



Packed Lunch Policy Toolkit

Step by Step Guide to developing a healthy packed lunch policy

Purpose:

- To provide information, advice and guidance on how to develop a healthy packed lunch policy

Specific objectives: to:-

- To encourage schools to use a consistent approach to healthy school lunches, both school and home provided
- To ensure parents and pupils have access to knowledge and skills to select a healthy packed lunch
- To help families to make informed and affordable choices for school packed lunches
- To address the issue of food poverty and associated inequalities
- To provide consistent messages regarding school packed lunches to support the Change4life campaign
- To ensure the packed lunch policy embraces equality, diversity and community cohesion

Why do schools need to develop a packed lunch policy?

- To improve the nutritional content of packed lunches and bring them more closely in line with the meals now provided by schools, which Healthy Schools staff will support us in promoting

What is the Packed Lunch Policy toolkit?

The Packed Lunch Policy Toolkit outlines six steps to successfully develop and implement a healthy packed lunch policy in schools. It provides information advice and guidance using tried and tested resources and tips. This toolkit has been developed in full consultation with Healthy Schools, Food Standards Agency and schools.

Note: To access all of the useful free resources that are available to you within this toolkit, just sign up to the Million Meals campaign at the link below and you will be able to download them all for free!

www.schoolfoodtrust.org.uk/millionmeals



Six (6) steps to successfully developing and implementing a healthy packed lunch policy

Step	Prompts	Tried and tested tips and resources available
<p>1. Project Planning</p>	<ul style="list-style-type: none"> Choose a lead person within your school – someone who can make changes and drive the agenda forward 	<ul style="list-style-type: none"> It is good practice to publish the contact details for the lead person on staff lists and school prospectus. Although the responsibility should lie with the named person, they may require support from other staff e.g. school cook, head of food technology, PSHE co-ordinator see Healthy Schools, Healthy Eating Criteria http://audit.healthyschools.gov.uk/Themes/Themes.aspx?theme=2
	<ul style="list-style-type: none"> Engage your catering staff, parents and school governors 	<ul style="list-style-type: none"> Tips for parents - www.schoolfoodtrust.org.uk/howparentscanhelp Letters to parents - www.schoolfoodtrust.org.uk/packedluncheconsultation Information for Governors including Food Policy in Schools: a strategic policy framework for governing bodies - www.schoolfoodtrust.org.uk/governors Governors Guide – this can be viewed once you are signed up to Million Meals and gives advice to Governors on the steps you can take to influence school meals and the resources available to them http://millionmeals.schoolfoodtrust.org.uk/useful-resources
	<ul style="list-style-type: none"> Engage your school council <p>Get your pupils on board and involved by giving them ownership and the forum to express their views</p>	<ul style="list-style-type: none"> For tips on engaging your school council, sign up to the Million Meals campaign and see the resource, ‘Work up an appetite for Change: School Council Toolkit’ http://millionmeals.schoolfoodtrust.org.uk/useful-resources/workupanappetiteforchange This project based resource pack takes the form of a 6 step plan that the school council can follow. The plan, requiring collaboration with an approval from catering managers, teachers and School Leadership Teams, has been constructed to lead school council members through a process of debate, fellow students research and action to effect change that they and their peers desire when it comes to the type of food they eat and the environment that they eat it in. This resource is available in both primary and secondary versions. Tips: Food Standards Agency School Council Network www.food.gov.uk/healthiereating/nutritionschools/schoolcouncilnetwork



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<p>2. Investigate</p>	<ul style="list-style-type: none"> Gather insight and views about packed lunches and school meals 	<p>Consultation with pupils and parents is essential and is a great opportunity to explain what you want to achieve from the policy and why it is important to have a policy. For example, pupils might feed back that they would like to sit with their friends who are having a school meal. Integrating the packed lunches and school meals has led to an increase in take up in some schools.</p> <p>Leeds City Council Toolkit – Section 3, Tool 7 outline a tried and test method for consulting with pupils and parents. www.educationleeds.co.uk/schoolmeals/infopage.aspx?pageno=661</p>
	<ul style="list-style-type: none"> Engage children and parents. Use surveys to find out why people choose packed lunch and what is in a packed lunch 	<p>Examples of pupil surveys and parent surveys are available through the Million Meals campaign once you have signed up http://millionmeals.schoolfoodtrust.org.uk/useful-resources#examplequestionnaires</p> <p>Try running a healthier lunchbox workshop for parents – give parents plenty of notice, perhaps run the workshop around another event when parents are in the school, or get parents and children to do this together.</p> <p>You can register online (there may be a small cost involved for some resources) and then download information on how to run a parent workshop from www.healthylunch.org.uk.</p> <p>Try looking at the Food Standards Agency's A 'Smart Lunch Box Template Intervention. This research project aims to develop a 'smart' lunch box template with the aim of encouraging/promoting the selection, preparation and consumption of healthier packed lunches for primary schoolchildren www.food.gov.uk/science/research/researchinfo/nutritionresearch/foodchoice/n14programme/n14projilist/n14005/</p>



