Visit your local shops to look at what types of foods are available for lunchboxes.

Compare different retailers for cost and the types of food items available.

Encourage pupils to talk to their parents and carers about the lunches that they take to eat at work. Explore how the whole family can make changes to their packed lunches.
Consultation & participation
The whole school community and local partners should be involved and engaged with developing a packed lunch policy.

Monitoring
Each school should be responsible for monitoring packed lunches in a way that complements your school's food ethos.

Gradual changes
Schools should introduce changes slowly and in agreement with the whole school community, with a final goal of developing a school policy that fits in with national standards.

Alternatively, schools can introduce changes in stages, such as promoting water only, changes to confectionery items etc as appropriate.

Impact assessment
Schools should assess the impact of their policy during the early planning stages to help manage risk and identify solutions, such as seating arrangements, reviewing offsite policy, or lunchtime staff provision.

Whole school food policy
Schools should review their current whole school food policies at the same time as developing the new lunchbox policy. This will avoid confusing messages.

Celebration days and events
Schools should try to include appropriate healthy foods on celebration days and events where possible to avoid giving out confusing messages.

Marketing and communication
Schools can promote their policy through the prospectus, website, parent evenings and transition days. This will help to make sure parents, carers and pupils are aware of the policy. An ideal time to launch new policies is at the start of term, advising families before the end of the previous term so that they are prepared for the change.

Evaluation
Collecting data and monitoring the impact of your policy will allow you to see and make improvements. This could be done gradually; it also provides evidence for your Healthy Schools Award.

Curriculum links
The policy should link to the government's 'eatwell' plate. www.eatwell.gov.uk and Food Standards Agency Food Competencies - Food Route a journey through food www.food.gov.uk

Project planning
Schools should include the packed lunch project work in their school improvement plan and consider appointing someone to lead on it to make sure the progress is successful.

Cultural diversity
Schools should make sure they include foods that meet the cultural needs of all their children and young people.

Affordability
Schools should look at providing support for families who choose packed lunches as the affordable option, perhaps in the form of information leaflets/packed lunch menus.

Special diets
The standards do not apply to children with clinically diagnosed special dietary requirements. Parents are responsible for making the school aware of any such diet. There is a set procedure for requesting a medical diet for a school meal.

Food safety and hygiene
Consider food safety, storage and high-risk foods (especially during the warmer months). Cooler bags and boxes could be used if a refrigerator is not available for storage.

Governors
A nominated governor in each school has legal responsibility to make sure food standards are met. The packed lunch policy is not mandatory, although it will contribute towards your evidence for Ofsted and is needed to get your Healthy Schools Bronze Award.
PACKED LUNCH POLICY PLANNING

STEP 1: Project Planning
- Who will lead it?
- Who will be part of your planning group?

STEP 2: Conduct an Audit
- What kind of audit will you carry out?
  (Photo, paper survey, survey monkey)
- Who will lead the audit?
  (PSHE lead, PSA, school council, Yr 6 pupils)

STEP 3: Consultation
- How will you consult parents?
  (Events, focus group, via a display, taster session, meeting, newsletter)
- How will you consult pupils?
  (Survey, focus group, assembly, graffiti wall)
- Are there any events such where you can consult parents?
  (Sports days, parent teacher evening)
- How will you communicate your findings to parents, pupils and staff?

STEP 4: Write the Policy
- Who will write it?
- Who needs to approve it?

STEP 5: Promotion
- How will you communicate your policy to parents?
- How will you communicate your policy to pupils?
- How will you support parents to follow the policy?
  (Tips in the newsletter, send home parent packs, run workshops)
- How will you encourage pupils to follow the policy?
  (Class activities, art projects, events, competitions, assembly)

STEP 6: Monitor
- Who will audit lunchboxes regularly?
- How will you follow up on pupils that don’t follow the policy?
- How will you reward pupils who do follow the policy?
- How will you ensure positive messages are communicated regularly to parents and pupils?
Packed lunch policy checklist (tick each task as you complete it)

**STEP 1 PROJECT PLANNING TASK GROUP**

- Choose a lead person.
- Set up a SNAG of working group of pupils & staff.
- Write an action plan. How long will it take, who will be responsible for the project? What are your key activities?
- Assess the impact of the policy to manage risks.

**STEP 2 CARRY OUT A PACKED LUNCH AUDIT**

- Carry out an audit of packed lunches such as a photo, paper, or online audit.
- Collate results from your audit.

**STEP 3 DISCUSSION AND CONSULTATION**

- Communicate the results from your audit to pupils, parents and staff.
- Consult pupils using a pupil questionnaire or Survey Monkey.
- Consult parents and provide them an opportunity to feedback on a packed lunch policy using a survey, suggestion box, focus group or solution tree.
- Engage parents in discussions by setting up a display or taster sessions at a parent evening or school event.
- Widely communicate the findings from your survey to everyone.

**STEP 4 WRITE THE PACKED LUNCH POLICY**

- Write your packed lunch policy thinking about your findings.
- Include your policy in your whole school food policy.
- Review your whole school policy at the same time.
- Include the project work in your school improvement plan.

**STEP 5 MARKETING & PROMOTION**

- Communicate your policy to pupils.
- Display your policy in dining area, reception, website, post to families, include in newsletter and school induction pack.
- Send a lunchbox pack to parents that include the policy and recipe ideas.
- Carry out a packed lunch workshop with parents.
- Carry out healthy eating lessons with pupils.
- Promote the policy to pupils through a packed lunch assembly, quiz, celebration events, guest speakers, healthy picnic day or drawing competition.
- Ask the art teacher to facilitate a healthy eating collage or mobile display for the dining room.

**STEP 6 REVIEW, MONITOR & EVALUATE**

- Carry out a packed lunch audit regularly to track progress.
- Include healthy packed lunch tips and your policy summary in every parent newsletter.
- Agree who will monitor the packed lunches and follow up on pupils that do not follow the policy e.g. lunchbox slip.
- Support positive messages bout healthy food at every assembly.
- Regularly review your policy.
- Reward pupils who are bringing in a healthy packed lunch through certificates, stickers, a healthy eating passport, termly raffle.
Useful websites

Below is a list of resources you might find useful when developing your packed lunch policy.

**Food a fact of life**
www.foodafactoflife.org.uk
Divided into teachers guides for 3 - 5 years, 5 - 8 years and 8 - 11 years with PPTs, worksheets, games, curriculum links and lesson plans.

**Food standards agency**
www.food.gov.uk
Follow links: Nutrition, Schools, Teaching tools - this will take you to a variety of resources relating to food e.g.: Dish It up, games, food route.

**Eatwell**
www.eatwell.gov.uk
Healthy diet section has eatwell plate and advice on healthy balanced eating. Ages and stages section has practical nutrition advice section.

