



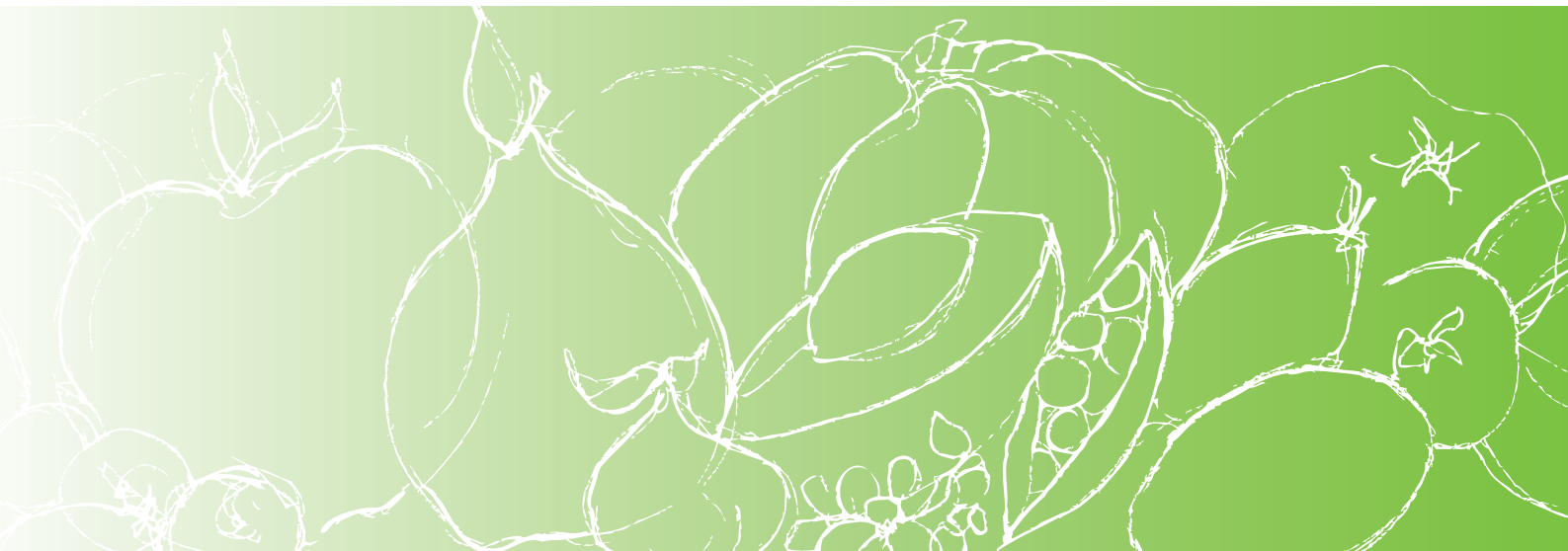
Government  
of South Australia



# **Healthy food and drink supply strategy**

for South Australian  
schools and preschools





The strategy is based on the NSW Department of Health and the NSW Department of Education and Training Fresh Tastes @ School Canteen Menu Planning Guide (2006) which is part of the NSW Healthy School Canteen Strategy.

The SA Department of Education and Children's Services and SA Health wish to thank Queensland Health and the Queensland Department of Education, Training and the Arts and the Department of Education Victoria respectively for permission to incorporate components of their Healthy Food and Drink Supply Strategy for Queensland Schools and Go for your life Healthy Canteen Kit.

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# Foreword

The **Right Bite** *Healthy Food and Drink Supply Strategy* has been developed by the Government of South Australia to enable our school and preschool communities to improve the health and wellbeing of all young South Australians.

This **Right Bite** resource package is designed to assist South Australian schools and preschools to provide healthy food and beverages and support young people to make better choices about what they eat and drink. It is a serious challenge because we know that many young people are overweight or obese and this can impact on their capacity to enjoy life and achieve their best.

Those of you who work and volunteer in our schools, preschools and health agencies are critical in achieving the success of the **Right Bite** strategy. We know that schools and preschools cannot do this alone. That's why parents, community and business leaders, health professionals, Governments and young people themselves play a vital role in building a healthy and productive society.

Unfortunately, too many young South Australians do not have a healthy diet and this has a negative effect on their growth, weight, development and learning. The **Right Bite** strategy helps address this challenge.

We applaud the collaboration between our health, education and children's service agencies for the development of this practical strategy. Its development has been undertaken in the best interests of today's young children and for future generations.

We commend this package to you and trust it will assist you in making a contribution to a better future for all young South Australians.



**HON JANE LOMAX-SMITH MP**  
Minister for Education



**HON JOHN HILL MP**  
Minister for Health

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The SA strategy is based on the New South Wales Department of Health's and the NSW Department of Education and Training's *Canteen Menu Planning Guide*, 2004, and the *Fresh Tastes Tool Kit*, 2004, which are part of the NSW Healthy School Canteen Strategy.

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# Part 1

## Planning Guide



***Right Bite*** Healthy Food and Drink Supply Strategy  
for South Australian Schools and Preschools









## Introduction and background information



## Introduction

The South Australian government is committed to increasing the proportion of South Australians with a healthy weight. In September 2006 the Eat Well Be Active healthy weight strategy 2006–2010 was released.<sup>1</sup> The South Australian government's strategic directions include a focus on ensuring that school, preschool and childcare environments promote healthy eating and physical activity, and support healthy choices.

The **Right Bite** *Healthy Food and Drink Supply Strategy for South Australian Schools and Preschools* (**Right Bite** strategy) is a key initiative that will contribute to achieving the goal of improved health and wellbeing of South Australian children and to ensuring an increase in the proportion of the population with a healthy weight.

The **Right Bite** strategy builds on the *eat well sa healthy eating guidelines for schools and preschools* (healthy eating guidelines) which were published in 2004. The healthy eating guidelines were developed to provide a framework for schools and preschools to promote learning, health and wellbeing in relation to food and nutrition.<sup>2</sup>

The healthy eating guidelines (2004) cover six areas:

1. Curriculum
2. The learning environment
3. Food supply
4. Food safety
5. Food-related health support planning
6. Working with families, health services and industry

The **Right Bite** strategy will help schools and preschools by providing further support for implementing the healthy eating guideline 3.1 which states:

1 Government of South Australia, Department of Health. Eat Well Be Active healthy weight strategy <http://www.sahealth.sa.gov.au/wps/wcm/connect/public%20content/sa%20health%20internet/healthy%20living/healthy%20communities/schools>

2 The healthy eating guidelines are part of the Department of Education and Children's Services Administrative Instructions and Guidelines; AIGs Student matters Section 3 part III Division 3-89a. <http://www.decd.sa.gov.au>

'All food and drink supplied in the course of school and preschool activities should comply with the *Dietary guidelines for children and adolescents in Australia* and be inclusive of community socio-economic, cultural and spiritual perspectives. Foods that do not comply with the *Dietary guidelines for children and adolescents in Australia* might be supplied as part of a special event. They should not be supplied more than twice per school term.'

(*eat well sa healthy eating guidelines*, p.18)

While the **Right Bite** strategy has evolved from food supply in schools and preschools (healthy eating guidelines area 3), reference is also made throughout this document to other guideline areas.

For success, schools and preschools are encouraged to develop a whole of school or preschool approach to address the six guideline areas. Go to the Department of Education and Children's services (DECS) website for further information:

[www.decs.sa.gov.au/eatwellsa](http://www.decs.sa.gov.au/eatwellsa)

To support the implementation of the **Right Bite** strategy, a **Right Bite** resource package has been produced. It includes:

- the **Right Bite** Manual
- the **Right Bite** Food and Drink Spectrum poster
- a CD-ROM containing;
  - copies of the **Right Bite** manual
  - Powerpoint presentation for use by schools, preschools, Governing Councils and parents
- **Right Bite** Ready Reckoner
- 'Occasionally' (RED category) Nutrient Criteria
- **Right Bite** Food Supply Checklist template
- **Right Bite** Food Supply Action Planner template
- **Right Bite** Menu Replacement template
- sample **Right Bite** canteen menu
- a recipe costing template

- *Healthy Canteen Policy* template
- *School and Preschool Food Supply and Nutrition Policy* example

## Right Bite strategy

The **Right Bite** strategy aims to ensure that healthy food and drink choices are available in South Australian schools and preschools.

From 2008 specific standards banning the sale of unhealthy foods and drinks, apply to canteens and vending machines in SA schools and preschools.

Schools and preschools are also encouraged to use these standards to provide healthy food and drinks in all situations where food is supplied in the school and preschool environment, such as camps, excursions, fundraising, celebrations and sports days.

This manual aims to make the job easier for schools and preschools to ensure the food supplied in schools and preschools reflects the *Australian dietary guidelines for children and adolescents (ADG)*. Information is provided in the following areas:

- the nutritional value of foods
- making the most appropriate (and healthiest) food choices
- Nutrient Criteria for identifying foods and drinks that need to be restricted.





The **Right Bite Food and Drink Selector** offers a new way of determining which foods and drinks are the healthiest choices for schools and preschools. Making selections can be a very challenging task. There are many potential food and drink items that could be supplied in schools. The information provided in this strategy will help make this task easier.

### A message to preschools

This strategy aims to assist both schools and preschools to supply and promote healthy food and drinks to children and students, and to support the development of healthy eating practices.

### How is this relevant to preschools?

While preschools generally do not have canteens and food services, food and drink are a major part of the daily program. Therefore this strategy does apply in a range of situations, including:

- whenever foods and drinks are provided by the preschool, such as:
  - curriculum activities
  - snack foods
  - lunches
  - catering for special events.

As for schools, the **Right Bite** strategy encourages healthy eating practices to be actively supported across the whole preschool environment. For example:

- rewards: provide rewards which are non-food related
- fundraising: non-food fundraising is encouraged
- food safety: provide adequate food hygiene and hand washing facilities
- staff should model healthy eating behaviours
- include a fruit and vegetable snack time
- provide access to clean drinking water at all times
- provide nutrition information to parents
- develop health support plans for children requiring modified diets.

Many preschools have already developed a healthy eating policy. Such a policy should be developed or reviewed to ensure it reflects the **Right Bite** strategy guidelines.

(See sample Preschool Healthy Eating Policy included on the CD-Rom.)



# Background information

## Why is healthy food in schools and preschools important?

Schools and preschools have an important role in promoting healthy eating and physical activity to children and students and providing an environment that supports a healthy lifestyle. Good nutrition is important throughout life, but particularly in the childhood years, which are a time of rapid growth and development. Healthy eating has a long-lasting and positive impact on children's growth, development and health.

A healthy diet can assist in improving the behaviours critical to educational success and performance at school. Effective school-based nutrition and health interventions can also help improve academic performance. Importantly, good nutrition during childhood contributes to preventing lifestyle diseases such as overweight, dental disease, type 2 diabetes and high blood pressure, and in later life, osteoporosis, cardiovascular disease and some cancers.

Levels of overweight in Australian children and adolescents have increased dramatically in recent years, with one in four now overweight. This has serious short and long-term health consequences. Excess weight gain is usually a result of eating too much food or the wrong type of food, combined with not having enough physical activity. Overweight children and adolescents are at risk of low self esteem, poor body image and depressive symptoms.

Schools and preschools can promote enjoyment of healthy eating and nurture a positive body image and a sense of wellbeing.

For many students, the food and drinks consumed at preschool and school (from the canteen or brought from home) make a significant contribution to their total food intake. Food supplied in the school canteen and across the school and preschool environment can model healthy food and drink choices that

are tasty, interesting, representative of diverse cultures, affordable and provide the means to put into practice the curriculum as stated in the South Australian Curriculum Standards and Accountability (SACSA) Framework. The food provided also influences the development of children's long-term eating habits, food preferences and attitudes towards food.

The school and preschool food supply can play an important role in promoting healthy foods and creating a culture of healthy eating. This can extend beyond the school or preschool environment and influence food choices within the family and community, enhancing the health, social and diverse cultural aspects of food and eating.

## What are Australian children eating?

Increasing fruit and vegetable consumption and reducing intake of foods and drinks that are energy dense and of poor nutritional value are key priorities in improving children's health.

Results of the most recent National Nutrition Survey in 1995 (1995 NNS) revealed that many young children are not eating the recommended amount of fruit and vegetables for good health. On the day prior to the survey:

- 6 % of girls and 4 % of boys did not eat any fruit or vegetables
- 69 % of 2 to 4 year olds, 61 % of 5 to 12 year olds, and 19 % of 13 to 18 year olds ate the recommended number of serves of fruit
- 28 % of 2 to 4 year olds, 33 % of 5 to 12 year olds, and 32 % of 13 to 18 year olds ate the recommended number of serves of vegetables
- 51 % of vegetable intake was potatoes and 75 % of potatoes were consumed fried or mashed with added fats.



The 1995 NNS also showed that of the top five foods eaten by Australian children at school, bread was the only food from the Australian Guide to Healthy Eating (AGHE) five food groups. The remaining 'top five foods' included fast foods (pies, hot dogs, pizza and hamburgers), cordial and fruit drinks, fat spreads and sweet biscuits and crackers – foods called 'extras' by the AGHE. 'Extras' are foods that should be eaten only occasionally or in small amounts. Overall 41 per cent of children's and adolescents' total energy intake came from 'extra' food and drink, which represents two to three times the amounts recommended by the AGHE.

## Recommendations for healthy eating

The **Right Bite** strategy is based on the *Dietary guidelines for children and adolescents in Australia* and the *Australian guide to healthy eating* (AGHE).

### Dietary guidelines for children and adolescents in Australia

The *Dietary guidelines for children and adolescents in Australia* (2003) were developed by the National Health and Medical Research Council. They are based on the best available scientific evidence about what children need to grow and develop to their optimum potential. The guidelines are not listed in order of importance and should be considered together as a package rather than in isolation.

### Dietary guidelines for children and adolescents in Australia

#### Encourage and support breastfeeding.

Children and adolescents need sufficient nutritious foods to grow and develop normally. Growth should be checked regularly for young children. **Physical activity** is important for all children and adolescents.

#### Enjoy a wide variety of nutritious foods.

Children and adolescents should be encouraged to:

- Eat **plenty of vegetables, legumes and fruits**.
- Eat **plenty of cereals**, (including breads, rice, pasta and noodles), preferably wholegrain.
- Include **lean meat, fish, poultry** and/or alternatives.
- Include **milks, yoghurt, cheese** and/or alternatives. Reduced fat milks are not suitable for young children under 2 years old, because of their energy needs, but reduced fat varieties should be encouraged for older children and adolescents.
- Choose **water** as a drink.

#### Care should be taken to:

- **Limit saturated fat** and moderate total fat intake. Low fat diets are not suitable for infants.
- Choose foods **low in salt**.
- Consume only moderate amounts of sugars and foods containing **added sugars**.

#### Care for your child's food: prepare and store it safely



## Food safety

The *Dietary guidelines for children and adolescents in Australia* now include a guideline about food safety in recognition of the importance of being vigilant when preparing and serving food. Schools and preschools, including the canteen, have a responsibility to maintain safe food handling practices, storage and high standards of hygiene. This is essential to avoid food poisoning and ensure students have access to high quality, safe and suitable food.

Food safety is discussed in part 2 of the manual on page 75. For further advice regarding safe food handling requirements refer to the Department of Health website: [www.health.sa.gov.au/pehs/food](http://www.health.sa.gov.au/pehs/food)

## The Australian guide to healthy eating

The *Australian guide to healthy eating* (AGHE) translates the *Australian dietary guidelines* into recommendations for the amounts and kinds of food we need each day from the five basic food groups to obtain sufficient nutrients for good health and wellbeing.

## The five basic food groups

The *Australian dietary guidelines* provide the general framework for how and what we should eat. The AGHE provides more specific advice regarding the number of serves we need from each of the basic five food groups to ensure that we get all the nutrients our bodies need on a daily basis.

## Nutrients provided by the five food groups

Food group	Main nutrients provided
Bread, cereals, rice, pasta and noodles	Carbohydrate, iron, thiamin, fibre
Vegetables and legumes	Vitamins and minerals (especially vitamin A) and fibre
Fruit	Vitamins, especially vitamin C, fibre and folate, carbohydrate
Milk, yoghurt and cheese	Calcium and protein
Meat, fish, poultry, eggs, nuts and legumes	Protein, iron and zinc and vitamin B12

The AGHE (next page) includes a circle divided into different sized segments to indicate the proportions of food from each of the five food groups that we should be eating for good health. Over three-quarters of food intake should come from three major food groups – the breads, cereals, rice, pasta and noodles group, the vegetables and legumes group, and the fruit group.

Foods are grouped together because they contain a similar range of nutrients. The five groups and the main nutrients they provide are shown in the table above.

Fresh, clean tap water is the best drink for good health and is essential every day.



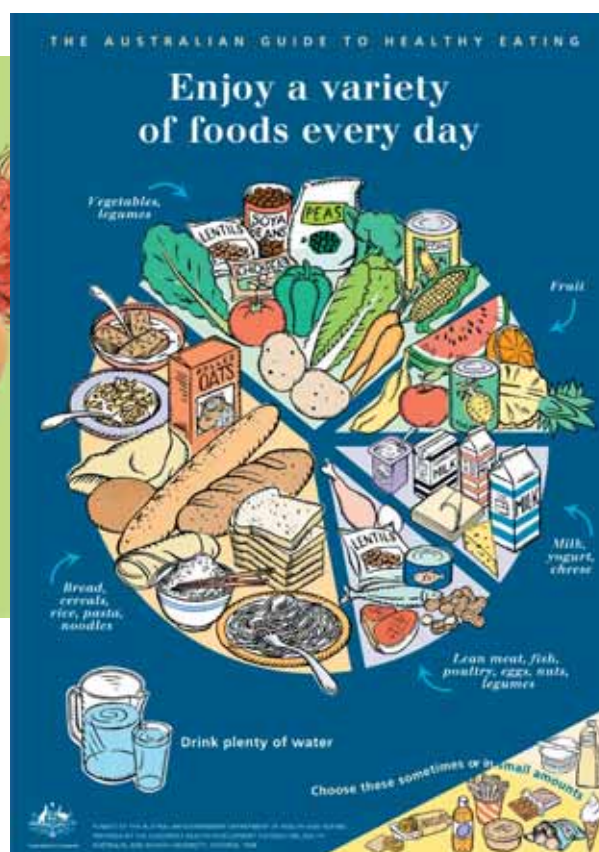




### 'Extra' foods

Some foods do not fit into the five food groups because they are not essential in providing the nutrients needed for healthy growth and development. These are regarded as 'extra' foods and include biscuits, cakes, desserts, pastries, soft drinks, high fat snack items such as crisps, pies, pasties, sausage rolls and other takeaways, lollies and chocolates.

Most of these foods are processed foods, high in fat (particularly saturated fat), and/or salt and/or added sugar, *high in energy (kJ), low in essential nutrients*, and for these reasons their intake should be limited. When eaten only occasionally, they can add variety to the diet without replacing the healthier foods needed each day.



**The Australian Guide to Healthy Eating**

### How many serves per day?

The number of serves of the five food groups children and adolescents need to eat each day depends on their body size and activity level. Table 1 provides a guide. Very active children and students may need more each day than shown in the table.

Children can consume up to one third of their daily nutritional intake while at school or preschool. As many children regularly purchase food from canteens, it is important that they provide a wide range of foods from the five food groups and promote and model healthy food choices.

**Table 1: Recommended number of daily serves for children and adolescents**

	4–7 years	8–11 years	12–18 years
Cereals (inc. breads, rice, pasta, noodles)	5–7	6–9	5–11
Vegetables, legumes	2	3	4
Fruit	1	1	3
Milk, yoghurt, cheese	2	2	3
Lean meat, fish, poultry, nuts and legumes	½	1	1
Extra foods (have no more than)	1–2	1–2	1–3

Source: *Australian guide to healthy eating*.  
Australian Government Department of Health and Ageing, 1998.



### What is a serve?

Example serves in the table on the following page define the amount of food that equals one serve within each food group. For example, two slices of bread or one medium bread roll is equivalent to one serve. Read the table above in conjunction with the table on the following page to work out how much food from each food group to aim for each day.



**Table 2: Examples of one serve**

Breads and cereals	
2 slices of bread 1 bread roll 1 cup rice, pasta or noodles	1 cup porridge 1 cup breakfast cereal ½ cup muesli 3–4 dry biscuits
Vegetables and legumes	
Starchy	
1 medium potato ½ medium sweet potato 1 medium parsnip	
Dark green leafy	
½ cup cabbage, spinach, silverbeet, broccoli, cauliflower, brussels sprouts	
Legumes and other vegetables	
1 cup lettuce ½ cup broad beans, lentils, peas, green beans, zucchini, salad vegetables, mushrooms, tomatoes, capsicum, cucumber, sweetcorn, turnips, swede, celery, eggplant, sprouts, etc	
Fruit	
Medium sized: 1 piece (apple, mango, orange, mandarin, banana, pear, etc) Smaller fruit: 2 pieces (apricot, kiwi, plum, fig, etc) 8 strawberries 20 grapes or cherries	½ cup fruit juice ¼ cup melon Dried fruit: 4 dried apricots 1.5 tbsp sultanas 1 cup diced pieces
Milks, yoghurt, cheese and alternatives	
250ml glass milk or one cup (fresh, longlife or reconstituted) ½ cup evaporated milk 40g (2 slices) cheese 250ml (1 cup) custard	200g (1 small carton) yoghurt, plain or fruit 1 cup soy milk (calcium fortified) 1 cup almonds (as alternative) ½ cup pink salmon with bones (as alternative)
Meat, fish, poultry and alternatives	
Cooked meat/chicken 65-100g (eg ½ cup cooked mince/2 small chops/2 slices roast meat) Cooked fish fillet 80-120g 2 small eggs Cooked dried beans, lentils, chickpeas, split peas or canned beans ½ cup, ⅓ cup peanuts*/almonds	
Extra foods which we can occasionally include for variety (approx. equivalent to 600kJ) They are generally higher in fat and/or sugar kilojoules salt etc	
1 slice (40g) plain cake, 3-4 (35g) plain sweet biscuits, ½ small bar chocolate (25g), 1 (40g) doughnut, 1 tbsp (30g) jam/honey, 15g potato crisps, ½ slice pizza, ½ can soft drink, 2 glasses cordial, 1 scoop (40g) ice cream, ⅓ meat pie/pasty, 1 tbsp (20g) butter/margarine/oil	

\*Food allergies are the most common triggers for anaphylaxis (a severe allergic reaction) in children. Eight foods cause 90 per cent of food allergies: peanuts, cow's milk, egg, wheat, soybean, tree nuts (eg cashew), fish and shellfish. Schools and preschools should be aware of the risk of hidden allergens. Check your school/preschool policy regarding students with severe allergies and see section on 'student health plans' in Part 2 of this document, page 60.



## Foods to provide for good health and learning

Research shows that children and students from the age of two years to eighteen years eat two to three times the recommended amounts of 'extra' foods and that while, for those of school age, some is eaten during school hours, more is eaten outside these hours.

The **Right Bite** strategy aims to encourage and assist schools and preschools to provide and promote healthy food to children and students while supporting their learning about food and health.

Schools and preschools are encouraged to base meals and snacks on the five basic food groups.

Table 3 (next page) shows how to use the *Australian Guide to Healthy Eating* to plan a healthy day's intake. The example here is for an eight year old child and shows how the recommended number of daily serves in each food group is provided.

**Table 3: An example of a healthy day's intake for an eight year old child**

	Five food groups				
	Bread, cereals, rice, pasta, noodles	Vegetables, legumes	Fruit	Milk, yoghurt, cheese	Meat, fish, poultry, eggs, nuts, legumes
<b>Breakfast</b>					
1 slice whole grain toast (thinly spread with reduced salt poly or mono-unsaturated margarine or jam) or ½ cup rice/noodles	½				
1 bowl wholegrain cereal (no added sugar)	1				
1 cup of reduced fat milk				1	
½ banana chopped on cereal			½		
<b>Morning snack</b>					
2 slices bread or 1 bread roll or 4 dry biscuits (wholegrain, low fat, low salt)	1				
½ cup sliced tomato + avocado on biscuits or ½ cup celery and carrot sticks		1			
1 piece of fruit			1		
<b>Lunch</b>					
2 slices bread or 1 bread roll (thinly spread with unsaturated reduced salt margarine)	1				
1 slice lean meat or chicken in sandwich or roll					½
½ cup salad in sandwich or roll		1			
1 cup fruit salad or 1 orange or 1 apple			1		
100g low fat yoghurt on fruit salad or 125 ml reduced fat milk to drink				½	
<b>Afternoon snack</b>					
½ cup of rice/cereal with ½ cup reduced fat milk	½			½	
1 toasted cheese sandwich					
<b>Evening meal</b>					
Stirfry with 1 cup of noodles, 1 cup of mixed vegetables in stirfry and 65–100g cooked lean meat or chicken	1	2			1
<b>Evening meal or evening snack</b>					
Fresh fruit eg 1 apple, 1 orange, 2 plums, 1 cup cherries			1		
Number of serves provided in above meal plan	5	4	3½	2	1½
Number of serves recommended by the AGHE	4-9	3-5	1-2	2-3	1-1½



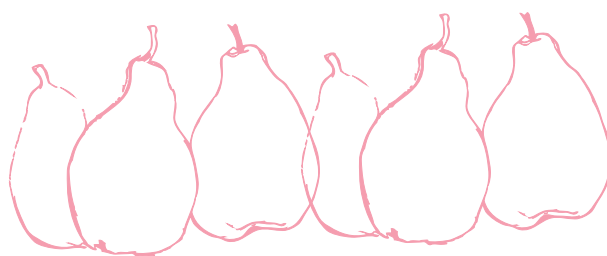
## How do we maintain healthy weight in children?

