NSW Healthy School Canteen Strategy

MENU CHECK

Master Menu Application form
for licensed providers

GREAT CHOICE
Healthy School Canteens

NSW GOVERNMENT

MASTER MENU APPLICATION PROCESS

The NSW Menu Check Service is a free service that verifies whether a canteen menu is meeting the Food and Drink Criteria (the Criteria) of the NSW Healthy School Canteen Strategy.

This application form allows you as a licensed provider to submit your overarching general menu, referred to as a 'Master Menu,' for assessment against the Criteria. When your Master Menu has passed the menu check, the individual schools you operate can then submit a 'shortened individual application form' that asks about promotional practices and any foods or drinks sold at that school that are not on your Master Menu. Please refer to the **Fact Sheet for Licensed providers** for more information on this process.

Before completing and submitting this application form, you should spend time reviewing your Master Menu against the Criteria. This will ensure your menu has the best chance of achieving the Strategy.

INSTRUCTIONS FOR SUBMITTING YOUR APPLICATION

1. Review Master Menu against the Food and Drink Criteria and amend if required
2. Complete Master Menu application form
3. Submit application to Menu Check Service
4. Results report sent to provider
5. Certificate issued to provider
6. Schools serviced by provider can now apply for individual menu check

If master menu doesn't meet criteria (4 → 3)

If master menu meets criteria (4 → 5)

See **Appendix 1** for the Food and Drink Criteria, resources and support services available.

Note: If you offer different menus for primary and secondary schools, two separate master menu applications will need to be submitted.

The Menu Check Service will assess your application and provide you with a **Results Report** within five working days of receiving your application.

If your Master Menu does not meet the Criteria, the Results Report will provide feedback on the changes you will need to make before submitting another application.

If your Master Menu meets the Criteria, you will receive a certificate with your business name acknowledging your achievement.

Once your Master Menu has passed the menu check, each individual school that you operate will need to submit their own menu check application (**Shortened Individual Menu Check Application Form**) that is signed off by their principal.

APPLICATION DETAILS

PROVIDER DETAILS

Business Name:

Business Address:

Suburb: Postcode:

Office Phone Number:

Email:

School type that use this menu: ☐ primary ☐ secondary ☐ combined

Number of schools that use this menu:

Note: Please attach a list of schools serviced under this business name with this application form.

CONTACT DETAILS

Name of owner or best contact person:

Email address:

Phone/Mobile Number:

Best times and days to contact if additional information required:

FIRST MENU CHECK OR TWO YEAR MENU CHECK

☐ attempt 1 ☐ attempt 2 ☐ attempt 1 ☐ attempt 2

SUPPORT SERVICES

Have you had help preparing for your master menu check from the following services?

☐ Health promotion officer ☐ Secondary School Support Service ☐ NSW Office of Preventive Health

If yes, contact name:

PERMISSIONS (AUTHORISED BY THE OWNER)

☐ I give permission for the information provided to the Menu Check Service to be shared with the relevant health promotion officer and/or Secondary School Support Service.

Note: The information gathered and reported as part of the School Canteen Menu Check Service will be provided to the relevant education sector – NSW Department of Education, Catholic Schools NSW or the Association of Independent Schools of NSW.

Owner's Signature: Dated:

HOW TO COMPLETE AND SUBMIT THIS APPLICATION

1. **Provide a clean copy of your master menu with this application.**

2. **Complete the tables that follow.**

   Make sure when completing the tables that you:

   - Include any additional items available that aren't specified on the menu e.g. sold over the counter and through online ordering systems.
   - List all items, flavours and portion sizes available individually, rather than saying "various items available".
   - If there are not enough lines in the table to list your items, there is an extra table at the back of the application form.

3. **Submit your completed form, a copy of your master menu and a listing of the schools you operate to the Menu Check Service: menucheck@nswhealthyschoolcanteens.com.au**

If you have any questions about this application form or process, please contact the Menu Check Service directly:

Phone: **(02) 9133 8711 (TOLL FREE)**

Email: menucheck@nswhealthyschoolcanteens.com.au

Fax: **(02) 9133 8719**

SCHOOL CANTEEN MENU INFORMATION

Please complete all sections that are relevant to the foods and drinks sold on your master menu. If a question is not relevant strike through the question or write N/A (shorthand for 'Not applicable').

