



School Food Policy

Policy Lead:	Deputy Headteacher (JN)
Last Review Date:	September 2026
Next Review Date:	September 2027
Approval needed by:	Governing Body



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1. Aims

- This policy has been developed in partnership with the The Oaks Academy and aims to ensure that our school provides an environment that encourages healthy food and eating, and helps our pupils make healthy food choices
- Food allergies and dietary needs are managed effectively
- Pupils have appropriate levels of responsibility and choice over the foods they eat
- Food safety and hygiene practices are followed, including avoiding cross-contamination
- All staff and parents/carers are aware of their roles in making sure that our pupils consume healthy, nutritious and safe food and drink

2. Legislation and guidance

This policy is based on the following legislation:

- [Natasha's Law](#)
- [The Requirements for School Food Regulations 2014](#)
- [Benedict's Law - Benedict Blythe Foundation](#)
- [Food Information \(Amendment\) \(England\) Regulations 2019](#)

It is also based on the following Department for Education (DfE) guidance:

- [School Food Standards practical guidance](#)
- [School food in England](#)
- [Allergy guidance for schools](#)

3. Responsibilities of the school

The governing board and headteacher will make sure that this food and nutrition policy is properly implemented, and that food preparation, provision and nutrition procedures are followed in accordance with this policy.

All staff are responsible for following the policy and ensuring the health and safety of the pupils.

Roles and responsibilities of staff:

Mr. Peter Kingdom: Academy Principle.

Mr. Jason Newham: Deputy Headteacher and Line manager of Art, Design & Technology faculty

Miss Sarah-Jayne Weavr- Curriiculum team Leader for Art, Design & Technology

Mrs. Emma Leftwick: Teacher of Hospitality & Catering

Miss Jessica Lansley: Teacher of Food Technology and Hospitality & Catering

Miss Julia King- Food Technician

4. Responsibilities of parents/carers

We work in partnership with parents/carers to make sure all pupils are offered appropriate and nutritious food while at school.

We ask all parents/carers to:

- Inform the school of any allergies, medical dietary needs, food intolerances and religious or cultural dietary requirements. Include when they should do this
- Encourage their child to try a variety of foods and eat a balanced diet at home and in school
- Give their child a healthy breakfast before arriving at school, unless their child is provided with money to buy breakfast at school or will attend our breakfast club
- Read and respond to food-related communication, including school menus
- Keep the school informed of any changes to their child's dietary needs, and/or any concerns or information around their eating
- Take note of the school's scheduled mealtimes (see section 7) and understand that food will only be provided to pupils who are present at these times

5. Communicating with parents/carers

We tell parents/carers by phone/email or invitation for a meeting promptly if our staff notice any issues with their child's food consumption or habits at school, such as:

- Significant changes in eating habits, such as consistently eating very little food
- Concerns about wellbeing, such as a pupil's eating habits appearing to affect their mood, energy level or general wellbeing

We work together with parents/carers to address any problems promptly. We also work with our schools pastoral and safeguarding teams to log any of the above.

Parents and carers will also be contacted via letter/text regarding the ingredients procurement and the contributions required by parents.

6. Sourcing food and ingredients

As an Academy, we have generated a curriculum to ensure we provide healthy and nutritious recipe opportunities across the Food department.

We collaborate with our catering partner by:

- Holding regular meetings with all key stake holders to review planned practical dishes, discuss feedback, and plan future requirements
- Carrying out regular checks to make sure the food provided is of a high standard, meets all relevant nutritional guidance, and is prepared safely and hygienically
- Participating in the menu planning process to make sure our food recipes are appealing, balanced, varied and caters to the dietary requirements that our pupils have.

In buying food and ingredients, we follow the [government's guidance on sustainable procurement](#). Where possible, we buy seasonal and local food, and fish from verifiably sustainable sources (such as products certified by the Marine Stewardship Council (MSC)).

Ingredients will be sourced from Bookers and by The Oaks Academy staff. Ingredients will be checked and stored as required by the Food Technology team.

7. Providing food and drink at school

We follow the [School Food Standards](#) for all ingredients supplied to learners within the school Food Department.

7.1 Specific food group requirements

When generating the curriculum, we adhere to the following rules for the 4 main food groups to ensure dishes selected are appropriate and offer a range of nutritional needs.

For any recipes we use across the subject, we adapt the following **School Food Standards requirements** to reflect the correct food portions for your school.

