

# Lunchbox Policy Training Workshop





# Aim of this workshop

- To increase **confidence** to introduce a lunchbox policy
- To increase **knowledge** on what is a health packed lunch
- To provide **best practice strategies** and information
- To improve the **health** and nutrition of pupils





# Why have a packed lunch policy?

- Improves health of pupils
- Requirement for HSL Bronze
- Improves attainment, concentration & behaviour
- An activity to get your HSL Silver







# Only 1 in 3 pupils have 5 or more fruit and veg every day\*

FSA survey in 2004 found more junk than healthy items\*\*\*





# **21%** reception pupils &

### **38%** Year 6 pupils are overweight \*\*



\*\*NCMP 2014/15

### Fact: 1 in 100 lunches meet the standards of school meals



# What are pupils eating for lunch?

Survey of 1300 lunch boxes carried out by the FSA, 2004



Healthy



# About the Lunchbox Policy Toolkit

Provides information, tips and solutions

- Includes good practice from schools
- Has three parts:









# **ACTIVITY:**

# What steps are required to develop a successful packed lunch policy?







# Six steps to a packed lunch policy





## **ACTIVITY:** page 18







### **STEP 1 PROJECT PLANNING TASK GROUP**

Choose a lead person and set up a group of pupils & staff to work on policy

### Tips:

- Involve pupils and staff
- Governors and parents can also be included
- Can use an existing group such as a SNAG or school council





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

Audit (or survey) results show clear picture of the issue and provide useful baseline data.

### Tips:

- Share results with whole school community
- Carry out audit again after 6/12 months to learn impact





### **STEP 2 AUDIT TOOLS**

#### Paper audit completed by pupils



Starchy food: Bread, pasta, mar, crackers	Sandwich filling			Other	Other non-	Vegetable:	Fruit:	Salted	Sweet	Drinks	
	Savoury		Sweet:	dairy:	dairy protein	salad, macheich	fresh, dried, timed and	snack:	snack:	Sweet:	Water
	Non-dairy protein: Meat, Tish, egg, beans, nuts, seeds	Dairy: cheese	jan, honey, chocolete spread	oney, fromage hocolate frais,	foods: Meat, fish, egg, beins, pulses, lentils, nuts	filling, crudités	100% juice	crisps, quavers, tortilla chips	chocolate, muesti bar, caker, biscuts	Juice drinks such as ribene, calypso, fruit shoot	
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#### Paper audit completed by staff

#### Photo audit



St Johns Fisher healthy eating survey	Online
<ul> <li>3. What is in your lunch box today? (tick all the foods that are in your lunchbox)</li> <li>Fruit</li> </ul>	survey
Vegetables or saled  Chocolate, cale, biscults or chocolate bar  Crisps or chips.	
Water Soft drinks, fizzy drinks or full juice	
Milk, yoghurt or cheese Bread, sandwich, pasta, nice crackers Medi, fish, egg; pulses	
meau, non, ago posese     Anything else not listed above	

### **CASE STUDY:** Typical packed lunch

### TYPICAL PACKED LUNCH





### 7 TSP SUGAR

### **STEP 3 DISCUSSION & CONSULTATION**

Need to consult pupils, parents, catering staff, SMSAs, staff and governors.

Who leads? Usually the school council

When to consult? Parent evenings, health fairs, sport days, after school etc..

### Tips:

- Have a display or taster session
- Communicate findings through newsletter







Pupil survey

Suggestion box



Parent questionnaire, survey or letter SUGGESTION

### **STEP 3 CONSULTATION METHODS**

### Need to consult pupils & parents. Can also involve teachers, governors & caterers.



#### De

ear Parent/Carer		
	il is looking at healthy balance red in this too and value your I y balanced packed lunches. P	help in finding out what would
ease circle one box as appro	priate.	
1. Does your child take a pac	cked lunch?	
Yes	No	Sometimes
2. If your child takes a packe	d lunch, please could you exp	vlain why?
<ol> <li>Would you like some advis your child?</li> </ol>	ce about what makes up a he	althy balanced packed lunch for
Yes	No	Sometimes
4. Would you like some idea:	s and suggestions for healthy	packed foods?
Yes	No	Sometimes
5. Would you like recipes for	foods/snacks to make to inclu	ude in packed lunches?
Yes	No	Sometimes
<ol> <li>Do you think that some typ be discouraged or not allo</li> </ol>		ps, sweets or fizzy drinks) should
Yes	No	Sometimes
7. If yes, which types of food	is should be discourages or no	ot allowed in packed lunches?
8. Any other suggestions/req	juests?	
Thank you for taking the tin	ne to complete and return th	nis survey. 28

