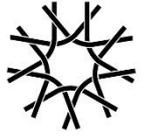




Prince Henry's Grammar School
COLLABORATIVE LEARNING TRUST



WHOLE SCHOOL FOOD POLICY

1. Introduction

At Prince Henry's, we are committed to enabling all students to flourish, in line with our school Vision and Values. This includes helping students to understand the importance of adopting a healthy, balanced diet as a key component of a healthy lifestyle. We aim to teach students about food and nutrition through the curriculum, and to reflect these principles through our own in-house catering provision, which we call "Prince Henry's Catering".

At the same time, as part of our global citizenship education, we are aware of our responsibilities to teach students to make responsible choices in terms of environmental sustainability and social justice.

We acknowledge the important connection between a healthy diet and a student's ability to learn effectively and achieve high standards in school. We also acknowledge that we can play a key role in supporting the wider community to adopt a positive attitude to a healthy lifestyle.

As part of our approach to healthy eating and living, our catering provision will uphold the highest standards of quality, nutrition and cleanliness, adhering to the food standards and legal obligations. As such, this policy will be implemented to allow us to provide food in a safe and hygienic manner.

2. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Requirements for School Food Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019
- The Food Safety Act 1990
- The Food Safety (General Food Hygiene) Regulations 1995 (as amended)
- The School Standards and Framework Act 1998
- The Products Containing Meat etc. (England) Regulations 2014
- FSA Food Allergen Labelling and Information Requirements: Technical Guidance – June 2020

This policy operates in conjunction with the following non-statutory guidance:

- DfE (2019) 'School food in England'
- The School Food Plan (2014) 'School Food Standards: A practical guide for schools, their cooks and caterers'

3. Roles and responsibilities

The Local Governing Committee is responsible for:

- The provision of food for the school – ensuring that the school meets the requirements that students entitled to FSM and students who request school meals receive them.
- Ensuring that the agreed food provision adheres to the food standards.
- Ensuring the provision of hot lunches, wherever possible, to ensure that all students are able to eat one hot meal a day.
- Ensuring that drinking water is provided free of charge at all times.
- Providing free-to-use facilities to eat food, including accommodation, furniture and supervision, so that students can eat their food in a safe and social environment.
- Receiving regular reports on compliance with the school food standards and the take-up of school lunches, as well as the financial aspects of school food provision.
- Ensuring that all pre-packaged foods available at the school provide full ingredient lists and allergen labelling.

The Senior Leadership Team is responsible for:

- Ensuring that catering staff have completed training in food hygiene and safeguarding, and that this is updated, as required.
- Discussing with the Chef/Catering Manager the meal plans for the term, including where food is sourced from and whether there are any healthier alternatives.
- Developing a whole-school healthy eating strategy in collaboration with the Chef/Catering Manager.
- Keeping staff employment records for as long as required, in line with the Records Management Policy.

The Chef/Catering Manager is responsible for:

- Organising food hygiene training, including on allergens, for all in-house catering staff.
- Organising refresher training for staff with regards to health and safety and food hygiene.
- Providing the headteacher with a copy of the school's food hygiene certificate upon request, where applicable.
- Ensuring that a daily food hygiene record is kept, to demonstrate how the school ensures that all food and its preparation methods are safe, and that this is reviewed periodically.
- Checking the temperatures of food storage areas at the start and end of each day to ensure that they are running at the correct temperature and documenting these in the daily food hygiene record.
- Checking that thermometers are working properly by using the boiling water test.
- Ensuring that uniform/PPE is undamaged (e.g. free from tears, rips or burns), and that there is enough uniform/PPE for each member of staff working in the kitchen.
- Ensuring there are sufficient numbers of colour-coded chopping boards for food preparation.
- Rotating stock to ensure food with a shorter shelf life is used and consumed before food with a longer shelf life.
- Withdrawing stock that has gone past its 'use by' date or is not safe to eat (e.g. batches of food being reported as holding unsafe levels of harmful bacteria).
- Ensuring that a cleaning schedule is maintained and reviewed on a weekly basis.
- Ensuring that high standards of personal hygiene are maintained at all times.
- Ensuring that the food served to students is nutritious and provides them with a healthy balanced diet in line with the school's healthy eating strategy.
- Checking that all pre-packaged food provides full ingredient lists and allergen labelling before it is made available to staff, visitors and students.