If a child or student, consumes more energy (ie kilojoules) than they use, the extra energy is stored as body fat.

It doesn't take much extra food intake each day to result in a substantial weight gain over a year.

So it's a simple equation: if we consume more energy than we burn up, we put on weight, if less, we lose weight.

Avoiding excessive intakes of foods and drinks from the 'extras' group will help to avoid excessive energy intake and unhealthy weight gain.



## It's all about balance

**Energy In** = Food and drinks consumed



**Energy Out** = Physical activity and body functions







### The *Right Bite* Food and Drink Selector





## Introduction

The **Right Bite** Food and Drink Selector on pages 26-37 assists schools and preschools to select food and drinks to promote healthy eating. Foods and drinks have been classified into three categories: **GREEN**, **AMBER** and **RED**, according to their nutritional value. This is shown in the Food and Drink Spectrum (see page 24) – a visual guide that shows where certain foods fit with healthy eating.

### **GREEN** 'Choose plenty'

Encourage and promote these foods and drinks. These foods and drinks:

- reflect the five food groups in the circle on *Australian Guide to Healthy Eating*
- are excellent sources of important nutrients
- are low in saturated fat and/or added sugar and/or salt
- help to avoid an intake of excess energy (kilojoules or Calories).

### **AMBER** 'Select carefully'

Do not let these foods and drinks dominate the choices and avoid large serving sizes. These foods and drinks:

- have some nutritional value
- contain moderate amounts of saturated fat and/or added sugar and/or salt (often added during processing)
- can, in large serve sizes, contribute excess energy (kilojoules or Calories).

## RED 'Occasionally'

These foods and drinks are not to be sold from South Australian school canteens and vending machines.

Some may be provided on a maximum of two occasions a term. These occasions are to be determined in a coordinated whole of school or preschool approach.

These foods and drinks:

- lack adequate nutritional value (eg are low in vegetables and fruits)
- are high in saturated fat and/or sugar and/or salt (often added during processing)
- can contribute excess energy (kilojoules or Calories)
- tend to be foods from the 'Extras' group of the AGHE.

There is a definite line between the **AMBER** and **RED** segments on the Food and Drink Spectrum. This is because under the **Right Bite** strategy, the foods in the **RED** category are not to be provided in most school and preschool situations.

A set of Nutrient Criteria is provided (on page 34) that will enable you to determine whether a certain food sits within the **RED** segment of the spectrum.

In South Australia, from 2008, the following foods and drinks are banned from sale in school canteens and vending machines:

- all food and beverages except those specified in the **GREEN** and **AMBER** categories
- confectionery
- drinks containing guarana or caffeine.

## Foods and drinks with 'health claims'

It is expected that the Australian government will introduce new regulations to cover the claims made about foods on their labels and also in related materials, for example in advertising. Depending on the decisions made, further advice may be provided about restricting foods and beverages bearing health claims.



## GREEN

### *choose plenty*

Encourage and promote these foods and drinks. They:

- reflect the five food groups in the circle on the 'Australian Guide to Healthy Eating'
- are excellent sources of important nutrients
- are low in saturated fat and/or sugar and/or salt
- help to avoid an intake of excess energy (kilojoules or calories).



## AMBER

### *select carefully*

Do not let these foods and drinks dominate the choices and avoid large serving sizes. They:

- have some nutritional value
- contain moderate amounts of saturated fat and/or added sugar and/or salt (often added during processing)
- can, in large serve sizes, contribute excess energy (kilojoules or calories).



## RED

### *occasionally*

These foods and drinks are banned from sale in SA school canteens and preschools. Schools and preschools can provide some RED category products a maximum of twice a term on whole of school or preschool occasions. They:

- lack adequate nutritional value
- are high in saturated fat and/or sugar and/or salt
- can contribute excess energy (kilojoules or calories).





## Links to the school and preschool curriculum

The school and preschool curriculum seeks to improve children's and students' skills in making positive health decisions. Learning about healthier food choices may encourage children to try new foods. Classroom activities should provide an opportunity for students to be involved in learning, experiencing, practising and promoting healthy eating choices and behaviours. Refer to the *eat well sa healthy eating guidelines for schools and preschools*: area 1 – Curriculum.

The Food and Drink Spectrum on page 24 is a visual guide that shows where certain foods and drinks fit. The spectrum has been reproduced as a poster and is included as part of the **Right Bite** resource package. An electronic copy is on the CD-ROM at the back of this manual and can be copied and laminated for easy reference, along with the *Australian Guide to Healthy Eating* poster, for teaching purposes.

The healthy food and drink supply strategy encourages schools and preschools to move towards providing mainly **GREEN** category foods and drinks across the whole school or preschool environment.



## 'Choose plenty' – the GREEN category

Foods and drinks in the 'Choose plenty' category are based on the *Australian dietary guidelines* and the basic five food groups (see page 13) and are the best choices for schools and preschools. They include:

- breads, cereals, rice, pasta and noodles
- vegetables and legumes
- fruit
- dairy foods – reduced or low fat milk, yoghurt and cheese
- lean meat and poultry, fish, eggs, nuts and legumes (dried beans and lentils)
- water.

Include a wide variety of these foods as part of the food supplied wherever possible and promote them as tasty, fresh and good value for money choices. Water is an important part of this category.

Within this category some foods are even healthier choices than others. Wholegrain breads and cereal products are healthier because they incorporate all of the natural grain and are higher in fibre (for example: air-popped popcorn, high fibre breakfast cereals, wholemeal, rye and high fibre breads and crispbreads.) Fruits and vegetables that are eaten with the skin on (eg apples, carrots) are also higher in fibre than when peeled.

### Encourage and promote these foods and drinks

Foods and drinks from the **GREEN** category should make up the majority of choices available for students in SA schools and preschools.

Foods from the **GREEN** segment can be marketed as tasty, less expensive choices. Every opportunity to include foods from this category, whenever food is provided, including in the canteen is encouraged. For example, add at least one salad vegetable to sandwiches and rolls, add salad to burgers, and serve chilled fruit pieces at lunchtime.

Presentation is an important factor in food selection. Colour, flavour, texture and temperature are key ingredients in the successful presentation of food. If food looks good and tastes great, students will buy it!

The following information provides a broad description and example of the types of food and drinks that fit into the **GREEN** segment of the spectrum. For more information on better choices within the **GREEN** category and ways of serving these food and drinks, refer to the **Right Bite Ready Reckoner** on pages 40–49.



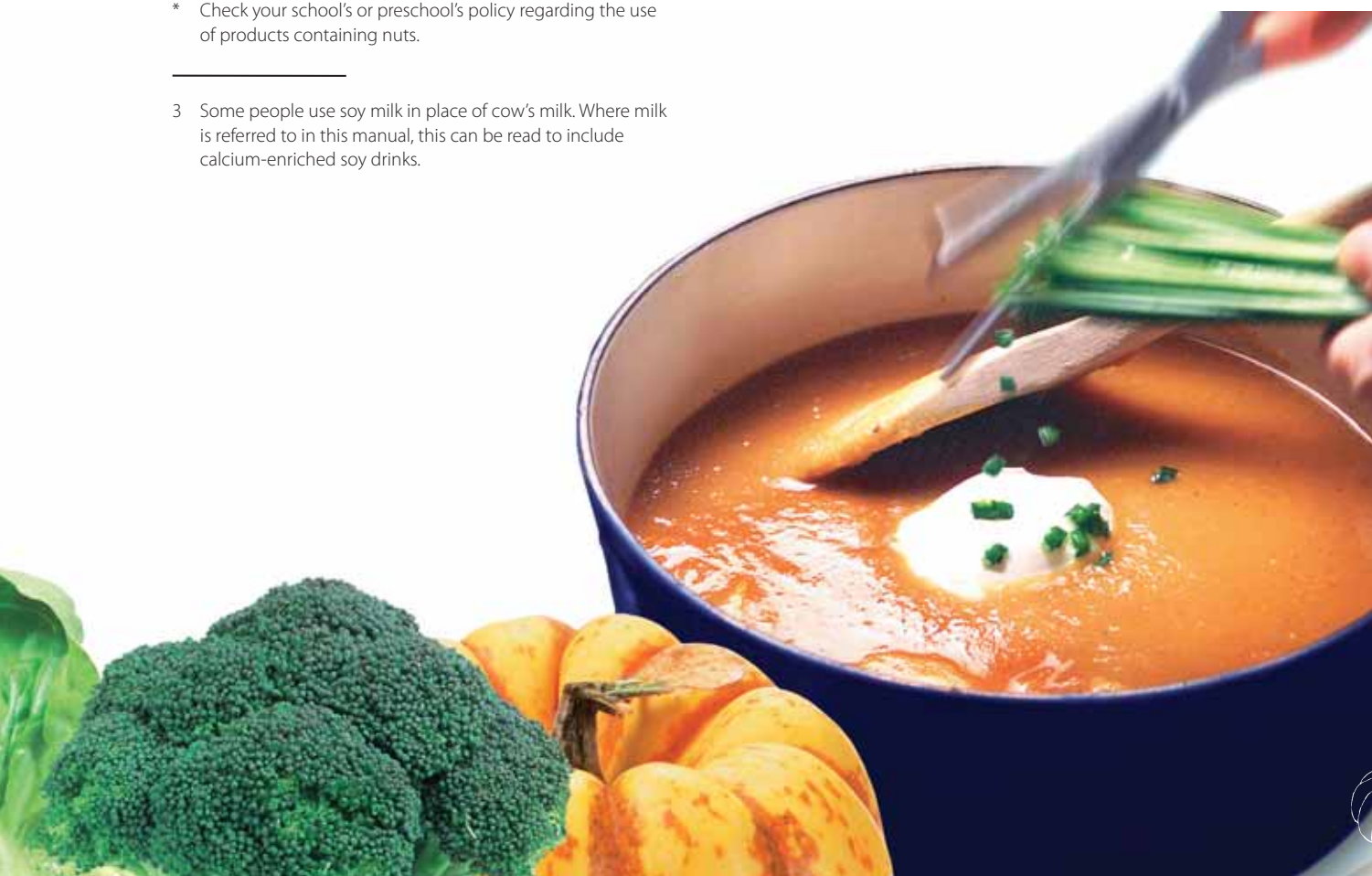


**The GREEN category**

Food type	Examples
<b>Breads</b>	White, multigrain, wholemeal, rye, high-fibre breads or rolls including: burritos, English muffins, focaccia, lavash, Lebanese, pita, raisin/fruit, tortillas and Turkish. Some corn crispbreads and rice cakes and cold rice rolls also fit into the <b>GREEN</b> category.
<b>Cereal foods</b>	Rice, pasta, noodles, polenta and burghul (often used in tabouleh salad).
<b>Breakfast cereals</b>	Wholegrain breakfast cereals that are high in fibre and lower in salt and sugar.
<b>Vegetables</b>	Fresh and frozen vegetables used in a variety of different ways.
<b>Fruit</b>	Washed fresh fruits, frozen, canned and dried fruits.
<b>Legumes</b>	All forms of prepared beans and peas – baked beans, red kidney beans, soy beans, mung beans, lentils, chickpeas, peas, bean curd, tofu and pappadums (made from legume flour).
<b>Reduced fat dairy products<sup>3</sup></b>	Reduced fat plain milk – 600ml serve or less for secondary schools, and 375ml or less for preschools and primary schools. Flavoured milk (not coffee) – 375ml or less (smaller recommended for primary and preschools). Yoghurt, cheese and custard. See also drinks.
<b>Lean meat, fish, poultry and alternatives</b>	Lean chicken, beef, lamb, pork, canned tuna and salmon and eggs. Unsalted plain and mixed nuts.*
<b>Drinks</b>	Water is the best drink and a great thirst quencher! Reduced fat milk.

\* Check your school's or preschool's policy regarding the use of products containing nuts.

3 Some people use soy milk in place of cow's milk. Where milk is referred to in this manual, this can be read to include calcium-enriched soy drinks.





## ‘Select carefully’ – the AMBER category

Selecting foods and drinks carefully means:

- reducing the number of **AMBER** category foods supplied and selecting healthier choices from this category
- offering some of these foods only on certain days of the week
- avoiding large serving sizes
- serving **AMBER** category foods with extra vegetables and fruits
- planning ways to reduce the proportion of **AMBER** choices provided compared with **GREEN** choices.

Amber foods are mainly those that have had some fat, sugar or salt added to them and water removed during processing.

### Don’t let these foods and drinks dominate

Many foods that are found in the **AMBER** segment of the spectrum can be convenient to offer. However they should not dominate the menu at the expense of healthier **GREEN** choices. A menu that consists mostly of **AMBER** category foods will provide students with food choices containing too many kilojoules at the expense of the fresh food choices that children and students need for health and vitality.

### Avoid large serving sizes

There is a general trend towards serving or packaging foods in larger serving sizes. For example, some meat pies are 25% bigger today than they were several years ago. Eating foods in larger serve sizes makes it easier to consume excess kilojoules. Select moderate serve sizes instead. If you are packaging and promoting foods within the canteen, consider the size of the serve.

### Select healthier choices within AMBER category

There are healthier product choices within the **AMBER** segment of the spectrum that contain more vegetables and fruit and reduced levels of saturated fat, salt or sugar when compared to the regular products.

### Types of foods and drinks that fit into AMBER

The following information provides a broad description of the types of foods that are likely to fit into the **AMBER** segment of the spectrum. For more information on better choices and ways of serving these foods, refer to the **Right Bite Ready Reckoner** on pages 40–49



**The AMBER category**

Food type	Examples
Full fat dairy foods	Milk (plain and flavoured, not coffee), sizes as per <b>GREEN</b> category. Yoghurt, custard and cheese. Full fat dairy foods are higher in saturated fat and full fat flavoured milks in large serve sizes can contribute excess energy (kilojoules).
Savoury commercial products	There are many savoury commercial food products in the marketplace. Check labels against the 'Occasionally' Nutrient Criteria (on page 34) to ensure products fit into <b>AMBER</b> and not into the <b>RED</b> category. Examples include savoury pastries, spring rolls and dim sims, pasta products, pizza, oven baked potato products, sausages, frankfurters, meat patties, meat balls, chicken drumsticks, pork spare ribs, fried rice and noodles, ready to eat curries, stroganoff and stew-type products.
Processed meats	Use in small amounts only, as larger serve sizes can provide too much saturated fat and/or sodium. Examples include fritz, ham, breakfast bacon, chicken roll and corned beef. Choose low fat and low salt varieties.
Margarine, mayonnaise and oil	Choose polyunsaturated or monounsaturated (and reduced salt) varieties and use sparingly. Make sure you can see the bread through the spread!
Spreads	Use sparingly. Choose reduced salt varieties where available. Examples include peanut butter and other nut spreads, fish, chicken and meat paste, yeast spreads.
Sauces and gravy	Use sparingly. Choose reduced salt varieties where available. Examples include tomato sauce, sweet chilli sauce and gravy. Some sauces (eg satay) also contain nut products. *
Snack food bars	Check the label against the 'Occasionally' Nutrient Criteria (on page 34). Examples include breakfast bars, cereal bars, and fruit bars.
Savoury snack foods and biscuits	Check the label against the 'Occasionally' Nutrient Criteria (on page 34). Examples most likely to fit here include oven baked snack biscuits, some popcorn, and some dry biscuits.
Cakes, muffins and sweet biscuits	Check the label against the 'Occasionally' Nutrient Criteria (on page 34). Some un-iced cakes, muffins and sweet biscuits that are a small to medium serve size or have been modified (eg reduced levels of fat and/or sugar and include fibre) may fit into the <b>AMBER</b> category.
Ice creams, milk based ice confections and dairy desserts	Ice creams, milk based ice confections and dairy desserts that are not coated in chocolate, premium or in a large serve size are likely to fall into the <b>AMBER</b> category. Choose those without added confectionery.
Ice blocks, fruit based ice confections, slushees	Choose those based on 99% fruit juice and serve size below 250ml.
Drinks	Fruit juice – choose those with 99% or more juice and keep serving size below 250ml.
Breakfast cereals	Some breakfast cereals with added sugars and/or saturated fat fit into <b>AMBER</b> . Avoid those with high levels of added sugar.

Many commercial products listed above may fit into either the **RED** segment of the spectrum or into the **AMBER** segment. Read the labels and assess against the 'Occasionally' Nutrient Criteria on page 34.

\* Check school or preschool policy regarding nuts.



## 'Occasionally' – the RED category

The 'occasionally' foods and drinks that fit into the **RED** segment of the Food and Drink Spectrum are not essential for a healthy diet and are not recommended for schools and preschools. They are outside the foods recommended by the *Dietary guidelines for children and adolescents in Australia* and are based on the 'extra' foods as defined by the *Australian Guide to Healthy Eating* (see page 13).



### Avoid or limit to a maximum of two occasions per term

- **RED** category foods and drinks are not to be sold from school canteens or vending machines.
- Some **RED** category choices may be provided on a maximum of two occasions a term in certain situations, such as celebrations or fetes in which the whole school community is involved (not in the canteen or vending machines).



### Types of foods and drinks that fit into the RED category

The list opposite provides a broad description of the types of foods and drinks that fall into the **RED** segment of the spectrum.



## The RED category

	Food Type	Examples
Banned from sale in canteens and vending machines	The following foods and drinks are always in the RED category and do not need to be checked against the criteria.	
	Drinks	Soft drinks, artificially sweetened soft drinks, energy drinks, sports drinks, flavoured mineral waters, sports waters and fruit drinks.
	Confectionery	Confectionery – all types.
	Drinks containing caffeine or guarana	Drinks containing caffeine, such as coffee milk, or guarana (a natural caffeine source), such as energy drinks*.
	Icy-poles and ice crushes	All types unless 99% or more fruit juice and 250ml or less.
	Artificially sweetened food and drinks	All types.
	The following foods may be provided on a maximum of two occasions a term in certain situations such as celebrations or fetes in which the whole school community is involved (see pages 56-63).	
	Deep fried foods	All types.
	Snack foods#	Savoury snack foods – crisps, chips, biscuits and other similar products.
	Ice-creams#	All types.
	Cakes and slices#	Cakes, muffins, sweet pastries and slices – croissants, doughnuts, cream-filled buns/cakes, sweet pastries, slices and bars. Medium to large serves of many cakes and muffins.
	Savoury pastries#	Pies, pasties, sausage rolls.
	Other savoury hot or cold foods#	Pasta meals, pizzas, baked potato products, dim sims, fried rice and noodles, crumbed and coated foods, frankfurts and sausages.

\* This ban does not include beverages which contain trace amounts of caffeine such as chocolate flavoured milk.

# Check against the **Right Bite** Ready Reckoner and the RED category Nutrient Criteria, as some of these foods may fit into the AMBER or GREEN category.



## How to identify foods and drinks in the RED category

The tables on page 34 list a set of nutrient criteria<sup>4</sup> to assess certain types of foods that may fall into the **RED** category. These Nutrient Criteria tables are a useful tool to determine if a particular food fits into either the **AMBER** category or the **RED** category.

There are Nutrient Criteria for two main food groupings:

- hot food items
- snack foods

These food types are the most likely to fit into the **RED** category. Food types such as fruit and vegetables do not require assessing against the Nutrient Criteria as these foods are usually in the **GREEN** category.

The Nutrient Criteria have been developed taking into account each food category's characteristics.

Total fat and added sugar are not included in the criteria. By setting a limit on the total kilojoule content of the product, the amount of fat or sugar that can be added is restricted.

**Hot foods are assessed per 100g** due to the wide variation in serve sizes within this grouping.

**Snack foods are assessed 'per serve'.** The 'per serve' measure has been designed for ease of use. It applies to those foods that are generally pre-packaged into individual serves.

Schools and preschools are encouraged to avoid energy-dense, nutrient-poor foods, such as potato crisps, even if, on assessment, they do not fall into the **RED** category (ie by change of package size).

Large serving sizes, high levels of added sugars and the over-consumption of kilojoules

have been addressed by limiting the kilojoule content per serve of foods in the snack food category.

Trans fats are not included in the criteria although eating an excess of trans fats is associated with an increased risk of heart disease. Trans fats are found in some margarines, oils and processed foods. By limiting the amount of saturated fat as per the criteria trans fats are minimised.

## Assessing a food product against the criteria

Use the **RED** category Nutrient Criteria tables on page 34 to determine if a food fits into the **RED** segment of the spectrum. There are two examples on pages 35 and 36 to help you understand how to use food labels to assess a product against the Nutrient Criteria.

If the hot food item you are considering has more than the number specified in the energy, saturated fat or sodium column per 100g, it is in the **RED** category.

If the snack food or drink product you are considering has more than the number specified in the energy, saturated fat or sodium column, or less than the number in the fibre column per serve, it is in the **RED** category.



<sup>4</sup> Based on the *Fresh Tastes at School*, NSW Healthy School Canteen Strategy Occasional Food Criteria, NSW Healthy Canteen Strategy, Canteen Menu Planning Guide, 2004.

## Which nutrients are measured in the Nutrient Criteria?

### Saturated fats

These are solid at room temperature and include:

- animal fats such as the fat on meat, fat in chicken skin, butter and cream
- plant fats such as cooking margarine, palm oil and coconut.

Eating greater amounts of saturated fats is associated with an increase in heart disease risk.

Saturated fats are often used in commercial, processed and packaged foods.

### Energy

The amount of kilojoules (kJ) or Calories provided by a food or drink is called its energy value.

Each day our bodies use up a certain amount of energy depending on:

- the amount of physical activity we do
- age, sex, height and weight
- metabolic rate, etc.

The Nutrient Criteria, by limiting the energy level allowed in foods and drinks with lower nutrient levels, help to avoid excess energy intake and unhealthy weight gain.

### Sodium

Sodium is the term used on nutrient panels to show the salt content.

Sodium = salt.

Table salt contains two minerals, sodium and chlorine.

Most of the excess salt eaten today is found in processed and packaged foods.

Eating an excess of salt is a concern as it may increase the risk of developing high blood pressure.

### Fibre

Eating enough fibre every day is important and children and students often do not get enough. Adequate fibre intake helps to prevent constipation, diverticular disease, bowel cancer and haemorrhoids.

Examples of foods and drinks high in fibre include:

- high fibre breads, cereals and oats
- fruits and vegetables (the outer skins are a rich source of fibre)
- nuts and seeds
- fruits and vegetables
- dried beans and lentils.

Nutrition Information		
Servings Per Package:	Approx. 19	
Serving Size:	30g	
	Per Serving 30g	Per 100g
Energy	489kJ	1630kJ
Protein	2.3g	7.5g
Fat - Total	Less Than 1g	1.3g
- Saturated	Less Than 1g	Less Than 1g
- Trans	Less Than 0.1g	Less Than 0.1g
- Polyunsaturated	Less Than 1g	Less Than 1g
- Monounsaturated	Less Than 1g	Less Than 1g
Carbohydrate	25.4g	84.6g
- Sugars	7.2g	24.1g
Sodium	141mg	469mg
Thiamin	0.55mg (50% RDI*)	1.8mg
Niacin	1.3mg (13% RDI*)	4.3mg

Quantities stated above are averages only.  
\*RDI = Recommended Dietary Intake.

**Ingredients**  
Flours (70%) (Rice, Wholemeal Wheat, Maize, Oat), Sugar, Maltodextrin (Gluten), Salt, Malt Extract (Gluten), Flavour, Emulsifier (471), Colour (Annatto), Mineral (Iron), Vitamins (Niacin, Thiamin).

## The (Occasionally) RED Category Nutrient Criteria Tables

Hot food items assessed per 100g			
Key: > means more than, < means less than			
Category	Nutrient Criteria		
Food	Energy (kJ) per 100g	Saturated fat (g) per 100g	Sodium (mg) per 100g
Savoury pastries, pasta, pizzas, oven baked potato products, dim sims, spring rolls, fried rice and noodles.	>1000kJ	>5g	>400mg
Crumbed and coated foods (eg patties, ribs, chicken products), frankfurters, sausages.	>1000kJ	>5g	>700mg

Note: All foods deep fried are banned from sale at school canteens. They are too high in kilojoules and fat (usually saturated fat).