	<ul style="list-style-type: none">• Investigate healthy packed lunch options	<ul style="list-style-type: none">• For more information on the food based and nutrient based standards for school lunches see: www.schoolfoodtrust.org.uk/nutrientstandards• Download the School Food Trust 3-week primary packed lunch menus which are compliant with the food-based and nutrient-based standards www.schoolfoodtrust.org.uk/compliantmenus www.healthylunch.org.uk has an online audit tool and a game which can be used by teachers and by pupils to audit lunchtime choices for both school meal and packed lunch.• It is very often difficult for schools to provide refrigeration for packed lunches so schools should advise parents that packed lunches should not require refrigeration. However, schools may wish to suggest some ways to keep packed lunch cold, such as:<ul style="list-style-type: none">• commercial gel packs• water frozen in a rigid, leak proof plastic container• ice cubes in a leak proof container• a frozen juice carton (not a fizzy drink)– freeze the juice carton in the freezer and use the frozen carton (wrapped in kitchen roll to prevent dripping) in the lunch box to keep the other foods cool. The carton will have defrosted by lunchtime.• For more FAQ's visit www.schoolfoodtrust.org.uk/faqs/packedlunch
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3. Evaluate Findings	<ul style="list-style-type: none"> Co-ordinate working discussion groups to evaluate findings Analyse findings 	<ul style="list-style-type: none"> There are various approaches to engaging the school community in consultation for example in PTA meetings, newsletters, surveys, tasting sessions and questionnaires. You may like to use meetings, newsletters, notice boards and events, or more formal methods such as specific lessons (PSHE, food technology) to regularly communicate the policy. Involve other stakeholders as well. It is important to involve teaching and catering staff and governors - they can be good role models.
		<ul style="list-style-type: none"> Leeds City Council Toolkit – Steps 2-4, Tool 6 outlines useful methods for surveys, feedback and data analysis www.educationleeds.co.uk/schoolmeals/infopage.aspx?pageno=661 Evaluation tips for pupils can be found in Step 3 of the Million Meals resource for School Councils http://millionmeals.schoolfoodtrust.org.uk/useful-resources/workupanappetiteforchange



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<p>4. Develop Packed lunch Policy</p>	<ul style="list-style-type: none"> • Develop a Packed Lunch Policy • Consult and consolidate final Policy 	<p>To find out how other schools successfully developed a packed lunch policy link to case studies. You can access examples of packed lunch policies from other schools through the Million Meals website once signed up.</p> <p>http://millionmeals.schoolfoodtrust.org.uk/casestudies see:</p> <ul style="list-style-type: none"> • Oldfield Park Infants School, Bath http://millionmeals.schoolfoodtrust.org.uk/ten-plates/reducepackedlunches/whypackedlunch/case-study-oldfield-park-infants-school-1 • Bankside Primary School, Leeds www.schoolfoodtrust.org.uk/casestudies/bankside • Wharrier Street Walker School, Newcastle www.schoolfoodtrust.org.uk/casestudies/wharrierstreetwalkerprimaryschool <p>You can see the School Food Trust draft Packed Lunch Policy here www.schoolfoodtrust.org.uk/examplepackedlunchpolicy</p> <p>www.healthylunch.org.uk has a packed lunch policy template for schools to reflect the results of their audit and consultation.</p>



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<p>5. Marketing and Promotion</p>	<ul style="list-style-type: none"> Raise awareness amongst pupils and parents 	<ul style="list-style-type: none"> Market and promote the packed lunch policy using assemblies, curriculum, theme days, parents evening, web portal – try a healthier lunchbox assembly, invite parents along Examples of Letters to parents - see School Food Trust and Leeds examples www.schoolfoodtrust.org.uk/packedluncheconsultation www.educationleeds.co.uk/schoolmeals/infopage.aspx?pageno=661 By logging in to Million Meals you can access free resources including curriculum packs that cover nutrition, healthy eating, marketing and pupil debate, which can all help to promote healthy food amongst children and help to raise awareness http://millionmeals.schoolfoodtrust.org.uk/useful-resources/whatsgoingdown http://millionmeals.schoolfoodtrust.org.uk/useful-resources/becreative http://millionmeals.schoolfoodtrust.org.uk/the-school-meal-detectives At www.healthylunch.org.uk schools can develop customised leaflets to reflect the schools ethnic demographics and feedback gained from consultation and audit.
	<ul style="list-style-type: none"> Be clear about how the Packed Lunch Policy will be monitored 	<ul style="list-style-type: none"> Include your Packed Lunch Policy in newsletters, website, prospectus or brochure for parents Use letters to parents (implementing a packed lunch policy) www.schoolfoodtrust.org.uk/packedluncheconsultation www.healthylunch.org.uk has school newsletter inserts to highlight the importance of a healthy lifestyle.



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<p align="center">6. Maintain and monitor effectiveness</p>	<ul style="list-style-type: none"> Regularly conduct a packed lunch survey to track progress and improvement Keeping an eye on packed lunches to raise any issues of compliance 	<ul style="list-style-type: none"> Try recruiting pupils to act as lunchtime monitors who can keep an eye on packed lunch content and remind pupils, parents and teaching and catering staff of the packed lunch policy. Examples of advert for monitors and application form can be seen at Tool 22 of Leeds City Council's Packed Lunch toolkit, provided by Bankside Primary School www.educationleeds.co.uk/schoolmeals/infopage.aspx?pageno=661 Try rewarding pupils with a certificate of Healthy Eating for healthy packed lunches Using www.healthylunch.org.uk schools can develop and print out reward stickers and certificates. Schools can also revisit the audit tool and compare lunchtime choices and print out the results.