St Mary's School
CAMBRIDGE

Catering Policy

This policy is the responsibility of the Operations Manager

Last review: September 25

Next review: September 26

Overview

This policy is intended to cover all pupils from EYFS to sixth form including Boarders.

Active, growing children and young people require plenty of wholesome food and regular meals. At St Mary's School Cambridge ('School'), we believe that we can offer something that will satisfy all our pupils from our Early Years children to our Sixth Form, including our boarders. We use locally grown, environmentally sustainable food wherever possible. We use as much fresh food as possible, with our menus linked to the best use of seasonal produce. Our Catering Teamwork with our suppliers to make as much use as appropriate of natural food products to eliminate potentially harmful food additives. We ensure that our suppliers, local and national are committed to providing best quality and value, with the highest standards of accredited health and safety. We expect them to have procedures covering full traceability of source through the supply chain, with comprehensive food labelling, supplying information on both allergens and nutritional data.

We have a Boarders' food suggestions box at reception at Mary Ward House (MWH) which is checked regularly by our chef and there are house meetings with MWH staff where food issues/queries/concerns can be raised. Senior school pupils can pass their comments on catering directly to the Catering Manager or via the school's Eco Committee. Feedback is monitored by the Bursar. The Junior School has its own School Council with representatives from every year group and meets once each half term. Points raised are passed on to the catering department.

Day pupils

Lunch

Lunch is the main meal of the day and is cafeteria style. The lunch breaks are 75 minutes for KS2, 90 minutes for EY/KS1 Junior School pupils and 60 minutes for Senior school pupils with the option of coming in early where necessary. We believe that pupils need sufficient time in the middle of the day for pupils to eat, to unwind and to participate in the large number of lunch-time clubs and activities. Hot lunch is compulsory in the Junior School and foster the ethos of community eating. Senior school pupils may opt to either bring in packed lunches or choose prepared packed school lunches which they may eat in the dining hall. Where School provides lunch there is an additional fee.

Pupils from Years 12 and 13 are allowed to leave the School site, provided that they sign out and return in time for afternoon registration. Year 11 are allowed to do so after Christmas with parental and Head of Year permission

After school

Junior School pupils who stay for after School Clubs are given snacks, sandwiches, and refreshments.

Boarding pupils

Breakfast, mid-morning snack is to be collected form the dining hall at Mary Ward House and brought over to the senior school. Lunch, afternoon snack and dinner are provided for all boarders. Lunch is cafeteria style and taken alongside the day pupils in main school. Breakfast is available from 7.15am to 8.15am, Monday to Friday and on Saturdays and Sundays a light self-service breakfast is available followed by a cooked brunch 11am-12pm is available. An afternoon snack is available at 16:00pm, Monday to Friday with dinner at 18:00pm.

Supplies of fresh fruit and bread together with tea and coffee making facilities are all available to boarders at MWH.

Boarders with particular dietary needs have meals prepared for them according to arrangements agreed with the Catering Manager. Meals are collected from the servery.

During religious festivals such as Ramadan, boarders can prepare meals outside of normal mealtimes in the boarding house kitchen.

Our menus

We offer a wide, varied, and healthy choice of hot and cold food, with plenty of fresh fruit, vegetables, and salads. We also attempt to cater for all tastes and preferences, including vegetarian, and religious, dietary, or medical needs.

Weekly menus are displayed in the dining hall at the Senior School. Evening menus for the Boarders are displayed outside the dining hall at MWH. Junior School menus are displayed around school and on parent portal.

Any parent who has a concern about any aspect relating to the food is always welcome to come and sample lunch or any other meal. Please telephone the Bursar on 01223 224106 to make the arrangements.

Themed meals

Special themed meals celebrate the various cultures represented in the St Mary's community.

Hunger lunches are held to highlight the experience of the poor in many developing countries. Pupils pay for a full meal but eat soup and a roll. The cost balance is donated to the aid agency CAFOD.

Special diets

All food that might contain nuts or traces of nuts is clearly labelled. Parents of children who have allergies to any food product, or who have special dietary requirements, are asked to make this clear in the medical questionnaire which they complete when their child enters the School. They should inform the School at once if their daughter subsequently develops an intolerance of any food. The School Nurse and the Catering Manager are happy to see any parent who has concerns about their daughter's medical condition, and to devise a special menu, where practically possible.

Boarders wishing to make requests about the menus should speak in the first instance to the Head of Boarding. We list 14 allergens that need to be identified if they are used as ingredients in a dish. Individual care plans are created for boarders with food allergies and the weekly menu can be emailed to families on request, where their child has a food allergy. The catering team know what ingredients are used in all dishes on offer and boarders are encouraged to seek advice from them if unsure.