4. Healthy eating statement

The school will use healthier cooking methods to contribute to healthy eating, such as the following:

- Using less fat in cooking
- Baking foods rather than frying them, where possible
- Increasing use of fats/oils that are high in polyunsaturated fats
- Reducing use of sugar in recipes
- Avoiding using additional salt in cooking processes
- Increasing the use of food items containing high amounts of fibre

All lunch menus created will be in accordance with the nutritional standards outlined in this policy.

The school will encourage students to adopt healthy lifestyles, through a nutritional diet and regular exercise as well as during assemblies and the PE, Design & Technology, Science and PSHE/Citizenship curriculum.

In particular, as part of the Design & Technology curriculum, students learn about:

- What constitutes a healthy diet for different life stages and for people with different dietary requirements, underpinned by the 'Eatwell Guide'
- The importance of food groups and the role they play in promoting growth and development
- How food is produced
- Food hygiene and safety
- Food as an aspect of cultural and religious diversity, including the role which food plays in the beliefs, attitudes and celebrations of others

The extra-curricular activities programme also includes clubs and activities for students to develop further their interest, knowledge and skills in preparing healthy meals.

5. Current food-based standards for school lunches

The school is committed to providing students with a healthy balanced diet, in line with the School Food Plan's 'School Food Standards: A practical guide for schools, their cooks and caterers'. The school will use the following standards when planning meals and adapting the healthy eating strategy.

Starchy foods:

- One or more portions of bread, pasta, noodles, rice, potatoes, sweet potatoes or cornmeal will be provided every day.
- Three or more different portions of bread, pasta, noodles, rice, potatoes, sweet potatoes or cornmeal will be provided each week – one or more of these will be wholegrain.
- A type of bread with no added fat or oil will be available every day.
- Starchy food cooked in fat or oil will only be provided as part of the lunch menu twice a week at the most.

Fruit and vegetables:

- One or more portions of vegetables (all types) or salad will be available every day.
- One or more portions of fruit (all types) will be available every day.
- Three or more different types of vegetables and three or more different types of fruit will be provided each week.
- A fruit-based dessert with a content of at least 50 percent fruit, measured by the volume of raw ingredients, will be provided two or more times each week.

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

- A portion of meat, fish, eggs, nuts, pulses and beans (not including green beans), or other non-dairy sources of protein, will be provided every day.
- A portion of meat or poultry will be provided on three or more days every week.
- Oily fish will be provided once or more every three weeks.
- A portion of non-dairy sources of protein will be provided on three or more days every week.
- A meat or poultry product (e.g. chicken nuggets) will be served no more than twice a week.
- No meat will be provided if it contains any carcass parts, in accordance with The Products Containing Meat etc. (England) Regulations 2014.

- No economy burgers will be provided, as defined in The Products Containing Meat etc. (England) Regulations 2014.

Milk and dairy:

- A portion of cheese, yoghurt, fromage frais or custard will be provided every day.
- Lower fat milk will be available for drinking at least once a day during school hours.

Food high in fat, sugar and salt:

- Savoury crackers or breadsticks which are served with fruit and vegetables or milk and dairy may be provided as part of school lunches.
- Snacks that may be provided will include no added salt, sugar or fat.
- The school will not provide sachets of salt to be added to meals on top of the salts already included within cooking.
- Condiments will be limited to 10-gram sachets or one teaspoonful – students will be limited to one sachet per type of sauce.
- Confectionery, including chocolate and chocolate-covered products, will not be served, even as part of a dessert.
- Desserts, cakes and biscuits not containing any confectionery may be served as part of a lunch meal.
- No more than two portions of food containing pastry, and food that is deep fried, bread-crumbed or battered, will be served as part of the lunch menu each week.

Healthier drink options:

Drink options the school will offer are:

- Still or carbonated plain water.
- Lower-fat or lactose-reduced milk.
- Fruit or vegetable juice (no more than 150ml).
- Unsweetened combinations of fruit or vegetable juice with still or carbonated plain water (no more than 150ml fruit or vegetable juice and no more than 330ml total).
- Soya, rice, oat drinks and plain fermented milk (e.g. yoghurt, drinks).
- Coffee, tea or hot chocolate.

6. Approximate portion sizes and food groups

The school will use the following approximate portion sizes and food groups for school lunches, in accordance with the school food standards (though may not include all of these items in its menus).

