



SCHOOL FOOD POLICY

POLICY DETAILS

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Statement of intent

At Endeavour Academies, we understand that what students eat and drink at school is important. We aim to teach students about food and nutrition through the curriculum and reflect these principles in the school's food menu and cooking provisions.

We acknowledge the important connection between a healthy diet and a student's ability to learn effectively and achieve high standards in school. We also acknowledge that we can play a key role in supporting the wider community to adopt a positive attitude to a healthy lifestyle.

As part of our healthy eating and living campaign, our catering will uphold the highest standards of quality, nutrition and cleanliness, and adhering, without exception, to the food standards and legal obligations. As such, this policy has been implemented to allow us to provide food in a safe and hygienic manner.

1 Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Requirements for School Food Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019
- The Food Safety Act 1990
- The Food Safety (General Food Hygiene) Regulations 1995 (as amended)
- The School Standards and Framework Act 1998
- The Products Containing Meat etc. (England) Regulations 2014.

This policy operates in conjunction with the following non-statutory guidance:

- DfE (2023) 'School food in England'
- The School Food Plan (2023) 'School Food Standards: A practical guide for schools, their cooks and caterers'.

This policy operates in conjunction with the following school policies:

- Supporting Pupils at School with Medical Conditions
- Health and Safety

2 Roles and responsibilities

The Catering Manager is responsible for:

- Ensuring a food hygiene record is kept, to demonstrate how the academy/school ensures all food, and its preparation methods are safe. Checking the temperatures of food storage areas at the start of each day to ensure they are running at the correct temperature and documenting these in the food hygiene record.
- Ensuring PPE is undamaged and that there is enough PPE for each member of kitchen staff.
- Rotating stock to ensure food with a shorter shelf life is used and consumed before food with a longer shelf life.
- Withdrawing stock that has gone past its 'use by' date or is not safe to eat.
- Ensuring a cleaning schedule is maintained and reviewed on termly basis.
- Ensuring high standards of personal hygiene are always maintained.
- Ensuring the food served to students is nutritious and provides them with a healthy balanced diet in line with the academy healthy eating strategy.
- Checking that all pre-packaged food provides full ingredient lists and allergen labelling before it is made available to staff, visitors and students.

3 Current food-based standards for school lunches

The trust is committed to providing students with a healthy balanced diet, in line with the School Food Plan's 'School Food Standards: A practical guide for schools, their cooks and caterers'. The academy/school will use the following standards when planning meals and adapting the healthy eating strategy.

Starchy foods:

- One or more portions of bread, pasta, noodles, rice, potatoes, sweet potatoes, will be provided every day.
- One or more wholegrain varieties of starchy food each week.
- Three or more different portions of bread, pasta, noodles, rice, potatoes, sweet potatoes, will be provided each week – one or more of these will be wholegrain.
- A type of bread with no added fat or oil will be available every day.
- Starchy food cooked in fat or oil will only be provided twice a week maximum across a school day.

Fruit and vegetables:

- One or more portions of vegetables (all types) or salad will be available every day.
- One or more portions of fruit (all types) will be available every day.
- Three or more different types of vegetables and three or more different types of fruit will be provided each week.
- A fruit-based dessert with a content of at least 50 percent fruit, measured by the volume of raw ingredients, will be provided two or more times each week.

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

- A portion of meat, fish, eggs, nuts, pulses and beans (not including green beans), or other non-dairy sources of protein, will be provided every day.
- A portion of meat or poultry will be provided on three or more days every week.
- Oily fish will be provided once or more every three weeks.
- For vegetarians and vegans, a portion of non-dairy sources of protein will be provided on three or more days every week.
- Halal meat will be provided daily.

Milk and dairy:

- A portion of cheese, yoghurt, fromage frais or custard will be provided every day.
- Lower fat milk will be available for drinking at least once a day during school hours, e.g. not including breakfast.

Food high in fat, sugar and salt:

- Savoury crackers or breadsticks which are served with fruit and vegetables, or milk and dairy may be provided as part of school lunches.
- Snacks that may be provided will include no added salt, sugar or fat and are limited to nuts, seeds, vegetables and fruit.
- The academy will not provide sachets of salt to be added to meals on top of the salts already included within cooking.
- Condiments will be limited to 10-gram sachets or one teaspoonful – students will be limited to one sachet per type of sauce.

- Confectionary, including chocolate and chocolate-covered products, of any kind will not be served, even as part of a dessert.
- Desserts, cakes and biscuits not containing any confectionary may be served as part of a lunch meal.
- No more than two portions of food containing pastry, and food that is deep fried, bread-crumbed or battered will be served a week.

Breakfast

- Free breakfast is provided at both schools
- Low sugar cereals
- Toast
- Fruit
- Semi skimmed milk

Snacks

- As part of the new food standards schools are only able to serve fruit, vegetables, yoghurts, semi skimmed milk and toast.