SECTION 1: BREAKFAST ITEMS

1.1 If you serve breakfast, when are breakfast items available?

☐ All day ☐ Before school only ☐ We don't serve breakfast items

SECTION 2: DRINKS AND FROZEN SNACKS

2.1 Waters (plain and/or flavoured), 99% fruit or vegetable juices (including frozen 99% fruit or vegetable juice ice-blocks)

ITEM NAME (as appears on the menu)	**BRAND NAME** or indicate if canteen made (C/M)	**PRODUCT NAME** and/or **FLAVOURS**	**SERVE SIZE** (ml)
e.g. juice	Pete's	orange, apple & blackcurrant	250ml

2.2 Milk drinks (including frozen versions) such as flavoured milk, breakfast drinks, smoothies, milkshakes and frappes

ITEM NAME (as appears on the menu)	**BRAND NAME** or indicate if canteen made (C/M)	**PRODUCT NAME** and/or **FLAVOURS**	**SERVE SIZE** (ml)	**INGREDIENTS** (canteen made only)
milkshake	C/M	chocolate, strawberry, caramel	300ml	milk, flavouring, ice-cream

2.3 Other drinks available other than those listed above (e.g. diet drinks, slushies)

ITEM NAME (as appears on the menu)	**BRAND NAME** or indicate if canteen made (C/M)	**PRODUCT NAME** and/or **FLAVOURS**	**SERVE SIZE** (ml)	**INGREDIENTS** (canteen made only)
e.g. diet energy drink	G Energy Drink	diet cola	500ml	N/A

2.4 If you sell jelly, what do you make it with?

☐ 99% fruit juice and gelatine (no added sugar) ☐ Diet jelly crystals ☐ Regular (sugar-sweetened) jelly crystals ☐ We don't sell jelly

2.5 Packaged ice creams, frozen yoghurts, ice blocks (not already listed above) and chilled desserts (e.g. mousse)

ITEM NAME (as appears on the menu)	**BRAND NAME**	**PRODUCT NAME** and/or **FLAVOURS**	**SERVE SIZE** (ml)	**HEALTH STAR RATING**
e.g. frozen yoghurt	Copeland	Frozen Yoghurt Twist - mango, strawberry	125ml	3.5

SECTION 3: HOT FOODS

3.1 Savoury pastry containing products (e.g. meat/vegetable/potato topped pies, sausage rolls, quiches, spinach and cheese triangles).

ITEM NAME (as appears on the menu)	**BRAND NAME** or local bakery or canteen made (C/M)	**PRODUCT NAME** and/or **FLAVOURS**	**SERVE SIZE** (g)
e.g. pie	local bakery	beef, cheese & bacon	180g

3.2 If you sell pizza, is it:

☐ Canteen-made ☐ Sourced from local bakery ☐ Packaged ☐ We don't serve

3.3 If you sell garlic bread is it:

☐ Canteen-made ☐ Packaged ☐ We don't serve garlic bread

3.4 Crumbed and coated products (e.g. chicken, vegetable and fish patties, chicken tenders, fish fingers, falafel etc.)

ITEM NAME (as appears on the menu)	**BRAND** and **PRODUCT NAME** or canteen-made (C/M)	**COOKING METHOD** (for canteen-made only) e.g. oven baked, shallow fried, deep fried
e.g. crumbed chicken wrap	C/M	oven baked chicken

3.5 Processed meats – all meals meals and snacks (e.g. pizza, salads, sandwiches) on your master menu that contain processed meats (e.g. ham, bacon, salami, devon, frankfurters, sausages)

ITEM NAME (as appears on the menu)	TYPE OF PROCESSED MEAT INCLUDED	ITEM NAME (as appears on the menu)	TYPE OF PROCESSED MEAT INCLUDED
e.g. caesar salad	bacon		

SECTION 4: SNACK ITEMS

4.1 Cakes, biscuits, slices, sweet pastries, sweet muffins and fruit bread (e.g. banana bread, pear & raspberry bread).

ITEM NAME (as appears on the menu)	**BRAND NAME** or local bakery or canteen made (C/M)	**SERVE SIZE** (g)	Does product contain confectionery?* (see list below)	**HEALTH STAR RATING** (packaged products only)
e.g. banana bread	Ruby's	70g	No	3.5

**Confectionery includes chocolate (including chocolate bars; chips; spreads; topping or coating, such as lamingtons and chocolate crackles), icing, sugar based toppings or fillings (such as coconut ice, peppermint and caramel), lollies, 100s and 1000s, fruit gummies, liquorice, carob confectionery, carob coating, yoghurt-type confectionery or yoghurt coating.*

4.2 Muesli /snack bars or balls

ITEM NAME (as appears on the menu)	**BRAND NAME** or ingredients if canteen made	**SERVE SIZE** (g)	Does product contain confectionery?* (see list below)	**HEALTH STAR RATING** (packaged products only)
e.g. bliss balls	dried apricots, honey, oats	30g	No	N/A

**Confectionery includes chocolate (including chocolate bars; chips; spreads; topping or coating, such as lamingtons and chocolate crackles), icing, sugar based toppings or fillings (such as coconut ice, peppermint and caramel), lollies, 100s and 1000s, fruit gummies, liquorice, carob confectionery, carob coating, yoghurt-type confectionery or yoghurt coating.*

4.3 If you sell scrolls are they:

☐ Bread based ☐ Pastry based ☐ Both ☐ We don't serve scrolls

4.4 Salty snacks e.g crisps, soy crisps, flavoured rice snacks or crackers, dry noodles, pretzel and legume snacks (e.g. roasted chickpeas), sweet/salty/butter popcorn - not including plain popcorn.