Starchy food:

Food type	Raw, dried or cooked	Secondary-aged students (aged 11-18)
Bread	N/A	(80-100g) <ul style="list-style-type: none"> • 2 thick slices of bread • 1 large roll or sub roll • 1 large bagel • 1 large pitta • 1 12-inch wrap
Potatoes or sweet potatoes	Raw	200-250g
Jacket and baked potatoes	Raw	330-410g

Other starchy root vegetables (e.g. yam and plantain)	Raw	150-200g
Pasta and noodles	Dried	65-80g
Rice	Dried	55-65g
Other grain (e.g. cornmeal and couscous)	Dried	60-70g
Potatoes cooked in oil or fat	Raw	120-150g
Garlic bread	N/A	40g (2 slices)

Fruit and vegetables:

Food type	Raw, dried or cooked	Secondary-aged students (aged 11-18)
Vegetables or mixed salad	Raw	80g
Vegetables including peas, green beans, sweetcorn, carrots, mixed vegetables, cauliflower, broccoli, swede, turnip, leek, Brussels sprouts, cabbage, spinach and spring greens	Cooked	80g (2-3 tablespoons)
Pulses, including lentils, kidney beans, chickpeas	Dried	30g
	Cooked	80g (3 tablespoons)
Baked beans in tomato sauce	Cooked	90-100g (3 tablespoons)
Vegetable-based soup	Cooked	250-300g
Large-size fruit (e.g. apples, pears, bananas, peaches)	Raw	100-150g (1 medium sized fruit with skin)
Medium-size fruit (e.g. satsumas, plums, apricots, tangerines, kiwis)	Raw	80-100g (1-2 fruits with skin)
Small fruit (e.g. strawberries, raspberries, grapes)	Raw	80g (15-20 fruits)
Dried fruit (e.g. raisins, sultanas, apricots)	Dried	25-30g (1 tablespoon)
Fruit salad, fruit tinned in juice and stewed fruit	Raw/cooked	130g (3-4 tablespoons)

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

Food type	Raw, dried or cooked	Secondary-aged students (aged 11-18)
Roast red meat including beef, lamb, pork, veal, venison and goat	Raw	80-95g
Roast poultry including chicken, turkey, duck and other dishes made from these products	Raw	85-125g
Red meat or poultry in dishes (e.g. casseroles and pies)	Raw	75-90g
Meat-based soup	Cooked	250-300g
White fish (e.g. pollock, haddock and cod, which is cooked alone or in a dish)	Raw	90-125g
Oily fish (e.g. salmon, sardines and mackerel)	Raw	80-110g
Fish or shellfish (e.g. tuna, salmon, mackerel and prawns, which is served in a salad, baked potato or sandwich)	Cooked	70-100g
Breaded or battered fish (e.g. fish fingers, fish cakes)	Cooked	85-95g

Egg served in a salad, baked potato or sandwich	Cooked	1-2 eggs
Meat alternatives made from soya beans (e.g. tofu)	Cooked	70-100g
Pulses (e.g. beans, chickpeas, lentils)	Raw	40-45g
	Cooked	100-120g (2-3 heaped tablespoons)
Vegetarian sausages, burgers and nut cutlets	Raw/cooked	70-100g
Sausages made from beef, lamb or pork	Raw	75-90g (1-2 sausages)
Burgers	Raw	80-100g
Scotch pies, sausage rolls, etc.	Cooked	110g
Breaded or battered shaped chicken and turkey products (e.g. nuggets)	Cooked	70-100g

Milk and dairy:

Food type	Secondary-aged students (aged 11-18)
Lower-fat drinking milk	200-250ml
Milk puddings and whips made with milk	120-150g
Custard made with milk	100-120g
Yoghurts	120-150g
Cheese	30-40g

Foods high in fat, sugar and salt:

Food type	Secondary-aged students (aged 11-18)
Fruit pies, sponge puddings or crumbles	100-120g
Fruit jelly (portion size excludes fruit)	100-120g
Cakes, tray bakes, muffins, scones, doughnuts	50-60g
Biscuits and flapjack	30-40g
Ice cream	100g
Pizza base	80-100g
Gravy	40-50g (2 tablespoons)
Savoury crackers, bread sticks	15-30g (2-3 crackers)
Condiments	No more than 10g

Healthier drinks:

Drink type	Secondary-aged students (aged 11-18)
Fruit or vegetable juice	150ml
Drinking milk	200-250ml
Combination drinks (e.g. fruit juice, flavoured milk)	330ml

7. Exemptions to the school food regulations

The school food standards do not apply to food provided:

- At parties or celebrations marking religious or cultural occasions.
- At fundraising events.
- As rewards for achievements, good behaviour or effort.
- For use in teaching food preparation and cookery skills, including where the food prepared is served to students as part of a school lunch.
- On an occasional basis by parents/carers or students.