Snack foods assessed per serve				
Key: > means more than, < means less than				
Category	Nutrient Criteria			
Food	Energy (kJ) per serve	Saturated fat (g) per serve	Sodium (mg) per serve	Fibre (g) per serve
Snack food bars and sweet biscuits	>600kJ	>3g		<1.0g
Savoury snack foods and biscuits	>600kJ	>3g	>200mg	
Ice creams, milk based ice confections and dairy desserts	>600kJ	>3g		
Cakes, muffins and sweet pastries etc	>900kJ	>3g		<1.5g

**Note:** All types of confectionery fit into the **RED** end of the spectrum. They are products of minimal nutritional value.

**Source:** NSW Department of Health and the NSW Department of Education and Training Fresh Tastes @ School Canteen Menu Planning Guide (2006).



# Reading nutrition information panels

Information on food labels can be confusing. When you know how to read them, you'll find the label the best source of information about a product.

Nutrition information panels that manufacturers attach to their products allow you to work out whether or not they fit into the **RED** segment of the food spectrum.

## What's on a label?

There is a lot of information on food labels today. The focus here is on the Nutrition Information Panel – often shortened to the NIP. The nutrients are displayed in a standard format, providing amount per serve and per 100g (or 100ml if liquid) of the food.

Nutrition information panels provide information on the amount of energy (kilojoules), protein, total fat, saturated fat, carbohydrate, sugars and sodium (salt), as well as any other nutrient about which a claim is made (eg fibre, iron, calcium).

### Tip

Always check the serve size of the food product.

The serve quoted on some food and drink labels may not be the same as the serve size you supply to children and students.



**Servings per package: 3**

**Serving size: 150g**

	Quantity per serving	Quantity per 100g
<b>Energy</b>	677kJ	405kJ
Protein	6.1g	4.2g
<b>Fat – Total</b>	7.4g	4.9g
<b>– Saturated</b>	<b>4.0g</b>	<b>2.5g</b>
Carbohydrate – total	18.8g	12.6g
Sugars	8.8g	5.9g
<b>Sodium</b>	<b>450mg</b>	<b>300mg</b>
<b>Fibre</b>	<b>1.2g</b>	<b>0.8g</b>

**Ingredients:** flour, sugar, oil, flavours.

The highlighted figures indicate the nutrients of concern when compared with the 'Occasionally' Nutrient Criteria (see page 34.)



## Nutrition information and serve size

### Comparing a hot food item against the criteria

When deciding if a product is suitable to supply in a school or preschool, compare the nutrition information panel on the package to the **RED** category Nutrient Criteria tables.

The example below illustrates how to check the per 100g column on the nutrition information panel.

#### EXAMPLE 1: Crumbed Chicken Fillet Burger

##### Step 1

You have determined this food belongs in the category: HOT FOOD ITEMS – Crumbed and coated foods.

The nutrition information panel on the package is laid out as shown here. As Hot Food Items are assessed per 100g, look at the per 100g column on the nutrition information panel.

##### Nutrition information panel

Servings per package: 60		
Average serving size: 120g		
	Quantity per serve	Quantity per 100g
Energy (kJ)	1176kJ	<b>980kJ</b>
Protein	17.4g	14.5g
Fat– Total	15.8g	13.2g
– Saturated	4.1g	<b>3.4g</b>
Carbohydrate		
– Total	18.3g	15.3g
– Sugars	0.2g	0.2g
Sodium	734mg	<b>612mg</b>

##### Step 2

Look at the per 100g column for ALL these nutrients:

- energy (kilojoules)
- saturated fat
- sodium.

Remember! If **any one** is **greater than** the criteria on the **RED** category Nutrient Criteria tables (see page 34), it is then classified as a **RED** category food.

##### Step 3

Compare the nutrition information panel per 100g with the criteria from the **RED** category Nutrient Criteria tables (see page 34).

Category	Nutrient Criteria		
Food	Energy (kJ) per 100g	Saturated fat (g) per 100g	Sodium (mg) per 100g
Crumbed and coated foods, frankfurters, sausages	>1000kJ	>5g	>700mg

The results are:

**Energy:** 980kJ per 100g is less than (<) 1000kJ.

**Fat:** saturated: 3.4g per 100g is less than (<) 5g.

**Sodium:** 612mg per 100g is less than (<) 700mg.

These values are all lower than the Nutrient Criteria; therefore this food is not a **RED** category food and can be included in the **AMBER** category.

### Comparing a snack food item against the criteria

#### EXAMPLE 2: Baked savoury biscuits

##### Step 1

- You have determined this food belongs in SNACK FOODS – Savoury snack foods and biscuits.
- Check if the specified serve size on the label is your school's or preschool's actual serve size. Assess in relation to your actual serve size.

**Nutrition information panel**

Baked savoury biscuit

Servings per package: 6		
Average serving size: 16 biscuits (35g)		
	Per serve 16 biscuits (35g)	Per 100g
<b>Energy (kJ)</b>	<b>770kJ</b>	2195kJ
Protein	5.2g	14.8g
Fat– Total	8.8g	25.1g
– <b>Saturated</b>	<b>3.9g</b>	11.1g
Carbohydrate– Total	20.4g	58.1g
– Sugars	1.1g	3.2g
Dietary Fibre	1.4g	4.0g
<b>Sodium</b>	<b>238mg</b>	678mg

**Tip**

Some foods that are not assessed to be in the **RED** category, do contain added fat, salt and sugar and no, or very little, fruit, vegetables, lean meat or milk. Schools and preschools are encouraged to limit these foods and aim to offer foods more towards the **GREEN** end of the Food and Drink Spectrum.

**Step 2**

Look at the 'per serve' column for ALL these nutrients:

- Energy (kilojoules)
- Saturated fat
- Sodium.

**Step 3**

Determine your serve size:

- At your canteen you sell 24 biscuits as a serve.
- This is one and a half times the serve on the label, ie  $16 \times 1.5 = 24$  biscuits

**Step 4**

Compare the nutrition information panel per serve with the criteria from the **RED** category Nutrient Criteria tables (see page 34).

- Energy:  $770\text{kJ} \times 1.5 \text{ serves} = 1155\text{kJ}$  as served
- Saturated fat:  $3.9\text{g} \times 1.5 = 5.8\text{g}$  as served
- Sodium:  $238\text{mg} \times 1.5 = 357\text{mg}$  as served.

Category Nutrient Criteria			
Food	Energy (kJ) per serve	Saturated fat (g) per serve	Sodium (mg) per serve
<b>Savoury snack foods and biscuits</b>	>600kJ	>3g	>200mg

- At 770kJ this serving of biscuits is over the set criteria for energy.
- At 5.8g this serving of biscuits is over the set criteria for saturated fat.
- At 357mg this serving of biscuits is over the set criteria for sodium.

You have now determined that at this serving size, these savoury biscuits fit into the **RED** segment.



These tables provide a guide to foods commonly supplied within schools and preschools, and where they fit into the **Right Bite** food and drink supply categories. Where there is more than one colour shown against a food, this indicates that different brands or varieties of this food or product may have a different nutrient profile.

Foods provided in schools and preschools should be based on choices in the **GREEN** column, with choices from the **AMBER** column selected carefully and not dominating the menu. Foods in the **RED** column are of poor nutritional value and are to be avoided. See **pages 30–34** for further details.

To help you find your way around the **Right Bite** Ready Reckoner look at the list of contents below.

- Breads: rice and noodles: **page 40**
- Breakfast cereals: fruit: **page 41**
- Vegetables: legumes: **page 42**
- Salads: soups: dairy foods: **page 43**
- Meat/fish/poultry (not crumbed) and alternatives: processed meats: **page 44**
- Crumbed chicken, fish or vegetable products: oven baked potato and pasta products: **page 45**
- Pizza: savoury pastries/breads: spring rolls, chiko rolls and dim sims: **page 46**
- Sauces & gravy: fats & oils: cakes, muffins, sweet biscuits and slices: **page 46–47**
- Ice creams & milk based ice confections: ice blocks, water or fruit based ice confection/slushees: confectionery: savoury snack foods: savoury biscuits: snack food bars: **page 48**
- Drinks: **page 49**



## Right Bite Ready Reckoner

Foods	GREEN	AMBER	RED	Comments and suggestions
<b>Breads and alternatives</b>				
Breads/rolls – wholemeal, wholegrain, multigrain, high fibre white, pita bread, English muffins, lavash bread, Lebanese bread, foccacia, bagels, crumpets	●			Breads can be used in a variety of ways for snacks and/or main meal choices in the school or preschool food supply. Choose a variety of different breads to add interest to your menu.  Toasted breads/jaffles served with fillings are a tasty alternative to sandwiches. They are often popular winter foods.
Raisin and fruit breads or fruit buns (no icing)	●			Rolls can be split, have reduced fat cheese added, wrapped in foil and heated in the food warmer. Some rolls can be purchased already made up. Experiment with interesting sandwich fillings and spreads. Always include vegetables in fillings.
Scones – plain, savoury or fruit	●			Bread cases can be filled with similar fillings to the baked potatoes.
Rice and corn cakes/crackers	●			Try cooking pikelets plain or with ricotta or fruit.
Pikelets	●			Serve crisp bread or crackers as a snack or as part of a salad lunch meal.
Crispbread, wholemeal or grainy crackers	●			<b>Tip: Make sure you can see the bread through the spread.</b>
<b>Rice, grains, noodles and pasta</b>				
Plain rice, pasta and noodles	●			Limit added fats/oils when cooking these dishes. Add plenty of vegetables for a healthy meal.  Try dishes like couscous salad, rice salad, noodle stir-fries and tomato based pasta bakes.
Commercially prepared pasta products, instant noodles and rice	●	●	●	Watch commercially prepared and instant-style rice and noodle based dishes as they may be high in sodium and saturated fat.  Choose reduced fat and salt reduced versions. Check against <b>RED</b> category Nutrient Criteria.
Sushi	●	●	●	When making sushi avoid ingredients high in saturated fat or salt. For commercially prepared, check the label.

Foods	GREEN	AMBER	RED	Comments and suggestions
<b>Breakfast cereals</b>  High fibre, low fat   Refined cereals	●   ●	●		<p>Choose wholegrain cereals, wholewheat flakes and puffed cereals, porridge, and wholewheat breakfast biscuits. These fit into the <b>GREEN</b> segment. Serve with reduced fat milk.</p> <p>Refined cereals with added sugar and low fibre usually fit into the <b>AMBER</b> category.</p> <p><b>Tip: Include as a nibble mix in a small bag for a healthy alternative snack idea.</b></p>
<b>Fruit</b>  Fresh       Frozen   Canned (in natural juice) and fruit tubs  Dried   Fruit leathers and other dried fruit based snack foods	●      ●  ●  ●	●		<p>Any fresh fruit in season – whole, sliced, cubed, wedges, quarters, spirals (eg apple slinkies can be made using a special peeling and slicing machine).</p> <p>Fruit salad with a mixture of interesting fruit, served cold is a refreshing alternative. A scoop of reduced fat ice cream, a dollop of custard, yoghurt or fromage frais can add interest and variety.</p> <p>Try frozen fruit, for example grapes or a banana on a stick.</p> <p>Choose ‘no added sugar’ varieties</p> <p>Dried fruit is sticky, so best eaten as part of a meal.</p> <p>Choose those with 100% fruit and watch serve size.</p>



Foods	GREEN	AMBER	RED	Comments and suggestions
<b>Vegetables</b>				<p><b>Tip: Frozen or canned vegetables are a convenient alternative if fresh vegetables are not available.</b></p>
Fresh	●			
Baked potato	●			<p>Cook potatoes in their skins, split and fill with any combination of sandwich fillings or other ingredients such as baked beans, mince, creamed corn, tabouli, tuna, diced vegetables. Top with low fat grated cheese, low fat yoghurt or low fat sour cream.</p> <p>Include plenty of vegetables in hot foods, for example vegetable lasagne or pasta sauce, vegetable stir-fries, vegetable patties, vegetable fillos, spinach and ricotta cannelloni.</p> <p>Add diced vegetables to fried rice.</p>
Vegetable sticks and dip	●			<p>Include vegetables as snacks, for example, chunky vegetable pieces with low fat and low salt dips, a small container of mixed bite-sized vegetables such as cherry tomatoes, carrot sticks, peas, cucumber.</p>
Corn on the cob	●			<p>Corn on the cob or vegetable soup can be a warm recess snack in winter.</p>
<b>Legumes</b>				
Chick peas, kidney beans and lentils	●			<p>Dried or canned. Add canned kidney beans to bolognese sauce. Use canned beans as an interesting addition to salads. Use in soups.</p>
Baked beans	●			<p>Baked beans can be used in sandwiches and jaffles or as a topping on potatoes as a meat alternative. Choose salt reduced varieties.</p>
Lentil patties	●			<p>Lentil patties can be used in rolls, sandwiches or as a wrap and served with salad. They can be easily made, or purchased commercially (often higher in salt).</p>
Falafels	●	●		<p>Falafels can be used in rolls and sandwiches or served with salads. Commercially made may be higher in salt and fat, Check the label.</p>

Foods	GREEN	AMBER	RED	Comments and suggestions
<b>Salads</b>				Try interesting combinations, for example warm chicken/beef salads, Asian style salads, roast vegetable salads, Greek salads.
All garden vegetable mixtures	●			
Bean mix	●			Include a protein source such as lean meat, tuna, chicken, low fat cheese, or legumes.
Tabouleh	●			
Rice salad	●			
Potato salad	●	●		Serve as a salad plate, box or tub. Use different dressings for variety.
Coleslaw	●	●		Dressings should be low fat and low salt: a no oil dressing is good.
Egg	●	●		
Pasta	●	●		Salads dressed with lots of oil or mayonnaise may fall into the <b>AMBER</b> category.
<b>Soups</b>				Soups are a great winter food. Soups either made in the canteen (eg pumpkin, vegetable) or produced from low salt commercially prepared soup mixes can be sold in cups with a bread roll or bread stick (grissini).
Canteen made	●	●		If serving soup to younger children, stand and allow to cool slightly before serving for safety reasons.
Canned	●	●		
Commercially prepared	●	●		
<b>Dairy foods</b>				Children and adolescents of school age do not need the full fat varieties of these products. The reduced fat versions should be encouraged.
Yoghurt	●	●		Yoghurt – plain and fruit varieties and custard can be frozen in summer and sold as a snack. Plain natural yoghurt makes a good sauce or dressing for savoury foods.
Custard	●	●		
Cheese	●	●		Use reduced fat cheeses as standard in the canteen. Ricotta and cottage cheese are naturally lower in fat than other cheeses.
Milk (see drinks)	●	●		
Dairy Desserts		●	●	Check commercially made desserts against the <b>RED</b> category Nutrient Criteria



Foods	GREEN	AMBER	RED	Comments and suggestions
<b><i>Meat/fish/poultry (not crumbed) and alternatives</i></b>				These foods are a good source of protein and can be used for hot rolls, sandwiches, salad plates, pizza topping etc. Serve with rice, pasta or grain such as couscous.
Lean meats (eg roast beef)	●			
Lean chicken meat (no skin)	●			
Turkey	●			Burritos and tacos (fill with reduced fat savoury mince and kidney beans, salad and reduced fat yoghurt; chicken burritos are a tasty alternative)
Egg	●			
Fish (eg tuna or salmon in spring water, sardines)	●			
Nuts	●			Check the school policy regarding nuts.
Commercially prepared curries, stroganoff, stew type products	●	●	●	Some of these products will fit into the <b>RED</b> Nutrient Criteria. Check labels carefully. For a healthier meal serve these <b>AMBER</b> foods with salad or add vegetables
Meat patties (not crumbed) or fish patties		●	●	These products are usually used to make the following items in the canteen: – burgers – kebabs – burritos and tacos – focaccias served with a salad
Chicken drumsticks and wings		●	●	Remove skin from chicken. Chicken drumsticks are a popular choice when basted with honey and soy sauce and baked (use minimal oil).
Meat balls		●	●	Check labels carefully.
<b><i>Processed meats</i></b>				These foods are usually high in sodium and/or saturated fat, putting them in <b>AMBER</b> . They are not as nutritious as lean cuts of meat. If using these foods, choose low fat varieties, use in small amounts and serve with a bread-based product and salad.
Fritz/ham/chicken roll/corned beef		●		
Bacon/pastrami/salami		●	●	



Foods	GREEN	AMBER	RED	Comments and suggestions
<b><i>Crumbed chicken, fish, meat or vegetable products</i></b>				Many of these products will fit into the <b>RED</b> category as they are high in saturated fat and sodium. Check the label against the criteria.
Chicken nuggets		●	●	Limit the number per serve of nuggets and chip type products to keep down the kilojoules.  If using these products, GRILL or BAKE ONLY.  Serve with vegetables.
Chicken fillet wedges		●	●	
Chicken patty		●	●	
Fish fingers		●	●	
Fish burgers		●	●	
Vegetable patties		●	●	
Meat patties		●	●	Most frankfurters and sausages are high in sodium. Choose a reduced fat and sodium version and serve on a bun to boost the nutritional value.
Frankfurters, sausages (beef, lamb & chicken varieties)		●	●	
Battered saveloys			●	Battered saveloys are very high in saturated fat and sodium placing them in the <b>RED</b> category.
<b><i>Oven baked potato products</i></b>				Some oven baked potato products fit into the <b>AMBER</b> segment. Check the label to be sure.  DON'T DEEP FRY! Serve in small quantities.
Wedges, chips, hash browns, scallops, gems		●	●	
<b><i>Pasta products</i></b>				Check the label against the (Occasionally) <b>RED</b> category Nutrient Criteria.  Pastas served with fresh tomato based sauces are a good choice. Avoid large serves. Serve with plenty of salad.
Lasagne, spaghetti bolognaise, macaroni cheese	●	●	●	



Foods	GREEN	AMBER	RED	Comments and suggestions
<b>Pizza</b>				
Commercially prepared		●	●	Go for the thin crust or bread based pizzas as these have less fat. Select those with vegetables in the topping or serve with salad.
Muffin or pita based	●			Muffin pizzas make a good snack. They can be topped with lean meats and fruit or vegetables and served as a snack food.
Homemade	●	●		Use minimal or no oil and top with lean meats, vegetables and reduced fat cheese.
<b>Savoury pastries/breads</b>				
Standard meat pies, sausage rolls, pasties, party pies, chicken and potato pies, cheese and bacon pies, cheese and spinach triangles, quiche, samosas etc		●	●	The saturated fat content of many pastries will put them into the <b>RED</b> segment. Check the label against the criteria.  A number of companies make reduced fat, small serve versions. Choose those that are vegetable based.
Savoury croissants			●	Croissants are very high in saturated fat and kilojoules and fall into the <b>RED</b> end of the spectrum.
Garlic bread		●	●	May be high in saturated fat, salt and kilojoules. Check the label. To make your own healthier version, lightly brush or spray bread with olive oil and crushed garlic.
<b>Spring rolls, chiko rolls, and dim sims</b>		●	●	Check these products against the <b>RED</b> Nutrient Criteria.  Some will fall into the <b>AMBER</b> category.  DON'T DEEP FRY. All deep fried products fall into the <b>RED</b> category. Oven bake these foods or steam dim sims to keep the fat and kilojoules down. Choose those with added vegetables.
<b>Sauces and gravy</b>				
Tomato, sweet chilli, BBQ, soy, satay/peanut, gravy		●	●	Use sparingly. Choose reduced salt varieties where available.

Foods	GREEN	AMBER	RED	Comments and suggestions
<b><i>Fats and oils</i></b>				
Margarine and oils		●		Butter is high in saturated fat. Choose polyunsaturated or monounsaturated margarines and use sparingly.
Mayonnaise and dressings		●		Choose reduced or low fat varieties and use sparingly.
<b><i>Spreads</i></b>				
Peanut butter and other nut spreads		●	●	Check the school policy regarding the use of nuts, products containing nuts eg peanut butter.
Honey, jam, fish, chicken and meat pastes, vegemite/ yeast spreads		●		Use sparingly. Choose reduced salt varieties where available.
Chocolate spreads, syrups and toppings		●	●	Chocolate/sweet spreads and toppings are classified in the <b>RED</b> category if served alone. If served with bread use sparingly or try other <b>GREEN</b> category fillings instead.  <b>Tip: See the bread through the spread!</b>
<b><i>Cakes, muffins, sweet biscuits and slices</i></b>		●	●	Check the product against the <b>RED</b> category Nutrient Criteria.  Some un-iced cakes, muffins and sweet biscuits that are a small to medium serve size or have been modified (eg reduced levels of fat or sugar and include fibre) may fit into the <b>AMBER</b> category.  Choose or make varieties with added fruit and/or vegetables.  Most commercially produced sweet products fall into the <b>RED</b> category, for example, donuts, croissants, chocolate slices, danishes, lamingtons.





Foods	GREEN	AMBER	RED	Comments and suggestions
<b><i>Ice creams, milk based ice confections and dairy desserts (not yoghurts)</i></b>  Chocolate coated  Standard, reduced and low fat ice creams and milk based ice confections  Premium dairy desserts			●  ●  ●	Check standard ice creams, milk based ice confections and dairy desserts against the <b>RED</b> category Nutrient Criteria.     Premium dairy desserts such as cheese cake, tiramisu, mousse or crème brulee are often high in saturated and total fat.
<b><i>Ice blocks, water or fruit based ice confections</i></b>		●	●	Choose those with 99% or more fruit juice. All others are in the <b>RED</b> category.
<b><i>Confectionery</i></b>  Lollies – boiled, jellies, juice jellies, cough lollies, liquorice, yoghurt coated   Chocolates, carob			●   ●	All types of confectionery fit into the <b>RED</b> end of the spectrum. They are foods of minimal nutritional value, or are too high in energy (kJ) and saturated fat.   <i>All confectionery banned from sale from school and preschool food supply from 2008.</i>
<b><i>Savoury snack foods</i></b>  Popcorn  Flavoured popcorn  Crisps and chips  Savoury biscuits	●		●  ●  ●	Air popped, no added fat popcorn is a high fibre, low fat choice.  Read the label for flavoured popcorn – it may be too high in saturated fat and sodium.  Check against the <b>RED</b> Nutrient Criteria. Crisps and chips are generally too high in energy (kJ) and/or saturated fat and/or sodium.  Check label against the <b>RED</b> category Nutrient Criteria.
<b><i>Snack food bars</i></b>  Cereal based bars, fruit bars, breakfast bars		●	●	Check label against the <b>RED</b> criteria.



Foods	GREEN	AMBER	RED	Comments and suggestions
<i>Drinks</i>				
Water	●			Water is the best thirst quencher. Plain water (tap, spring, or mineral – serve chilled in summer). <b>Tip: Some primary schools serve iced water by the cup – charging only for the cup.</b>
Milks (including soy)	Reduced/low fat	Full fat		Children and adolescents do not need full fat milk. Choose reduced fat or low fat varieties of plain and flavoured milks, or fresh fruit milkshakes or smoothies.  <b>Serve sizes:</b> Reduced fat or full fat plain milk - serves 600ml or less. Reduced fat or full fat flavoured milk (not coffee) - serves 375ml or less and smaller size recommended for primary schools and preschools.
Fruit juice		●		Serve fruit juice chilled or frozen. Stock juices that are greater than 99% fruit juice and keep serve sizes to 250ml. Select products that contain fibre and no added sugar.
Fruit drinks			●	<i>All drinks other than non-carbonated water, water without flavouring or additives and milk and fruit juice are banned from schools and preschools from 2008.</i>
Iced tea			●	
Cordials			●	
Sports drinks			●	
Flavoured mineral water			●	
Energy drinks			●	
Soft drinks			●	
Artificially sweetened drinks			●	
Sweetened waters			●	
Sports waters			●	

Note: Check the school policy regarding the use of products containing nuts, ie satay or peanut sauces.