www.ealing.gov.uk



### **STEP 3 CONSULTATION METHODS**

#### Lunch survey for kids

\* 3. Would you be in favour of a ban on junk food on all days except Friday if you got awesome rewards for eating a healthy lunch?

- Yes, if rewards included stationery, stickers, extra play time, collector cards or cool toys
- No. I dont want a ban and I'm not interested in getting a reward for eating a healthy lunch

#### \*4. Which foods do you think should be banned on all days (except Fridays)? Choose as many as you like.

- Juice and soft drinks as they rot my teeth
- Chocolate, sweets and cakes as they rot my teeth, make me ill and can cause me to put on weight
- Chips because they are unhealthy, can make me ill and can cause me to put on weight
- None. I don't think junk foods should be banned even though it can make me sick

#### \*5. Would you eat vegetables, salad or vege sticks at lunch if you got an awesome reward

- C Yes
- O No
- \*6. Would you eat fruit at lunch if you got an awesome reward?
- C Yes
- C No



**Pupil Survey** 

Monkey



### **STEP 3 CONSULTATION METHODS**

### Request feedback from parents using the letter templates

#### First Draft Letter to Parents

Head teachers may find this draft letter to parents useful when beginning consultation on implementing a Packed Lunch 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 balance 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 opinions 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 \_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_ If you are unable to attend at this time then please speak to 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.

More information about packed lunches is available on www.schoolfoodtrust.org.uk/packedlunches

Thank you for your support.

Yours sincerely,

Signed Headteacher.





### **STEP 4** WRITE THE PACKED LUNCH POLICY

- Use consultation and results to guide policy
- Write the policy using the template in the toolkit
   Include: food allowed, not allowed, reward ideas, offender process, dissemination, review.

### Tips:

- Review WSFP to ensure consistency
- Display summary poster in reception/dining hall





### Packed lunch policy example







### Packed lunch policy poster







### Packed lunch policy poster

### NEW LUNCHBOX RULES



A note\* outlining our packed lunch rules will be put in your lunchbox if your packed lunch includes any of the foods in this red lunch case. However, on Friday you are allowed to include ONE of the these in your lunch:

- Crisps
- Biscuit and cakes
- Sugary bars
- Fried meat & pastries

\*If you continue to receive the lunch notes, your parents may be invited to speak to the headteacher about our packed lunch rules.





### Packed lunch policy poster







### **STEP 5** Marketing, promotion & communication

- Consider suggestions from consultation
- Promote through classroom activities
- Make parents aware i.e. induction pack, reception, parent meetings, letters home, newsletter

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### **Promotion – healthy eating assembly**

- Hold a healthy eating assemble and invite parents along
- This could be part of your Young Ambassador programme



### **Promotion** – pupil sticker or poster competition









### Packed lunch DRAWING COMPETITION

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

Class:

Name:



Give your drawing to your class teacher by the: 1st May 2015.









### **CASE STUDY:** Gifford's lunchbox competition

### **SCHOOL IDEAS:**

Pupils at Gifford Primary School designed a healthy lunchbox. Their caterer reproduced the winning lunchbox for every pupil in the school.



























1

10

5

5 for



- 2 sweet red peppers, diced
- 2 cups diced tornatoes
- 1 can black beans, drained and nnsed
- = 1 1/2 cups cooked corn (canned)
- 1 cup cookedrice
- toss all ingredientstogether to serve.





### **STEP 5** Support for cost concerns

Perceived cost of healthy food is a major concern of a packed lunch policy for parents.




## **STEP 5** Support for families

TIPS FOR FUS	
Involve child in meking fool	
Don't offer bridge Explain why we need	Healthy food
En the same healthy foods Hake lunchio	
Remove distractions when eating Avoid buying	
Ealing	Hosting





## **STEP 5** Support for cost concerns

Food budgeting workshops teach parents how to prepare healthy packed lunches on a budget.