Note: as an Academy established between September 2010 and June 2014, the school is not obliged to adhere to these regulations but will apply them voluntarily to our provision of school meals (except in exceptional circumstances).

8. Catering service standards

Menus and prices will be clearly displayed and will contain nutritional information. Additionally, menus will adhere to statutory nutritional standards and will reflect parents/carers' and students' preferences, cultural, religious and special dietary needs. Parents/carers' and students' feedback will be encouraged and, where possible, changes made to increase their satisfaction. The cleanliness of the kitchen and serving areas will be kept to the highest standards. Food preparation and serving areas will be cleaned before, during and after preparation and cooking, in accordance with The Food Safety (General Food Hygiene) Regulations 1995 (as amended).

Catering staff will:

- be suitably trained and will have an appropriate recognised qualification in food hygiene.
- be clean and tidy in appearance and will be courteous to all students, staff and parents/carers.
- adhere to the service times, start and finish, agreed by the Senior Leadership Team.

Students entitled to free school meals will be treated with sensitivity.

9. Purchasing food

All food items are purchased from reputable suppliers to ensure compliance with government buying standards.

The school places stringent contractual demands on catering suppliers in support of legislative requirements and favourable trade operating practices. All food products and ingredients are checked for acceptability (i.e. nutritional specifications, genetically modified organism requirements and allergen ingredients).

All pre-packaged foods supplied will clearly display the following information on the packaging:

- Name of the food
- Full ingredients list, with allergenic ingredients emphasised (e.g. in bold, italics or a different colour).

The weekly menu will be displayed on the school website as well as in dining areas, and will include information on allergens.

Items which are suitable for vegetarians and/or vegans will also be clearly marked on the weekly menu.

All products identified as acceptable for inclusion in our range are compared for ingredient and nutritional value against set specification criteria before being incorporated into the menus.

Menus will, as much as reasonably practicable, reflect the natural growing or production period for the UK to assist students in learning about food production and seasons.

The school continues to place emphasis on consumer response to new products. Throughout this process, the school will liaise and consult with the school community, including parents/carers, to ensure acceptable quality.

10. Food and drink safety

Food will only be consumed in Henry's Diner, The Quad and in external areas. Eating in classrooms will not be routinely permitted, but where allowed this should always be with the teacher's permission.

Drinking water is available from water dispensers throughout the site and students are encouraged to refill water bottles throughout the day, except during lesson time.

Students will only be permitted to have hot drinks in Henry's Diner (Year 10/11 area) / The Quad. Students will not be permitted to walk around the premises with hot drinks.

If members of staff are drinking hot drinks, they must keep them out of students' reach. Hot drinks should be kept in insulated and anti-spill flasks with lids (e.g. travel mugs).

Electrical equipment such as kettles and toasters must be turned off when they are not in use. These items must not be kept in classrooms, except in Food Technology rooms. When students are in Food Technology lessons (or similar), they will be supervised by a member of staff and the staff member will demonstrate how to use the equipment. Appropriate PPE will be available for students who are handling hot food, drinks or equipment (e.g. oven gloves).

Students will not have access to the school kitchens without supervision from a member of staff.

11. Kitchen safety

Catering staff will have a list of all allergens. The 14 allergens which are required to be declared are:

- Celery.
- Cereals containing gluten, e.g. barley and oats.
- Crustaceans (e.g. prawns).
- Eggs.
- Fish.
- Lupin.
- Milk.
- Molluscs.
- Mustard.
- Peanuts.
- Sesame.
- Soybeans.
- Sulphur dioxide and sulphite (where they are at a concentration of more than ten parts per million).
- Tree nuts (e.g. almonds, hazelnuts, walnuts).

Where meals include allergens or traces of allergens, staff will use labels to denote which of the 14 allergens are or may be present. Pre-packaged food sold at the school, whether made on-

site or sourced from a supplier, will include a full ingredients list, with allergenic ingredients emphasised (e.g. in bold, italics or a different colour).

All catering staff will be suitably trained in allergy awareness, including how to respond to an allergy sufferer's questions. Training will be assessed regularly to ensure staff are competent and confident in dealing with allergens. Where staff are made aware of updates or ingredient changes by suppliers, this will be acted upon immediately.