Prepackaged Sandwiches – Allergen Risks

The sandwiches the Senior School provides are purchased from an external supplier and are provided for pupils attending lunch-time clubs, as well as for those going on offsite trips. There is a subtle difference between foods which are labelled vegan and those which are free-from. Those labelled vegan do not intentionally contain products of animal origin. However, it is important to note that trace amounts of these may still be present in food that has been prepared in facilities that also handle egg, milk, fish, crustaceans or molluscs – making them unsuitable for allergy sufferers. Whereas, to use a free-from label, food businesses must follow strict processes to eliminate risks of cross-contamination so that they do not contain any of the allergen that they claim to be free-from.

At the Senior School we supply sandwiches labelled 'vegan' but are unfortunately unable to supply sandwiches labelled 'free-from'. We therefore recommend that if your daughter is diagnosed as having Anaphylaxis to certain food allergens and requires a packed lunch, that she brings food from home to avoid vegan sandwiches being unwittingly consumed

Drinking water

Drinking water is widely available with filtered freshwater drinking fountains throughout the school. MWH has supplies of mains drinking water on every floor. Senior school pupils are not allowed to bring water into lessons where water may prove a Health and Safety hazard, for example into science labs. Where it is not unsafe to have water in the teaching room, pupils are allowed to drink during lesson times with the express permission of the teacher. Pupils are allowed to take water into examinations with them.

Learning to cook and learning about food

We believe that cooking is an important life skill. We have created a Food Room and cooking is now part of our curriculum for certain Year Groups and available as extra-curricular enrichment for the rest. We devote time in both PSHEE and Biology lessons to ensuring that pupils understand why a healthy diet is so important.

Boarders have the opportunity to learn to cook in the house kitchen and boarding staff are happy to help and supervise.

Food Hygiene

Statutory Registration

The School is registered with the Local Authority as a "food business" within the meaning of the regulations. We are therefore inspected at regular intervals by the Environmental Health Officer (EHO).

Health and Safety

We recognise that compliance with health and safety is fundamental to any catering operation. We attach the highest importance to ensuring that we are compliant with EU and UK legislation at all times. The School's catering is carried out in-house by our Catering Manager and his team. He meets on a regular basis with the Operations Manager although it is the Bursar, who has ultimate responsibility for the catering

function. The Catering Manager is professionally qualified in all aspects of catering. The school has access to an advisor to guide on all health and safety aspects for the catering operation should it be required.

Management of food safety

In managing food safety, the Catering Manager is responsible for the following:

Staff Training

- Require all staff who assist with food preparation to possess a basic food hygiene certificate.
- Ensure that all catering staff have clearly allocated responsibilities, which they understand
- Train all staff in emergency procedures and shut-off of gas/electricity.
- Maintain records of training.
- Conduct triennial refresher training.

Staff Uniforms and Personal Hygiene

- Ensure that all staff wear their appropriate uniforms and protective clothing at all times when they are in areas where food is prepared and served.
- Ensure compliance with the handwashing or hand cleansing regime at all times.
- Monitoring Compliance with Kitchen Procedures
- Monitor the staff in order to ensure that food safety and management procedures are followed without exception.
- Ensure compliance with a daily cleaning and disinfection regime.

Pupils with Medical Conditions

- Liaise with the School Nurses about allergies and special diets.

Monitoring incoming supplies

- Inspect (or ensure that an authorised member of staff inspects), temperature checks, where appropriate, and signs for all incoming supplies and stores before acceptance.
- Reject any non-compliant items.
- Arrange for the safe transit and proper storage of food supplies.

Food Preparation, Serving and Consumption

- Inspect all areas where food is prepared, served and consumed for cleanliness and hygiene at both the start and end of every meal.
- Monitor the dining room, counters, and trolleys for dirty plates, cutlery etc, together with the containers and bins for waste food throughout the service of every meal.
- Ensure that all spills are dealt with promptly and safely. If necessary, cordon off areas of the floor that have become slippery.
- Check (and record) the temperatures of the hot and chilled service counters on a daily basis and report any faults promptly.

Equipment Monitoring

- Check all kitchen equipment (or ensure that a member of staff inspects) on a daily basis in order to ensure that it is functioning properly and keeps a record.

- Take (or ensure that a member of staff takes) the temperature with a probe of all meat or fish that is being cooked.

Purchasing and Checking Stock

- Ensure that food supplies are only purchased from a reliable and authorised source.
- Check that all supplies used are in date and undamaged.
- Check that stock is properly stored as soon as it arrives.

Professional Audit/Assistance

- Arrange an annual professional deep cleaning of the extraction fan. All other deep cleaning is performed by inhouse staff.
- Ensure that an appropriate pest control regime is in place.

Equipment Failure

- Report all equipment failure as soon as it is discovered.

First Aid

- Ensure that the kitchen first aid box is kept fully stocked in accordance with professional recommendations.

Signage

- Display the appropriate First Aid and COSHH information.

Waste Disposal

- Arrange the hygienic disposal of waste in accordance with recommended practice.
- Manage a re-cycling regime for: food waste, paper, card, clean glass, and clean tins in accordance with the school's re-cycling policy.