



**ST JAMES**

Senior Girls' School

# **Catering Policy**

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**St James Senior Girls' School**

At St James Senior Girls' School, we consider good nutrition to be essential for every pupil. Our school lunches are vegetarian and prepared on the premises using wholesome fresh produce. We do not use any GM foods. Our Catering Manager, Brian Turner, and Head Chef design the menus to ensure that they are nutritional, varied and suitable for the tastes of the age range of pupils and members of staff. These are checked by a Holroyd Howe Nutritionist.

We have increasing numbers of pupils with food allergies and intolerances, in addition to those who have a food preference which may be for many reasons, including religion and beliefs. Once we receive the relevant information from the parent via the School Nurse, we provide a suitable meal to comply with the dietary requirements of each of these pupils and ensure that we provide accurate allergen information about the foods that we produce. Michelle Kelly and Tina Sheridan, our Allergy Champions, liaise with each of these pupils on a daily basis to ensure that they receive the correct meal or advice on the choices from the daily menu. Plated meals can be made available for those who have multiple allergies or intolerances. These need to be requested by parents in writing.

We use the feedback from the pupils at the School Council's termly Food Forums to get feedback on the previous term's dishes, removing dishes they do not like and adding those they would like to have where this is possible. This helps with our planning and introduction of new dishes. Lunch is part of the school day from 1.00pm to 1.40pm and pupils eat together with their form teacher or another member of staff. In the main refectory the girls are served with hot food from the counter and can help themselves to the other options which are available.

Each day's meal includes: a soup of the day with bread, two main vegetarian courses, two vegetables, jacket potatoes, a salad bar with protein items, dessert and fresh fruit. Water is available on the table.

Menus are on a three-week cycle, available on the school website; hard copies are available if required:

<https://www.stjamesschools.co.uk/seniorgirls/school-life/school-meals/>

Staff and members of the Sixth Form have lunch provided in the staff refectory from 11.30am to 1.35pm.

Each House has 'House lunch' on Wednesday in the staff refectory once every four weeks where they eat as a house and discuss the term's house results and future fixtures or competitions.

At St James we operate a nut free environment and we **do not permit nuts** in our menus; occasionally we use items in our menus that have been made in factories that produce nut products.

We ask that all cakes and food items brought into school by pupils and parents must be **nut free**.

At mid-morning break, we provide fresh fruit, and water free of charge.

### **Catering Staff**

The catering department is managed by Brian Turner and all staff employed are DBS checked and given appropriate training including Safeguarding and Child Protection, Allergy Training, Food Safety and Health and Safety.

<b>Signed by:</b>	<b>Hugh Venables</b> <b>Chair of Governors</b>
Date of adoption of this policy	Autumn 2021
Date of last review of this policy	Autumn 2021
Date for next review of this policy	Spring 2022
Policy owner (SMT)/other	Deputy Head (Pastoral)/Catering Manager