The school will use reputable suppliers to source their produce, ensuring the quality of the food served is the same as they have promised to consumers. The school will not be misleading with the food that they serve, and the labelling will accurately represent what is being eaten. A record will be kept of where the school's produce comes from and the school will be prepared to produce this record on demand by an environmental health officer.

Catering staff will withdraw any produce that has gone past its 'use by' date. All catering staff will be trained in food safety as part of their food hygiene training. Staff will be aware of all the harmful bacteria that could cause serious illness if not treated and removed properly from food sources. In events where suppliers recall produce due to reports of harmful levels of bacteria in stock, staff will remove all traces of the product from the school and ensure the headteacher is notified. Parents/carers will be informed of the outbreak.

Catering staff will be aware of the 'danger zone' where microbial growth is stimulated – this is between the temperatures of 8°C and 63°C. Catering staff will cook food until its core temperature has reached 70°C and remains at that temperature for two minutes, to minimise the risk of harmful bacteria being present in food.

Catering staff will have an in-depth knowledge of the risks of cross contamination. Colour-coded chopping boards and corresponding knives will be used for food preparation. The school uses the following colour-coded board and knife system:

Colour of chopping board and knife	Food group
Red	Raw meat
Yellow	Cooked meat/fish
Green	Salads and fruit
White	Bakery and dairy
Brown	Vegetables
Blue	Raw fish

12. Food hygiene

Catering staff will keep an up-to-date food hygiene plan, in line with the [Hazard Analysis Critical Control Point \(HACCP\) principles](#).

Catering staff will receive food hygiene training as part of their induction, with at least one member of staff holding a formal food hygiene certificate which will be kept up-to-date. All catering staff will partake in regular food hygiene refresher training.

In line with food safety and hygiene regulations, a food hygiene record will be kept, demonstrating what the school has done to ensure all food and food preparation areas are safe and how this compares with the proposed food hygiene plan. This record will be maintained by

the Chef/Catering Manager or other designated member of staff and entries will be completed on a daily basis.

For each day of the week, the food hygiene record will include space to record the following:

- The date
- The completion of the opening and closing checks, as outlined in the present section of this policy
- The completion of the day's cleaning tasks, with reference to the cleaning schedule
- Details of any hygiene-related incidents that occurred during the day
- Additional checks that may have been conducted (e.g. pest control checks that take place on a less frequent basis)
- A signature from the Chef/Catering Manager or designated member of staff that has completed the day's entry

The food hygiene record will also include the following:

- List of suppliers
- Catering staff training record
- Food temperature monitoring records
- Fridge and freezer temperature monitoring records
- Weekly reviews

At each weekly review, the Chef/Catering Manager will assess the food hygiene record to identify any persistent problems from that last month. If problems are identified, these will be recorded along with decisions on how to handle them (e.g. providing staff with additional training).

At the beginning of the school day, the following checks will be conducted:

- All fridges, freezers and chilled display equipment are working properly, and fridges are running below 5°C, chill cabinets below 8°C, and freezers at -5°C
- All other equipment (e.g. ovens) is working properly
- Staff are fit for work, not presenting any signs of illness, and wearing clean clothes
- Food preparation areas are clean and disinfected
- There are plenty of handwashing and cleaning materials available (e.g. soap and paper towels)

At the end of the school day, the following checks will be conducted:

- No food has been left out
- Fridges are running below 5°C, chill cabinets below 8°C, and freezers at -5°C
- Food that is past its 'use by' date has been thrown away
- Dirty clothes have been removed for cleaning and replaced with clean ones
- Food and cleaning waste has been removed and new bags have been put into the bins

A cleaning schedule will be maintained and stored in the Chef/Catering Manager's office. The cleaning schedule will outline:

- Items and equipment that need to be cleaned
- How frequently items and equipment need to be cleaned
- Who is responsible for cleaning items and when
- The precautions that must be taken when cleaning
- The methods of cleaning that will be used

Training will be provided to all catering staff on how to use the cleaning schedule.