# Part 2

Putting it  
into practice



***Right Bite*** Healthy Food and Drink Supply Strategy  
for South Australian Schools and Preschools







## Overview

Introduction

Healthy food choices in the school and preschool environment

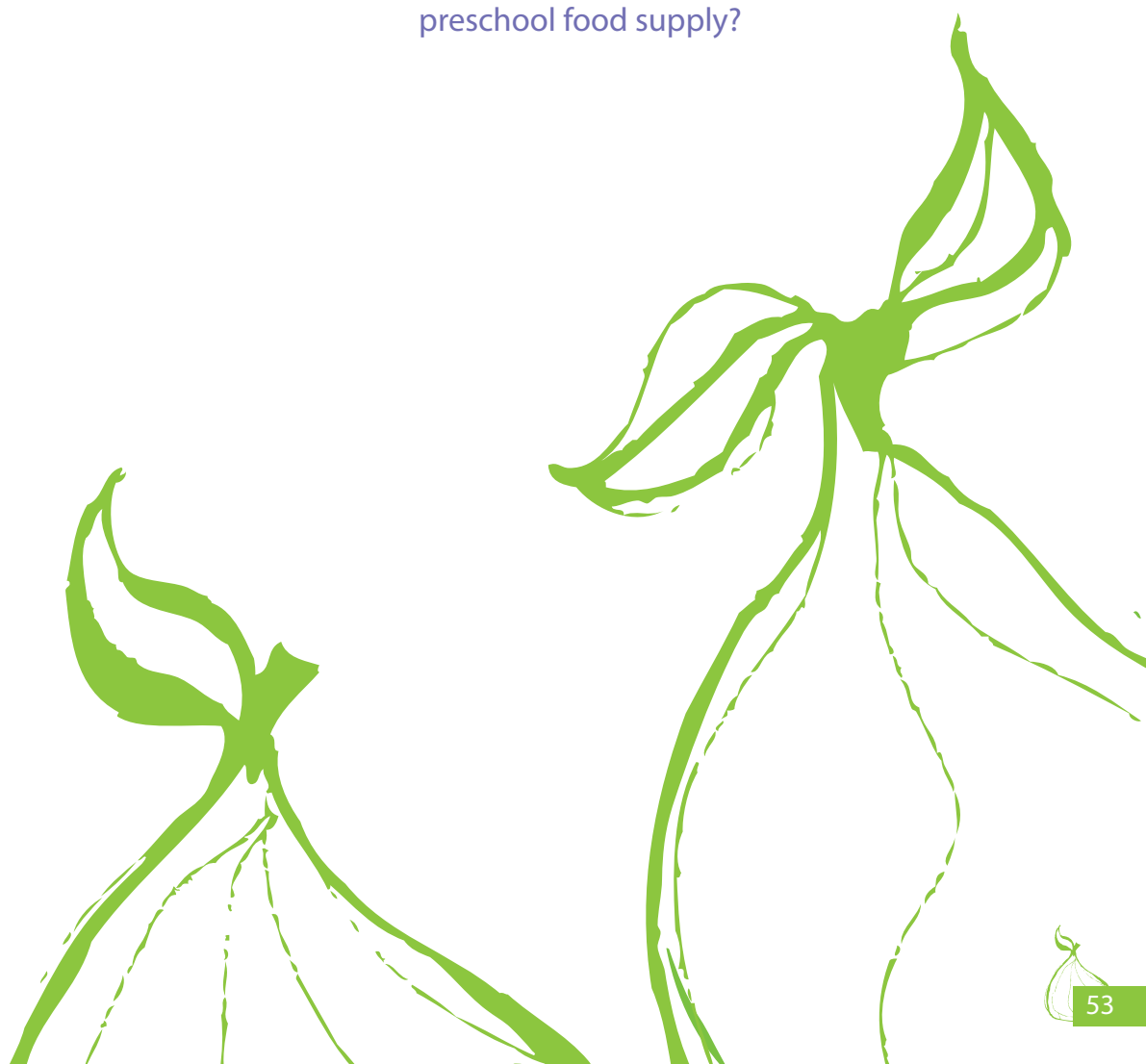
The learning environment

Food related health support planning

Working with families, health services and industry

Implementing *Right Bite* in schools and preschools

In summary, what is a healthy school or preschool food supply?





## Introduction

The foods and drinks provided in schools and preschools are integral to the educational environment, should reflect educational goals, and support and complement children's and students' learning.

It is important that parents, staff and students work together to support a whole of school or preschool approach to building a culture in which children and students actively choose nutritious foods and drinks and a healthy lifestyle.

A committee can assume responsibility for the implementation of the **Right Bite** strategy within SA schools and preschools.

Governing Councils are encouraged to develop a policy for their food supply (canteen or outsourced service) which reflects the **Right Bite** food and drink supply strategy. Policy development should include a discussion about the purpose of the food supply within the school or preschool community.

The changes needed to the food and drinks provided in schools and preschools will vary from site to site depending on factors such as:

- the food and drinks currently provided
- (for schools) whether there is a canteen and how many days a week it opens
- the available food preparation and storage facilities
- the level of volunteer support.



# Healthy food and drink choices in the school and preschool environment

The intent of the **Right Bite** food and drink supply strategy is to offer healthy food and drink choices to children and students in South Australian schools and preschools. The primary focus of the strategy is on the foods and drinks supplied by schools and preschools to their students. Supply includes all foods and drinks offered for sale to students or provided as part of an activity, event or occasion.

All school staff members are strongly encouraged to assist with implementation of the strategy by modelling healthy eating practices to students. The strategy does not apply to foods or drinks students or staff bring from home. However education programs within the school and preschool curriculum can provide opportunities to involve families who can learn about the healthy eating practices being promoted. This can encourage a consistent approach to healthy eating at home and at the school or preschool, including the food and drinks brought from home.

As discussed in Part 1, foods and drinks have been classified into three categories according to their nutritional value: **GREEN**, **AMBER** and **RED**.

- **GREEN** category foods and drinks should be encouraged and promoted.
- **AMBER** category foods and drinks should be selected carefully.
- **RED** category foods and drinks should be avoided in most situations, particularly the school canteen and vending machines from 2008. Some **RED** category foods may be supplied on a maximum of two occasions per term.

In South Australia, from 2008, the following foods and drinks are banned from sale in school canteens and vending machines:

- all food and beverages except those specified in the **GREEN** and **AMBER** categories
- confectionery
- drinks containing guarana or caffeine.

## Outsourced food supply

Some schools may choose to outsource their canteen. Outsourced providers also need to comply with the guidelines for the **Right Bite** strategy.

Schools that have a specific arrangement with a retail shop or other food service for the provision of foods and drinks need to provide guidance to those providers so that they can meet the requirements of the **Right Bite** strategy.

Schools contemplating outsourcing their canteen or food service should contact the Procurement Unit within DECS for assistance. Information is available at [www.decs.sa.gov.au](http://www.decs.sa.gov.au) or [www.ssonet.central.sa.edu.au](http://www.ssonet.central.sa.edu.au)

## Guiding principles

Schools or preschools should be guided by the following principles.

- Profit should not come before student health and wellbeing.
- Focus of the strategy is on foods and drinks supplied to children and students rather than the wider community.
- Schools and preschools will take all opportunities to promote **GREEN** category foods and drinks and eliminate the promotion and supply of **RED** category foods and drinks.
- Schools and preschools will take all opportunities to promote and model consistent messages about healthy eating practices.

# Moving beyond the canteen to embrace healthy eating

Healthy eating practices should be actively supported across the whole school and preschool environment. Throughout this section reference is made to specific guidelines listed in the document *eat well sa school and preschools healthy eating guidelines* (available on the DECS website [www.decs.sa.gov.au/eatwellsa](http://www.decs.sa.gov.au/eatwellsa)).

## Vending machines

Vending machines on school or preschool sites must not stock foods or drinks from the **RED** category and advertise only foods or drinks from the **GREEN** or **AMBER** category.

## School and preschool excursions

Schools and preschools are encouraged to supply foods and drinks from the **GREEN** or **AMBER** category to students while they are on a school excursion. When supplying drinks, water and reduced fat milks<sup>5</sup> are the best options. If students are to purchase their own foods and drinks while on an excursion, they should be encouraged to purchase from suppliers offering healthy options.

## School camps

To provide optimum nutrition to students while on camp, foods and drinks from **GREEN** or **AMBER** categories are encouraged. This is the responsibility of the camp organiser in conjunction with the caterer at the camp site.

When preparing camp menus, care should be taken to choose foods and recipes low in saturated fat, salt and added sugars. Water and reduced fat milks are the best drinks for students on camp. Fruit juice is in the **AMBER** category and should be selected carefully on the menu eg only provided at breakfast.

To cater for the additional energy requirements that students may have while on camp, schools are encouraged to supply more serves of foods from the **GREEN** and **AMBER** categories.

## Fundraising events

Fundraising events are a good opportunity to encourage promotion of healthy choices. Schools and preschools are encouraged to provide non food based fundraising activities or, if foods are supplied, choose those from the **GREEN** or **AMBER** category.

## Industry driven fundraising (ie drives)

If considering a fundraising drive, sites are encouraged to investigate options that promote health and wellbeing. These could include seasonal fruits such as peaches, freeze dried fruits, toothbrushes, healthy food cookbooks, sunscreen, and horticultural products. There are a number of resources that provide ideas for healthy fundraising (see the resource list in Appendix 6).

## Non-industry driven fundraising

There are many fundraising options that do not require industry involvement. Schools and preschools could organise health promoting activities such as dance-a-thons or walk-a-thons.

Some schools and preschools also coordinate fundraising activities that focus on the wider community, such as fetes or gala days. These days are a great opportunity for the school or preschool to model to the wider community its commitment to healthy eating.



<sup>5</sup> Some people use soy milk in place of cow's milk. Where milk is referred to in this manual, this can be read to include calcium-enriched soy drinks.



## Rewards for children and students

Refer to the DECS *eat well sa schools and preschools healthy eating guidelines*, number 2.5:

'Food should not be used within behaviour management programs; for example, by being given as a reward for positive behaviour or withheld as a disciplinary measure. This does not preclude the use of food as part of activities celebrating individual or group achievement.'

Examples of non-food rewards can include stickers, certificates and recognition in school or preschool newsletters.

## School and preschool events focused on children and students

The strategy also applies to events such as school or preschool discos, dances and class parties, as the main target group for the sale or provision of foods and drinks is children and students. In these situations, foods from the **RED** category should not be supplied unless it is considered to be one of the two occasions a term where this is allowed. This consideration needs to be determined through a whole-of-site management approach.

Parents or guardians providing foods or drinks for these types of events should be encouraged to supply items from the **GREEN** or **AMBER** categories.

## Special occasions

While **GREEN** and **AMBER** category foods and drinks are encouraged, on selected special occasions **RED** category foods may also be provided to children and students. This would count as one of the two occasions a term.

## Curriculum activities

Refer to the DECS *eat well sa healthy eating guidelines*, numbers 1.1–1.3:

- 1.1 'Schools and preschools are responsible for children's and students' learning regarding food and nutrition as part of the South Australian Curriculum Standards and Accountability Framework.'
- 1.2 'Learning programs should provide opportunities for developing practical food skills related to growing, selection, storage, preparation, cooking and serving food.'
- 1.3 'Healthy eating learning programs should be inclusive of socio-economic, cultural and spiritual perspectives of their communities.'

There are many occasions when food and drink products are used in the preschool, primary and secondary curriculum. When applying the **Right Bite** strategy to the curriculum, schools and preschools should take every opportunity to promote healthy eating practices. Foods and drinks used in conjunction with the teaching of units of work should be from the **GREEN** or **AMBER** categories.

Developing links with a school or preschool garden is an excellent way for students to experience:

- cooking and serving of food
- selecting, preparing and cooking healthy foods
- growing, harvesting and preparing nutritious seasonal produce from school gardens
- learning about sustainability.

Where cultural activities involve the supply of food and drinks to students (eg Lunar New Year, German Oktoberfest, French Bastille Day) schools should ensure that the food and drink supplied fits the context of the cultural activity.

It is acknowledged that some foods and drinks used in curriculum experiences may come from the **RED** category. Wherever possible, teachers should promote and use foods and drinks based on the *Australian Guide to Healthy Eating*. However, if **RED** category foods are used, it is recommended that their use be infrequent and in small quantities such as a 'taste-test' experience.

Food prepared by students, which is then supplied or sold to other students in the school, should be from the **GREEN** or **AMBER** category. If this food is from the **RED** category, then this should count as one of the two occasions a term when **RED** category foods may be supplied to students.

Home Economics and SACE teachers are in an ideal position to model healthy eating practices and demonstrate, in a variety of ways, the importance of a healthy lifestyle. When engaging students in food or drink related activities, teachers should promote the notion that food and drink for a range of situations can be nutritious, tasty and attractive.

When undertaking hospitality studies, students may be required to work with a wide range of food and drink products. Food and drink products used and techniques and practices taught should match the vocational competencies being studied and must meet industry standards. It is acknowledged that this may sometimes involve the use of **RED** category foods and drinks.

While the focus of the strategy is on the food and drink supplied to students, every opportunity should be taken by hospitality students to model healthy eating when supplying food and drink at any function.

## Sporting events and clubs

In order to give consistent messages about the importance of combining physical activity with healthy eating, schools and preschools are encouraged to supply foods and drinks from the **GREEN** or **AMBER** categories at sporting events such as sports days. At district, regional, state and national school sporting events, every opportunity should be taken to encourage healthy choices.

Sporting clubs conducting regular events as part of school activities (eg school swimming club), are encouraged to supply foods and drinks from the **GREEN** or **AMBER** categories.

Where an outside club or organisation uses school facilities (eg hall/fields) to run competitions/events for the wider community, these organisations should be made aware of the strategy and be strongly encouraged to sell healthy food and drink options at their canteen.

## Out of School Hours Care (OSHC)

OSHC programs should be consistent with the **Right Bite** strategy and provide foods and drinks mainly from the **GREEN** and **AMBER** categories

## Breakfast clubs

Refer to the DECS *eat well sa schools and preschools healthy eating guidelines* (number 2.6):

'Schools and preschools should support community initiatives that assist groups who are at risk in relation to food and nutrition; for example, students who are frequently hungry and do not have access to adequate nutritious food, including breakfast.'

Students who do not have breakfast may experience difficulty with concentration and hence reduce their learning capacity.

Where a school or preschool has chosen to provide a breakfast program or sell food to students before school through the canteen, all foods and drinks supplied should be from the **GREEN** or **AMBER** categories. **RED** category foods are not to be provided. This includes outside organisations.

## A word about sponsorship and advertising

Sponsorship involving food or drink products within schools or preschools needs to be carefully considered. It should only be accepted when the product and/or organisation is consistent with the **Right Bite** strategy.

Sponsorship items should:

- be used to enhance educational programs
- be with organisations whose public image, products and services are consistent with the ethos and values of education
- not generate undue pressure on children, parents or schools to purchase particular products or services, or to adopt particular beliefs, attitudes or courses of action
- not involve endorsement of products.

(see DECS Administrative Instructions and Guidelines 85A)

Industry groups often supply sites with merchandise (aprons, hats), equipment (pie warmers, vending machines, menu boards) and point of sale advertising (posters). These can all be considered as advertising and are covered by this strategy. Advertising should be restricted to products that fit within the **GREEN** or **AMBER** categories or meal deals prepared by the canteen that are in the **GREEN** or **AMBER** category. Generic company advertising should be avoided.

Refer to the DECS *eat well sa schools and preschools healthy eating guidelines* (numbers 2.1–2.4):

- 2.1 While at school and preschool, learners should eat routinely at scheduled break times.
- 2.2 Preschool children and primary-aged children should eat in a supervised social environment.
- 2.3 Schools and preschools should actively promote daily fruit and vegetable consumption.
- 2.4 Schools and preschools should support frequent drinking of fresh, clean tap water.

Schools and preschools can support the development of healthy food attitudes and habits for children and students by:

- scheduling regular eating times
- ensuring adequate time to eat in a comfortable environment
- supervising eating times for younger children
- promoting daily fruit and vegetable intake
- ensuring access to water for drinking, particularly tap water.

Discuss this within your school or preschool.

Are the children and students given adequate time to eat their lunch (supervised for young children)? And do they have somewhere pleasant to eat?



# Food related health support planning

Refer to the DECS *eat well sa schools and preschools healthy eating guidelines* (number 5.1):

‘Schools and preschools should ensure students and children with medically warranted individual health care needs related to food and nutrition are supported in line with the Department’s health support planning policy. This includes learners who have special dietary requirements. It also includes learners who have a food-related mental health issue.’

## Special dietary requirements

Some children and students may require special diets for medical reasons. On enrolment, or as the issue arises, parents need to notify the school or preschool. The school or preschool must ensure a Health Support Plan is established for the student, and all staff members involved are aware of this. Schools and preschools should try to meet these needs as far as possible so that all children are included. Any special needs for children with disabilities such as wheelchair access to the canteen should also be considered. Any special dietary requirements recorded in the Health Support Plan, should be communicated to the canteen or food service. Examples of medical conditions that have special dietary requirements include diabetes, coeliac disease and anaphylaxis.

## Anaphylaxis – (severe) food allergy

Contact with certain foods can be fatal for some people with allergies. The most common triggers of anaphylaxis are: peanuts, cow’s milk, egg, wheat, soy bean, tree nuts (eg cashews), fish and shellfish.

The Department of Education and Children’s Services has information for schools and preschools regarding anaphylaxis. For more information, go to [www.decs.sa.gov.au](http://www.decs.sa.gov.au)

Canteen staff need to be made aware of students with such allergies and familiar with the school’s management strategies for these students.

## Food additives and food intolerances

Food intolerance is different from food allergy and does not involve the immune system. It occurs when a person has a reaction to either natural or artificial substances in foods or has an enzyme deficiency (such as in lactose intolerance).

Food intolerance results in usually non-life threatening symptoms ranging from behavioural disturbance to bloating and eczema.

If a child has a genuine intolerance to a particular food substance, the parents must notify the school or preschool and discuss the issue with staff (including canteen staff) to determine how the site is able to support the student with this specific requirement. A Health Support Plan may be necessary.

Addressing these factors can go a long way to ensuring adequate food and drinks are consumed at lunchtime to support wellbeing and optimal learning for the rest of the school or preschool day.







## Working with families, health services and industry

Refer to the DECS *eat well sa schools and preschools healthy eating guidelines* (numbers 6.1–6.3):

- 6.1 Schools and preschools should foster positive communication and relationships with families to support healthy eating outcomes for young people.
- 6.2 Sites should work with health professionals and services to ensure that educators have up-to-date information about relevant food and nutrition issues and community programs.
- 6.3 Sites should ensure any partnerships with food industry and related organisations, including sponsorship arrangements, support the Department's healthy eating guidelines.

This covers mutually supportive links between schools and preschools and the wider community, including parents, local business, government and non-government organisations. Parent involvement in school and preschool fundraising and healthy canteens are two examples of potential partnerships within the school environment.

### Good nutrition for children and students:

- improves learning and attention span
- improves physical and psychological wellbeing
- promotes growth and development
- reduces the risk of diet-related health problems such as heart disease, type 2 diabetes, some cancers, stroke, high blood pressure, osteoporosis, dental decay, overweight and obesity.





# Implementing *Right Bite* in the school and preschool

Although this section focuses on school canteens the ideas can be translated to other areas in schools and preschools where food is provided.

## Planning and managing a *Right Bite* food supply, including the canteen

There is more to ensuring that healthy food is supplied than changing the type of foods and drinks that are provided. Success also depends on good management and operational skills, particularly in the school canteen. The process described briefly below shows the steps that can be taken in planning and managing change towards a *Right Bite* school food supply. It is a flexible process that can be tailored to meet the needs of each school and preschool. It can also be used to plan and review food and drink options across the whole school and preschool environment. If the school is currently operating a successful healthy canteen, this process can still be used to reflect on current practice and identify areas that can further support implementation of the *Right Bite* strategy.

### Getting ready

Before taking action it is important to know what the *Right Bite* strategy is about and communicate this to the whole school or preschool community. It is also recommended that each school and preschool establishes or consolidates a healthy eating (or *Right Bite*) committee to plan and manage the change process. At this stage the committee may choose to develop or review the school or preschool healthy eating policy.

### Assessing the current situation

The next step is to form a picture of the current food supply situation across the whole school or preschool. This involves identifying all situations where food is prepared or supplied, reviewing the canteen menu, looking at the management are also covered. The committee needs to identify

food is supplied and determining areas that may need improvement. The *Right Bite* Food Supply Checklist on page 82 is designed to assist the committee in this process.

## Developing actions and alternatives

The committee can now decide on a plan of action. The *Right Bite* Food Supply Action Planner provided in section 4 (page 92), will prompt discussion and provide a template to record decisions made by the committee. These will relate to the areas for improvement identified in the previous step. Important menu planning considerations and practical tips around designing a healthy menu are also covered. The committee needs to identify the best way to introduce new foods to meet the needs of the school or preschool.

### Getting on with the job

The organisation of staff, money, food and promotions all play a very important part in a successful school canteen. Section 5 provides a range of ideas to streamline organisation and workflow, manage stock, improve money management, promote healthier food choices and attract and keep paid staff and volunteers.

### Maintaining the momentum

It is always important to reflect on progress and to seek and incorporate feedback. From here further actions and alternatives may need to be developed and applied followed by further evaluation. A *Right Bite* food supply is not static. It will be important to maintain the momentum to continue providing healthier choices to students.

## In summary, what is a healthy school or preschool food supply?

A healthy school and preschool food supply:

- makes it easy for children and students to choose healthy snacks and meals
- offers a variety of nutritious foods and drinks
- promotes water as the drink of preference
- promotes foods and drinks that are consistent with the *Dietary guidelines for children and adolescents in Australia*
- can be an avenue for consistent and continual health education
- complements and integrates the diverse elements of the school and preschool curriculum
- is representative of the foods of the community
- involves students, parents and the wider community
- is an integral part of the entire healthy school environment
- uses non-food rewards
- encourages non-food fundraising or fundraising with foods from the **GREEN** category
- maintains a supportive eating environment
- promotes nutrition education to parents and the wider community
- is culturally sensitive and inclusive.





# Getting Ready

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a healthy eating committee

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Communicate with the  
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Ensuring the financial viability  
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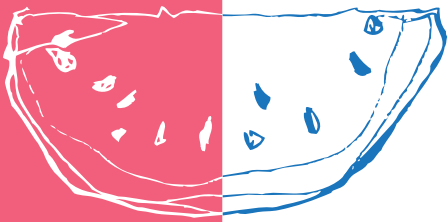
# Introduction



Before taking action it is important to have a clear understanding of what is required and communicate this to all key people. There are a number of steps a school can take to get ready to implement the **Right Bite** strategy.

They include:

- establish or consolidate a healthy eating (**Right Bite**) committee
- get informed
- communicate the **Right Bite** strategy to the whole school community.



## Key elements of success

- A healthy eating committee, representative of the preschool or school community is active and ready to plan and manage change in the preschool or school, including the canteen.
- The healthy eating committee is well informed about the **Right Bite** strategy and has accessed all relevant resources.
- The committee regularly communicates information about the **Right Bite** strategy and the site's plans for change to the preschool or school community.
- The school or preschool site has a comprehensive healthy eating policy, developed in consultation with the school or preschool community, that includes information on all areas related to the **Right Bite** strategy. For schools with a canteen or other food service, the healthy eating policy requires a specific section devoted to the canteen or food service which will include information on the foods supplied, canteen or food service operations and management.





## Establish or consolidate a healthy eating (or *Right Bite*) committee

For many schools and preschools, moving to a healthy food environment will mean a number of changes to the foods and drinks supplied to students across the whole school or preschool site, and to the way the canteen or food service operates. This process is best planned and managed by a committee.

The committee structure should have representation from all sections of the preschool or school community. This allows the different views and ideas to be considered and the responsibility for various aspects of management to be shared.

The committee should include:

- the school principal/leader or preschool director
- the canteen or food service manager
- parent representative(s)
- Governing Council representative
- canteen/food service volunteers
- student representatives
- member of the school or preschool staff
- representative teacher(s)
- Out of School Hours Care representative (if relevant).

Many preschools and schools already have a committee that can manage the change process. This is often a sub-committee of the Governing Council.

Once a committee has been established, members can be elected to fill certain roles. These may vary according to the needs in the school or preschool. All committees require:

- a chairperson – responsible for running committee meetings
- a secretary – responsible for issuing meeting agendas, taking minutes of meetings, publishing the minutes according to agreed procedures.

## Role of the healthy eating committee

The committee oversees the implementation of the **Right Bite** food and drink supply strategy across all school and preschool activities.

The committee may:

- develop a strategy for communicating **Right Bite** to the whole school and preschool community
- develop an action plan for the implementation of **Right Bite** strategy
- determine whether the school intends to supply food and drinks from the **RED** category to students on no more than two occasions a term, and which activities in the school or preschool this will involve
- discuss how the strategy applies to a range of current school activities such as the canteen, fundraising, camps, classroom activities and excursions
- encourage communication between different groups in the school and preschool regarding implementation of the **Right Bite** strategy.

### Tip

Let the school or preschool community know about the healthy eating committee in the school or preschool newsletter. Call for new members and explain the advantages of committee membership.

Ask people with particular skills to help out.





## Case study

### **School: Wirreanda High School**

In changing over to a healthy canteen, Wirreanda High School considered the importance of linking canteen practices to whole school policy as part of the Health Promoting Schools model.

After surveying the students and school community about the need for positive change, a canteen advisory committee was established to guide the canteen towards successful practices.