**Change 4 Life**
www.nhs.uk/change4life
Helping families to eat better, move more and live longer. Follow links and resources for even more information.

**School Food Trust**
www.schoolfoodtrust.org.uk
A host of food in school information. Follow links for lesson plans – Key stages 1 - 4. Use search tool for lunchbox guidance.

**5 A Day**
www.5aday.nhs.uk
Lots of information and resources to help everyone eat more fruit and vegetables.
RESOURCES
RESOURCES

Gathering data—lunchbox audit

The pupil lunchbox audit is useful for finding out the contents of pupils’ packed lunches and will give you baseline data from which you can see if any changes occur as a result of promoting healthier lunchboxes. After collecting your data, collate your results in the audit table.

<table>
<thead>
<tr>
<th>Lunchbox audit for pupils</th>
<th>Page 24</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunchbox audit—letter to teachers</td>
<td>Page 25</td>
</tr>
<tr>
<td>Lunchbox audit—Audit table (for collating data from lunchbox audit)</td>
<td>Page 26</td>
</tr>
</tbody>
</table>

Discussion and consultation

Use the following tools to help you consult with parent, staff and pupils. Your whole school community needs to be consulted before you write your draft policy.

<table>
<thead>
<tr>
<th>Lunchbox pupil questionnaire</th>
<th>Page 27</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent consultation tool —parent survey</td>
<td>Page 28</td>
</tr>
<tr>
<td>How to discuss the packed lunch policy with stakeholders</td>
<td>Page 29-30</td>
</tr>
</tbody>
</table>

Lunchbox policy templates

You can use this example policy as a template for your packed lunch policy. Remember to keep in mind the information from your audit and consultation when writing your policy.

| Example packed lunch policy | Page 31-33 |

Practical classroom activities

Here are some activities that teachers can carry out with their pupils to reinforce the messages in your packed lunch policy and help pupils understand why a healthy lunch is important.

<table>
<thead>
<tr>
<th>Eatwell plate activities</th>
<th>Page 34</th>
</tr>
</thead>
<tbody>
<tr>
<td>Packed lunch cooking activities</td>
<td>Page 35</td>
</tr>
<tr>
<td>Packed lunch snack tasting activities</td>
<td>Page 36</td>
</tr>
<tr>
<td>Food tasting activity sheet</td>
<td>Page 37</td>
</tr>
</tbody>
</table>

Communication

Here are three sample letters that you can send to parents to communicate your policy and policy activities. These templates can be used and adapted as required.

<table>
<thead>
<tr>
<th>Sample letter – Invitation to a packed lunch policy feedback meeting</th>
<th>Page 38</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample letter – Inviting parent feedback on the draft packed lunch policy</td>
<td>Page 39</td>
</tr>
<tr>
<td>Sample letter – Informing parents about your final packed lunch policy</td>
<td>Page 40</td>
</tr>
</tbody>
</table>
Support tools and posters

These posters and recipes have been developed to help schools support parents to follow the policy. Include these posters in your newsletter, website, and induction pack, hand out at health fairs, enlarge and display in your reception area or enclose a selection of posters along with your letter informing parents about your new packed lunch policy.

<table>
<thead>
<tr>
<th>Poster</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poster – packed lunch policy poster (a visual summary of the policy)</td>
<td>41</td>
</tr>
<tr>
<td>Poster - Tips for fussy eaters</td>
<td>42</td>
</tr>
<tr>
<td>Poster – A healthy balanced lunch in 4 steps</td>
<td>43</td>
</tr>
<tr>
<td>Poster – Packed lunch money saving ideas</td>
<td>44</td>
</tr>
<tr>
<td>Poster – Sandwiches. Healthy sandwich ideas.</td>
<td>45</td>
</tr>
<tr>
<td>Poster - Smart lunchbox snack swaps</td>
<td>46</td>
</tr>
<tr>
<td>Poster – Pupil award scheme posters for the dining room.</td>
<td>47-49</td>
</tr>
<tr>
<td>Poster - One minute packed lunches under £1</td>
<td>50-53</td>
</tr>
<tr>
<td>Poster – Cost of healthy vs unhealthy lunchbox</td>
<td>54-55</td>
</tr>
<tr>
<td>Recipes – Packed lunch ideas</td>
<td>56-57</td>
</tr>
</tbody>
</table>

Award and incentives

Use these certificates, passports and stickers to award pupils who follow your policy.

<table>
<thead>
<tr>
<th>Award</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Healthy packed lunch award</td>
<td>58</td>
</tr>
<tr>
<td>Superfood hero stickers</td>
<td>59</td>
</tr>
<tr>
<td>Superfood Hero sticker award chart</td>
<td>60</td>
</tr>
<tr>
<td>Where to purchase stickers and stamps</td>
<td>61</td>
</tr>
<tr>
<td>Eat Like A Champ award card</td>
<td>62</td>
</tr>
</tbody>
</table>

Activities for pupils and parents

Carry out Sugar Savvy with parents or pupils at a health fair or workshop. The drawing competition and planning tool can be completed by pupils in class.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Healthy lunchbox planning tool</td>
<td>63-64</td>
</tr>
<tr>
<td>Drawing Competition</td>
<td>65-66</td>
</tr>
<tr>
<td>Are you sugar savvy?</td>
<td>67-70</td>
</tr>
</tbody>
</table>

The Eat Well Plate

Use the Eat Well plate to educate parents and pupils about your policy.

<table>
<thead>
<tr>
<th>The Eat Well Plate</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Eatwell plate – lunchbox version</td>
<td>71</td>
</tr>
<tr>
<td>Eatwell plate - blank</td>
<td>72</td>
</tr>
</tbody>
</table>

Purchase resources and customise own tools

Create your own lunchbox flyer or order more resources.

<table>
<thead>
<tr>
<th>Purchase resources</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comic Company packed lunch resources</td>
<td>73</td>
</tr>
<tr>
<td>Customise your own lunchbox tools</td>
<td>74</td>
</tr>
</tbody>
</table>
LUNCHBOX AUDIT

Year Group: _______________________________________

What have you got in your lunchbox today? (write or draw)

Do you have a drink today?

☐ Yes. What is the drink? _______________________________________
☐ No

SCHOOL USE ONLY

☐ Fruit (fresh, canned, dried)
☐ Vegetables (salad, crudités, sandwich fillings)
☐ Dairy (Milk, cheese, yoghurt)
☐ Starchy foods (bread, other cereals & potatoes)
☐ Sugary snacks (chocolate, bars, cakes, biscuits
☐ Protein (Meat, fish & other alternatives)
☐ High fat snacks (crisps, quavers, chapatti)
☐ Water
☐ Sugary drink (soft drink, juice, cordial, chocolate milk)
LUNCHBOX AUDIT – LETTER TO TEACHERS

Dear teacher

Please photocopy the Lunchbox Audit Sheet for all the children in your school who bring a lunchbox for some/all of the week.