## **STEP 5** Activity for parents and pupils

### GAME: Are you sugar savvy?

Order the seven drinks according to their sugar content, from the lowest to the highest amount of sugar.

**Research Fund** 







For more information visit www.wcrf-uk.org



## Healthy lunch website - Customise own leaflet

## Customise to include your school's logo and cover image, food types, and it can be translated into thirteen different languages.

#### Practical Tips for a Healthy Lunchbox

- Try to vary the contents of the lunchbox daily. That way you can ensure your child is getting the variety of nutrients their bodies need to function and grow.
- Involve your child in preparing their lunchbox. They are more likely to enjoy food they have made themselves.
- Wash your hands before handling food. Wash fruit and vegetables before use and put food in clean containers.
- To keep food fresh, make sure it is stored properly: lunches packed the night before need to be stored in the fridge. If using rice, make sure it is cooled quickly and stored in the fridge overnight. To keep your lunch fresh during the day, use a cool bag and put in a frozen drink or reusable ice pack.
- Keep different breads in the freezer so you can just take out and defrost what you need for one day's lunchbox. Using different breads will make the lunchbox more interesting and enjoyable.
- If your child refuses to eat brown bread, try a lighter variety or make sandwiches using a slice of white and a slice of wholemeal bread.
- For variety, use pitta strips, crackers, bread sticks, or fruit and vegetable finger foods with a dip.
- Always try to add a little salad to a sandwich. To avoid soggy sandwiches, dry the salad before adding it to the sandwich or put it in a separate sandwich bag or tub.
- Make a lower-fat salad dressing by mixing it with some low-fat yoghurt or semi skimmed milk.
- You can use leftovers; for example, rice and curry, vegetable pizza or pasta and sauce.
- Make a salad using rice, potato or pasta from the night before, mixed with vegetables, beans and so on.

For more information and advice go to: www.eatwell.gov.uk/

www.schoolfoodtrust.org.uk/packedlunches/

**Contact Information** 



Eating well is important. Children need to eat well as it will give them energy and nutrients to grow and develop, be healthy and active.

A healthy, enjoyable lunch gives children the energy they need to learn and play at school.



Use the information in this leaflet to help make your child a healthier packed lunch. Please support the school's food policy by following these guidelines.



English



## **STEP 6** Review, monitor & evaluate

Build time to evaluate success of policy i.e. repeat lunchbox audit (after 6, 12 months)

## Tips:

- Train pupils, SMSAs or staff to monitor lunchboxes
- Promote messages in assembles
- Regularly review build review into policy
- Reward pupils who make healthy choices





## Encourage pupils & parents to follow the policy

## How?

Policy should outline what happens when policy is disregarded.

## Ideas:

- Slip note into lunchboxes
- Process for reoffenders
- Include in your induction pack







## Encourage pupils & parents to follow the policy

## Subtler approach

- Send out weekly newsletter explaining rules
- Use incentives to encourage pupil participation:



Rewards could include stationary, song on music player, seat at royal table





## **Token reward system – St John Fisher Primary**



**Total cost:** Container: £4 from Poundland Tokens: 2000 for £40 from ebay

<u>http://www.ebay.co.uk/itm/151545465301?</u> trksid=p20 57872.m2749.l2649&ssPageName=STRK%3AMEBIDX%3 AIT

## **Token reward system £££– Stanhope Primary**



**Total cost:** Token holder: £272 2000 tokens for £150

http://www.strikingdisplays.co. uk/100mm-token-tubecollector.html#thumb



## Other token collector options



## **Prize box - Hamborough Primary**



Friday cake day, change Food safety desserts Fridge, gel packs, frozen juice, ice in container What are the solutions to introducing a Cost – **Packed Lunch** budgeting **Policy**? posters, workshops

School meal food –

> Parent support – workshops, consultation

> > Pupil support – consultation, rewards, education



Monitoring – Year 6 pupils, SMSAs Compliance – slip notes, procedure



## **Planning checklist**

#### 19

Packed lunch policy checklist

#### **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 audit or Survey Monkey.
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 discussion 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 a bout your findings.