Healthier drink options:

Drink options the academy will offer are:

- Still or carbonated plain water.
- Lower-fat or lactose-reduced milk.
- Fruit or vegetable juice (no more than 150mls).
- Unsweetened combinations of fruit or vegetable juice with still or carbonated plain water (no more than 150mls fruit or vegetable juice and no more than 330mls total).
- Soya, rice, oat drinks and plain fermented milk, e.g. yoghurt, drinks.
- The Government's school fruit scheme entitles all children in EYFS/KS1 to one piece of fruit and /or vegetable per day.
- Milk is provided free for under-fives.

Packed Lunches:

Students bringing in packed lunches are expected to adhere to the Endeavour Academies School Food Policy.

After school activities/Parents evenings must adhere to the School Food policy.

4 Portion sizes and food groups

Macmillan Academy/Middlesbrough Council will use the portion sizes and food groups for school lunches, in accordance with the school food standards.

5 Student Rewards

Students must not be rewarded with confectionary.

Reasons for this

- Allergies and intolerances are increasing.
- Rewarding with confectionary encourages comfort eating behaviour into adulthood leading to obesity
- Confectionary can have a detrimental effect on student behaviour and quality of teeth.

6 Healthy eating statement

Macmillan Academy/Middlesbrough Council will use healthier cooking methods to contribute to healthy eating, such as the following:

- Using less fat in cooking
- Baking foods rather than frying them
- Increasing use of fats/oils that are high in polyunsaturated fats
- Reducing use of sugar in recipes
- Avoiding using additional salt in cooking processes
- Increasing the use of food items containing high amounts of fibre.

All menus created will be in accordance with the nutritional standards outlined in [section 3](#) of this policy.

Endeavour Academies will encourage students to adopt healthy lifestyles, both through a nutritional diet and regular exercise, during assemblies, PE and PSHE lessons. A healthy eating strategy will be adopted and its principles embedded throughout the curriculum.

7 Catering service standards

Menus and prices (where applicable) will be clearly displayed and will contain nutritional information. Additionally, menus will adhere to statutory nutritional standards and will reflect parents' and students' preferences, cultural, religious and special dietary needs. Parents' and students' feedback will be encouraged and, where possible, changes made to increase their satisfaction.

The cleanliness of the kitchen and serving areas will be kept to the highest standards. Food preparation and serving areas will be cleaned before, during and after preparation and cooking, in accordance with The Food Safety (General Food Hygiene) Regulations 1995 (as amended).

Catering staff will:

- Be suitably trained and will have an appropriate recognised qualification in food hygiene.
- Be clean and tidy in appearance and will be courteous to all students, staff and parents.

Students entitled to free school meals will be treated with sensitivity.

8 Purchasing food

All food items are purchased from reputable suppliers to ensure compliance with government buying standards.

Endeavour Academies places stringent contractual demands on catering suppliers in support of legislative requirements and favourable trade operating practices. All food products and ingredients are checked for acceptability, i.e. nutritional specifications, genetically modified organism requirements and allergen ingredients.

All pre-packaged foods supplied will clearly display the following information on the packaging:

- Name of the food
- Full ingredients list, with allergenic ingredients emphasised, e.g. in bold, italics or a different colour.

9 Food and drink safety

9.1 Macmillan Academy

Food will only be consumed in the dining rooms, blue sports hall and outside picnic tables. Drinking water will be available from the drinking fountains and students will be permitted to refill water bottles at break and lunchtime.

If members of staff are drinking hot drinks, they will keep them out of students reach. Hot drinks will be kept in insulated and anti-spill flasks with lids, e.g. travel mugs. Staff are permitted to have hot drinks in the classroom; however, they will place them at the back of a desk to minimise the risk of spillage.

Hot drinks will be served in an insulated cup with a lid or in the refillable Macmillan Academy mug with a lid.

Electrical equipment, such as kettles, toasters, will be turned off when they are not in use. They will not be kept in classrooms, except in food technology lessons. If students are in a food technology lesson (or similar), they will be supervised by a member of staff and the staff member will demonstrate how to use the equipment. Appropriate PPE will be available for students who are handling hot food, drinks or equipment, e.g. oven gloves.

First aid kits are located across the academy site.

9.2 Archibald Primary School

Food will only be consumed in the dining room. Drinking water will be available from the drinking fountains and pupils will be permitted to refill water bottles at break and lunchtime.

If members of staff are drinking hot drinks, they will keep them out of pupil's reach. Hot drinks will be kept in insulated and anti-spill flasks with lids, e.g. travel mugs. Staff are permitted to have hot drinks in the classroom; however, they will place them at the back of a desk to minimise the risk of spillage.

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First aid kits are in designated areas.

10 Kitchen safety

Kitchen staff will have a list of all allergens and will avoid using them within the menu.