They will need to look inside their lunchbox before lunch time and be given the opportunity to draw and label the contents. Can teachers please help the children with this task, as we need as much information as possible about the contents of their lunchboxes. The completed sheets will be returned to me and I will be analysing the results against the eatwell plate.

Below is a table giving some more detail about what we count as one portion of the different types of food in lunchboxes – please use this for your reference. This is a rough guide only – the idea is to get a general picture of what is in each lunchbox..

<table>
<thead>
<tr>
<th>FOOD GROUP</th>
<th>1 PORTION</th>
</tr>
</thead>
</table>
| Fruit and vegetables                           | • Apple / banana / orange / 2 satsumas / slice of melon  
• Handful of fruit  
• Salad bowl  
• Carrot / celery sticks                                                                             |
| Bread, other cereals and potatoes              | • 2 slices bread (ie 1 sandwich)  
• 1 whole pitta bread  
• 1 average cob  
• 1 pizza slice  
• Potato salad / pasta salad                                                                     |
| Milk and dairy foods                           | • 1 cheese filled sandwich  
• Cheese cubes / slices  
• Carton of milk  
• Yoghurt pot (plain fruit type yoghurt)                                                            |
| Meat, fish and alternatives                    | • 1 meat or fish filled sandwich  
• Chicken drumstick  
• Houmous as a dip  
• 1 egg filled sandwich  
• Lentils and other beans/pulses                                                                    |
| Foods containing fat, foods containing sugar   | • Chocolate bar / muesli bar / flapjack  
• 2 x biscuits (digestive type)  
• Chocolate mousse / dessert or pudding  
• Jam, butter, margarine or mayo in sandwich  
• Sausage roll / spring roll  
• Samosa / bhaji / pakora                                                                          |
| Sweet drinks                                   | • 1 popper/carton/bottle of juice or fruit drink  
• 1 can sweetened or fizzy drink  
• Chocolate milk                                                                                     |
PACKED LUNCH AND SCHOOL MEAL AUDIT

The following form is for use in schools to observe choices made by pupils

<table>
<thead>
<tr>
<th>Fruit: fresh, dried, tinned</th>
<th>Vegetables: salad, sandwich filling, crudités</th>
<th>Dairy: yoghurt, cheese, milk, custard</th>
<th>Starchy food: Bread, pasta, rice, crackers</th>
<th>Protein: Meat, fish, egg, pulses</th>
<th>High fat snacks: crisps, quavers</th>
<th>Sweet snacks: chocolate, muesli bar, cakes, biscuits, sweets</th>
<th>Drinks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
LUNCHBOX QUESTIONNAIRE

Name:
Class:

1. Why did you bring a packed lunch?
..................................................................................................................................................

2. Of all the foods that you have regularly in your lunchbox what is your favourite food and what is your least favourite food?

<table>
<thead>
<tr>
<th>Favourite food</th>
<th>Least favourite food</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. If you could have anything you wanted in your lunchbox, what would you have?
..................................................................................................................................................

4. Do you think there are foods that should not be allowed in lunchboxes?
Yes ☐ No ☐

5. If yes, which foods would they be?
..................................................................................................................................................

6. Why should these foods not be allowed?
..................................................................................................................................................

7. What do you do with the food in your lunchbox that you don’t like?
.....................................................................................................................................................
Dear Parent/Carer

As you know our school is dedicated to developing the health and wellbeing of all children and staff. This term the school council is looking at healthy balanced packed lunches within the school. We want you to be involved in this too and value your help in finding out what would encourage children to eat healthy balanced packed lunches. Please return the completed questionnaire by (insert date) to the school office.

**Please circle one box as appropriate.**

1. Does your child take a packed lunch?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Sometimes</th>
</tr>
</thead>
</table>

2. If your child takes a packed lunch, please could you explain why?

   ..............................................................................................................................................
   ..............................................................................................................................................
   ..............................................................................................................................................

3. Would you like some advice about what makes up a healthy balanced packed lunch for your child?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Sometimes</th>
</tr>
</thead>
</table>

4. Would you like some ideas and suggestions for healthy packed foods?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Sometimes</th>
</tr>
</thead>
</table>

5. Would you like recipes for foods/snacks to make to include in packed lunches?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Sometimes</th>
</tr>
</thead>
</table>

6. Do you think that some types of foods (for example crisps, sweets or fizzy drinks) should be discouraged or not allowed in packed lunches?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Sometimes</th>
</tr>
</thead>
</table>

7. If yes, which types of foods should be discourages or not allowed in packed lunches?

   ..............................................................................................................................................
   ..............................................................................................................................................

8. Any other suggestions/requests?

   ..............................................................................................................................................
   ..............................................................................................................................................

Thank you for taking the time to complete and return this survey.
HOW TO DISCUSS THE PACKED LUNCH POLICY WITH STAKEHOLDERS

Questionnaire and Surveys

Questionnaires and surveys can help gather information from a lot of people quickly. Lots of questions can be sued such as:

Closed questions

- Does your child take a packed lunch to school?  
  YES □  NO □
- Do you feel your child’s packed lunch is healthy?  
  YES □  NO □
- What is your favourite food in your packed lunch?  
  YES □  NO □
- What is your least favourite food in your packed lunch?  
  YES □  NO □
- Do you think there are foods that should not be allowed in lunchboxes?  
  YES □  NO □

Open questions

- Why do you bring in a packed lunch or why do you give your child a packed lunch?
- What do you regularly include in your child’s packed lunch?
- What foods do you think should be discouraged in packed lunches?
- Why should these foods be discouraged?

Boxes and stickers (pupils)

This method can be used as another option to the questionnaire idea above and is more suitable for gaining information from younger pupils. This activity involves giving pupils questions with possible answers; the pupils use coloured pens or stickers to select their answer. Questions may include:

- Do you take a packed lunch to school?  
  YES □  NO □
- Do you have fruit or vegetables in your packed lunch?  
  YES □  NO □

Suggestion box (parents and children)

A suggestion box can be used for the whole school community to offer ideas, bring up problems or ask questions about packed lunches. Using a suggestion box can encourage pupils/parents to put across their views and questions in secret which may be more appealing to those who do not want to be known. A box can be put in reception and everyone is encouraged to contribute.
Focus groups

Focus groups can be used with many groups of people, parents and children included. For focus groups to be successful it is important that those involved provide their true opinions to the questions asked.

The types of questions used are similar to those open questions sued within a questionnaire. Open questions need to be used to allow for conversation to develop between those involved.