Include 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 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.

Carryout 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.

lun chbox 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, term ly raffle.





## **ACTIVITY:**

## Let's look through the Lunchbox Policy Toolkit









# Write a packed lunch policy for your school

acked Lunch policy example	Packed Lunch policy example
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Name of school: Policy approved and adopted:	Name of school: Palor approved and adopted: Deverant
Version (Vers) Overall aims of the policy: 14: To see that the access to compare to make and consume to access to compare the access that access to compare the access in compared to version a service and access to compare to be access to access a compared to version a service access.	Overall almost the policy: a three sectors are all and three sectors are all and the policy: a three sectors are all and three sectors are a
School setting: The cluster is that follow have any secure sector extractione and mean each many sector or extraction to the sector or the se	School setting: The close at your school have any period as sacked addressed and addressed addressed and addressed and addressed and addressed and addressed and addressed ad
Now and why are policy was formulated in the second	And the state an





## Where to access the resources



#### 🛈 Key links



Pay as you go services for schools Ealing services for schools available on a pay as you go basis



#### HR policies and procedures

All HR policies, procedures, statutory guidance, forms and schemes have been gathered together in this one easy to use location.



Safeguarding and child protection Information and resources on keeping children safe in education for headteachers, governors and designated child protection leads.







#### School governance Web area that aims to support our hardworking and dedicated school governors and clerks in Ealing.



Critical incident manual Defines what a critical incident is and explains how this manual will help you to deal effectively with such incidents.

#### Welcome

The Ealing Grid for Learning (EGfL) is Ealing local authority's online communication channel with schools in the borough, providing resources and information for school staff and governors.



Help parents and carers access fun activities for their children and families during the October half term break 11 Oct 2016

#### Find a person

Search our directory of key LA and school/setting personnel

Search directory



## Where to access the resources

E Contractions of the second s	id for Learning		89 A-Z Search		Q	
A	Topics	Facilities	Finance and data	Human resources	School effectiveness	Services for child
Home » Scho	ol effectiveness » l	Health improvement in so	chools			

School effectiveness	۲
Strategies and plans	¥
School effectiveness impact evaluation	۲
Career and professional development	۷
Externa schools	-
Health improvement in schools	¥
Consertus	
Healthy schools Lor awards	
HIT resources and support	
Stepping up to health newsletter	
HIT training resources	
HIT toolkits	
Health related data	

School improvement and leadership

#### Health improvement in schools

Our mission is for all children and young people in Ealing to be healthy and achieve at school and in life.

#### The health improvement team

#### Who are we?



Popular pages Early years foundation stage (EVFS) Career development for support sta Teacher standard) Religious education Curriculum subjects

#### Services for schools

Computing and ICT SLA 2016/17

Continuing professional developmer (CPD) and training programme

# We are a trusted and qualified team of experts, providing support and training in safeguarding prevention, mental health and emotional wellbeing, nutrition and exercise, relationship and sex education (RSE), and PSHE to help improve your pupils' health and achievement

We create, develop and co-ordinate a wide range of programmes and trainings that you can adopt and implement to help you improve the health and wellbeing of your pupils.

#### What do we do?

#### Where to access the resources GIFL 289 A-Z Q Search Ealing Grid for Learning Topics Facilities **Finance and data** School effectiveness Services for children Human resources Home » School effectiveness » Health improvement in schools » HIT training resources School effectiveness 1 **HIT training resources** 1 Strategies and plans Effective relationship and sex education (RSE) School effectiveness impact evaluation 🔰 Learn about RSE and how to deliver it Career and professional development Last updated: 06 Oct 2016 Was this page useful? Extended schools $(\mathbf{x})$ Health improvement in schools 🚼 Popular pages Contact us Early years foundation stage (EVFS) Healthy schools London awards Career development for support staff **Teacher standards** HIT resources and support **Religious education** Stepping up to health newsletter **Curriculum subjects** HIT training resources Services for schools Computing and ICT SLA 2016/17 Health related data Continuing professional development (CPD) and training programme School improvement and leadership 2016/17 School governance

Teaching and learning

Ealing Education Centre (EEC)

Thank you for attending