The 14 allergens which are required to be declared are:

- Celery.
- Cereals containing gluten, e.g. barley and oats.
- Crustaceans, e.g. prawns.
- Eggs.
- Fish.
- Lupin.

- Milk.
- Molluscs.
- Mustard.
- Peanuts.
- Sesame.
- Soybeans.
- Sulphur dioxide and sulphite (where they are at a concentration of more than ten parts per million).
- Tree nuts, e.g. almonds, hazelnuts, walnuts.

10.1 Macmillan Academy

Pre-packaged food sold at the school, whether made on-site or sourced from a supplier, will include a full ingredients list, with allergenic ingredients emphasised, e.g. in bold, italics or a different colour. All catering staff will be suitably trained in allergy awareness, including how to respond to an allergy sufferer's questions. Training will be assessed regularly to ensure staff are competent and confident in dealing with allergens. Where staff are made aware of updates or ingredient changes by suppliers, this will be acted upon immediately.

All menus will have allergen information listed in bold.

The academy will use reputable suppliers to source their produce, ensuring the quality of the food served is the same as they have promised to consumers. The academy will not be misleading with the food that they serve, and the labelling will accurately represent what is being eaten. A record will be kept of where the academy's produce comes from, and the school will be prepared to produce this record on demand by an environmental health officer.

10.2 Archibald Primary School

Where meals include allergens or traces of allergens, staff will use labels to denote which of the 14 allergens are or may be present. Pre-packaged food sold at the school, whether made on-site or sourced from a supplier, will include a full ingredients list, with allergenic ingredients emphasised, e.g. in bold, italics or a different colour.

All Catering staff will be suitably trained in allergy awareness, including how to respond to an allergy sufferer's questions. Training will be assessed regularly to ensure staff are competent and confident in dealing with allergens. Where staff are made aware of updates or ingredient changes by suppliers, this will be acted upon immediately.

Middlesbrough Borough Council will use reputable suppliers to source their produce, ensuring the quality of the food served is the same as they have promised to consumers. They will not be misleading with the food that they serve, and the labelling will accurately represent what is being eaten. A record will be kept of where the produce comes from, and Middlesbrough Borough Council will be prepared to produce this record on demand by an environmental health officer.

10.3 Endeavour Academies

Catering staff will withdraw any produce that has gone past its 'use by' date. All Catering staff will be trained in food safety as part of their food hygiene training. Staff will be aware of all the harmful bacteria that could cause serious illness if not treated and removed properly from food sources. In events where suppliers recall produce due to reports of harmful levels of bacteria in stock, staff will

remove all traces of the product from the academy and ensure the Headteacher is notified. Parents will be informed of the outbreak.

Catering staff will be aware of the 'danger zone' where microbial growth is stimulated – this is between the temperatures of 8°C and 63°C; kitchen staff will cook food until its core temperature has reached 75°C and remains that temperature for two minutes to minimise the risk of harmful bacteria being present in food.

Catering staff will have an in-depth knowledge of the risks of cross contamination. Colour-coded chopping boards and corresponding knives will be used for food preparation. The school uses the following colour-coded board and knife system:

Colour of chopping board and knife	Food group
Red	Raw meat
Yellow	Cooked meat/fish
Green	Salads and fruit
White	Bakery and dairy
Brown	Vegetables
Blue	Raw fish

11 Food hygiene

Macmillan Academy - The Catering staff will keep an up-to-date food hygiene plan, in line with the [Hazard Analysis Critical Control Point \(HACCP\) principles](#).

Archibald Primary School - The Catering Provider will keep an up-to-date food hygiene plan, in line with the [Hazard Analysis Critical Control Point \(HACCP\) principles](#).

The catering staff will receive food hygiene training as part of their induction, with at least one member of staff holding a formal food hygiene certificate which will be kept up to date. All Catering staff will partake in food hygiene refresher training every three years.

In line with food safety and hygiene regulations, a food hygiene record will be kept, demonstrating what the academy has done to ensure all food and food preparation areas are safe and how this compares with the proposed food hygiene plan. This record will be maintained by the catering manager or other designated member of staff and entries will be completed daily.

For each day of the week, the food hygiene record will include space to record the following:

- The date

- The completion of the opening and closing checks, as outlined in the present section of this policy
- The completion of the day's cleaning tasks, with reference to the cleaning schedule
- Details of any hygiene-related incidents that occurred during the day
- Additional checks that may have been conducted, e.g. pest control checks that take place on a less frequent basis
- A signature from the catering manager or designated member of staff that has completed the day's entry.

