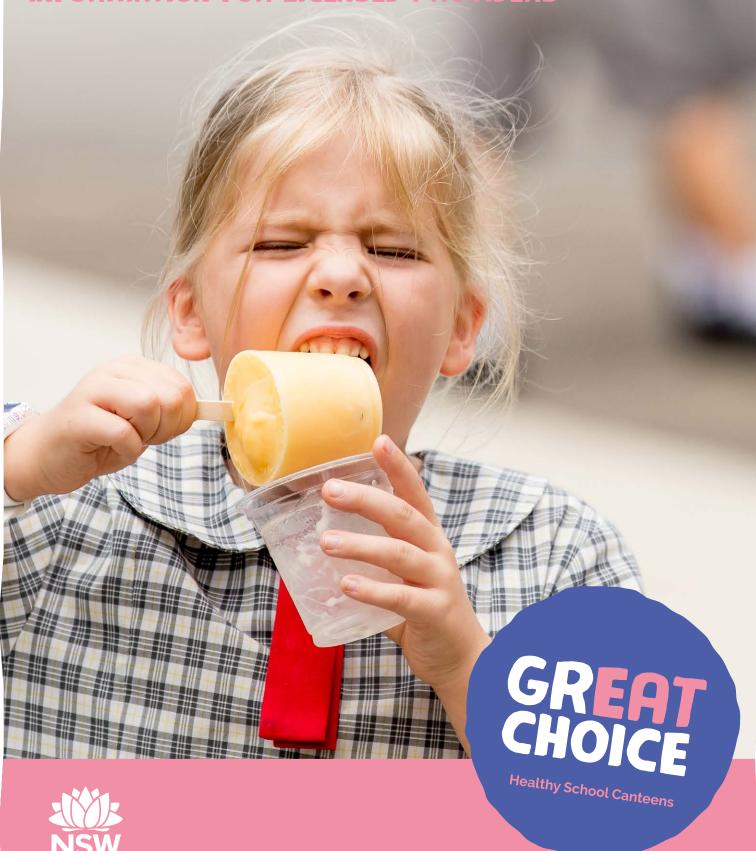
**UNDERSTANDING THE** 

# NSW SCHOOL CANTEEN MENU CHECK

INFORMATION FOR LICENSED PROVIDERS



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 Healthy Food Information Service (formerly 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 Healthy Food Information Service (formerly 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 your Master Menu complies. (See Box 2 for resources available).



- Note: If you have different menus for primary and high schools, two separate applications will need to be submitted. For support to complete application, you can contact one of the support services available (see Box 3).
- 2. See application form for instructions on how to complete the form.
- 3. See application form for submission details.
- 4. If your Master Menu does not meet the Criteria, the Results Report will provide feedback on the changes to make. Once these changes have been made you can re-submit your application. The Healthy Food Information Service (formerly Menu Check Service) can take up to 15 business days to get back to you with your results.
- If your Master Menu meets the Criteria, you will receive a certificate with your name and your business name for your achievement.
- 6. 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 the Principal.
- 7. This application form requires schools to list any foods and drinks for sale that aren't on the master menu and provide information on promotional practices.
- 8. If the individual school application does not pass the menu check, the Results Report will provide feedback on the changes needed to be made. The school can re-submit when they have made the changes.
- g. If the individual school application passes the menu check, the school receives the Great Choice badge and a certificate congratulating them on their achievement.

#### ROY 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: <a href="https://education.nsw.gov.au/student-wellbeing/whole-school-approach/healthy-canteens">https://education.nsw.gov.au/student-wellbeing/whole-school-approach/healthy-canteens</a> for information, resources, FAQs, recipes and case studies on the Healthy School Canteen Strategy.

Healthy Food Finder: <a href="https://www.foodfinder.health.nsw.gov.au">https://www.foodfinder.health.nsw.gov.au</a>

#### BOX 3

#### SUPPORT SERVICES AVAILABLE

All NSW schools can access free support to implement the Strategy by contacting the Healthy Food Information Service (formerly Menu Check Service) at <a href="https://education.nsw.gov.au">healthyfood@health.nsw.gov.au</a> or their local heath promotion officer. Visit the NSW Healthy School Canteen website at: <a href="https://education.nsw.gov.au/student-wellbeing/whole-school-approach/healthy-canteens">https://education.nsw.gov.au/student-wellbeing/whole-school-approach/healthy-canteens</a> 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 Healthy Food Information Service (formerly
  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.

### **ENQUIRIES**

For any enquiries about how to apply for a menu check, please contact the Healthy Food Information Service (formerly Menu Check Service).

**Phone**: 1800 930 966

Email: healthyfood@health.nsw.gov.au

