

UNDERSTANDING THE  
**NSW SCHOOL CANTEEN  
MENU CHECK SERVICE**  
INFORMATION FOR LICENSED PROVIDERS



**GREAT  
CHOICE**

Healthy School Canteens

All P&C run, school run and licensed canteens in NSW public schools are required to meet the NSW Healthy School Canteen Strategy (the Strategy). Independent and Catholic schools are also encouraged to implement the Strategy.

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 Strategy. If you are a licensed provider who operates in two or more school canteens, the Menu Check Service will first assess your overarching general menu (referred to as the Master Menu) that is used in each canteen.

Once your master menu passes the menu check, any additional items and promotional practices in individual school canteens are then assessed via a shortened application form. The flowchart below outlines these steps in detail.

## WHAT TO DO

You will need to be familiar with the Criteria to ensure that their Master Menu complies. (See Box 2 for resources available).



## BOX 1

# FOOD AND DRINK CRITERIA OF THE NSW HEALTHY SCHOOL CANTEEN STRATEGY

1. No sugar-sweetened drinks are sold in the canteen or in vending machines including frozen sugar-sweetened drinks such as ice blocks
2. At least 75% of the menu should be made up of Everyday foods and drinks.
3. All packaged Occasional foods and drinks have a Health Star Rating of 3.5 or above.
4. Everyday hot meals, flavoured milk, 99% fruit juices and all Occasional foods and drinks should not exceed the recommended portion limits.
5. 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: The criteria not applicable to master menus is Occasional foods and drinks should not be placed at the point of sale on countertops or shelves. This criteria only applies to individual canteens because it is specific to the layout and promotional practices of an individual canteen. This criteria will be assessed in individual school applications.*

## BOX 2

# RESOURCES AVAILABLE

**NSW Healthy School Canteen Strategy Food and Drink Criteria booklet:** An electronic copy can be downloaded from: <https://education.nsw.gov.au/student-wellbeing/whole-school-approach/healthy-canteens/food-and-drink-criteria>

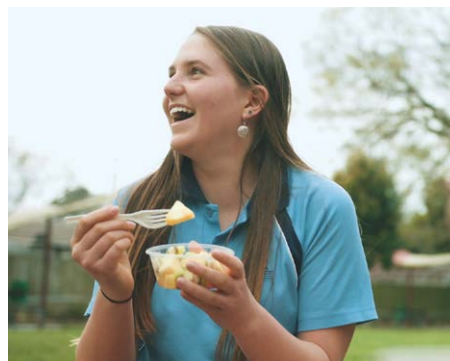
**Visit the Healthy School Canteens website:** <https://education.nsw.gov.au/student-wellbeing/whole-school-approach/healthy-canteens> for information, resources, FAQs, recipes and case studies on the Healthy School Canteen Strategy.

**Healthy Food Finder:** <https://www.foodfinder.health.nsw.gov.au>

## BOX 3

# SUPPORT SERVICES AVAILABLE

All NSW schools can access free support to implement the Strategy by contacting the Menu Check Service at [menucheck@healthyschoolcanteens.com.au](mailto:menucheck@healthyschoolcanteens.com.au) their local health promotion officer. Visit the **NSW Healthy School Canteen website** at: <https://education.nsw.gov.au/student-wellbeing/whole-school-approach/healthy-canteens> and click on the link - 'Resources and Support'.



# FREQUENTLY ASKED QUESTIONS

## WHY ARE THERE TWO DIFFERENT APPLICATION FORMS RATHER THAN JUST ONE FORM FOR PROVIDERS TO COMPLETE?

It is recommended that licensed providers follow this two-step process for a number of reasons:

- If changes to the menu are required, individual canteen managers cannot make these changes without approval from the licensed provider. Therefore it is easier if the provider makes any changes to the master menu in the first instance before individual schools submit their own applications to the Menu Check Service.
- Schools serviced by the provider need to provide information on their promotional practices and list any foods or drinks for sale in their canteen that are not on the provider's master menu.
- Providers can use their master menu check results when applying for new tenders, as evidence that their menu is meeting the Strategy.

## HOW DO PROVIDERS ASSIST THEIR SCHOOLS TO COMPLETE THE INDIVIDUAL APPLICATION FORMS?

Once a master menu passes the menu check, providers will have access to email templates to send to their Principals and Canteen Managers outlining the next step of completing the individual short application form. Providers should offer support to individual schools during this time to complete these forms and monitor their progress.

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## ENQUIRIES

For any enquiries about how to apply for a menu check, please contact the Menu Check Service.

**Phone:** 1800 930 966

**Email:** [menucheck@nswhealthyschoolcanteens.com.au](mailto:menucheck@nswhealthyschoolcanteens.com.au)