➤ Starchy foods:

- We include 1 or more portions of food from this group
- We offer 3 or more different starchy foods options for learners
- We provide 1 or more wholegrain varieties of starchy food within recipes
- We do not add salt to water when cooking pasta, rice and other starchy foods

➤ Fruit and vegetables:

- We include 1 or more portions of vegetables or salad as an accompaniment every day
- Where applicable, desserts are designed to encourage the addition of fruits.
- We adapt recipes to include a range of fruits and vegetables without compromising taste or texture.

➤ Milk and dairy:

- Learners are offered the opportunity to use a range of milk or dairy products as part of recipes, or an alternative where applicable.

➤ Protein sources:

- We include a portion of food from this category in each recipe
- We limit meat or poultry products, within recipes where applicable
- We provide a portion of non-dairy protein for learners where applicable
- If we use pulses as a non-dairy protein, we also provide a separate vegetable serving
- Where necessary we liaise with learners and parents/guardians to identify any allergies or dietary requirements that would impact learners recipe and practical participation.

7.2 General health and nutrition requirements

We adhere to the rules for general health and nutrition requirements for food provision across the whole school day.

7.3 Provision of alternative ingredients

Where adaptation to recipes or ingredients is required, we ensure all learners and parents are contacted to ensure they are aware of the alternative options we can provide within the Food department:

Allergens:

- Where allergies are present- clear risk assessments are completed, discussed with learners and staff to ensure provisions and plans are communicated well in advance to lessons
- Allergen equipment is produced to the learners
- Designated places of work that reduce the risk of contamination.

Dietary choices:

- Where learners observe specific dietary choices, the Academy will adapt and support in alternative recipes and ingredients to adhere to their choices
- Parents/guardians may be required to support the Academy in sourcing ingredients where appropriate, specifically where the Academy cannot procure items suitable for their child.

8. Food safety and hygiene

Our staff use our food preparation area to prepare meals and foods within the Food Technology department

The area includes suitable facilities for hygienically preparing foods and sterilising equipment. Our staff and learners have access to use colour-coded equipment and utensils and have access to specific kitchen equipment to generate dishes and recipes.

Staff with responsibility for food preparation and handling are competent and receive food hygiene training. Their training is renewed every 3 years.

All staff and learners wash their hands regularly, particularly after helping unwell pupils or handling their belongings.

8.1 Procedures for managing food poisoning

If any pupil shows symptoms of food poisoning, we will:

- Contact parents/carers immediately to collect the pupil as soon as possible
- Prevent the spread of infection by isolating the pupil in a quiet area with easy access to a sick bowl and toilet
- Monitor the pupil for signs of dehydration, including a dry mouth or confusion
- Encourage the pupil to take small, frequent sips of water

Parents/carers are advised not to return the pupil to school until they have been symptom free for at least 48 hours.

Mrs Holland will notify Ofsted of any food poisoning affecting 2 or more children as soon as possible, and always within 14 days of the incident.

9. Managing allergies and food intolerances

We take allergy and food intolerance management seriously and follow strict procedures to ensure that all pupils can eat safely.

- Before a pupil joins our school and any ingredients-based teaching tasks take place, we gather detailed information about any known food allergies or intolerances
- All staff are trained to be aware of and understand information around food allergies by:
 - Knowing the symptoms and treatments for allergies and anaphylaxis
 - Understanding the difference between allergies and intolerances
 - Being aware that pupils can develop allergies at any time

We share information about food allergies with all staff and make them aware of which pupils have allergies or intolerances so they can ensure that the pupil is given an alternative where the food served contains an allergen.

All staff follow strict measures to avoid cross-contamination, including washing hands, using colour-coded equipment and sharing clear rules around visitors bringing food into department.

9.1 Procedures to manage allergies and intolerances

Our department plan curriculum activities to include food substitutions, where necessary, for pupils with allergies or intolerances.

We make sure that our food is safe for pupils with an allergy or intolerance by:

- Showing allergen ingredients information for the meals served, as outlined in this policy
- Checking any product changes with our food suppliers
- Ensuring our staff read labels and product information before using a product

Through ongoing discussions with parents/carers and health professionals, if appropriate, we create an allergy action plan for each pupil to help manage their allergy or intolerance.

- This information is kept up-to-date and shared with all staff

We refer to the British Society for Allergy and Clinical Immunology (BSACI) allergy action plans and NHS advice.