A focus group will require a lead person to lead the activity with another to write ideas on a flip chart, this could be another member of staff or a pupil. Your focus group could be carried out with a parents group already set up or with the school council. Focus groups allow schools to develop a greater understanding of the problems faced by pupils and parents and give the chance to ask and investigate some of these problems further. Example questions can include:

- Why do your children have packed lunches?
- What do you feel is a healthy packed lunch?
- Do you feel your child’s or own packed lunch is healthy?
- How do you think we can make packed lunches healthier within school?
- What do you feel prevents parents from providing healthy packed lunches?
- How do you think we can address these ideas?
- Which foods do you feel should be discouraged within packed lunches?

Problem wall/ solution tree / graffiti wall

This method could be used within a school to give all stakeholders an opportunity to input their ideas including pupils, teachers and parents. This would also be a suitable method of discussion at events such as parents evening.

Dining room activity

You may wish to think about the eating environment at the same time as writing your policy. This activity can be used to gain feedback from pupils about the dining room in particular. Ask pupils to draw a plan of the dining room; use happy and sad faces for primary pupils and coloured post it notes for secondary pupils, encourage them to think about and write down the things they like and dislike about the dining environment. Once they have completed this, ask pupils to think about what they can do to improve the areas they dislike so you can start to develop a plan for your dining room.
1. Introduction

What children eat at school is important and school lunches have to meet strict standards to provide 1/3 of a child’s nutrient requirements. Research from the Food Standards Agency (School Lunchbox Survey, 2004) and later research by the School Food Trust has shown that the majority of lunchboxes surveyed were high in fat, sugar and salt. The policy should form part of the overall food in school policy. (Also mention here the results from your packed lunch audit and feedback from your parent surveys).

2. Aim

This policy has been drawn up in consultation with parents, pupils and staff with the following aims:

- To improve the nutritional quality of packed lunches and other foods taken into schools.
- To ensure that all packed lunches brought from home (or on school trips) provide the child with healthy food that is similar in its nutritional value to food served in schools.
- To make a positive contribution to children’s health by encouraging healthy eating habits in childhood setting a trend for lifelong changes.
- To contribute to the self-evaluation for review by Ofsted

This policy applies to all pupils and parents providing packed lunches and other foods to be consumed within school or on school trips during normal school hours. This packed lunch policy promotes a whole school approach to food and healthy eating.

3. The policy

- The school will work with the pupils to provide attractive dining room arrangements.
- The school will work with parents to ensure that packed lunches abide by the standards.
- The school will ensure that free, fresh drinking water is readily available at all times.
- Pupils are advised to bring packed lunches in insulated bags with freezer blocks where possible to stop the food going off.
- Glass bottles and tins are not permitted due to safety issues that could arise.
- Wherever possible the school will ensure that packed lunch pupils and school dinner pupils will be able to sit and eat together.
- All uneaten food and waste will be kept in the lunchbox and returned home with the child so that parents are able to monitor their child’s food consumption

Food contained in a packed lunch

Packed lunches should be based on the Eat Well plate model and should include the following every day:

- Fruit and Vegetables - at least one portion of fruit and one portion of vegetables or salad.
- Non-dairy source of protein - meat, fish, egg, beans or pulses such as lentils, kidney beans, chickpeas, hummus and falafel.
- A starchy food like bread, pasta, rice, couscous, noodles, potatoes or other type of cereals.
• Dairy foods such as milk, cheese, yoghurt, fromage frais
• Drinks - the school provides water but a healthier drinks, such as water, 100% pure fruit juice, semi-skimmed or skimmed milk, yoghurt or milk drinks and smoothies.
• Oily fish, such as salmon, should be included at least once every three weeks.

To keep packed lunches in line with the food based standards for school meals, packed lunches should not include:

• High fat, high salt, high sugar snacks such as crisps, sweet popcorn, other high fat / salt packet savoury snacks such as crisps.
• Confectionery such as chocolate bars, chocolate-coated biscuits, sweets and chewing gum.
• Chocolate spread, honey, jam or marmalade as a sandwich filling.
• Cereal bars and fruit bars.
• Fizzy / sugary drinks or fruit flavoured squash. This includes diet drinks and energy drinks which can contain high levels of caffeine and other additives and are not suitable for children.

Occasionally, the following may be included:

• Meat products such as sausage rolls, individual pies, corned meat and sausages / chipolatas should be included only occasionally due to their high fat and salt content.
• Cakes and plain biscuits are allowed but children should be encouraged to eat these only as part of a balanced meal.
• Schools may wish to consider allowing children to bring in crisps on a Friday when many schools have fish and chips on the school meal menu.

Special diets and allergies

{Be aware of nut allergies. Visit the www.allergyinschools.co.uk website for accurate, reliable information on managing allergies in schools. It is not advised that a school adopts a nut free policy.}

The school also 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 pupils are also not permitted to swap food items.

Health and safety

It is the responsibility of the parents / carers to provide an appropriate packed lunch container where food items can be stored securely and appropriately until the lunchtime period. Parents are advised to include an ice pack. Food products prepared and stored in ambient temperatures after a period of time can have increased levels of bacteria in them.

Storage of Packed Lunches

The school will provide storage area / facilities for packed lunch bags, in the most convenient place possible. However the school cannot provide cooled storage areas and therefore cannot take legal responsibility for foods prepared at home and then brought into school.

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 / acknowledged / celebrated} by... {stickers / congratulatory letters home / assembly}
- Parents and pupils who do not adhere to the Packed Lunch Policy will...{examples of actions that could be taken: receive a leaflet in the packed lunch informing them of the policy / be invited to a packed lunch workshop}. 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.
- {We recommend that if items are confiscated, that they are returned to the child at the end of the day with a note to the parent. Consideration also needs to be given to children with wholly inappropriate packed lunches, as they will need to be given an alternative if all of their food is confiscated - some schools provide the child with a school meal and charge the parent.} Pupils with special diet or food allergies will be given due consideration.

7. Dissemination of the policy

- The school will write to all new and existing parents / carers to inform them of the policy.
- The policy will be available on the school’s website and will be incorporated into the school prospectus.
- The school will use opportunities such as parents evenings to promote this policy as part of the whole school approach to healthier eating.
- All school staff, including teaching and catering staff as well as the school nurse will be informed of this policy and will support its implementation.

8. Policy Review

This policy will be reviewed as part of the schools agreed policy review process. In addition any major legislative or governmental changes regarding school food may lead to this policy being amended.