Catering staff will keep food preparation areas to the highest standard of cleanliness by:

- Cleaning before, during and after food preparation
- Keeping a well-stocked supply of cleaning materials
- Ensuring that hand soaps and sanitisers are accessible and fully stocked
- Ensuring that all chopping boards are stored in a stand and are dry before use
- Storing knives away from the reach of unauthorised personnel
- Washing cleaning cloths and towels at the end of the day and drying them before reuse
- Not leaving food products out at room temperature for longer than is necessary
- Storing any bags or personal belongings out of the kitchen to avoid foreign bodies entering the food preparation area

Catering staff will complete cleaning tasks as allocated. The cleaning schedule will be reviewed on a weekly basis by the Chef/Catering Manager to ensure that cleaning tasks are being completed properly.

Food contact materials will come from reputable suppliers and will be safe for use by staff to package, store, prepare and cook food. For the purpose of this policy, food contact materials include:

- Packaging (e.g. cellophane wrap).
- Food processing equipment (e.g. a food blender).
- Cookware.
- Work surfaces.

The school recognises the importance of food hygiene and will accommodate any member of staff who wishes to complete an official food hygiene certificate as part of their CPD, where possible.

Catering staff will wear suitable uniform/PPE when preparing food – the uniform/PPE will be free from tears, burns or holes.

Catering staff will be informed by the Chef/Catering Manager on how to properly stock a fridge, including the following procedure:

- Raw meat stored on the bottom shelf
- Cooked meat on the middle shelf
- Fruit and vegetables on the top shelf

Where stock requires more than one fridge, raw and cooked meat will be stored separately. Catering staff will have high standards of personal hygiene, including washing hands in the following circumstances:

- Before and after preparing raw meat
- Before and after preparing and cooking other food products
- After using the toilet
- After touching door handles, light switches or phones.
- After coughing or sneezing

Catering staff will check the accuracy of their thermometers by using the boiling water test. For the purpose of this policy, the boiling water test involves submerging the thermometer in boiling water and checking that the temperature reads 100°C +/- 1 degree.

The school's food hygiene record, cleaning schedule and details of all hygiene and safety checks will be retained in line with the local environmental health department's requirements.

13. Environmental health inspections

The Chef/Catering Manager will be the key contact for the environmental health officer from the LA, being responsible for implementing any recommendations made to them.

The school will record the following information in an environmental health log book:

- Any identified hazards (e.g. a fridge running at a 6°C)
- How hazards were avoided, removed or reduced (e.g. turning the temperature of the fridge down)
- How any problems are rectified (e.g. taking the fridge out of use pending repair)
- How plans are checked for effectivity

The Chef/Catering Manager will ensure all the necessary documentation is readily available for inspection for the environmental health officer, including their food hygiene plan and food hygiene record.

The school will have its food hygiene rating sticker in a visible location within the dining area or kitchen. If the school scores less than a five on their hygiene rating sticker, we will implement any recommendations made by the environmental health officer as a matter of top priority. After each environmental health inspection, the school will display their new food hygiene rating sticker in place of the old one, irrelevant of the score.

The school will receive a letter after an inspection with 'notices' – the school will comply with the notices with immediate effect.

14. Sustainability considerations

The Catering team has a key role to play in supporting the school's Environmental Sustainability Strategy Plan. The Chef/Catering Manager is a member of Sustainability Strategy Group, and has made the following commitments in order to reduce waste, encourage sustainable eating habits and support the school's work as an Eco School:

- The hot lunch menu will include at least one 'meat free' day each week
- Disposable tableware and cutlery must not be used except in exceptional circumstances
- Reusable alternatives will be sought for all disposable containers, wherever possible
- Reusable plate covers will be used for staff takeaway meals instead of foil / cling film
- Pot meals will be left uncovered (or reusable covers used, where appropriate)
- Use of foil will be minimised, for example by use of reusable baking tray liners
- Plain bottled water must not be available for sale to encourage students to use refillable water bottles, making use of the water dispensers across the site
- All food waste will be deposited in the dedicated food waste bins for recycling
- All recyclable packaging will be deposited in the green-topped recycling bins
- Members of the Catering Team will facilitate recycling of appropriate packaging and containers by prompting students to use the correct bins in Henry's Diner / The Quad
- Members of the Catering Team will ensure that they empty the waste bins from Henry's Diner / The Quad into the correct external bins

15. Monitoring and review

This policy will be reviewed every two years by the Senior Leadership Team, or in light of any changes to relevant legislation.

As a school we also monitor the impact of this and other policies on students, staff, governors and parents and carers. We assess whether they could have an adverse impact on particular groups, and whether there is potential for them to have a positive impact in terms of equality of opportunity and outcome.