The food hygiene record will also include the following:

- List of suppliers
- Kitchen staff training record
- Food temperature monitoring records
- Fridge and freezer temperature monitoring records
- Hygiene inspection checklist

At the beginning of the school day, the following checks will be conducted:

- All fridges, freezers and chilled display equipment are working properly, and fridges are running below 5°C, chill cabinets below 8°C, and freezers at -18°C
- All other equipment, e.g. ovens, are working properly
- Staff are fit for work, not presenting any signs of illness, and wearing clean clothes
- Food preparation areas are clean and disinfected
- There are plenty of handwashing and cleaning materials available, e.g. soap and paper towels.

At the end of the school day, the following checks will be conducted:

- No food has been left out
- No leftover food is to be taken home by catering staff or any other member of staff
- Fridges are running below 5°C, chill cabinets below 8°C, and freezers at -18°C
- Food that is past its 'use by' date has been thrown away
- Dirty clothes have been removed for cleaning and replaced with clean ones
- Food and cleaning waste has been removed, and new bags have been put into the bins.

A cleaning schedule will be maintained and kept for audit trail. The cleaning schedule will outline:

- Items and equipment that need to be cleaned
- How frequently items and equipment need to be cleaned
- Who is responsible for cleaning items and when?
- The precautions that must be taken when cleaning
- The methods of cleaning that will be used.

Catering staff will keep food preparation areas to the highest standard of cleanliness by doing the following:

- Cleaning before, during and after food preparation
- Keeping a well-stocked supply of cleaning materials
- Ensuring hand soaps and sanitisers are accessible and fully stocked
- Ensuring all chopping boards are stored in a stand and are dry before use
- Storing knives away from the reach of unauthorised personnel in a sanitised draw or stand
- Washing cleaning cloths and towels at the end of the day and drying them before reuse
- Storing cleaning cloths and towels in a sterile cupboard or drawer
- Not leaving food products out at room temperature for longer than is necessary

- Storing any bags or personal belongings out of the kitchen to avoid foreign bodies entering the food preparation area.

Food contact materials will come from reputable suppliers and will be safe for use by staff to package, store, prepare and cook food. For this policy, food contact materials include:

- Packaging, e.g. cellophane wrap.
- Food processing equipment, e.g. a food blender.
- Cookware.
- Work surfaces.

Endeavour Academies recognises the importance of food hygiene and will accommodate any member of staff who wishes to complete an official food hygiene certificate as part of their CPD, where possible.

Catering staff will wear suitable PPE when preparing food – the PPE will be free from tears, burns or holes. The following list indicates the suitable PPE the academy uses:

- Full body aprons
- Hair/beard nets
- Latex gloves
- Safety shoes.

Catering staff will be informed by the head cook on how to properly stock a fridge, including the following procedure:

- Raw meat stored on the bottom shelf
- Cooked meat on the middle shelf
- Fruit and vegetables on the top shelf.

Where stock requires more than one fridge, raw and cooked meat will be stored separately.

Catering staff will have high standards of personal hygiene, including washing hands in the following circumstances:

- Before and after preparing raw meat
- Before and after preparing and cooking other food products
- After using the toilet
- After touching door handles, light switches or phones.
- After coughing or sneezing

Catering staff will check the accuracy of their thermometers by using the boiling water test. For this policy, the boiling water test involves submerging the thermometer in boiling water and checking that the temperature reads 100°C +/- 1 degree.

The school's food hygiene records, cleaning schedule and details of all hygiene and safety checks will be retained in line with the local environmental health department's requirements.

12 Environmental health inspections

12.1 Macmillan Academy

The Catering Manager will be the key contact for the environmental health officer from the LA – being responsible for implementing any recommendations made to them.

The Catering Manager will ensure all the necessary documentation is readily available for inspection for the environmental health officer, including their food hygiene plan and food hygiene record.

The academy will have their food hygiene rating sticker in a visible location within the dining area or kitchen. If the academy scores less than a five on their hygiene rating sticker, they will implement any recommendations made by the environmental health officer as a matter of top priority. After each environmental health inspection, the academy will display their new food hygiene rating sticker in place of the old one, irrelevant of the score.

The academy will receive a letter after an inspection with 'notices' – the academy will comply with the notices with immediate effect.

12.2 Archibald Primary School

Middlesbrough Borough Council will be the key contact for the environmental health officer from the LA– being responsible for implementing any recommendations made to them.

Middlesbrough Borough Council will ensure all the necessary documentation is readily available for inspection for the environmental health officer, including their food hygiene plan and food hygiene record.

The school will have their food hygiene rating sticker in a visible location within the dining area or kitchen. If the school scores less than a five on their hygiene rating sticker, they will implement any recommendations made by the environmental health officer as a matter of top priority. After each environmental health inspection, the school will display their new food hygiene rating sticker in place of the old one, irrelevant of the score.

The school will receive a letter after an inspection with 'notices' – the school will comply with the notices with immediate effect.

13 Monitoring and review

This policy will be reviewed annually by the Operations Director, Headteacher/Trustees or considering any changes to relevant legislation.



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