
NSW Healthy School Canteen Strategy

MENU CHECK

Short application form
for individual schools serviced by
licensed canteen providers



APPLICATION PROCESS FOR SCHOOLS OPERATED BY LICENSED PROVIDERS

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

Once your licensed provider has submitted and passed the master menu check, your school can apply for an individual menu check using this form. You are only required to list any *additional* foods and drinks sold in your canteen that are not included on the master menu, as well as information on the marketing and promotion practices in your canteen.

Before completing this application, compare your canteen menu to your provider's master menu. Take note of any foods and drinks sold in your canteen that are not included on the master menu and check that they meet the Criteria (See **Appendix 1** for a list of the Criteria and helpful resources and support services). Also review your marketing and promotion practices to ensure that you are only promoting Everyday foods and drinks.

INSTRUCTIONS FOR SUBMITTING YOUR APPLICATION



APPLICATION DETAILS

SCHOOL AND PROVIDER DETAILS

School Name:

School Address:

Suburb:

Postcode:

Office Phone Number:

Email:

School Sector: government catholic independent

School Type: primary secondary combined

Business name of licensed provider:

Business owner's name:

Phone/Mobile Number:

Email:

Number of days per week your canteen operates (tick): 1 2 3 4 5 Other:

CONTACT DETAILS

Principal's name:

Email:

Address:

Canteen manager's name:

Email:

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 menu check from the following services?

Health promotion officer

Secondary School Support Service

If yes, contact name:

PERMISSIONS (AUTHORISED BY THE PRINCIPAL)

I give permission to the Menu Check Service to contact the Business Owner/Canteen Manager directly about this application and understand that the feedback we receive will be sent to me, as Principal.

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.

I give permission for the school's name to be published in the list of schools achieving the NSW Healthy School Canteen Strategy on relevant websites.

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, NSW Catholic Schools or the Association of Independent Schools of NSW.

Principal's Signature:

Dated:

HOW TO COMPLETE AND SUBMIT THIS APPLICATION

1. Provide a clean copy of your 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".

3. Submit your completed form and a copy of your menu 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 your canteen. 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: LIST ALL ITEMS AVAILABLE IN YOUR CANTEEN THAT ARE NOT LISTED ON THE LICENSED PROVIDER'S MASTER MENU

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 (for canteen made only) and COOKING METHOD (for canteen made crumbed products only)

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 (for canteen made only) and COOKING METHOD (for canteen made crumbed products only)

SECTION 3: MARKETING AND PROMOTION

3.1 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)
If you have already provided the brand /product name in answer to a previous question, just put 'AP' short for 'Already Provided'.

3.2 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)

3.3 Is your canteen self-serve?

Yes – complete question **3.4 only**

No – complete question **3.5 only**

3.4 List all foods and drinks that are placed within an adult's arm length from the till or cash register, including to the front of the till, to the side of the till, and above the till during recess and/or lunch. (For self-serve canteens ONLY)

If you have already provided the brand /product name in answer to a previous question, just put 'AP' short for 'Already Provided'.

ITEM NAME	BRAND NAME or indicate if canteen made (C/M)	ITEM NAME	BRAND NAME or indicate if canteen made (C/M)

3.5 List all foods and drinks that are placed on the counter top or at the front of the canteen service area during recess and lunch.

Note: This question is not for self-serve canteens

If you have already provided the brand /product name in answer to a previous question, just put 'AP' short for 'Already Provided'.

ITEM NAME	BRAND NAME or indicate if canteen made (C/M)	ITEM NAME	BRAND NAME or indicate if canteen made (C/M)

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.

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**.