ITEM NAME (as appears on the menu)	**BRAND NAME** or **CANTEEN-MADE** (C/M)	**PRODUCT NAME** and/or **FLAVOURS** (for C/M list the ingredients used)	**SERVE SIZE** (g)	**HEALTH STAR RATING** (packaged products only)
e.g. roasted & salted chickpeas	C/M	chickpeas, canola oil, salt	30g	N/A

SECTION 5: MARKETING AND PROMOTION

Complete questions 5.1 and 5.2 only if your master menu specifies the meal/snack deals and specials. If these are set by the individual schools you operate, they will be picked up on the individual school application forms instead.

5.1 Meal /snack deals

Note: A meal or snack deal is when one or more items are bundled together for sale

WHAT IS IN THE MEAL / SNACK DEALS YOU SELL? Include brand /product name or indicate canteen made (C/M) Note: If you have already provided the brand /product name in answer to a previous question, just put 'AP' short for 'Already Provided'.
e.g. pumpkin soup (AP) with garlic bread (C/M) + hot chocolate (C/M)

5.2 List all specials that are regularly on your menu or on your specials board

Note: 'Specials' include any item that is promoted on the menu/specials board or advertised at a special/cheaper price than usual. If you have already provided the brand /product name in answer to a previous question, just put 'AP' short for 'Already Provided'.

ITEM NAME (as appears on the menu)	**BRAND** and **PRODUCT NAME** or indicate if canteen made (C/M)	**ITEM NAME** (as appears on the menu)	**BRAND** and **PRODUCT NAME** or indicate if canteen made (C/M)
e.g. beef burritos	C/M		

Extra table:

Please list any more items here that could not fit in the tables above – put N/A in columns that aren't relevant

QUESTION NUMBER	**ITEM NAME** (as appears on the menu)	**BRAND NAME** or indicate if canteen made (C/M)	**PRODUCT NAME** and/or **FLAVOURS**	**SERVE SIZE** (ml or g)	**INGREDIENTS** (for canteen made only) and **COOKING METHOD** (for canteen made crumbed products only)
e.g. 3.4	crumbed falafel burger	C/M	falafel	140g	shallow fried

APPENDIX 1

Food and Drink Criteria of the NSW Healthy School Canteen Strategy

- No sugar sweetened drinks are sold in the canteen or in vending machines including frozen sugar-sweetened drinks such as ice blocks
- At least 75% of the menu should be made up of **Everyday** food and drinks.
- All **Occasional** packaged foods and drinks have a Health Star Rating of 3.5 or above.
- **Everyday** hot meals, flavoured milk, 99% fruit juices and all **Occasional** foods and drinks should be within the recommended portion size limits.
- Only **Everyday** foods and drinks are included in specials and meal deals, or placed at the point of sale on counter tops or shelves*.

**Note: This criteria only apply to individual canteens because it is specific to the layout and promotional practices of an individual canteen. This criteria is assessed in the individual school applications.*

RESOURCES

- **NSW Healthy School Canteen Strategy Food and Drink Criteria booklet:** Copies of this booklet have been sent to all schools – an electronic copy can be downloaded from: https://www.healthykids.nsw.gov.au/campaigns-programs/healthy-school-canteen-strategy.aspx
- **The Healthy School Canteens website** https://healthyschoolcanteens.nsw.gov.au for information, resources, FAQs, recipes, case studies and more.
- **Healthy Food Finder:** https://www.foodfinder.health.nsw.gov.au - a look up tool to find the Health Star Rating and classification of packaged products.
- **NSW Buyer's Guide** https://healthy-kids.com.au/what-is-the-food-industry/buyers-guide. A listing of packaged products that meet the NSW Healthy School Canteen Strategy criteria.
- **Healthy Kids Association (HKA)** – https://healthy-kids.com.au for canteen resources such as recipes, sample menus and business resources.

SCHOOL SUPPORT SERVICES

- **Primary schools**
  All NSW primary schools can access free support to implement the Strategy by contacting their local health promotion officer. Visit the NSW Healthy School Canteen website at: https://healthyschoolcanteens.nsw.gov.au and enter 'More support' in the search window.
- **Secondary schools**
  Secondary schools can access free support by calling the NSW Secondary School Support Service.

  Phone: **(02) 9876 1300 (TOLL-FREE)** or from outside of Sydney **1300 723 850.**