Signed:
Date:
Policy review date:
# PRACTICAL ACTIVITY – HEALTHY LUNCHES USING THE EATWELL PLATE

## LEARNING OBJECTIVES

By the end of the session pupils will:

- State three foods from each ‘eatwell’ section that could be put into a packed lunch
- Design a healthy meal using the ‘eatwell’ plate as a guide
- Produce a design of their healthy packed lunch to be used as part of a display for their health week/parent evening/ school display

## RESOURCES REQUIRED

<table>
<thead>
<tr>
<th>RESOURCES REQUIRED</th>
<th>TEACHING AND LEARNING STRATEGIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eatwell plate floor mat or poster</td>
<td>Small group and whole group activity</td>
</tr>
<tr>
<td>Food pictures or replica food models</td>
<td>Individual worksheets</td>
</tr>
<tr>
<td>Materials such as paper, card and pens for pupils to draw their lunchbox ideas</td>
<td></td>
</tr>
<tr>
<td>Lunchbox template</td>
<td></td>
</tr>
</tbody>
</table>

## RESOURCES REQUIRED

## TEACHING AND LEARNING STRATEGIES

- Small group and whole group activity
- Individual worksheets

## LESSON OUTLINE

<table>
<thead>
<tr>
<th>STRUCTURE</th>
<th>KEY DISCUSSION POINTS</th>
<th>TIME TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to the session</td>
<td>A short discussion to introduce the pupils to food and why we need to eat healthy diet? What types of food do they enjoy eating?</td>
<td>15 minutes</td>
</tr>
<tr>
<td></td>
<td>Whole class to be shown the ‘eatwell’ plate using a poster/floor mat. Discussion about each of the food groups.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Give pupils food cards and ask them which food group they would place them in.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Each pupil to note the correct number of portions for each section.</td>
<td></td>
</tr>
<tr>
<td>Choosing foods to make a healthy lunch</td>
<td>In pairs or groups pupils to list the items that could go into each ‘eatwell’ section suitable for a lunchbox.</td>
<td>15 minutes</td>
</tr>
<tr>
<td></td>
<td>Put together a class list, using floor mat and models wherever possible or create a board list.</td>
<td></td>
</tr>
<tr>
<td>Design a healthy lunch activity</td>
<td>Pupils to design their healthy packed lunch, each child given a blank template</td>
<td>20 minutes</td>
</tr>
<tr>
<td>Summary</td>
<td>Give a summary and talk about the main points from the session asking pupils to show their designs to the rest of the class.</td>
<td>10 minutes</td>
</tr>
</tbody>
</table>

## EVALUATION AND REFLECTION

What went well:

Even better if:
LEARNING OBJECTIVES

- Encourage children to try out new foods;
- Strengthen healthy eating messages
- Encourage ideas for packed lunches

RESOURCES REQUIRED

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>INGREDIENTS</th>
<th>RESOURCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chopping board</td>
<td>Cooked pasta, sweetcorn, tuna, cucumber, red onion, cherry tomatoes and salad cream</td>
<td>5 a day information</td>
</tr>
<tr>
<td>Knife and spoons</td>
<td></td>
<td>Recipes for children to follow can be found at <a href="http://www.foodafactoflife.org.uk">www.foodafactoflife.org.uk</a></td>
</tr>
<tr>
<td>Mixing bowl</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plates</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

LESSON OUTLINE

<table>
<thead>
<tr>
<th>KEY DISCUSSION POINTS</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduce the activity</td>
<td>10 minute</td>
</tr>
<tr>
<td>Ask the pupils what they need to consider before they start the activity. Explain the importance of washing hands before handling food. Also, explain that if any food is dropped on the floor it should be thrown away.</td>
<td></td>
</tr>
<tr>
<td>All pupils to wash their hands</td>
<td></td>
</tr>
<tr>
<td>Split children into groups around the tables</td>
<td></td>
</tr>
<tr>
<td>Take the pupils through each of the ingredients that will be sued to make the recipe. Use this time to talk about:</td>
<td></td>
</tr>
<tr>
<td>What counts towards their 5 a day (e.g. fresh, frozen, canned, juice)</td>
<td></td>
</tr>
<tr>
<td>The ‘eatwell’ plate</td>
<td></td>
</tr>
<tr>
<td>Allow the children to try any ingredients they haven’t eaten before</td>
<td></td>
</tr>
<tr>
<td>Talk to the group about equipment they will be using</td>
<td></td>
</tr>
<tr>
<td>Take this opportunity to talk about the importance of good knife skills and how care must be taken with sharp knives</td>
<td></td>
</tr>
<tr>
<td>Show the class how to make a pasta salad</td>
<td>5 minute</td>
</tr>
<tr>
<td>Give each table a tray of ingredients. Allow them time to use the recipe to guide them on how to make the pasta salad</td>
<td>15 minute</td>
</tr>
<tr>
<td>Wash all equipment</td>
<td>15 minute</td>
</tr>
<tr>
<td>Give out the recipe sheets for the children to complete</td>
<td></td>
</tr>
<tr>
<td>Talk with the class about their likes, dislikes and so on</td>
<td></td>
</tr>
</tbody>
</table>

EVALUATION AND REFLECTION

What went well:

Even better if:
LEARNING OBJECTIVES

The session has been designed to:
- Encourage children to try out new foods;
- Strengthen healthy eating messages;
- Encourage healthy choices in lunch boxes
- Establish links with local food store/supermarket

RESOURCES REQUIRED

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>INGREDIENTS</th>
<th>RESOURCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chopping board</td>
<td>Alternative suitable for lunchboxes e.g. Scotch pancakes, malt loaf, different types of bread, dried fruit e.g. apricots, fruit in season</td>
<td>Example tasting recording sheets (resource 2, for use with tool 11C, page 55)</td>
</tr>
<tr>
<td>Plates/containers</td>
<td></td>
<td>Food a fact of life interactive games <a href="http://www.foodafactoflife.org.uk">www.foodafactoflife.org.uk</a></td>
</tr>
<tr>
<td>Knife</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

LESSON OUTLINE

<table>
<thead>
<tr>
<th>STRUCTURE</th>
<th>KEY DISCUSSION POINTS</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to the session</td>
<td>• Introduce the activity</td>
<td>10 minutes</td>
</tr>
<tr>
<td></td>
<td>• Ask the pupils what they regularly bring in a lunchbox (on white board draw eatwell plate and write suggestions in appropriate section)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Refresher activity on ‘eatwell’ plate</td>
<td>15 minutes</td>
</tr>
<tr>
<td></td>
<td>• White board activity and use interactive ‘food a fact of life’ site</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Reinforce healthy balanced/proportion of food from each group</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• All pupils to wash their hands</td>
<td>10 minutes</td>
</tr>
<tr>
<td></td>
<td>• Allow everyone to taste each food and complete tasting recording sheet using bank of describing/appropriate words</td>
<td>20 minutes</td>
</tr>
<tr>
<td></td>
<td>• Talk with the class about the likes/dislikes of food sampled</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Encourage them to take sheet home to discuss foods enjoyed</td>
<td></td>
</tr>
</tbody>
</table>