Represented by the Canteen Manager, Governing Council, Parents, School Leadership, Teachers, Finance and Students (SRC), the canteen is a positive model for all aspects of food supply across the school including the provision of healthy lunches for school based sporting events and excursions.

Partnerships with local bakeries and food suppliers have also been established to support the healthy changes being made at Wirreanda High School.

- the **Right Bite** Ready Reckoner (tables that provide a guide to commonly available foods and drinks and whether they are likely to be in the **GREEN**, **AMBER** or **RED** categories)
- sample healthy eating policies
- a Powerpoint presentation.

The Powerpoint presentation outlines why healthy eating canteens are important, the reasons behind the Strategy and requirements in relation to food and drinks that should be available in schools and preschools. This presentation should be viewed by the committee and shared with the wider school or preschool community to understand the **Right Bite** strategy. These resources can be downloaded from the Department of Education and Children's Service (DECS) website at [www.decs.sa.gov.au](http://www.decs.sa.gov.au)

### **Right Bite newsletters**

Newsletters will be developed and distributed periodically by the **Right Bite** project team to provide up to date information about the strategy and ideas for implementation. Copies are to be accessed from the DECS website.

### **Parent organisations' newsletters and websites**

Relevant journal articles and manuals are provided by parent organisations. See Appendix 5- Resources for web addresses.

## Get informed

The healthy eating committee needs to develop a good understanding of the requirements of the **Right Bite** strategy and familiarise themselves about the available resources.

A CD-ROM is located in the back of this manual. It includes:

- a copy of this manual
- the 'Occasionally' (**RED** category) nutrient Criteria
- the **Right Bite** Food and Drink Spectrum

### **The student body**

Such groups as the student representative council (SRC) and many children and students will have good ideas to support the **Right Bite** strategy.

### **DECS district contacts**

The DECS Student Wellbeing coordinators are located in each of its districts. To find out who your Wellbeing coordinator is visit the DECS website at [www.decs.sa.gov.au](http://www.decs.sa.gov.au)



# Communicate with the whole school or preschool community

Look for opportunities to communicate with the wider school or preschool community once the healthy eating committee is familiar with the **Right Bite** strategy. The whole school or preschool should be kept informed and provided with opportunities to contribute and provide feedback along the way.

There are many opportunities to inform, discuss and answer questions about the strategy. For example:

- run an information evening for parents, carers and other interested school community members
- hold student run information sessions about the strategy
- conduct information sessions for canteen volunteers
- put snippets about the strategy and general nutrition information in school or preschool newsletters
- include information about the strategy and links to websites with more information on the school/preschool internet and intranet site
- list canteens as a standing item of business on the agenda of parent, staff and Governing Council meetings
- talk to the student committee, eg Student Representative Council about the changes
- keep everyone informed at school assemblies
- photocopy and laminate the Occasional Nutrient Criteria Table and the Food and Drink Spectrum and put these up in the canteen to remind everyone of the requirements of the strategy
- keep local suppliers and distributors informed about the strategy and the changes the school is making to the menu.

## Case study

### **School: Pooraka Primary School**

In developing an effective canteen team, Pooraka Primary School promoted the notion of a healthier canteen and requested volunteer support through the school newsletter. With the support of the Governing Council a whole of school committee was developed to set about improving the canteen menu by joining a network with seven other sites that were embarking upon a similar journey.

The results have seen whole school support for the provision of healthy food options, improved confidence in preparing recommended foods, regular tasting opportunities for students and a truly integrated canteen. Healthy new menu items are promoted via special days, and older students are involved in promoting the canteen's healthy changes, as well as working in the canteen.





## The active role of students

Students want to be involved in a meaningful way in school decision-making. They are partners in the change process and should be on the healthy eating (or **Right Bite**) committee. There are many ways students can actively support and promote the strategy. Below are some ideas to involve the student body.

- Using the information in Part 1 of this manual, students review the food supplied in various situations including the canteen menu and develop ideas for alternate or additional food and drinks that could be supplied. These ideas could be presented and considered at a healthy eating committee meeting. See page 78 for the section 'Assessing the canteen menu'.
- Run a competition among students to name a new food that is going to be introduced into the school canteen. The prize on offer for the most creative name could be one week's free lunches.

- The student body could decide on four theme days to be held throughout the year. Ask the students to name the day and select foods and drinks to be sold using the information in Part 1 of the manual. They could also be responsible for advertising the day.
- Run a taste test each month or term to trial new products before they are introduced. Use a different year group each time and ask students for feedback on taste, suitability and suggested price.
- Promote new food choices or special days at school assemblies.
- During design and technology classes, students could develop and market foods that would be suitable for sale in the school canteen. These ideas could inform the choices the canteen makes.
- Design new boards to advertise specials or a colourful menu board to promote the new canteen menu.
- Develop answers to a set of frequently asked questions about the strategy. These could be displayed in the school canteen, added to a school intranet page or put into the school newsletter.

### Tip



Use the Power Point presentation on the CD ROM as part of your information sessions.

The presentation can be shown in total or in sections, depending on the time available and the audience.

These sessions will stimulate discussion and provide ideas and suggestions that can be considered by the committee in the planning phase.





## A whole of school or preschool healthy eating policy

A whole of school or preschool healthy eating policy enables your school or preschool to have a shared vision on all aspects related to healthy eating. The policy can:

- align school and preschool activities with state and national health policies and priorities
- frame a coordinated approach to healthy eating that links curriculum with all food activities on the site
- provide opportunities for children and students to develop knowledge and practical skills to enable them to make healthy food choices now and in the future
- convey clear and appropriate messages with an emphasis on healthy eating and its relation to health and environmental sustainability
- share healthy eating information with families and the wider school community
- build partnerships between education and health sectors for the common goal of children and students and community health and wellbeing
- make provision for education and food supply staff and volunteers to access training and resources
- connect healthy eating and physical activity to support children and students to grow and develop while maintaining a healthy weight
- assist in protecting children and students from nutrition-related disease
- monitor and evaluate food and nutrition information to ensure evidence supports decisions and improvements in practice.

A healthy eating policy also:

- shares the responsibility so that the food service/ canteen manager is not solely responsible
- reflects the values and the practices of the school or preschool community
- clarifies what the school and preschool community expects in regard to food supply

- provides a mandate for the activities in a school or preschool site to improve the nutritional quality of the food supply and related issues
- communicates a consistent message to the whole school and preschool community about the food and drinks provided
- gives direction and support to the canteen staff (in schools)

... *in relation to a school canteen:*

- defines the role and activities of the school canteen
- assists in objectively dealing with negative feedback and non-compliance or dispute with a canteen, or other food provision across the school or preschool site.

Healthy changes made to the food and drinks supplied within a school or preschool site are more likely to be sustained when they are supported by a policy.

### Scope of the healthy eating policy

A whole of school or preschool healthy eating policy should cover all aspects of the **Right Bite** strategy. For schools the policy may also include

the operation and management of the school canteen. However it may be helpful to maintain the current canteen committee and policy specifically for the management of the canteen and determine a further Healthy Eating committee for implementation of the strategy across the whole school site. Each site will need to determine what works best for their situation.

Some schools and preschools will already have a whole of site healthy eating policy, while some schools may have a canteen policy. Existing policies should be reviewed and may need to be revised in light of the **Right Bite** strategy.

Schools and preschools developing their first policy may wish to commence by developing a policy covering all aspects of food supply as required by the **Right Bite** strategy. Where schools have a canteen, the healthy eating policy will reflect the type of canteen eg volunteer run, school managed with paid staff and volunteers, operated by the school council or under licence to a contractor.

The healthy eating policy is endorsed by the whole school or preschool community. It should be referred to when making decisions about the canteen and other food supply issues and reviewed regularly to ensure it remains up to date.



## What should a policy supporting a healthy food supply contain?

A policy needs to be easily understood, concise and useful for the people working with it. It is suggested that the following issues are included or addressed in a healthy food supply policy:

- background statement and/or rationale
- aims
- reference to the scope of issues to be covered by the policy eg canteen, fundraising, events
- information about foods and drinks to be offered according to the **Right Bite** strategy
- strategies for promoting and marketing healthy choices
- roles and responsibilities of educators, staff and volunteers
- food safety and hygiene and occupational health and safety guidelines and procedures
- financial management of the food service
- training availability for staff and volunteers
- links to the school or preschool curriculum
- links to the school or preschool community
- evaluation, review and monitoring processes.

The CD-ROM in the back of this manual provides a sample school and preschool policy.



School canteens need to be viable and this viability can be evaluated using a number of measures. These may include student support, numbers of canteen workers and income.

Funds generated by school canteens are often a significant source of revenue for a school. However the primary role of a canteen is to provide a service to students. In order to balance these two concerns, it is important that nutritious food items are presented in an attractive manner at an affordable price to students and that the canteen is managed efficiently and effectively. There is often a misconception that healthier foods are more expensive. This does not always have to be the case. See section 5 'Getting on with the job' for more information.

Students and their families need to be involved in the process of supporting schools and preschools to provide and promote healthy eating. Strategies to involve them include:

- using the SACS Framework as a basis for curriculum planning and appropriate classroom activities to support changes to the food supply including the canteen
- educating and informing parents through articles in the school/preschool newsletter, announcements at school assemblies and community activities
- involving parents and students in decisions about menu items and healthy fundraising
- advertising canteen prices on notice boards and sending price lists home
- encouraging parents to volunteer their services for the school canteen.





# Food safety

Refer to the DECS *eat well sa schools and preschools healthy eating guidelines* (numbers 4.1–4.2):

- 4.1 All worksites must comply with the food safety legislation required under the **Food Act 2001** and the Regulations under the Act.
- 4.2 All worksites should comply with public and environmental health authority food safety policies under this legislation. In particular, all members of school and preschool communities should use effective hand washing techniques in the context of food handling.

Current requirements specify that all registered food premises, including canteens, must demonstrate that the food prepared and served for sale, is safe to eat in accordance with the SA Food Act 2001. Under the Food Act, school food services must prepare a food safety program. (See the Food Act at <https://www.legislation.sa.gov.au/LZ/C/A/Food%20Act%202001.aspx>)

The preparation of food by volunteers in their homes for sale at a fund raising event is not covered by food law, though volunteers may nonetheless find the food safety information within this manual useful.

Good food safety practices underpin the provision of healthy food and drinks across schools and preschools. Food safety and handling requirements cover personal hygiene and food preparation practices and food storage and cleaning procedures. This includes settings such as the canteen, and any other situation where food is being prepared, eaten or sold to be eaten.

Personal hygiene requirements for food handlers include:

- washing and drying hands before handling food and frequently during work
- not smoking near food or on school property
- not going to work when sick with gastric disorder or contagious disease

- using a handkerchief or tissue when coughing or sneezing.

Food preparation requirements include ensuring that:

- if gloves are used when food is handled, they must be changed when torn, after handling raw foods or changing tasks. If gloves are not used ensure thorough and regular hand washing between all steps
- benches are clean
- there are suitable areas for food preparation (animals are forbidden in these areas)
- avoiding cross contamination of cooked and raw foods. Thoroughly wash hands or utensils that have been used to prepare raw foods before they are used to prepare ready to eat or cooked foods.

Children and students are regularly handling their own food and, at times, are involved in food preparation in the school or preschool environment. Effective hand-washing is the single most important and effective standard precaution for the control and prevention of transmission of infection in school and preschool settings.

Effective hand washing involves:

- using soap and running water, warm to hot is best
- washing hands well
- rinsing hands under running water
- drying hands with disposable paper towel or a clean towel.

Schools and preschools must provide adequate hand-washing facilities for children and students.

(Check Section 5 of this manual 'Getting on with the job' for more detailed information.)





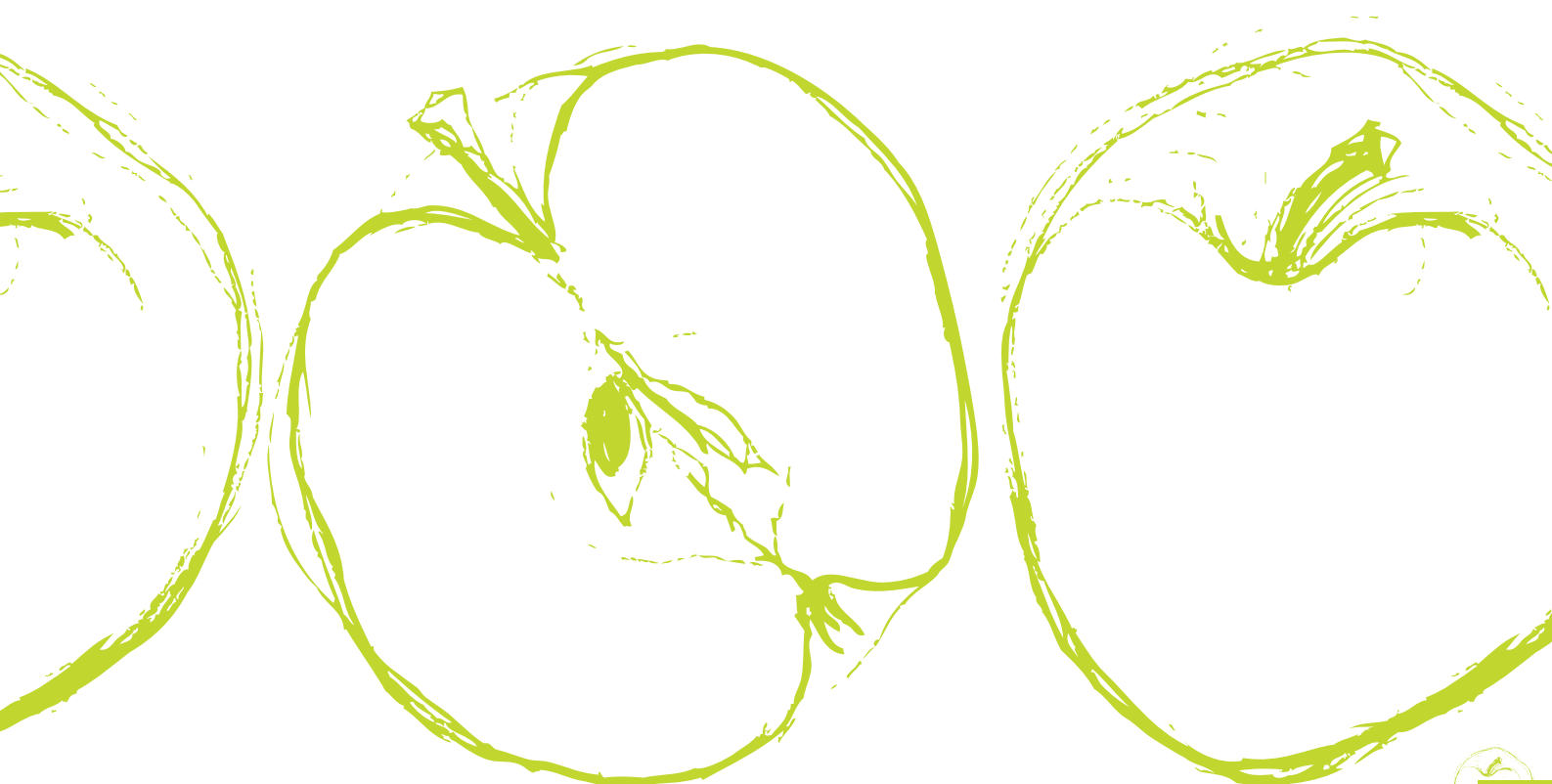


### Assessing the current situation

Assessing the current situation

Assessing the food supply

Healthy food supply checklist



## Assessing the current situation

Section 2 outlined how the committee can gain a clear understanding of what is required of a **Right Bite** school and preschool food and drink supply and gather relevant resources for use in assessing the current situation.

This section includes:

- a guide to assessing the canteen menu and other aspects of the food supplied in the school or preschool against the **Right Bite** strategy
- the **Right Bite Food Supply Checklist** that can be used to assess the current situation and identify areas for improvement.

### Assessing the canteen menu

Before assessing the current food provision, you may wish to review Part 1 of the manual. This will help in understanding the food categorisation concepts and the requirements of the **Right Bite** strategy.

Provide a copy of the canteen menu to each committee member. Look at each food or drink listed on the menu and those available in vending machines (if present within the school or preschool site).



### Key elements of success

- The healthy eating committee has used the information in Part 1 of the manual to identify the foods and drinks on the current menu or provided within the school or preschool that fit into the **RED**, **AMBER** and **GREEN** categories.
- Identify foods and drinks which are banned from canteens and vending machines in schools and preschools.
- The healthy eating committee has used the **Right Bite** Food Supply Checklist to stimulate discussion and identify good practices and those that could be improved.





## Assessing the food supply

### Step 1 – Identify foods and drinks that fit into RED category

To decide whether a food or drink fits into the **RED** category refer to the following sections of Part 1 of the manual.

- Types of foods that fit into the **RED** category listed on page 31.
- Types of foods and drinks which are banned from use in food supply.
- The **Right Bite Ready Reckoner** on pages 40-49. Look for those foods that have dots in the **RED** or **AMBER** columns.
- If, after looking at the information on these pages in the **Right Bite Ready Reckoner** tables on pages 40-49, it is still unclear as to whether a product fits into the **RED** segment, look at the Nutrition Information Panel on the label of the product and compare this information with the correct food or drink category on the 'Occasionally' Nutrient Criteria Table on page 34 of Part 1 of this manual. The information on reading food labels on pages 35 to 37 may be helpful at this point.
- When looking at a snack food or drink, use the serving size sold or offered to students in the canteen as this may differ from the size of the serving of food or drink listed on the label.

## Step 2 – Identify foods and drinks that fit into AMBER and GREEN categories

Once all foods that fit into the RED segment have been identified, refer to pages 26 and 27 of Part 1 of the manual for details of the types of foods that fit into the GREEN category and highlight these foods. The remaining foods will fit into the AMBER category.

Complete the same process for vending machines.

To promote a consistent approach to healthy eating, schools and preschools are also encouraged to use this same process for fundraising, rewards and other situations where food and drinks are supplied.

Remove the RED category foods from the menu or catering plan and look at the proportion and types of GREEN and AMBER category foods and drinks remaining.

Work towards providing mostly GREEN choices with a smaller proportion of AMBER choices.

If desired, the Healthy Eating Committee may plan for two occasions per term, across the whole school or preschool site, for the provision of some RED category foods in accordance with the **Right Bite** strategy. Check Part 1 of the manual for more information.

## Step 3 – Look at the overall mix

Now that all foods and drinks on the canteen menu, in vending machines or in other ways provided within the school or preschool environment, have been identified as GREEN, AMBER or RED, look at the overall mix of foods available.

## Step 4 – Discuss your findings

Consider the number and/or sales volume of GREEN, AMBER and RED category foods provided to students. (The canteen's mark up schedule can be helpful as it shows the sales volume of each item.)

### Tip

Use red, orange and green coloured pencils or highlighters to shade where food and drinks fit within the three categories, on a canteen menu.





## Right Bite Food Supply Checklist



In addition to reviewing the types of foods and drinks offered for sale through the canteen, successful implementation of the strategy requires careful attention to a number of other matters.

While the following checklist identifies the key elements for success to achieve a healthy food supply in the canteen, it also identifies other areas in the school or preschool environment where food and drink is supplied. The committee can explore and discuss each one, identify areas for improvement and plan any changes needed.

If current practice meets the key element described, a tick should be entered in the 'Yes' column. If it is not met or only partially met, comments need to be entered in the 'Areas that need improvement' column following committee discussion.



## Right Bite Food Supply Checklist

Key elements of success	Yes/ No	Areas that need improvement
<p><b>Right Bite committee</b></p> <p>A functioning committee, eg with representation from the staff, school leader(s), children and students, and parents is operating in the school or preschool</p>		<p>(eg The committee consists of canteen volunteers. Needs broader school community representation.)</p>
The committee is well informed about the <b>Right Bite</b> strategy and has accessed all relevant resources.		
The committee regularly communicates information to the school/preschool community about the <b>Right Bite</b> strategy and the school's or preschool's plans for change.		
<p><b>Food supply (canteen &amp; vending machine)</b></p> <p>Go to Section 5 for more information on designing a <b>Right Bite</b> canteen menu.</p> <p>The majority of food and drink choices are from the <b>GREEN</b> category (check sales volume figures for canteens).</p>		
A limited range of food and drink items are from the <b>AMBER</b> category (less than from the <b>GREEN</b> category).		
Foods fitting into the <b>RED</b> category have been removed.		
Canteen staff are well informed about the <b>Right Bite</b> strategy and have access to information about healthier food products.		
Healthier food choices are offered at prices students can afford.		
The canteen prices healthier choices competitively.		
The canteen has reliable, regular access to healthier food and drink products.		
Fruit and vegetables are offered daily on the menu, alone and as part of recipes.		
Healthy snacks from the <b>GREEN</b> or <b>AMBER</b> category are offered.		
Healthy choices are easy choices, conveniently placed and clearly visible to students when they enter the canteen (eg at front counter) and always available, with no or little waiting time.		

## Right Bite Food Supply Checklist

Key elements of success	Yes/ No	Areas that need improvement
Healthy choices ( <b>GREEN</b> ) are listed first on the menu.		
Vending machines stock only foods and drinks that fall into the <b>GREEN</b> or <b>AMBER</b> segments of the Food and Drink Spectrum.		
The menu is planned with student input.		
The canteen offers foods and drinks at breakfast, recess and lunch in response to the needs identified in the school.		
The food supplied reflects healthy foods from a variety of cultural backgrounds including those relevant to the specific school or preschool community.		
<b>Policy</b> The school or preschool has a comprehensive food supply policy – Healthy Eating Policy – developed in consultation with the school or preschool community that includes information on all aspects of the <b>Right Bite</b> strategy for providing healthy food and drinks to children and students.		
The policy is regularly reviewed and updated.		
The Healthy Eating Policy includes details of how the site will: <ul style="list-style-type: none"> <li>• restrict access to foods of poor nutritional value (eg <b>RED</b> category foods and drinks)</li> </ul>		
<ul style="list-style-type: none"> <li>• reflect the <i>Dietary Guidelines for Children and Adolescents in Australia</i> and <i>The Australian Guide to Healthy Eating</i> in all food-related activities</li> </ul>		
<ul style="list-style-type: none"> <li>• allow time for children and students to eat lunch</li> </ul>		
<ul style="list-style-type: none"> <li>• include food and nutrition curriculum across the early, primary and middle years</li> </ul>		
<ul style="list-style-type: none"> <li>• provide opportunities for students to learn about, experience, practise and promote healthy food choices</li> </ul>		
<ul style="list-style-type: none"> <li>• address the issue of children and students who are hungry</li> </ul>		
<ul style="list-style-type: none"> <li>• offer a fruit and vegetable program</li> </ul>		
<ul style="list-style-type: none"> <li>• apply current food safety legislation</li> </ul>		



## Right Bite Food Supply Checklist

Key elements of success	Yes/ No	Areas that need improvement
<ul style="list-style-type: none"> <li>include and work with parents and families</li> </ul>		
<ul style="list-style-type: none"> <li>work with families to ensure a suitable food supply for children and students with food related health support plans</li> </ul>		
<ul style="list-style-type: none"> <li>include and work with health partners</li> </ul>		
<ul style="list-style-type: none"> <li>identify relevant links with industry groups</li> </ul>		
<ul style="list-style-type: none"> <li>have a healthy eating policy reflecting the guidelines of the <b>Right Bite</b> strategy and include information on foods offered or sold, food service or canteen operations and management.</li> </ul>		
<b>School or preschool environment</b> Children and students receive positive nutrition messages throughout the school or preschool that are consistent and reinforce each other.		
The food supply, including canteen, models positive healthy eating consistent with nutrition education messages students have been learning in the classroom.		
Catering and other food provision in the school or preschool is in line with the <b>Right Bite</b> guidelines, eg staff meetings, events, excursions.		
Rewards and encouragements for children are non-food related.		
Packaging of menu items is minimised or environmentally friendly.		
There is a simple system for recycling solid waste from the food service/kitchen or canteen.		
The canteen or food service links in with a school vegetable garden and relevant classroom activities.		
If desired, up to two occasions a term have been identified as occasions when food and drink from the <b>RED</b> category can be supplied by the school or preschool in situations as defined by the <b>Right Bite</b> strategy.		