9.2 Procedures for managing allergic reactions and intolerances

If a staff member suspects a food intolerance, or is the first to identify an allergic reaction in a pupil, they will:

- Contact the schools first aiders to support and liaise with the head of learner H&S asap.
- First aiders and school H&S team will contact emergency services immediately after administering the medication
- Monitor the pupil and administer a second dose of medication, if required
- Safely move the pupil to a location away from the allergen and stay with them at all times

If a staff member suspects that a pupil has reacted to a food for the first time, they will:

- Immediately tell the senior member of staff on duty, who will contact the pupil's parents/carers
- Safely move the pupil away from the allergen and stay with them
- Comfort and reassure the pupil to keep them calm

Staff members suspecting a food intolerance will work alongside parents/carers to keep a diary of foods eaten in school and at home, including any symptoms experienced. Support from the H&S team in school and the safeguarding team to have transparent and an open dialogue with all stake holders.

10. Allergen food labelling

The 14 allergens that we track, and highlight are:

- Celery
- Cereals containing gluten, such wheat, barley, oats and some flours
- Crustaceans, such as prawns, crabs and lobsters
- Eggs
- Fish
- Lupin, such as bread made with lupin seeds
- Milk
- Molluscs, such as mussels and oysters
- Mustard
- Peanuts

- Sesame
- Soybeans
- Sulphur dioxide and sulphites, if they're concentrated at more than 10 parts per million
- Tree nuts, such as almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts

We include information about the presence of any of these allergens in our recipes that are planned within our curriculum, which are shared to parents/carers and can be accessed on the school website.

11. Managing other special dietary requirements

We are committed to supporting pupils with special dietary requirements and food intolerances, ensuring that every pupil can cook safely and in accordance with their cultural needs and preferences.

When a pupil joins our school, we gather detailed information about any special dietary or health requirements, food preferences and intolerances. We access this information through the admissions teams and via learner registration logs.

We plan curriculum to include food substitutions, where necessary, for pupils with special dietary requirements.

We also:

- Check any product changes with our food suppliers
- Require learners to read labels and product information before using any recipes and to inform the school of any adaptations that are required.

11.1 Provision for cultural and dietary preferences

We understand that food preferences can be linked to cultural backgrounds, religious beliefs, or personal choices, such as vegetarianism.

We create an inclusive KS3 recipe book that caters to the cultural and dietary needs of all pupils by:

- Communicating openly with parents/carers to understand specific food preferences or needs, such as halal or kosher
- Being sensitive to certain customs, and how these affect meal and snack times
- Adapting recipes and curriculum topics to include foods from different cultures
- Always having a vegetarian option available
- Encouraging parents/carers to share traditional recipes we could use within school.

11.2 Pupils with additional support needs

For pupils with physical, developmental, or sensory issues affecting their eating, we work with parents/carers and health professionals to:

- Adapt food preparation methods
- Offer one-to-one support if needed
- Adjust the eating environment (e.g. limiting noise) where we physically can

For medically required special diets not covered in this policy, we need written confirmation from a health professional to make sure we meet the pupil's specific nutritional needs.

12. Food brought in from home

We share our food and nutrition policy with parents/carers to help them understand our requirements in the Food department.

12.1 Safety and hygiene

Staff check all food ingredients brought from home for potential allergens to reduce the risk of cross-contamination.

For pupils with allergies, staff will store ingredients separately in lockable storage areas to reduce the risk of cross-contamination.

We ask parents/carers to remind their child to:

- Use insulated sealed bags for perishable foods
- Label their ingredients packaging and their contents with their name, year group and lesson.

13. The food technology curriculum

Our food technology curriculum follows the [‘Food teaching in secondary schools’ knowledge and skills framework](#).

It includes modules on:

- Food preparation and cooking
- Designing, making and evaluating food
- Healthy eating habits
- Food origin, food choice and food labelling
- Good food safety and hygiene

We involve parents/carers by:

- Sharing resources on healthy eating
- Suggesting recipes pupils can prepare at home
- Asking them to provide us with up-to-date information on their child's dietary needs and cultural food preferences

We ask the parents/carers of pupils who are doing food technology to:

- Contribute to the cost of the food ingredients. This will be accessible via ParentPay
- Provide some ingredients for the lessons where learners require specific ingredients due to allergens, dietary choice or health needs
- Provide secure and named containers for pupils to take the food they have prepared back home

13.1 Managing allergens and special diets

Our pupils are taught how to:

- Identify the 14 major allergens listed in this policy
- Understand the risks associated with cross contamination
- Adapt recipes and ingredients to accommodate food allergies, intolerances, and cultural or dietary preferences (e.g. vegetarian or halal)

13.2 Food safety

We expect our pupils to:

- Follow strict handwashing/hygiene procedures before and during food preparation
- Handle and store food safely, and use appropriate cooking temperatures to prevent food poisoning
- Keep food preparation spaces clean and tidy, following the correct cleaning procedures

13.3 Understanding cultural food preferences

Our pupils are given the opportunity to:

- Explore the role of food in different cultures and religious beliefs (e.g. the requirements for halal and kosher foods)
- Analyse how preparation methods, ingredient choices (e.g. avoiding pork), and specific eating customs differ across communities and religions
- Develop inclusive menus and recipes that respect and cater to different dietary needs by choosing appropriate substitutions and certified ingredients

14. Monitoring arrangements

This policy will be reviewed by The Oaks Academy Food department, Mrs Helen Holland and the H&S team every 12 months. At every review, the policy will be shared with and approved by the headteacher.

15. School Canteen Healthy Eating Appendix 1:

The School Food Standards

Eating in school should be a pleasurable experience: time spent sharing good food with peers and teachers.

These school food standards are intended to help children develop healthy eating habits and ensure that they get the energy and nutrition they need across the whole school day. It is just as important to cook food that looks good and tastes delicious; to talk to children about what is on offer and recommend dishes; to reduce queuing; and to serve the food in a pleasant environment where they can eat with their friends.

As a general principle, it is important to provide a wide range of foods across the week. Variety is key – whether it is different fruits, vegetables, grains, pulses or types of meat and fish. Children love to hear the stories behind their food. Use fresh, sustainable and locally-sourced ingredients (best of all, from the school vegetable garden), and talk to them about what they are eating. Go to www.schoolfoodplan.com/wwv to find examples of what other schools are doing to encourage children to eat well.

Remember to use Government Buying Standards for Food and Catering Services alongside these standards to help reduce salt, saturated fat and sugar in children's diets.

* This Standard applies across the whole school day, including breakfasts, morning breaks, tuck shops, and after school clubs



Fruit and vegetables

One or more portions of vegetables or salad as an accompaniment every day

One or more portions of fruit every day

A dessert containing at least 50% fruit two or more times each week

At least three different fruits and three different vegetables each week



Foods high in fat, sugar and salt

No more than two portions of food that has been deep-fried, batter-coated, or breadcrumb-coated, each week*

No more than two portions of food which include pastry each week*

No snacks, except nuts, seeds, vegetables and fruit with no added salt, sugar or fat*

Savoury crackers or breadsticks can be served at lunch with fruit or vegetables or dairy food

No confectionery, chocolate or chocolate-coated products*

Desserts, cakes and biscuits are allowed at lunchtime. They must not contain any confectionery

Salt must not be available to add to food after it has been cooked*

Any condiments must be limited to sachets or portions of no more than 10g or one teaspoonful*



Milk and dairy

A portion of food from this group every day

Lower fat milk must be available for drinking at least once a day during school hours



Meat, fish, eggs, beans and other non-dairy sources of protein

A portion of food from this group every day

A portion of meat or poultry on three or more days each week

Oily fish once or more every three weeks

For vegetarians, a portion of non-dairy protein on three or more days each week

A meat or poultry product (manufactured or homemade, and meeting the legal requirements) no more than once each week in primary schools and twice each week in secondary schools*

Food provided outside lunch

• Fruit and/or vegetables available in all school food outlets

• No savoury crackers and breadsticks

• No cakes, biscuits, pastries or desserts (except yoghurt or fruit-based desserts containing at least 50% fruit)



Starchy food

One or more wholegrain varieties of starchy food each week

One or more portions of food from this group every day

Three or more different starchy foods each week

Starchy food cooked in fat or oil no more than two days each week*

Bread - with no added fat or oil - must be available every day



Healthier drinks*

Free, fresh drinking water at all times

The only drinks permitted are:

• Plain water (still or carbonated)

• Lower fat milk or lactose reduced milk

• Fruit or vegetable juice (max 150 mls)

• Plain soya, rice or oat drinks enriched with calcium; plain fermented milk (e.g. yoghurt) drinks

• Combinations of fruit or vegetable juice with plain water (still or carbonated, with no added sugars or honey)

• Combinations of fruit juice and lower fat milk or plain yoghurt, plain soya, rice or oat drinks enriched with calcium; cocoa and lower fat milk; flavoured lower fat milk, all with less than 5% added sugars or honey

• Tea, coffee, hot chocolate

Combination drinks are limited to a portion size of 330ml. They may contain added vitamins or minerals, and no more than 150mls fruit or vegetable juice. Fruit or vegetable juice combination drinks must be at least 45% fruit or vegetable juice