



SMITHDON HIGH SCHOOL

**POLICY ON
CATERING SERVICES**

**Marc Starling
September 2000
Revised April 2008
Re-adopted October 2011
Revised October 2013
Re-adopted October 2015**

1. INTRODUCTION

- 1.1 Catering services are required primarily during term time, and occasionally during holidays to service the Summer School and external lettings.
- 1.2 It is school policy to use income raised from the catering provision to support the educational objectives of the school.
- 1.3 Students below the sixth form are required to remain on site during breaks and at lunchtime, unless otherwise authorised.
- 1.4 The school supports the objectives of Healthy Schools (Norfolk) and adheres to all relevant national standards and legislation.

2. CATERING OBJECTIVES

- 2.1 To provide a cost-effective service, which is supportive of the ethos of the school.
- 2.2 To provide value for money to students and staff.
- 2.3 To maximise take up of meals.
- 2.4 To provide the highest standards of catering.
- 2.5 To operate within all relevant legislation and regulations.

3. SERVICES PROVIDED

- 3.1 The catering team will provide services as follows:-
 - 3.1.1 Lunch 13.20 - 14.00.
 - 3.1.2 Morning break service 10.50 - 11.20.
 - 3.1.3 Break time drinks for staff in the form of a trolley service in the staffroom.
 - 3.1.4 Packed lunches for students entitled to free school meals when on school trips.
 - 3.1.5 Afternoon buffet for staff remaining in school for evening functions and refreshments, as required, for other school meetings.
 - 3.1.6 Staff lunches on Training Days.
- 3.2 Lunch is provided on a cafeteria basis with a range of choices which comply with School Meals legislation and Statutory Orders.

4. ORGANISATIONAL RELATIONSHIPS

- 4.1 The Catering Manager has responsibility for the management of the catering staff and the provision of the school catering service.
- 4.2 The Catering Manager is responsible to the Assistant Headteacher (Personnel & Resources).

5. ACCOUNTING PROCEDURES

- 5.1 All orders for provisions will be authorised by the Catering Manager.
- 5.2 Any orders for major items of equipment etc. will be authorised by the Assistant Headteacher (Personnel & Resources).
- 5.3 Catering invoices will be certified for payment by the Catering Manager and passed to the Administration Team for processing. Delivery notes will be checked by the School Cook.
- 5.4 Staff managing tills are responsible for safeguarding school income.
- 5.5 A stock valuation will be made by the Catering Manager on a quarterly basis.

6. VISITORS' LUNCHES

- 6.1 Arrangements for lunches for interviewees etc will be notified to the Catering Manager by the Administration Officer.
- 6.2 Arrangements for working or courtesy lunches for visitors will be notified to the Catering Manager by a member of SLT

7. CLEANING

- 7.1 Catering staff are responsible for cleaning within the kitchen area.
- 7.2 Catering staff are responsible for cleaning tables and sweeping away after lunch.

8. LUNCHTIME SUPERVISION

- 8.1 A Senior Midday Supervisor will be on duty in the hall for the duration of the lunch period.
- 8.2 The Senior Midday Supervisor will allocate cleaning away duties to students placed in lunchtime detention.
- 8.3 The Headteacher and Senior Management Team will maintain a presence in and around the Hall at lunchtimes.

9. SITE TEAM DUTIES

- 9.1 The Site Team will set up furniture in preparation for the lunch service.
- 9.2 The Site Team will subsequently clear away furniture after the lunch period, assisted by students placed in lunchtime detention (when present).

10. UNIFORMS

The school will provide uniforms for catering staff, which must be worn at all times when on duty.

11. PROVISIONS

- 11.1 Only the highest quality foods will be purchased and only reputable suppliers used. The use of local suppliers will be encouraged to support the local economy and reduce transport requirements.
- 11.2 Suppliers will be required to satisfy the Catering Manager of their quality assurance systems.
- 11.3 Well balanced menus will be provided to meet the nutritional needs of students and to meet medical and ethnic requirements as necessary.
- 11.4 The use of fresh raw materials will be maximised.
- 11.5 Vegetables will be provided at all meals.
- 11.6 Mashed potato will be prepared from fresh potatoes.
- 11.7 Genetically modified foodstuffs will not be knowingly utilised.
- 11.8 Suppliers will be required to make deliveries between 0800 and 1400.

12. MANAGEMENT INFORMATION

- 12.1 The Finance Administrator will provide the Catering Manager with a monthly report of income banked and invoices paid.
- 12.2 The Assistant Headteacher (Personnel & Resources) will prepare an income and expenditure report on an annual basis.

13. LEGISLATION AND REGULATIONS

- 13.1 The school receives regular inspections and advice from the Environmental Health Department of the Borough Council and acts in accordance with that information.
- 13.2 Menus are prepared in accordance with current nutritional standards and guidance.