EVALUATION AND REFLECTION

What went well:

Even better if:
**I have tried** | **I really liked** | **It tasted**
---|---|---
Honeydew melon |  |  
Nectarine |  |  
Kiwi fruit |  |  
Pepper (red/yellow) |  |  
Dried apricots |  |  
Malt loaf |  |  
Scotch pancake |  |  
Sultana scone |  |  

This sheet provides an example of foods for the tasting session activity on the previous page. Adapt it with foods you are going to taste and encourage children to describe the taste. Encourage children to take this home and share with parents/carers the foods they have enjoyed. Ensure you use fruit/vegetables in season and items available from your local shops or supermarkets: www.eatseasonably.co.uk.
LETTER INVITING PARENTS TO FEEDBACK ON THE DRAFT POLICY

Dear Parent(s)/Carer(s)

As you will be aware, there is increasing concern about rising rates of obesity and related health problems in children in schools. As a school, it is part of our responsibility to teach and encourage children how to eat a healthy balanced diet. Our school meals have benefited from the national nutritional standards for school meals and the school has now decided to complement these and work towards developing a policy for packed lunches.

The school believes that this will help your children to eat well. It will ensure that all pupils are following the School Food Trust guidelines and national standards for school food and that as pupils learn in class about healthy balanced eating, this is reflected in the dining room.

However, before we introduce a formal policy, we wish to gather as many options as possible on the subject, from pupils, governors, our school cooks and you, our parents, before we decide what the policy should say.

We are inviting you to attend an open discussion on the subject on (insert date here) at (insert time and place here). If you are unable to attend at this time then please speak to a member of staff, send us an email or write to us with your views on packed lunches.

We will be consulting with our pupils and governors so that we can create a policy that everyone will want to support. We will give you support, advice and time to adjust when the policy does come into place so that the change is as smooth as possible. Thank you for your support.

Yours sincerely,

(Signature here)
Dear Parent(s)/Carer(s)

As a school we are now engaging with the Healthy Schools Enhancement Model, as part of this we are updating our whole school food policy. We are hoping at the same time to develop our lunch time policy which will include packed lunches.

(Insert here who is leading this i.e. school council/SNAG) want to help us ensure everyone eats well and enable us all to follow the School Food Trust guidelines and national standards.

You will find a copy of our food policy and draft lunch time policy on our website.

We would welcome any comments/suggestions from you as parents and would be grateful if you could let us have these by (insert date).

Thank you for your support and please do not hesitate to contact me if you have any questions.

Yours sincerely,

(Signature here)
Dear Parents / Carers

I am writing to inform you of a change regarding packed lunches in school. As you will know, weight and oral health is a significant issue in our school. Based on our school’s most recent health report, (insert percentage) of our Year 6 pupils were overweight or obese and (insert percentage) of pupils had a filling last time they visited the dentist.

In (insert month) this year our staff carried out a lunchbox audit which found that (insert percentage) of lunches contained junk food and only (insert percentage) of lunches included any vegetables or fruit.

In (insert month) we conducted surveys with parents to find out your views on a packed lunch policy. The survey found that (insert percentage) of parents / carers thought that some types of food should be discouraged or not allowed in packed lunches. We are therefore introducing a packed lunch policy which will be implemented from (insert day, month, and year).

Yes Please!

• Please help your child to prepare a balanced packed lunch containing sandwiches and / or other carbohydrate, at least one fruit and one vegetable, milk or dairy food and a drink of water.
• Please help your child to pack a healthy snack of fruit or vegetables for their morning break.

Take Care!

• Please exercise caution when choosing snacks marketed as being healthy, some cereal bars or processed foods contain large amounts of sugar.

No Thank You!

• Please do not include fizzy drinks, sweets, fried food chocolate, cake or crisps as part of a packed lunch or snack.

The foods listed in the ‘No Thank You’ list above were all suggested by parents / carers and we believe that our new guidelines will not involve any large changes by the majority of families in our school. We believe that the policy will have a positive impact on outcomes on pupils’ health and in some cases, their ability to focus during afternoon lessons.

From the (insert day, month, and year). children will not be permitted to consume any of the foods on our ‘No Thank You’ list during lunch. (Insert action to be taken if policy isn’t followed)

Please find enclosed with this letter a poster of the policy to put on your fridge and ideas to make healthy, quick and cheap lunches for your child that meets the new guidance.

Please do not hesitate to contact me if you have any queries about our policy.

Thank you for your support,

(Signature here)
Your child’s packed lunch should include these foods:

- Bottled or sparkling water
- Milk, cheese
- Fruits and vegetables
- Starchy food
- E.g. sandwich
- Beans or rice
- Fish
- Eggs

Other high-fat snacks and cakes

Fats, sweets, pastry and fried foods

Soft drinks

Your child’s packed lunch should include one portion of:

Packed Lunch Policy
How to get healthier items into your child's lunchbox:

**TIPS FOR FUSSY EATERS**

Here are some tips to encourage children to eat healthy food:

- Involve child in making food
- Disguise veges in dishes
- Let child chose their lunchbox
- Avoid buying junk food
- Build on favourite foods
- Remove distractions when eating
- Eat the same healthy foods
- Make lunchboxes fun
- Eat meals around a table
- Explain why we need healthy food
- Don’t make a fuss or force
- Don’t offer bribes
- Avoid buying junk food
- Build on favourite foods
A healthy balanced lunch in 5 steps

1. Fill up on starchy foods by making a sandwich with bread, pitta or a roll, or make a salad with pasta, potato, couscous, lentils, rice or chickpeas.

2. Add a piece of fruit and add salad to a sandwich or eat vegetable sticks as a snack.

3. Add a little protein to sandwiches or salad.

4. Include yoghurt or cheese as a snack.

5. Pack water.
1. Buy fruit by the kilo
2. Buy supermarket brands
3. Buy rolls in bulk
4. Pop your own popcorn
5. Pack dinner leftovers
6. Buy reduced to clear
7. Fill a bottle with tap water
8. Look for special offers
9. Replace meat with pulses
10. Portion yoghurt into single serves
11. Buy veg and fruit frozen or canned when out of season
12. Look above and below eye level

www.ealing.gov.uk
Sandwiches

Try these combinations for a tasty sandwich

Hawaiian
LOW FAT CHEESE / HAM / PINEAPPLE / TOMATO

Tuna
TUNA / TOMATO / CUCUMBER / LOW FAT MAYONNAISE

Beef
BEEF / TOMATO / RED ONION / LETTUCE / MUSTARD PICKLES

Leftovers
DINNER / LEFTOVERS

Egg
EGG / LETTUCE / CUCUMBER / LOW FAT MAYONNAISE

Turkey
TURKEY / TOMATO / LETTUCE / AVOCADO

Chicken salad
CHICKEN / LETTUCE / TOMATO / LOW FAT MAYONNAISE

Salad
CARROTS / LETTUCE / CUCUMBER / BEETROOT / TOMATO / AVOCADO

Australian Red Cross
THE POWER OF HUMANITY

In association with Queensland Government, Spiritus, ACCES
Smart lunchbox snap swaps

All healthy snacks cost less than 50p*

CRISPS
Swap these for these

BARS
Swap these for these

DRINKS
Swap these for these

TREATS
Swap these for these

Dairy
Swap these for these

* Per serve and when bought in packs of 4, 6 or 8.
If you have school meals...