## Right Bite Food Supply Checklist

Key elements of success	Yes/ No	Areas that need improvement
<b>Promotion</b> The canteen offers and actively promotes daily/weekly specials or 'meal deals' based on foods and drinks from the <b>GREEN</b> category.		
Feedback is sought from members of the school community when introducing new foods.		
Healthier food choices are well promoted to students		
The menu is clearly displayed in the canteen and advertised to students, parents and carers.		
<b>Sponsorship and advertising</b> Only products from the <b>GREEN</b> or <b>AMBER</b> category are advertised or feature on equipment, merchandise or in sponsorship.		
<b>Fundraising</b> Non food fundraising is encouraged.		
<b>Management issues for the canteen or food service</b> Standard procedures are available in a written form for all paid staff and volunteers.		
Canteen/food service tasks are organised in the most efficient way.		
There are enough serving areas to prevent long queues at recess and lunchtime.		
Training and development is available for canteen or food service staff to assist them to provide and manage healthy menus.		
<b>Food safety and hygiene</b> Food safety is a key part of the canteen or food service's operation		
The canteen manager/supervisor has obtained appropriate training in safe food handling to meet legislative requirements.		
Key canteen/food service staff (paid or volunteer) have access to training to ensure food provision follows appropriate workplace hygiene procedures.		





## Right Bite Food Supply Checklist

Key elements of success	Yes/ No	Areas that need improvement
Foods are stored and served safely at the correct temperature.		
The canteen/food service has a food safety plan.		
Appropriate food safety and hygiene procedures are practised across the school or preschool environment. (This issue is included within the healthy eating and/or canteen policy).		
<b>Staff (where onsite canteen provided)</b> There are enough staff (paid or volunteer) to run the canteen efficiently.		
The staff have a clear understanding about their role in the canteen.		
The canteen staff are valued and viewed as part of the school or preschool staff.		
<b>Equipment</b> The canteen/food service has adequate equipment to prepare and serve foods and drinks in line with the <i>Right Bite</i> strategy.		

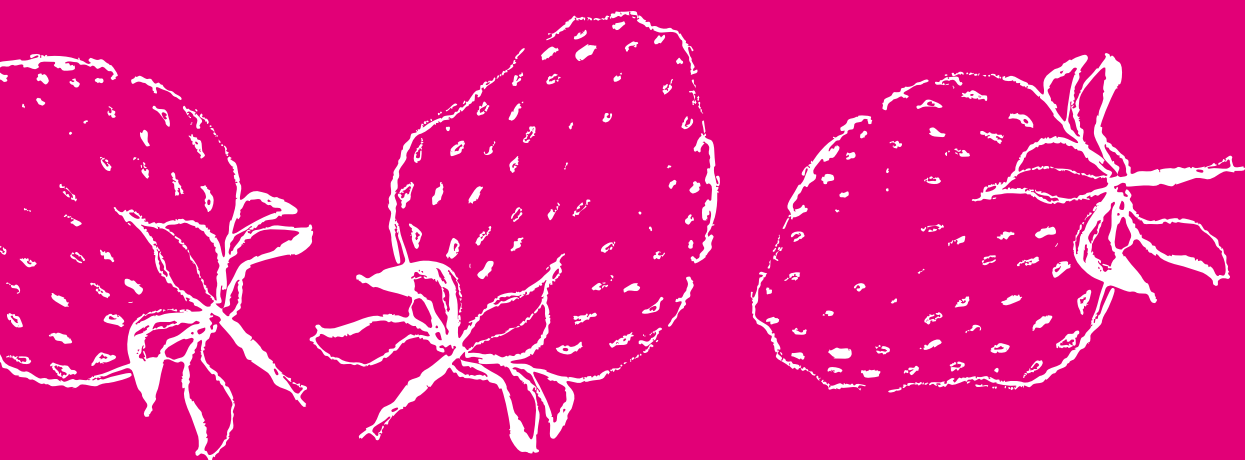
Sections 4 and 5 provide tools and hints on ways to prioritise and take action on the areas identified for improvement in the *Right Bite* Food Supply Checklist.

## Check your progress in the canteen



- ☐ Areas for improvement have been discussed and documented on the checklist.
- ☐ Foods and drinks that fit into the 'Occasionally' (RED category) food segment of the spectrum have been identified on the current menu, vending machines and other areas of food supply to be removed from sale.
- ☐ The current canteen menu has been assessed against the requirements of the *Right Bite* strategy.
- ☐ Current canteen practices have been evaluated against the key elements of success identified in the *Right Bite* Food Supply Checklist.
- ☐ The proportion of the menu of food and drinks from the GREEN and AMBER category has been assessed.





# Developing actions and alternatives

Developing an action plan

**Right Bite** Food supply action planner

Moving to a **Right Bite** food supply menu

Designing a **Right Bite** menu

Choosing foods and drinks for the menu

Sample **Right Bite** menus



# Developing actions and alternatives

## Key elements of success

- An action plan that prioritises the areas for improvement is developed by the committee.
- An approach to the introduction of healthier foods into the canteen or food supply is developed that meets the needs of the school or preschool community.
- A **Right Bite** menu is planned and developed that meets the requirements of the strategy and features a variety of healthy food choices that are tasty, attractive, good quality and served at the correct temperature.

## Developing an action plan

The **Right Bite** Food Supply Action Planner takes the committee through the following steps.

- 1. Prioritise issues** Look at the areas for improvement identified in the **Right Bite** Food Supply Checklist.

Questions the healthy eating committee may consider.

- What is the committee going to address first and what activities can be left until later?
- What are the more urgent issues?
- What operational issues need to be addressed early on to support the phasing in of healthier food and drink choices?

- 2. Explore options** Discuss the range of possible solutions to the issues identified and develop creative ways of addressing each issue. Identify resources to support the committee in this process.

- 3. Select one or more preferred options** that best suit the canteen situation.

- 4. Identify strategies** that will be used to implement the options selected.

- 5. Set timelines** or dates for implementation of the selected options.





**6. Delegate** people to be responsible for implementing the options.

**7. Record the outcome** after the change has been made.

The example on page 92 shows how the **Right Bite Food Supply Action Planner** could be used to explore the issues of not enough volunteers in the canteen and time consuming preparation of fresh foods. (A blank template for this Action Planner can be found on the CD-ROM.)

**Note:** To document decisions about changes to the menu itself, ie phasing in new foods, see pages 96 -97 on designing a **Right Bite** menu and introducing new foods. A *Menu Replacement template* is provided on the CD-ROM to record decisions about alternatives to be tried, timing, feedback, final selections for the menu and promotional ideas (see example page 95).

### Case study

#### **School: Virginia Primary School**

At Virginia Primary School, soft drinks and lollies were immediately phased out. Virginia Primary School Canteen also looked at how they could offer more culturally inclusive foods on their menu as part of their healthy food focus. They organised one of the local restaurants to provide rice and noodles for lunch orders each day. Orders are phoned through to the restaurant daily at 9:30 am, and hot food is delivered at 12:30 individually packaged ready to go into class lunch crates.

A local deli makes fresh Vietnamese meat and salad rolls and these are collected each morning by the canteen manager and sold over the counter at recess as snack foods.





## Right Bite Food Supply Action Planner

Issues	Options	Preferred options	Strategies	Timeline	Who	Outcome
<b>Example</b> Not enough volunteers in the canteen	<ol style="list-style-type: none"> <li>1. Employ a paid manager</li> <li>2. Recruit more volunteers</li> <li>3. Pay more staff</li> <li>4. Open the canteen fewer days</li> <li>5. Streamline work processes in the canteen</li> <li>6. Streamline the menu to reduce the workload</li> <li>7. Contact Centrelink, Volunteers SA or local community volunteer group</li> </ol>	Recruit more volunteers	<ul style="list-style-type: none"> <li>• Speak at the new parents orientation day</li> <li>• Send an invitation to join the canteen volunteer staff to all new parents in the information kits</li> <li>• Regularly publish the roster in the newsletter to publicly acknowledge those parents who are volunteering</li> <li>• Snippet in the newsletter</li> <li>• For more information see page 102 in Section 5</li> </ul>	<p>Term 4</p> <p>Term 4</p> <p>Each newsletter</p> <p>Each newsletter</p> <p>Term 4</p>	Canteen committee president & the canteen manager	12 new volunteers recruited over a period of 6 months
<b>Example</b> Preparing fresh food is too time consuming	<p>Buy in</p> <ul style="list-style-type: none"> <li>• ready to eat options</li> <li>• salad vegetables that are washed and cut up or grated</li> </ul> <p>Reorganise workflow practices in the canteen</p>	<p>Reorganise workflow practices in the canteen</p> <p>See Section 5 for more information on workflow and organisation</p>	<ul style="list-style-type: none"> <li>• Prepare all filling ingredients prior to starting production of rolls, sandwiches and wraps</li> <li>• Put up instruction sheets for the production of sandwich, roll and wrap fillings</li> <li>• Purchase take away style containers for storing prepared vegetables</li> </ul>	<p>Term 3</p> <p>Term 3</p> <p>Term 3</p>	<p>Canteen manager to prepare instruction sheets</p> <p>Committee member to type them up and laminate them</p> <p>Canteen manager to source appropriate containers from packaging supplier</p>	<p>A 30% increase in the number of rolls, wraps and sandwiches produced in a shorter time frame</p>



## Moving to a *Right Bite* canteen menu

Moving to a **Right Bite** canteen menu can be done in different ways. Options are outlined below.

Close the canteen for a short period of time and reopen with a new menu selection for the students and staff. The time chosen could be at the end of a school term or at the end of the school year. This can work well, particularly if it is supported with strong classroom links, promotion and good communication with the whole school community.

**RED** category foods are no longer allowed and healthier choices are brought into the menu to replace them eg soft drinks are replaced with water, reduced fat plain and flavoured milk alternatives and small 99–100% fruit juices, with cool tap water provided free of charge. Standard pies

and pasties are replaced by healthier items like toasted sandwiches with lower fat content, more vegetables and a reasonable serve size. There is no need for a 'one for one' replacement for all items that are phased out. This may be the opportunity to streamline the canteen menu working towards a higher proportion of **GREEN** category foods.

If the committee decides to use the phased in approach to changing the menu the *Menu Replacement template* on page 95 can be used to guide and record decisions.

See Appendices 1–3 for further information on food and drink alternatives.

Bring new choices into the menu and promote these well.

### Case study

#### **School: Seaview Downs Primary School**

To phase out non-recommended foods and replace them with healthy recommended menu options the canteen committee researched a range of new healthy, affordable meal options that they thought would be popular with students in their canteen known as the *Sea Horse Café*.

The new menu was promoted with news-letter focus, posters and free tasting sessions for students and parents. Non-recommended snack items like chips were removed gradually over one to two terms and replaced with popular, affordable and healthy snack options. New healthy snacks were trialed via a daily 'Recess Special' roster that was based on foods from the dairy, cereal and fruit food groups.

The menu is changed seasonally and students are surveyed about healthy items they have tried over the previous few months, with the most popular items going onto the menu.







## Case study

### ***School: Goodwood Primary School***

As part of Student Wellbeing Week the canteen supported the theme by combining the 'Go for 2 Fruit and 5 Veg' and the 'Eat Fresh from All the Colours of the Rainbow' concept to provide Rainbow Week – a four day experience for the children of tasting and buying delicious fruit and vegetable based foods. Tuesday, Wednesday and Thursday were dedicated to nutritious foods coloured red and orange, yellow and green, blue and green respectively whilst Friday was Rainbow Day when foods from all coloured groups were offered. Each day sample tastings were offered for students and even the teachers! Volunteers helped to promote the day, decorate the canteen and provide all children with a Rainbow Smiley Face Chart that was shaded as each colour was tasted. As a result, most students are now keen to try new foods

The whole school loved the theme week and canteen sales boomed. The staff also became accustomed to having food in the staffroom with the canteen now selling soup to the staff two days per week.



## Menu Replacement template

Foods/drinks to be removed	Alternatives	Timing	Promotional ideas	Feedback from customers	Final selecting for the menu
<i>Example</i> Apple slice Doughnut Large muffins Custard tarts Large cake slices	Mini fruit muffins Cut up fruit Small canned fruits (pre-portioned and easy to store – no wastage) Fruit buns Chunks of fruit bread Muffin based mini pizzas Snack deals – muffins and fruit Reduced fat yoghurts Cheese sticks	Term 1 2008	SRC to produce posters on the fruits and muffin based pizzas available Promote as value for money Posters on building healthy bones with calcium rich foods Tooth friendly snack choices	Liked new varieties of fruit on offer Enjoyed the fruit muffins warm Canned fruits – value for money Pizzas very popular Yoghurts popular	Will offer fruit in season Muffins in the winter months Varieties of canned fruits chilled in summer Muffin based pizzas will be offered – toppings varied to add interest
<i>Example</i> Soft drinks in vending machines	Reduced fat flavoured milks Drinking yoghurts Water Fruit juice 99% 250ml	Term 1	Gain support from the SRC to promote the new contents of the vending machines Use promotional materials provided by the companies in appropriate locations around the school	Flavoured milks popular Juices and water more popular in summer Would like warm drinks to be available	Stock vending machines with reduced fat milks, fruit juice, water and yoghurts

# Designing a *Right Bite* menu

At this point in the process the committee may decide to design and develop a **Right Bite** canteen menu. This will depend which option the committee has decided on, ie open with a new menu at the start of a new term or introduce new foods in a phased approach. If taking a phased approach, the menu is likely to evolve rather than be designed all at once.

Alternatively, the committee may prefer to work through Section 5 'Getting on with the job', and gain further hints and tips on managing a **Right Bite** food supply before re-designing the menu.

When re-designing the menu consider the aspects covered in 'Choosing foods and drinks for the menu' on page 97. The resources listed below will also assist in the process.

## Case study

### **School: Virginia Primary School**

Healthy snacks available for children to buy over the counter were introduced, such as cans of tuna, cans of corn, corn cobettes, toasted sandwiches, cheese sticks, soup in cups during winter, fruit salad plates in summer, and seasonal fruit. Lunch order options include baked potatoes, wraps, and tacos.

## Resources

From the **Right Bite** manual:

### Part 1

- **Right Bite** Food and Drink Spectrum page 24
- **Right Bite** Ready Reckoner pages 40 - 49
- 'Occasionally' Nutrient Criteria Table page 34
- Nutrition Information Panels on product labels pages 35 - 37

### Part 2

- The **Right Bite** Food Supply Checklist pages 82 -87 (blank template on CD-ROM)
- The **Right Bite** Food Supply Action Planner page 92 (example only: blank template on CD-ROM)
- Setting selling prices page 115

## Appendices

- Sandwiches, rolls and wraps Appendix 1 page 126
- Snack food ideas Appendix 2 page 128
- Recipe modification Appendix 3 page 129

## CD-ROM

- A **Right Bite** sample menu (adaptable for both primary and secondary school canteens)
- For a complete list of resources available on the CD-ROM, refer to Appendix 6 page 134-135.





## Choosing foods and drinks for the menu

Growing children and adolescents need nutritious food to keep them physically active, healthy and mentally alert. A **Right Bite** menu offers foods and drinks that are tasty, appealing to students, good quality and served at the correct temperature. The menu should also aim to include as many foods as possible from the **GREEN** segment of the Food and Drink Spectrum.

There are many practical considerations when designing a **Right Bite** menu.

Consider the following points.

- Don't make the menu too extensive. Provide an appropriate number of choices to keep the menu interesting, manageable and profitable. Offer customers a core of food items that seldom change and add variety by providing specials at certain times, or days of the week, or on the summer or winter menu.
- Change the types of foods available at recess and lunch to ensure there are healthy, satisfying choices on offer. For example the current menu may contain a number of lines of confectionery, crisps and cakes available at recess. These could be replaced with yoghurts, fresh fruits, bread-based mini pizzas and cheese subs/melts.
- Avoid large serving sizes of foods that fit into the **AMBER** category of the spectrum. Order in smaller serves of commercial food products where available. Prepare smaller serve sizes of foods and drinks that are made or packaged on the premises.
- Promote healthy 'meal deals' on the menu. This provides value for money and encourages the concept of combining foods to create healthy meals.
- Add interesting, enticing descriptions and names for menu categories and foods on the menu.
- Price foods and drinks appropriately for the student market and for viability of canteen.

## Sample **Right Bite** menu

A sample menu is provided on the CD-ROM. This can be adapted for primary or secondary schools. This sample menu may be a useful starting point when developing the school canteen menu.

Some key points to note on the sample menus.

- There is a higher proportion of **GREEN** than **AMBER** category foods on the menu ie **GREEN** foods dominate the menu.
- There are no **RED** category foods listed on the menu.
- The same ingredients appear on the menu in a variety of ways. This allows the ordering of stock and the organisation and workflow within the canteen to be streamlined.
- Food and drink choices not allowed have been removed from the menu.

### Check your progress



- ☐ An action plan designed by the committee is in place.
- ☐ All menu planning issues have been taken into consideration in designing a **Right Bite** menu.
- ☐ A decision about the introduction of foods into the canteen has been made. The foods will either be
  - introduced all at once, or
  - phased in over an identified time period.
- ☐ A **Right Bite** menu has been planned, or
- ☐ The phasing in process has commenced.





# Getting on with the job

Managing a **Right Bite** canteen

**Right Bite** canteen at a glance

Canteen or food service management

Managing hygiene and food safety

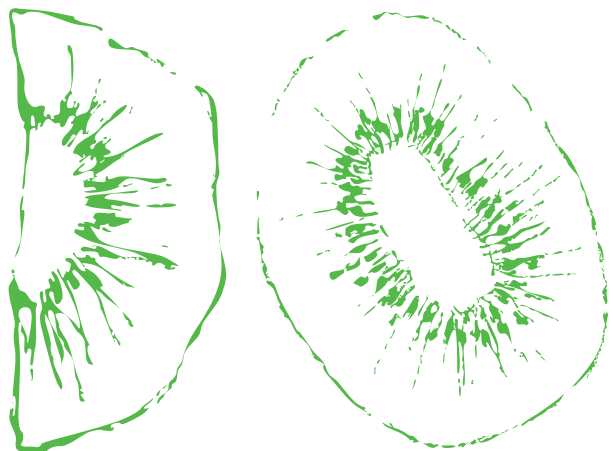
Managing and ordering stock

Workflow in the canteen

Managing food

Managing money

Managing promotion



# Getting on with the job

## Managing a **Right Bite** canteen

### Key elements of success

- Healthier food choices are well promoted to customers.
- Canteen tasks are organised in the most efficient way.
- Food safety is a key part of the canteen's operation.
- There are enough staff members (paid or volunteer) to run the canteen efficiently when it is open.
- The canteen has adequate equipment to prepare and serve foods and drinks in line with the strategy.

A **Right Bite** canteen is primarily an educational resource that offers the school community a consistent, quality food service. Making healthy choices easy choices in the canteen involves sound management and good organisation.

The panel on the opposite page provides an overview of the practices that must be managed well to ensure the success of a **Right Bite** canteen. Each of these practices is explored in more detail throughout this section.

While this section is based on assisting school canteens, many issues and suggestions will also be relevant to the supply of foods and drinks in preschools.



## Canteen management

The canteen manager plans, organises, coordinates and monitors all the canteen's activities.

## Hygiene/food temperature

All foods and drinks are served at the appropriate temperature. This involves careful timing and appropriate heating and storage of all foods and drinks in the canteen.

## Managing money

The canteen is financially viable through efficient management of all resources. This involves accounting for all the canteen's money and stock. Selling prices are set to cover all costs and make a profit.

## Presentation and positioning

All customers can clearly see the options when standing at the counter.

## Managing stock

An ordering and receiving system is in place.

## Student involvement

Students provide input into and support for the canteen.

## Managing food

The menu has healthy nutritious foods on offer that meet the requirements of the **Right Bite** strategy.

Foods on offer are appealing and flavoursome. This is achieved through attention to appearance, colour, taste, aroma and texture of foods.

A **Right Bite** menu provides a core of food items that seldom change to enable the canteen to operate in a manageable and profitable manner.

Recipes are modified to make them more nutritious (eg muffins, pikelets, salads).

## Managing promotion

New foods are well promoted. The menu is clearly displayed in the canteen and around the school. Parents are informed about the menu through the school newsletter and on the school website.

## Workflow and organisation

Tasks are planned and organised in the most efficient way.

## Managing equipment

All equipment is well maintained and appropriate for the canteen's needs.



# Canteen management

How the canteen is managed can be as important as the foods it buys and sells in ensuring the success of a **Right Bite** canteen.

The canteen manager, whether paid or voluntary, plays an important role in the management of a successful canteen. Managers lead by example as they guide and influence the work of volunteers or other paid staff. They can help establish team spirit in the canteen and provide a friendly, welcoming work environment.

Careful attention to the following can improve the ability of a canteen to implement menu changes successfully.

## Planning

This involves looking ahead, working out what needs to be achieved, determining the best sequence for the jobs at hand and communicating this to the staff.

### Tip

Give each volunteer a canteen kit containing information on:

- canteen and/or healthy eating policy
- the menu
- the roster
- hygiene information
- the provision of food for volunteers (this should be covered in the policy).

## Organising and coordinating

This includes organising and coordinating all of the following resources within the canteen.

*People* – preparing volunteer rosters, breaks for morning tea and lunch during the day, attracting, thanking and rewarding volunteers and working as an effective team member.

*Food* – ensuring safe, good quality food is prepared and served each day in a consistent manner.

*Equipment* – maintaining well functioning equipment and submitting requests for additional or replacement equipment where required.

*Time* – ensuring food is ready for service at particular times. If a lunch order system is used, all orders need to be ready just before the bell to simplify pick up.

*Money* – keeping track of the money at all times. If the canteen uses cash registers, ensuring that the totals are rung off at the end of each trading period during the day, maintaining a standard float, ensuring that the banking is done each day and money is not accumulated in the canteen. All stock should be paid for by cheque or online transaction, with only a small petty cash account in operation.

## Monitoring

This requires an awareness of everything that is happening in the canteen. Examples include monitoring stock, food handling practices, the quality of foods and drinks delivered and served in the canteen, volunteer rosters (eg are there still enough volunteers halfway through the year?), the success of special days, meal deals and other promotions run through the canteen.





Monitoring also means being well informed about what is happening in the school eg camps, excursions, sports days, designated 'Occasional' food days, and the parent organisation's activities within the school. All of these have an impact on the amount of food prepared by the canteen on a particular day or the quantity of stock ordered by the school. Check with school leaders for the diary of school year events.

## Attracting volunteers

Volunteers are a valuable resource in the school canteen and should be appreciated and made to feel welcome.

There are many benefits volunteers gain from working in the canteen. These include:

- contributing to the school community and the health of the students in the school
- making new friends
- learning new skills
- gaining the opportunity to strengthen their knowledge of English if it is currently their second language
- gaining skills that may be used in other employment.

These benefits can be promoted to parents in a variety of ways to encourage them to become canteen volunteers. These include:

- presentations at orientation days
- holding a canteen open day
- sending out personalised letters requesting help.

It is important that volunteers know what is expected of them and have been shown the requirements of each task they carry out in the canteen. The canteen manager or a committee member should take the time to orientate new volunteers. Written instructions and information posted on the wall can be helpful reminders for volunteers.

## Tip

Have a lucky draw for canteen volunteers each term where they receive a ticket in the draw for each day worked.

Some sites find it difficult to recruit and retain volunteers. Sites could contact their local Centrelink office or their local Council, which often has a volunteer register, to explore alternative avenues of attracting volunteers. DECS also has a relationship with Volunteers SA. This is another avenue which sites could investigate.

## Keeping volunteers

Volunteers are more likely to continue to work in the canteen when they enjoy themselves and feel valued. This can be achieved by:

- regularly listing the canteen roster in school newsletters
- holding end of year parties
- developing a buddy system
- a visit from the principal to the canteen from time to time
- thank you afternoon teas provided by the students
- providing incentives/rewards for volunteers.



# Managing hygiene and food safety



Whatever changes are implemented, attention must always be paid to hygiene and food safety. The national Food Safety Standards provide the minimum requirements to handle food safely. The Standards identify the responsibilities of both the proprietor of a food business and the food handlers. Depending on the organisation of the school canteen, this responsibility may rest with the school principal, the parent body or the canteen manager. The Standards apply to both volunteers and paid canteen workers. See Appendix 6 Resources (page 134) for further information.

Everyone working in the canteen must have the skills and knowledge to handle food safely and prevent contamination that can lead to food poisoning.

## The following are examples of potentially hazardous foods if incorrectly prepared and stored.

- Raw meats, cooked meats and foods containing them such as meat pies, lasagne, and spaghetti bolognese.
- Dairy products and foods containing them such as milk, custard, dairy based desserts.
- Processed fruits and vegetables such as prepared salads, ready to eat vegetable packs.
- Cooked rice and pasta.
- Processed foods containing eggs, beans, nuts and soya bean products.
- Seafood eg cooked prawns and crab meat.
- Other foods containing foods listed above eg sandwiches.

In the temperature danger zone ie between 5° C and 60° C some bacteria can double on these foods every 20 minutes.

There are three main types of food contamination.

- Physical – includes hair, dirt, insects, and pieces of plastic or glass in food.
- Chemical – includes insect sprays, detergents or sanitisers getting into food.
- Microbiological – bacteria and viruses found on hands, on vegetables, in raw meat and on our clothes that get into food.

