



## Canteen Policy

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## 1. Policy Purpose

The purpose of the Canteen Policy is to provide low-cost, healthy and nutritious food. Each canteen operator is responsible to ensure they meet healthy food guidelines for schools and all government legislation and regulations relating to the provision of food and drinks.

## 2. Scope and Responsibilities

This Policy applies to all students using AIC canteens.

## 3. Policy Details

### 3.1 Access to the Canteen

No students are to enter the canteen premises under any circumstances at any time. All canteen operators will ensure the canteen is not accessible by students, and not left unlocked when unattended by a member of their staff.

### 3.2 Menu

All AIC canteen menus will comply with the Department of Education's Healthy Food and Drink Policy. The menu will be updated as necessary to ensure a healthy variety of foods are available for students and staff throughout the year and will be published and made available as updated.

### 3.3 Ordering

The Canteen will take student orders in advance from the primary school only. Primary students will pass their order including correct money to their teacher as per their classroom teacher's requirements.

#### ***Primary lunch orders require the below information:***

- Student's Name
- Student's Class Number
- The order they are placing and the cost
- The amount of money they have put in the bag

Students are to place correct money (if possible) in an envelope, paper bag or zip lock bag and clearly write the amount of money they have put in the bag and place the bag in the basket / tray for their class.

*Canteen staff will attach any required change to the bag with the lunch order.*

Teachers will assign the task of taking orders to the Canteen, collecting the orders and bringing back to the classroom for distribution to the correct students to responsible primary students from their class.

### 3.4 Serving

Primary students will make a separate line when collecting pre-ordered lunches to ensure the food is collected and delivered as soon as possible to primary students. High school students purchasing recess or lunch will form lines as labelled.

Staff members on duty in the canteen area will ensure students are lining up in designated lines during recess and lunch.

To ensure class is not disrupted, and to ensure timely departure of buses, the Canteen will **not** serve students:

- During class time
- After school

**No late lunch orders at recess will be accepted unless the student was late for school and can provide a late slip.**

Last reviewed: [March 2020]  
Approved by: [Executive Principal]  
Next review: [February 2021]