The healthiest school meals that include salad, vegetables and fruit salad, will receive a Superfood Hero Collector Card...

This packed lunch is healthy and balanced.

To score a Superfood Hero Collector Card:

- NO food from the Friday only snack and drink list.
- Egg, meat, fish, tuna, tofu or beans.
- Wholegrain bread, brown rice or wholemeal pasta.
- Some wholegrain or brown starchy food such as brown or white rice.
- Water.
- Dairy such as low fat cheese or yoghurt (or soy products).
- Some salad or vegetables in a sandwich or as a snack.
- Fresh fruit.

It should include:

Your lunchbox needs to be healthy and balanced.
NEW PACKED LUNCH RULES

- Fried meat & pastries
- Biscuit and cakes
- Chocolate & sweets
- Crips
- Drinks other than water
- Foods on days other than Friday
- Packed lunch includes any of these will be put in your lunchbox if your

A note outlining our packed lunch rules.

about our lunch box rules. Speak to the headteacher. Parents may be invited to three of these notes. Your If you receive more than

FRUIT MEAT & PASTRY
BISCUITS & CACKES
CRISPS
CHOCOLATE & SWEETS
SUGARY DRINKS
One minute packed lunches under £1

TOTAL COST: £0.95

TOTAL COST: £0.95

Ealing
www.ealing.gov.uk
One minute packed lunches under £1

TOTAL COST: £0.90

TOTAL COST: £0.95
One minute packed lunches under £1

TOTAL COST: £0.85

TOTAL COST: £0.95

www.ealing.gov.uk
One minute packed lunches under £1

TOTAL COST: £0.95

TOTAL COST: £0.95

www.ealing.gov.uk
Cost of healthy lunchbox v’s unhealthy lunchbox

TOTAL COST OF HEALTHY LUNCHBOX: £0.85

TOTAL COST OF UNHEALTHY LUNCHBOX: £3.01
Cost of healthy lunchbox v’s unhealthy lunchbox

TOTAL COST OF HEALTHY LUNCHBOX: £0.80

TOTAL COST OF UNHEALTHY LUNCHBOX: £1.68
YUMMY PIZZA MUFFINS

Ingredients
- 2 English muffins
- 40ml tomato based sauce
- 2 slices of ham
- 1 handful of basil leaves
- 2x 15ml spoons sweetcorn (canned)
- 60g mozzarella cheese

Method
1. Cut the muffins in half to create four pizza bases and spread the tomato-based sauce over each pizza base.
2. Tear the ham, mozzarella and basil into small and share it between the pizzas.
3. Add sweetcorn and any other toppings, such as sliced mushroom, chopped cherry tomatoes, diced courgette or canned tuna.
4. Place them under the grill for a few minutes until the cheese begins to turn brown.

CHICKEN WRAP

Ingredients
- 4 wholemeal tortilla wraps
- 140g sliced chicken
- 1 pepper, deseeded, thinly sliced
- 100g low-fat cheese, grated
- 12 cherry tomatoes, halved
- 2 tbsp low-fat sour cream

Method
1. Place each tortilla onto a plate, cover with cling and warm through in the microwave for 10 seconds. (This makes them easier to roll or wrap even if they are being served cold).
2. Spread each tortilla with a little sour cream, top with sliced chicken, sliced peppers, grated cheese and sliced cherry tomatoes. Fold over the end facing you (to stop the filling falling out) and then fold in the sides over each other.
TUNA PASTA SALAD

Ingredients
- 100g pasta animals
- ¼ red and yellow pepper, chopped into small pieces
- 40g low-fat cheese, in cubes
- 40g sweetcorn, drained
- 50g frozen peas, defrosted
- 1 tbsp light mayonnaise
- squeeze of lemon juice
- 150g tinned tuna, drained

Method
1. Cook the Goodness pasta animals according to the packet, drain and refresh in cold water. Set aside in a large bowl.
2. Add the diced peppers, cheese cubes, sweetcorn and peas. Mix together the light mayonnaise and lemon, and stir through the pasta.
3. Stir through the tuna and then chill until ready to serve.

MEXICAN LAYERED SALAD

Ingredients
- ¾ cup Balsamic dressing
- 1 lime, juiced
- 2 avocados, diced
- 2 sweet red peppers, diced
- 2 cups diced tomatoes
- 1 can black beans, drained and rinsed
- 1 1/2 cups cooked corn (canned)
- 1 cup cooked rice

Method
1. In bowl, mix together balsamic-tomato dressing and lime juice
2. In separate bowl, toss white rice and 4 Tbs. dressing mixture. In another separate bowl, gently toss diced avocados and 2 Tbs. dressing mixture.
3. In 6 small Tupperware containers, layer peppers, avocados, beans, rice, tomatoes and corn. Drizzle with remaining dressing mixture. Or toss all ingredients together to serve.
<table>
<thead>
<tr>
<th>PUPIL NAME</th>
<th>NUMBER OF HEALTHY LUNCHBOXES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>WHERE TO PURCHASE STICKERS AND STAMPS</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>This sticker template is free to print from <a href="http://www.healthyhunch.org.uk">www.healthyhunch.org.uk</a>. Purchase sticky labels from <a href="http://www.aalabels.com">www.aalabels.com</a> or get aaloabels to print these stickers for you. Prices start from £7.78 for 25 sticker sheets.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>See website for price of stickers.</strong> <a href="http://www.lkrs.lincolnshire.nhs.uk/HPAC/">http://www.lkrs.lincolnshire.nhs.uk/HPAC/</a></td>
<td></td>
</tr>
<tr>
<td><strong>See website for price of stickers.</strong> <a href="http://www.lkrs.lincolnshire.nhs.uk/HPAC/">http://www.lkrs.lincolnshire.nhs.uk/HPAC/</a></td>
<td></td>
</tr>
<tr>
<td><strong>Purchase a self-inking stamp to stamp pupils' healthy eating passports. Over 100 design to choose from.</strong> <a href="http://www.teacher-stamps.co.uk/Teacher-Self-Inkers">http://www.teacher-stamps.co.uk/Teacher-Self-Inkers</a></td>
<td></td>
</tr>
<tr>
<td><strong>The Superfood Hero stickers cannot be found online and are exclusive to this policy guide. This sticker template is on the opposite page. To print these stickers, select the 45mm white sticker template from <a href="http://www.aalabels.com">www.aalabels.com</a></strong></td>
<td></td>
</tr>
<tr>
<td><strong>Run a sticker competition where pupils have a design a lunchbox sticker. Make the winning entries into stickers. Use the aalablets templates. Prices start from £7.78 for 25 sticker sheets.</strong> <a href="http://www.aalabels.com">www.aalabels.com</a></td>
<td></td>
</tr>
</tbody>
</table>
Collect 10 stamps to claim your reward.