Bacteria need time, temperature, moisture and food to multiply. The types of bacteria that can cause food poisoning multiply quickly on potentially hazardous food.

To stop bacteria multiplying on food

Keep it COLD – below 5°C

Keep it HOT – above 60°C

This applies to receiving, cooking, serving and holding food. It also applies to packaging and cleaning procedures.

### Receiving food

Always check the date marked on goods that are delivered (where applicable).

### Food prepared at home by canteen staff and provided for sale in the canteen

The canteen is responsible for the sale of safe food. Any food sold through the canteen must fully comply with the Food Safety Standards legislation. This means that the person preparing the food at home for the canteen must also comply with the food safety legislation.

#### Date marking

**Use by date** – Food should not be sold beyond the use by date as it may not be safe to eat.

**Best before date** – the date recommended by the manufacturer so the food can be eaten in the best quality condition.

### Storing food

Keep food covered to protect it from contamination. Label and date all foods in the refrigerator and freezer.

Raw foods should be stored at the bottom of fridges and ready to eat foods at the top.

Frozen foods should be hard when tapped. There should be no condensation on the outside of packages as this indicates they are starting to melt.

#### Tip

Use a probe thermometer to check the temperature of foods or the storage space you are keeping them in.

#### Tip

Wash hands or change gloves between handling money and unwrapped foods.

### Preparing food

Hands should be washed thoroughly. Try not to touch foods with bare hands – use tongs, utensils or gloves. Long hair should be tied back.

Thaw foods in the refrigerator or microwave on defrost. Once thawed, use foods as soon as possible. Do not re-freeze thawed foods.

Wash fruit and vegetables thoroughly before use.





### For more information and fact sheets go to:

[www.foodstandards.gov.au](http://www.foodstandards.gov.au)

#### Go to Food Safety:

- Food Safety Programs
- Practices & General Requirements
- Food Premises & Equipment

Prepare food fresh each day. Apply the FIFO (First In First Out) principle if food has been prepared in advance. Never mix old and new food. Take food ingredients out as required and use the principles of good workflow to complete jobs quickly and put ingredients and finished food items in the refrigerator.

Hands should be washed and chopping boards and knives changed or cleaned thoroughly when the type of food being chopped changes, eg cooked meats to washed vegetables. Some canteens have different coloured boards for different purposes, eg red for raw meat, green for vegetables.



## Cooking

Raw meats naturally contain bacteria. Meat needs to be cooked thoroughly to kill bacteria. An internal temperature of 75° C is needed in foods such as chicken nuggets to kill bacteria.

## Heating

Many canteen foods arrive in the canteen precooked and require heating. The most common piece of equipment is a food warmer. Foods placed in food warmers need to rapidly heat to a temperature of 60° C or above within two hours. The food can then be held in the food warmer for a further two hours at a lower temperature. After a total of 4 hours it should be thrown away.

## Food display

There are many different ways foods are displayed and served in school canteens. Cover or wrap all food on display in clear plastic wrap or paper. Display any potentially hazardous foods under temperature control eg hot foods such as pastas, pies, pizzas above 60° C and sandwiches, salads and milk drinks below 5° C.

## Serving food

Use tongs to serve unpackaged food. This can also help eliminate packaging.

## Cleaning

Frequent regular cleaning of the canteen will minimise the risk of contamination and food poisoning. Some points to consider include:

- clean and sanitise benches before starting food preparation
- clean work benches, sinks and floors daily
- replace dishcloths and tea towels daily
- clean refrigerators and stoves weekly and storage cupboards regularly.

Any food stalls held outside need to be under cover.



# Managing and ordering stock

The main aim when managing stock is to maintain the lowest level of stock while having sufficient stock to use or sell.

Effective purchasing to meet the requirements of the **Right Bite** strategy means buying products:

- of the right quality
- in the right quantity
- for the right price
- at the right time
- which are in season.

There should be one person in the canteen responsible for ordering stock including foods, drinks, packaging and cleaning materials. This helps to prevent over ordering or double ordering and maintains consistency. To work out when to order stock, look at the food and drink requirements and how long it takes for the supplier to deliver the order. If possible try to order frequently so more perishable stock does not have to be stored for long periods of time. If the school is in an area where it is difficult to access stock frequently it is better to access products with a longer shelf life.

## Suppliers

When selecting a supplier, look for suppliers who:

- are local, if possible
- keep the canteen manager informed of product availability and price increases
- have a clear understanding of where the food products fit within the **Right Bite** strategy or provide nutrition information
- provide competitively priced products
- allow reasonable payment terms
- are able to deliver to the school canteen at appropriate times
- handle food safely (use refrigerated vehicles for chilled and frozen products and deliver fresh products in a covered vehicle)

- offer specials or deals that meet the requirements of the **Right Bite** strategy including free promotional material, discounts and equipment
- do not apply pressure for the purchase of specific products or brands.

## Ordering

When ordering stock:

- check the stock currently in the canteen – a supplier product list can be used. This is a list developed by the canteen manager containing information on each supplier and the products that the canteen orders from them. A manager can take a quick look at the stock on hand and decide how much of each item is needed in the next order
- assess how well foods and drinks are selling. Ordering will depend on the canteen menu and sales
- consider seasonal changes
- keep a record of exactly what was ordered.



## Hints and tips

- Storage space in canteens is often limited. Aim to have only the stock that is needed on hand. Order frequently as this reduces the risk of stock spoiling.
- Regular stocktakes should be done as the canteen needs to account for all stock. Aim to have as little stock as possible left over at the end of a term to avoid losing stock due to refrigeration breakdown, power failure or other unforeseen circumstances over the holidays. Check the regular times for stocktake with finance officer.
- Apply the FIFO (First In First Out) principle. Always use the oldest stock in storage before the newer stock. Do this by moving old stock to the front of shelves in the refrigeration unit and on storage shelves and place the new stock behind it.
- Reduce the price of slow moving stock. As long as it is within the use by date stated on the package, it is better to sell the stock at cost and recoup some money than throw it away.



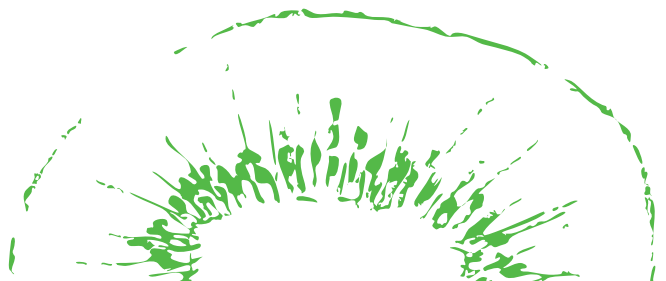
## Receiving

When the stock arrives in the canteen check the delivery docket and supplier's invoice against the order. Check the date marked on goods where appropriate. Check for price increases and adjust the canteen selling price on items if required.

Once the canteen committee has designed a **Right Bite** menu, use the school calendar to:

- plan ahead for any holidays, sporting or cultural events, open days or excursions that may affect canteen sales or change the types of foods being sold
- plan ahead for any excursions or sporting events where the canteen could provide healthy lunches for students
- identify special days or theme days that promote healthy food choices.

If the canteen orders stock for an event organised by the school or parent body, keep the orders separate from stock ordered for canteen sales. If not, the mark up schedule for the canteen will be incorrect as products ordered have not actually been sold through the canteen.



# Workflow in the canteen

Good workflow in the canteen is crucial. It ensures food is fresh and attractive, reduces wastage and maximises the amount of food that can be prepared in the time available. Workflow planning means organising tasks in a logical order to make the work easier. To do this, simplify the tasks that need to be done.

Consider:

- timing – when do different foods need to be ready?
- equipment availability – what equipment is needed to prepare, cook, or heat and serve foods?
- number of helpers and their skills
- task allocation – who is doing each job?
- preparation and cooking times to ensure all foods will be ready to serve at the same time.

Good workflow involves:

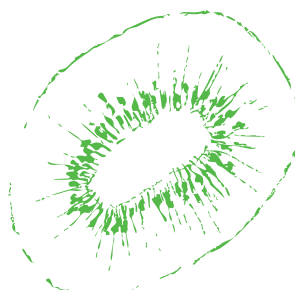
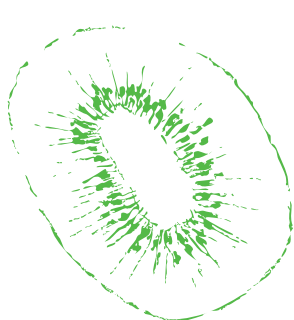
- minimum movement and back tracking
- efficient use of space
- appropriate use of equipment
- the application of safe food handling techniques
- minimum expenditure of time and effort by all canteen staff, for maximum output.

The principles of good workflow should be applied to the following tasks in the canteen:

- receiving products
- storing foods and drinks
- preparing foods
- packaging
- holding – both hot and cold foods
- serving foods and drinks
- cleaning.

## Tip

Standard instructions for the cut and quantity of each salad vegetable to be prepared for the sandwiches, rolls and wraps to be made each day should be pinned on the wall near the bench where these items are made. This means all staff know what needs to be prepared and how it should be stored ready for use.





## Suggested workflow for sandwiches, rolls, focaccias, wraps and burgers

Making sandwiches, rolls, wraps, toasted sandwiches, focaccias and burgers can be a quick, simple operation when efficient methods are used, as outlined below.

- Prepare all the filling ingredients for the sandwiches, rolls, wraps and salads first:
  - wash all vegetables well
  - shred lettuce, slice tomatoes, grate carrot and cheese, drain beetroot, etc.
  - put all ingredients in resealable, stackable containers. (Rectangular take away food containers seal and stack well and are easy to label.)
- For sandwich preparation, arrange the containers of filling ingredients behind the bread board within easy reach.
- Make up one type of sandwich or roll at a time. Only lay out enough bread for 10 sandwiches at a time (approx. 1 loaf of bread). Crusts can be used for bread cases or breadcrumbs.
- Pair the bread slices – top slice above the bottom slice.
- If using margarine on fresh sandwiches, spread thinly using a spatula. Most jaffle and toasted sandwich makers are non-stick and don't require margarine on the outside of the bread.
- Place the filling on the bottom layer of bread and finish with the top slice.
- Cut using a sandwich guide and serrated bread knife. Wrap straight away to prevent drying out. Some canteens use sandwich packaging for better display.

For wraps (made from Lebanese bread):

- Roll these carefully and firmly.
- Cut the wrap diagonally to show the contents and wrap in plastic wrap – not too tightly as the contents will be affected.



For burgers:

- Prepare all the buns with salad in advance and add the meat, fish, chicken or vegetable patty last (to maintain the correct temperature). The burgers can then be wrapped in paper or put into plastic clams for easy stacking and distribution. Develop a system for labelling the burgers to prevent confusion, for example 'CH' for a burger with cheese.

### Tip

When making large numbers of sandwiches keep bread from drying out by covering it with plastic or a clean damp tea towel.



# Managing food

How foods are presented can be as important as what foods are presented. Canteens can support the development of positive attitudes and behaviour towards food among students.

The foods and drinks offered in the canteen need to be nutritious, varied, quick and easy to prepare, appetising and well presented to appeal to students. The following information provides practical ways to work with food to achieve these aims.

Ideas for new food and drink items can be found in the **Right Bite Ready Reckoner** pages 40 - 49 in Part 1 of this manual and through food distributors. See promotion pages 116 -117 for ideas on ways to add variety to the canteen menu.

## Variety

A **Right Bite** menu provides a core of items that seldom change to enable the canteen to operate in a manageable and profitable way. 'Old favourites' will always have a place, but add variety and interest to the menu through daily or weekly specials suited to the season. Some canteens offer certain items for sale on a particular day of the week eg burgers on a Friday. This means all the preparation for that item is done on one day. Offer different serving sizes of foods where possible to meet the varied needs of the students.



## Tip

Before removing slow moving stock, check that it is not there to cater for students with a specific Health Support Plan.

There needs to be a balance between offering sufficient choice and variety for customers and minimising preparation, storage and heating requirements. Depending on the size of the canteen and number of customers, try limiting the menu to:

- no more than 5–10 sandwich fillings (see suggestions in Appendix 1 on page 126)
- no more than 5–12 snacks available at recess and lunch
- no more than 2–8 hot food varieties, including snacks
- no more than 2–6 frozen items
- water and no more than 3 types of milk and 3 flavours of juice.

Too many choices on the menu may mean sales for individual items are reduced to a point where it is not profitable to continue selling them.

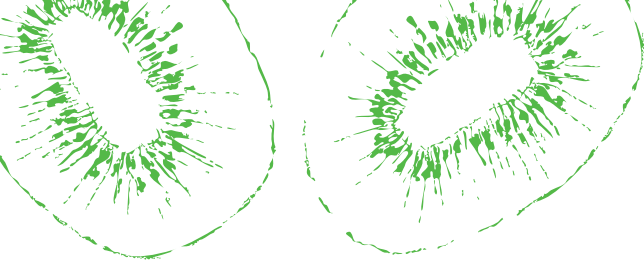
## Food appeal

Interesting contrasts in colour, flavour and texture can be achieved with the addition of fresh, crunchy vegetables in salads, burgers, rolls and wraps. Serve a variety of quality fruits in season. Fruit that is cut up and served in chunks or as a fruit salad is popular with children and students. This gives them the opportunity to try new flavours and textures.

## Presentation and positioning

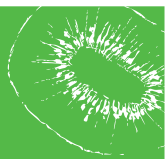
How are foods presented? Look at the canteen from the customers' perspective – what can students see when they are at the counter? Children and students come in different heights! Attractively displayed healthy (**GREEN**) foods and drinks, with choices positioned at the front of the counter and in prominent positions in the fridges, sell well. Take care with presentation of individual foods, eg wrap sandwiches and rolls in clear plastic so the contents can be easily seen. Foods should look like, and be, good value for money.





## Tip

Use point of sale materials containing the name of the food and price to help promote the food. Small acrylic picture frames make ideal pricing holders.



## Sandwiches, rolls and wraps

Well priced sandwiches, rolls and wraps are filling and nutritious and have proved to be very popular in many schools. When presented well they have great visual appeal. Students like anything rolled or in rolls. Add variety by using a range of breads on the menu. Fresh salad vegetables add flavour, colour and texture.

See workflow pages 109 -110, for more information on sandwich making.

Go to Appendix 1 on page 126 for ideas for sandwich fillings and a quantity guide for fillings.

## Salads

Salads can be made more nutritious and filling by combining salad vegetables and fruits eg add sultanas and pineapple. Add to the salad with canned salads, eg mixed beans. Cheese, cold lean meats, canned tuna or salmon, egg or legumes can be added as a protein source.

A slice or two of bread is also a good accompaniment. Be careful not to price salads too high. And do be aware of costing any wastage if the canteen is not open on every day of the week.

## Meal and snack deals

These are standardised lunches and snacks that are bought as a package. Meal and snack deals support the implementation of the **Right Bite** strategy because they can:

- encourage students to eat a nutritional balance of foods
- streamline lunch and snack production
- make ordering easy
- promote healthier choices and new foods on the canteen menu
- offer students value for money
- provide an opportunity to team up choices from **AMBER** and **GREEN**
- improve the nutritional balance when a **GREEN** choice is added.

## Meal deal ideas

- Soup with a bread roll and a piece of fruit.
- Cheese and salad sandwich and a fruit juice.
- Salad roll, small milk drink and a piece of fruit.
- Burger (lean meat patty and salad), small carton of flavoured reduced fat milk and a piece of fruit.

## Snack meal deals

- Fruit bun, cheese stick and a small mandarin.
- Popcorn and a small bag of unsalted nuts.
- Hot cheese melt and a small fruit juice.
- Reduced fat cheese, crackers and a pear.
- Ham, cheese and pineapple muffin melt and a small apple.
- Slice of fruit bread and yoghurt.
- Cereal and fruit.

## Tip

If volunteer numbers are limited, consider buying prepared salad ingredients in bulk.



## Hot food choices

The type and number of hot food choices available will depend on the season and the equipment available to cook or heat food and keep it hot. Many commercial hot foods fit into the **AMBER** category. Some schools do not offer these choices every day. They are offered on different days of the week so the heating and service is more manageable and so they don't dominate the menu. There are many hot food choices that may be included on the canteen menu. Aim to include mostly items from the **GREEN** category. These include:

- baked stuffed potatoes
- flat bread vegetable pizzas
- lean meat burgers served with salad
- reduced fat hot dogs with salad
- burritos
- stir fried noodles with vegetables
- pastas with vegetable sauce eg spaghetti Napoli
- chicken drumsticks served with salad
- jaffles
- hot cheese rolls with salad
- soups with wholemeal rolls.

Refer to the **Right Bite Food and Drink Selector** pages 26-37 and the **Right Bite Ready Reckoner** tables pages 40-49.

## Snack deal ideas

Snacks can provide as much a part of children's and adolescents' daily intake as meals, and so should be nutritious and reflect the cultures represented in the local community.

A variety of snack foods can be provided as part of a healthy canteen menu (see Appendix 2).

## Breakfasts

Many canteens serve breakfast before school. Nutritious choices should be on offer in the morning. These include:

- wholegrain low sugar breakfast cereals served with reduced fat milk
- fruit juice
- fruit toast
- toasted sandwiches
- low fat yoghurts
- fresh fruit
- fruit salad
- milk drinks (warm and cold)
- toast
- muffins
- baked beans.

## Drinks

There are many healthy drink choices available for the canteen. Milks are a rich source of calcium and other nutrients. Choose reduced fat plain and flavoured milks in recommended portion size (see Ready Reckoner pages 40 - 49), milkshakes or smoothies. Warm drinks can be offered in winter. Water should be encouraged, in particular tap water, that is fluoridated. Variety can be provided by serving chilled or frozen 99–100% fruit juices, in 250ml serving sizes or less. Between meals, plain water and milk are the best drinks for teeth.

## Note

Mixed recipes including cheese, ie sandwiches, can be categorised as a **GREEN** choice if using reduced fat cheese, and all other components are from the **GREEN** category. The food would be categorised as **AMBER** if full fat cheese is used. Limit amount of cheese used to approximately 30–40g per serve.



# Managing money

## Operating a financially successful canteen

It is not just the food that is sold that determines profit. There are many canteen management issues that also play a part. Operating a financially successful canteen involves managing the canteen's resources efficiently to meet both the goals of the **Right Bite** strategy and the school's healthy eating policy. This includes:

- knowing what the canteen spends and earns
- accounting for all the canteen's money and stock. Some canteens now use cash registers to help with this process
- working out the cost price of all items (ie how much does it cost the canteen to make or buy the product)
- setting selling prices to cover all costs and make a profit.

For a canteen to operate as a profitable business, income must be greater than the costs involved in running the canteen. Costing foods accurately is an important part of making sure all costs in the canteen can be met.

The cost of a food or drink can be calculated by:

- using the wholesale price of the food or drink
- adding up the cost of all the ingredients that make up a food or drink
- including the cost of packaging of the food or drink where appropriate.

Many canteens also have the following costs:

- the cost of employees including wages, workers compensation insurance, superannuation and long service leave
- equipment purchase and replacement, and ongoing maintenance.

## Costing

In the table below there are three examples of costing products – a sandwich and wrap made in the canteen and a commercially made lasagne.

A salad sandwich	Cost
<b>Ingredients</b>	
Tomato	0.16
Grated carrot	0.07
Shredded lettuce	0.03
Sliced cucumber	0.16
Beetroot	0.05
2 slices bread	0.31
Packaging – plastic wrap	0.02
<b>TOTAL COST</b>	<b>0.80</b>
A chicken wrap	Cost
<b>Ingredients</b>	
Tomato	0.16
Grated carrot	0.07
Shredded lettuce	0.03
Sliced cucumber	0.18
Grated cheese	0.20
Chicken (50g)	0.65
Lebanese bread	0.32
Packaging – plastic wrap	0.02
<b>TOTAL COST</b>	<b>1.63</b>
A frozen serve of lasagne	Cost
1 x 220g serve frozen lasagne	1.54



## Setting selling prices

The canteen sets selling prices to cover costs. The mark up is the difference between the wholesale price of the food (cost) and the selling price.

When setting the selling prices for foods and drinks the canteen committee should consider the following.

- What is the cost of the food to the canteen?
- What are the other costs involved in running the canteen?
- What would be a reasonable price to pay in order to gain sales?
- Is there competition from other shops nearby?
- Does the canteen have a policy of lower prices on foods and drinks in the **GREEN** segment and higher prices on foods less healthy foods?

A canteen mark up schedule shows the percentage mark up on each item and the sales volume of each food and drink item. The mark up schedule can help the canteen determine the average mark up to use. Some school canteens use a standard gross profit for all items ie they apply a standard mark up of about 35% to all items. Others choose to mark up the less healthy choices and mark down those items that are more healthy.

The selling price can also be set using the supplier's recommended retail price. If the canteen does not choose to sell at this price, it is important to regularly check for price increases using supplier invoices.

For further information on mark up schedules and other areas of canteen financial management see publications from your school sector and parent organisation.

## Tip

Review the costs on all items regularly. Use the school newsletter to let customers know about price changes. Don't wait until the menu is updated.

## How to minimise canteen costs

There are several ways to minimise costs in the canteen.

- Provide clear instructions for all canteen staff to ensure that all foods and drinks are prepared and sold in standard serving sizes eg the same quantity of filling each time for sandwiches and rolls.
- Use portion control equipment so serves of foods and drinks are the same each time the product is made.
- Avoid unnecessary packaging and wrapping.
- Put procedures in place to provide accountability for all products and money in the canteen.
- Sell foods and drinks nearing their use by date at a reduced price to avoid a total loss.





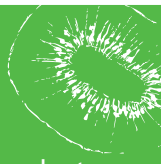
# Managing promotion

Once a healthy **Right Bite** canteen menu has been planned, it is important to make sure students, teachers and parents know what is available for sale and are encouraged to buy it. Marketing and promotion of the new menu will assist in this process. Both are very important aspects of running a successful **Right Bite** canteen.

Marketing has been defined as a planned process that brings together buyers and sellers at a profit.

## Tip

Marketing is getting the right product in the right place at the right time at the right price using the right promotion to attract customers who will buy.



## Student surveys

To market the canteen and the foods for sale, an understanding of the lifestyles, ideas, interests and the fads of students is important. The student body, eg the SRC, is well placed to carry out surveys of students to find out this kind of information for the canteen committee.

They could find out about some or all of the following.

- How well are certain products being received by the canteen's customers? (Conduct tasting sessions.)
- Do students consider the price of the products are good value for money?
- Do the students know about the product?
- Are the students satisfied with the canteen service?

This information can be used to select products and put pricing and promotional strategies in place

## Product

Products for sale in school canteens should meet the **Right Bite** strategy requirements. There are many examples of the types of foods and drinks that can be sold in the school canteen in *Managing food* page 111 and in the **Right Bite Food and Drink Selector** (Part 1, Section 2, pages 21-37).

## Place

Place can mean many things. A helpful way of thinking about it is to consider the canteen's image. Image is a combination of factors: what the canteen looks like, the food it serves, how food is promoted and how well connected the canteen is to the school and its community. Involve the students in creating a positive image for the canteen. Some ideas for creating an image include naming the canteen. This could be done by holding a competition for the students. Examples of names include the Fuel Tank, the Food Factory and Tuck In.

## Improving the canteen environment

- Artistic students could design eye catching murals and easy to read menu boards to let students know what is available while they queue.
- Repaint and refurbish the canteen environment to give it a new look. Use canteen profits to improve canteen equipment and the work environment for the canteen staff.
- Create a space outside that is pleasant for eating. Some schools have space to put tables with umbrellas.
- Aprons for canteen workers give a professional look to the canteen area and are an important hygiene measure.
- Promote the canteen as a positive part of the school community in the school newsletter.
- Put the canteen menu and other relevant information on the school intranet and/or internet sites.
- Provide a canteen service to support school activities eg staff lunches and sports days.
- Be supportive of classroom activities.



## Tip

A well positioned updatable menu board speeds up the serving process. Being easy to change with removable plastic lettering and numbering, it is a worthwhile long term investment.

## Tip

Some primary schools have a 'What can I buy for this?' poster that shows 10c, 20c, 50c coins and a list of foods that can be bought with each one.

## Price

Students want variety at a price they can afford. They want value for money. Price products to sell. Keep pricing simple, as this is easier for staff and customers (eg \$1.50 is preferable to \$1.49). Always check the selling price with the students. They will compare the cost with what they pay outside school. Recognise that we cannot always compete! Refer to setting selling prices on page 115 for more information.

## Promotion

Active product promotion is essential when changing the canteen menu to healthier products as it generates sales. Products sell best when they sound interesting to the customer and the customer feels they are going to get an immediate benefit by choosing that food. Keep this in mind when creating an image for foods and drinks. Apply the ideas in the promotion checklist as these ideas can often increase the popularity of the food or drink. Put this into practice on the printed canteen menu or menu board, as well as for individual foods. See Appendix 6 Resources on page 134 for websites with more ideas for successful promotions.