Healthy Eating Reward Card

Collect one stamp for eating vegetables at lunch time and one stamp for eating fruit.

This card must be surrendered to receive a reward. See the reward chart in your dining room for available rewards and prizes.
It's simple! Select an item from the colour coded lists and write them onto the lunch box planner.

Wednesday

Thursday

Monday

Friday

Tuesday
Please draw your idea for a healthy lunchbox in the box below to win (mention prize). You can make your design as creative and colourful as you like. Your lunchbox should include a fruit and vegetable, starchy food, protein, and dairy food (see the Eatwell Plate on the back for ideas).

Name: ..............................................................

Class: ............

Give your drawing to your class teacher by the: 1st May 2015.
When designing your healthy balanced packed lunch remember to include a food from the yellow, green, blue and pink sections of the eatwell plate.

Terms & conditions

This competition is open to all year groups. The winning entry will be decided by a panel of judges including your headteacher. The judges are looking for illustrations that are colourful, creative and healthy. The winning entry will receive (include prize here). Remember to include your name and age on this entry form. Entries close on the 1st May 2015.
Are you sugar savvy?

INSTRUCTIONS

About the game
The aim of this game is to encourage people to limit their intake of sugary drinks and replace them with low-sugar or sugar-free drinks.

Players may be surprised to learn how much sugar some drinks contain, particularly fruit juice and energy drinks, which they may consider to be healthier drinks. This game provides an opportunity for health professionals to discuss the health consequences of consuming too many sugary drinks.

Where to play the game
Nutrition and health workers can use this game with staff, patients and the general public at health-related events, workshops and in consultations.

Sugar and health
As part of a healthy balanced diet, drinks high in sugar should only be consumed in small amounts as they have usually have little nutritional value and can cause tooth decay, especially if consumed between meals. Also, sugary food and drinks can lead to weight gain as they are high in calories and not very filling. Being overweight increases a person’s risk of cancer, heart disease and Type 2 diabetes.

Sugary drink alternatives
Health professionals should encourage people to drink more water in place of sweetened drinks. Low-sugar drinks and unsweetened tea and coffee are also encouraged, but should not be someone’s only source of fluid.

A glass of pure fruit juice (150ml) counts as one of our recommended five daily portions of vegetables and fruits. But as fruit juice doesn’t contain the fibre found in whole fruits and vegetables, it can only count as one portion no matter how much is consumed.

Play the game
You will need:
• The question and answer sheet
• Seven drinks from the table below:

<table>
<thead>
<tr>
<th>Purchase 500ml of these drinks</th>
<th>Examples*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diet juice drink</td>
<td>Ribena Light</td>
</tr>
<tr>
<td>Pure orange juice</td>
<td>Tropicana Orange Juice Original</td>
</tr>
<tr>
<td>Flavoured water</td>
<td>volvic Touch of Fruit</td>
</tr>
<tr>
<td>Sports drink</td>
<td>Lucozade Sport Drink</td>
</tr>
<tr>
<td>Cola</td>
<td>Coca-Cola</td>
</tr>
<tr>
<td>Chocolate flavoured milk</td>
<td>Yazoo Chocolate Milk Drink</td>
</tr>
<tr>
<td>Glucose energy drink</td>
<td>Lucozade Energy Original</td>
</tr>
</tbody>
</table>

* The sugar content of the drinks in this game is based on the examples above. Sugar content may differ substantially if the brands used in this game are different to the examples given.

Alternatively, cut out the pictures from the Drinks Template.

How to play
1. Ask players to place the drinks (or pictures of the drinks) in order according to their sugar content, from the lowest to the highest amount of sugar.
2. Turn over the poster to reveal the correct order.

Optional
• Fill a container with 17 teaspoons of sugar to show how much sugar is in a glucose energy drink, the most sugary drink in the line-up.
• After placing the drinks in order of their sugar content, ask participants to fill plastic cups with the amount of sugar they think each drink contains.
TEMPATE: Are you sugar savvy?
Order the seven drinks according to the highest amount of sugar to their sugar content, from the lowest to the highest.

GAME: Are you sugar savvy?
Iron for healthy blood and tissue repair
Healthy skin and eyes
Healthy teeth and strong bones
Eats Well Plate
Vegetables and fruit
Protein
Junk
Dairy
Starchy

Helps us go to the toilet regularly
Helps us go to the toilet regularly and gives us energy
Healthy skin
Helps go to the toilet regularly
Healthy skin and bones
Healthy skin
Healthy skin
Healthy skin
Healthy skin
The eatwell plate

Fruit and vegetables

Bread, rice, potatoes, pasta and other starchy foods

Meat, fish, eggs, beans and other non-dairy sources of protein

Foods and drinks high in fat and/or sugar

Milk and dairy foods
COMIC COMPANY PACKED LUNCH RESOURCES

http://www.comiccompany.co.uk/

Keep me cool, keep me clean poster
£1.56 each

Healthy lunchbox roller banner
£175 each

Healthy lunchbox snapper quiz
50 for £5.95

A3 packed lunch poster
£1.50 each
CUSTOMISE YOUR OWN LUNCHBOX TOOLS

Healthier lunches for children is an excellent website where schools can download and print lunchbox audit tools and questionnaires, sample lunchbox policies, lunchbox stickers and badges, healthy eating newsletter articles and lesson plans. The website is at the following URL: www.healthylunch.org.uk.

Customise your own lunchbox leaflet

Schools can also use the website to customize their own lunchbox leaflet. The main aim of the leaflet is to help parents, carers and children make healthy choices about what to put in packed lunches. The leaflet can be customised to include your school’s logo and cover image, choose different food types that reflect your school community’s dietary profile and food policy, and it can be translated into thirteen different languages.

To gain access to all the publishing tools, including the flyer, you will need a username and password. Every school in Ealing has been set up with a unique username and password. Contact your Health Improvement Officer to find out your details or use the username and password below:

- username: karen.gibson
- password: 92t9ZH
Contact Information

Nicole McGregor
Health Improvement Officer
McGregorN@ealing.gov.uk
020 8825 5484