## Promotion checklist



- ☐ Know the audience.
- ☐ Use their language/terms/symbols/icons.
- ☐ Sell a benefit/lifestyle/image.
- ☐ Use motivating/descriptive/sensory words eg 'delicious', 'mouthwatering', 'scrumptious'.
- ☐ Use branding for the foods and drinks, not generic terms eg name a burger after your school, or give a meal deal a special name.
- ☐ Use theme foods/days, specials, sampling, meal and snack deals, giveaways. Rotate foods through the menu.

## Check your progress



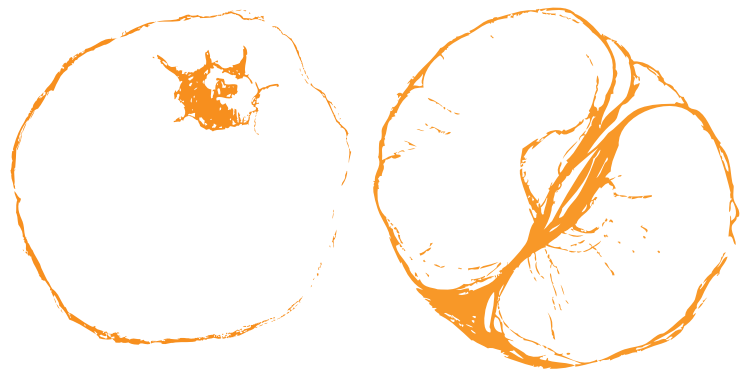
- ☐ Promotions for healthier food and drink options in the canteen are being done.
- ☐ Organisation of canteen tasks has been streamlined.
- ☐ Food safety and hygiene practices are being implemented.
- ☐ Enough staff members (paid or volunteer) are available for efficient operation of the canteen.
- ☐ Adequate equipment to prepare and serve foods and drinks in line with DECS *eat well sa schools and preschools healthy eating guidelines* is available in the canteen.
- ☐ Review. Take time out to review progress – what's working, what's not working – and plan.



### Maintaining the momentum

Celebrating success!

Healthy fundraising



## Maintaining the momentum

Once a **Right Bite** food supply for the school or preschool has been achieved, it needs to be maintained. There is a need for continuous improvement and an awareness that this needs to be built into the management process. There are a number of ways that this can be done as suggested below.

- Revisit the **Right Bite Food Supply Checklist** and identify any areas for improvement. These may be areas that were not a priority earlier on and can now be focused on, or areas that have slipped and need some attention.
- Review the school or preschool healthy eating policy. This document needs to be reviewed annually to ensure that it reflects the **Right Bite** strategy and current nutrition standards.
- An up to date healthy eating policy provides clear direction to the healthy eating (or **Right Bite**) committee and canteen staff about the philosophy and operation of the canteen and the food supply across the whole school or preschool environment.
- Review the preferred options and strategies that were selected and documented on the **Right Bite Food Supply Action Planner**. Check that these were successful and if not, reconsider alternatives that were suggested during the planning phase as some of these may be more effective.
- Seek feedback from the broader school or preschool community on a range of issues related to satisfaction with the canteen or food service and any other food and drink issues relating to the **Right Bite** Healthy Food and Drink Supply Strategy across the school or preschool site. Also invite new ideas and suggestions for change. These may include:
  - creative ideas for promotions
  - new food ideas, including commercial and canteen prepared foods
  - ways of involving students in the operation of the canteen and promotion of healthy foods
  - ways to reduce packaging and wastage, making the canteen/food service more 'environmentally friendly'
  - ways to attract and keep volunteers.
- Encourage the active participation of children and students. This is very important to the ongoing success of a school canteen. Children and students can be involved in many ways and they can help to identify these. Some examples include surveying their peers, developing promotional materials, drafting letters to parents, membership of the canteen committee and working in the canteen.
- Invite new people to join the **Right Bite** committee. New members often bring creative ideas and enthusiasm and may identify issues that have not previously been noted.
- The canteen can be a useful resource to support classroom teaching. Classroom links can be made in a range of learning areas such as the Arts, Society and Environment, Mathematics, English, Science, Health and Physical Education, Design and Technology.



## Case Study

### **School: Flagstaff Hill Primary School**

Flagstaff Hill Primary School has adopted a whole of school approach to healthy eating by using the *eat well sa healthy eating in schools and preschools* implementation guide to identify their strengths and gaps in all six areas of the guidelines framework for whole of school nutrition policy. In July 2006, they went through the implementation guide self assessment tool, and formed an action plan that would address the gaps in the various guideline areas such as curriculum, the learning environment, food supply, food safety, and working with families, health services and industry. Some of the things that have been implemented are as outlined below:

#### **Curriculum**

- Developing a resource folder for healthy eating for all current staff (and new staff as part of their induction).
- Upgrading cooking equipment for the school and canteen.
- During one term all classes made a commitment to deliver information about healthy eating choices across the whole school. Part of the week's activities (Healthy Harold Week) included a star chart linked to healthy food groups with a star allocation given to each item students brought to school that week. Two classes extended this further and went on a class excursion to the market.

#### **Learning environment**

- At least 80% of classes now make time for a healthy fruit/veg snack during the day. Students are encouraged to drink water when they need to.

- A series of panels (10 metres long) were painted portraying healthy food choices and displayed along the canteen wall where students queue to use the canteen.
- All classes have been supplied with a healthy food poster to be displayed in teaching areas.

#### **Food supply**

- Coinciding with the appointment of a new canteen manager the menu has been reviewed and several home cooked items introduced. A community nutritionist from our local Community Health Service is assisting us to improve the canteen menu selection to reflect healthy choices.
- The canteen manager's hours have been increased by five hours a week to enable a greater number of healthy home cooked products to be made on site. This was needed as there were few volunteers due to both parents working in many families.

#### **Working with families, health services and industry**

- To help promote healthy eating messages to parents, some information about healthy eating choices is included in the school newsletter at least once a term.
- The school linked with Coromandel Valley Community Centre in 2005 and 2006 to focus on cultural foods. In 2005 Japanese food was the focus, and students made and sold sushi. African food was the focus in 2006. African visitors came to the school and two classes worked on this theme, incorporating African food.



## Celebrating success!

Achieving a **Right Bite** school or preschool food supply is cause for celebration. It will often have been achieved through the hard work and dedication of committee members and the food supply staff. Making a public announcement about this success acknowledges the hard work of these people. It also makes it clear to the school or preschool and the broader community that the nutritional health and wellbeing of students is a high priority for the school or preschool site, and that this is demonstrated by providing a **Right Bite** food supply.

Some ideas for celebrating success include:

- reporting on the success of the strategy in the school newsletter, District Office newsletter
- inviting the local media to run a 'good news' story on the school or preschool food supply strategy
- organising a 'Celebrate success in the canteen' morning tea for all those involved and the broader school community
- when promoting your school or preschool, include reference to your policy of providing healthy food and drinks to children or students.

## Healthy fundraising

Fundraising activities are an important part of most school communities. They can be an excellent way of involving everyone in the school in health promoting activities and they can often be 'friend raisers' as well.

There are many fundraising ideas that can raise revenue for the school and complement the



nutrition and health messages taught in the classroom. Healthy fundraising can also reinforce the work of the canteen in promoting healthy food choices.

Some examples of broad areas of healthy fundraising that support the **Right Bite** strategy include:

- healthy barbecues
- physical activity, eg walk-a-thons, fun runs, bike-a-thons, round robin sporting competitions at lunchtime organised by students such as soccer, basketball, netball
- leisure, culture and the arts, eg local cinemas run preview screenings of new movies and a percentage of the profit comes back to the school, production of a school recipe book, student talent quests, art shows
- other – selling sun screen, car boot sales and renting the school grounds for markets.



## Case study

### **School: Para Hills West Primary School**

At Para Hills West Primary School student wellbeing is a major priority and focus in curriculum, school programs both in and out of school hours, and in behaviour management. In regard to healthy eating, the school already had a supportive learning environment with a healthy food break, water bottles on tables and physical activity breaks to enhance concentration and improve on-task learning time. It was then a natural progression that the canteen should also be part of the school's wellbeing framework.

Although most of the school community and canteen manager were supportive of the concept of a healthy canteen, there was a belief in the myth that a healthy canteen would quickly be unviable. However, the canteen took on the challenge to move towards a healthier menu, but was not expected to make profits during the changeover. There was in fact an increase in sales and profits of healthy menu items, hence dispelling the long held myth!

The canteen manager at Para West is now one of the strongest advocates for healthy foods in the canteen. She is a driving force and totally committed. The school is very proud that the healthy canteen is now congruent with their school values and beliefs about student wellbeing and meeting the needs of the child.

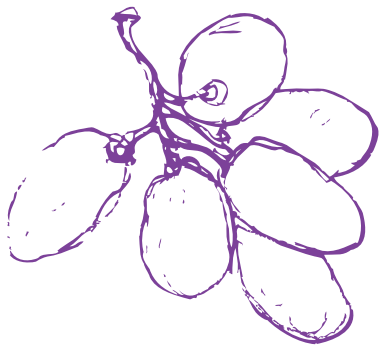
Before the introduction of the healthy canteen many students had access to some healthy food options. The healthy canteen has played an important role in expanding the range and choice of healthy foods available to them.

Para West is now seeking funding to:

- Support an upgrade of facilities and resources that will allow the canteen manager to provide culturally relevant food choices to the diverse school community.
- Run a program to educate parents and community members about the links between healthy eating, healthy lifestyles and improved longevity and life options. This will be in conjunction with a whole school curriculum focus on 'Healthy Lifestyles'.







**Appendix 1** Sandwiches, rolls and wraps

**Appendix 2** Snack ideas

**Appendix 3** Successful makeovers – recipe modification

**Appendix 4** Frequently asked questions

**Appendix 5** Resources





## Appendix 1

### Sandwiches, rolls and wraps

Bread ideas: Wholemeal, wholegrain, rolls of different shapes, pita breads, lavash bread, focaccia, Lebanese, rye.

Spreads: Use polyunsaturated or monounsaturated margarines or polyunsaturated mayonnaise. Spread thinly.

Fillings for sandwiches, rolls and wraps include:

- salad (shredded lettuce, grated carrot, tomato, beetroot, cucumber, sprouts)
- grated carrots and sultana

Lean chicken with:

- salad
- coleslaw
- diced celery and natural yoghurt
- low fat mayonnaise served with lettuce
- tandoori flavour, cucumber and yoghurt
- sweet chilli and salad
- satay and salad

Lean red meats:

- roast beef
- minced meat
- lamb kebabs

Egg with:

- low fat mayonnaise and lettuce





- salad

Lean ham with:

- salad
- seeded mustard, tomato, lettuce
- chutney and lettuce

Tuna (in spring water or vegetable oil) with:

- pineapple and lettuce
- tomato and cucumber
- low fat mayonnaise and shallots

Cheese (reduced fat) with:

- salad
- tomato
- ricotta cheese with carrot and sultanas

Other fillings:

- baked beans
- peanut butter, grated carrot and sultanas (check school policy)
- humomus, tomato, cucumber
- falafel (sliced), tomato and lettuce

### ***Sandwich and roll fillings – quantity guide***

(to assist with ordering and standardised serves)

Ingredients per sandwich/roll	10 Sandwiches/rolls	50 Sandwiches/rolls
<b>Salad vegetables</b>		
Carrot grated, 1 tablespoon	2 medium	8 medium
Lettuce, finely shredded, 2–3 tablespoons	1/4 medium	1 medium
Tomato, thinly sliced, 2–3 slices	3 medium	15 medium
Cucumber, 2 slices	1 small	3 large
Pineapple, thinly sliced, 1 slice	10 slices (1 x 440g)	50 slices (5 x 440g)
Meat, fish, eggs and alternatives		
Baked beans, 2 tablespoons	1 x 440g can	2 x 900g cans
Cheese, sliced, 1 slice	10 slices (250g)	50 slices (1.25kg)
Cheese, grated, 2 tablespoons	200g	1kg
Eggs, hard boiled, half an egg mashed with milk/low fat mayonnaise	5 x 60g eggs	25 x 60g eggs
Ham, sliced, 1 slice	10 slices (250g)	50 slices (1.25kg)
Meats, cold, sliced, 1 slice	10 slices (250g)	50 slices (1.25kg)
Chicken meat, free flow, 2 tablespoons	500g	2.5kg
Tuna, salmon, 1½ –2 tablespoons	1 x 440g	5 x 440g
<b>Spreads</b>		
Margarine	100g	500g

## Appendix 2



### Snack ideas

The following table provides some nutritious snack ideas that can be provided in school canteens.

Breakfast cereals

Breakfast bars\*

Bread sticks

Bread cases filled with creamed corn, ham and cheese

Bread rolls (hot) filled with reduced fat cheese, chicken and mushroom

Bread roll and margarine

Cereal based bars\*

Cheese (sticks, cubes, slices, cut into shapes)

Corn cobs

Crispbread\*

Custard (reduced fat)

Dried fruit packs

Fruit bars\*

Finger buns (lightly spread)

Fruit (fresh, frozen or canned)

Fruit salad. Try serving with custard or yoghurt.

Fruit juice based ice blocks (99% juice or more)

Fruit in a tub

Fromage-frais type products

Frozen fruit pieces (eg pineapple, oranges, grapes, kiwi fruit, watermelon)

Garlic or herb bread (lightly spread)

Ice cream cups\*

Jaffles

Milkshakes

Muesli bars\*

Muffins\*

Muffin bars\*

Nut & seed combos

Nut bars\*

Pikelets (plain, fruit & savoury)

Pita breads – filled with baked beans and warmed

Pizza (muffin or flatbread based)

Popcorn (unbuttered, without sugar coating)\*

Raisin or fruit bread (plain or toasted)

Rice cakes

Rice crackers\*

Salad bags (carrot, celery, egg, cucumber, lettuce and cherry tomatoes)

Scones (plain, fruit, cheese, pumpkin)

Soft pretzels\*

Sorbet\*

Sushi

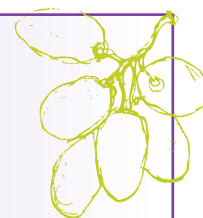
Toasted English style muffins

Wheat biscuits or water crackers served with reduced fat cheese

Vegetables (sticks, pieces or wedges)

Yoghurt (fresh, frozen, plain or fruit)

\* Check against Occasional (RED) category Nutrient Criteria



## Appendix 3

### Successful makeovers – recipe modification

Many recipes call for more fat, sugar and salt than is needed for good flavour and quality. Depending on the recipe, substitute or reduce ingredients to decrease fat, sugar and salt and add ingredients to increase the fibre content and nutritional quality of the food.

Always test the recipe when making a modification. Adjust the ingredients and method until you have a consistent result. Trial samples with students.

Write up the recipe on the Recipe template, which includes the ingredients list and instructions as well as the cost of packaging the food. The template is found on the CD-ROM.

**When modifying recipes, ask three questions.**

#### 1. Can the ingredient be left out?

Are high fat, salt and sugar ingredients there for appearance, or for flavour or texture?

#### 2. Can the ingredient be decreased?

Identify the high fat ingredients, such as oil, margarine, butter and cream, ingredients such as syrups, honey and sugars and ingredients that are salty.

#### 3. Can a substitute be used?

Is there a substitute for any ingredients that can improve the nutritional quality of the food?

#### Pikelet Mix

This is a bulk pikelet mixture. It will keep well stored in a cool place in an airtight container.

##### Dry mix

- 2 kg plain wholemeal flour
- 1 kg self raising flour
- 4 level tablespoons bicarbonate of soda
- 1 cup brown sugar, firmly packed
- 500g skim milk powder

Mix the dry ingredients together and store in an air tight container.

##### Making pikelets

For each cup of this mixture add 1 egg and 1/2 cup water. This quantity will make 10–12 pikelets. Add more water if the mixture is too thick. Cook on a non stick or lightly oiled griddle or electric frypan. Serve on the same day or freeze.

##### Variations

- top with ricotta cheese and fresh strawberries
- add mashed banana
- add tinned unsweetened apple pieces
- add dried fruit such as sultanas or chopped dates

(Energy 358kJ; Sat. fat 0.6g; Fibre 1.7g)

#### Easy Cheese Muffins

- 1 cup wholemeal self raising flour
- 1 cup reduced fat, grated cheese
- 1 cup reduced fat milk

Mix the ingredients together (do not over mix). Spoon into lightly greased patty tins. Sprinkle with a small amount of paprika. Bake in 200° C oven for 10 minutes.

##### Variations

Add chopped parsley or shallots, and chopped semidried tomatoes for colour and flavour.

(Energy 469kJ, Sat. fat 1.6g Fibre 2.3g)



## Ideas to reduce total fat and kilojoules

- In many baked goods such as muffins and cakes, try replacing half to all of the fat with unsweetened apple puree or low-fat yoghurt.
- Use baking and grilling as preferred methods of cooking rather than frying.
- Replace whole milk with reduced fat milk.
- Use naturally lower fat cheeses, such as feta or mozzarella, or use reduced fat varieties. 25% fat reduced cheese has good taste and texture and melts well.
- Use reduced fat evaporated milk instead of cream.
- Use natural low fat yoghurt as a substitute for sour cream.

## Ideas to reduce sugar

- In baked goods such as breads and biscuits reduce sugar by one quarter to one third. Extra spices eg cinnamon or nutmeg or flavouring such as vanilla essence can be added to compensate for reduced sweetness.
- Buy unsweetened frozen fruit or fruit canned in water or its own juice.
- Replace one quarter of the sugar in biscuits, bars and cakes with an equal amount of skim powdered milk. This reduces kilojoules and increases the calcium, protein and some vitamins in the food.

## Ideas to reduce sodium

- Do not add salt to fillings in sandwiches rolls and wraps.
- Gradually reduce the amount of salt in a recipe each time it is made. Customers will adjust to a less salty flavour over time.

- Choose herbs (eg coriander or parsley) and spices (such as paprika and cumin) that complement the food and add flavour, instead of salt.
- Choose garlic and onion powder (or fresh) rather than garlic and onion salt.
- Do not add salt to the water when cooking pasta, noodles or rice.

## Ideas to increase fibre

- Keep peel on fruits and vegetables whenever possible.
- Add extra vegetables to sandwiches, burgers, wraps, soups, salads, bread cases and in pizza toppings.
- Add fruits, dried and fresh, to muffins, pikelets/pancakes.
- Substitute wholemeal flour for half of the flour when making breads, muffins, pancakes/pikelets or other grain products.
- Use wholemeal bread for jaffles.
- Use wholemeal/wholegrain English muffins for pizza bases.
- Wholemeal pita breads, filled with salad, can be used as a variation to sandwiches.
- Brown rice makes a tasty 'microwaved fried rice'.



## Appendix 4

### Frequently asked questions

#### ***Are children and adolescents currently eating too many 'extra' ('Occasionally') foods?***

Childhood and adolescence is a time of growth and development. It is very important that children and young people eat a wide variety of foods from the five basic food groups to ensure that their bodies get all the nutrients they need.

Unfortunately, dietary survey data suggest that children and young people are consuming inadequate types, quantities and varieties of the five basic food groups causing them to miss out on some important nutrients.

At the same time, the number of 'extra' foods being consumed is excessive. Research shows that children and young people are consuming at least 30% of their daily energy intake (equivalent to approximately 3–6 serves per day) mainly in the form of biscuits, cakes, sweet and savoury pastries, soft drinks, confectionery and crisps.

The table on page 15 shows the recommended number of serves of 'extra' foods. For children 4–11 years no more than 1–2 'extras' should be consumed per day and no more than 1–3 'extras' for 12–18 year olds.

#### ***Why is the sale of 'extras' ('Occasionally') food limited?***

If these foods feature prominently in the school canteen or elsewhere as part of school or preschool food supply, it sends a message to our children that they can be eaten every day in unlimited quantities, rather than as 'Occasional' foods that need to be limited. We are not helping our children to distinguish between the five basic food groups, which are essential for a healthy diet, and the 'extras'.

There are many opportunities for the 1–3 serves of 'extras' or as we have called them, 'Occasional' foods, to be consumed outside school or preschool hours. In today's society, these foods and drinks are not used as occasional treats. They are consumed regularly by far too many children.

By limiting them to a maximum of two 'Occasional' food days per term we are allowing the healthier choices to feature more prominently.

#### ***What will I do when a product is supplied without a label?***

If a label is not included on an individual product, check the packaging or ask your distributor for the Nutrition Information Panel that must be supplied by manufacturers.

#### ***Why are full fat dairy products in the AMBER category?***

Dairy foods are a good source of protein, vitamin A, some B vitamins and most notably calcium. Adults and children over 2 years of age are encouraged to choose reduced fat (or low fat) varieties. Full fat dairy products are higher in saturated fat than reduced fat varieties.

#### ***Why are saturated fat and sodium included in the 'Occasionally' (RED category) Nutrient Criteria tables?***

Both these nutrients are listed in the *Dietary Guidelines for Children and Adolescents in Australia* as components in the diet that should be limited. With regular consumption, high amounts of these in the diet raise the level of blood fats (cholesterol) and increase blood pressure. Both of these are risk factors for heart disease and stroke. It is important to promote good eating habits that reduce consumption of these nutrients early in life, in order to reduce the risk of chronic diseases in the future.



### ***What about artificially sweetened food and drinks?***

By choosing foods from The Australian Guide to Healthy Eating, there is no need for artificially sweetened food and drinks to be included.

Artificial sweeteners may have their place in diet foods for particular purposes such as students with diabetes, but are not required as part of a healthy diet and may contribute to a dieting mentality among young people. Students should not be led to believe that consuming soft drinks for example, is healthier if the sugar is replaced with an artificial sweetener as they still contain the same amount of acid as normal soft drinks and contribute to dental erosion.

### ***Why are saturated fat and sodium included in the 'Occasionally' (RED category) Nutrient Criteria Tables?***

Excessive intake of saturated fat and/or sodium in the diet may raise the level of blood fats (cholesterol) and/or increase blood pressure. Both of these are risk factors for heart disease and stroke. By promoting good eating habits that reduce consumption of these nutrients early in life, we can reduce the risk of chronic diseases in the future.

### ***What regulations exist regarding donations of food or fresh produce from community members?***

There are no legislated guidelines specific to schools on this matter. The Food Policy and Programs Branch at the SA Health advises there is no reason why schools and preschools cannot accept food donations from community members; however it is important that safe hygiene practices i.e. temperature control, washing of fresh produce etc are practised at all times.

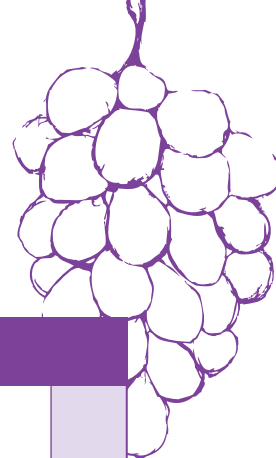
SA Health's Environmental Health Service has a number of 'kits' on their website with information that can be applied to schools. Much of the information in the kit for 'charities and community groups' can be applied to school canteens.

For more information visit [www.health.sa.gov.au/pehs/food-index.htm](http://www.health.sa.gov.au/pehs/food-index.htm)

### ***Why are caffeinated drinks not allowed?***

Caffeine is an addictive substance which acts as a cardiac and central nervous system stimulant. The risk of withdrawal symptoms from long term consumption of low doses is higher in children than adults (Food Standards Australia New Zealand). As there is inconclusive evidence about a safe level for children, provision of caffeinated beverages is restricted in schools and preschools. The effects on the central nervous system may affect student behaviour and be disruptive to learning. Some beverages such as chocolate milk have negligible amounts of caffeine. These drinks are still permitted but others, such as coffee milks and energy drinks have larger amounts (Guarana is a herbal caffeine source).





## Sample school canteen menu

### ROLLS/WRAPS or SANDWICHES – made fresh today!

(White or multigrain available)

Ham and salad

Cheese\* and salad

Fresh chicken, avocado, lettuce and mayo

Curried egg and lettuce

Tuna and salad

Felafel, tabouli and hummous

### HOT FOODS

Spinach and feta roll

Vegetable pizza\*

Chicken and pineapple jaffle

Beef or grilled chicken with salad in a burger

Oven baked wedges with sour cream and chilli sauce\*

Baked potato with baked beans, cheese\* and salad

\*Reduced or low fat

### LUNCH PACKS

#### Tandoori pack

Tandoori chicken, tomato, lettuce, dressing\* + flavoured milk

#### Baguette pack

1/2 cheese\* and salad baguette, vegie sticks and hummous, fruit juice

#### Sushi pack

Mixed sushi, dipping sauce and flavoured milk.

### SNACKS

Flavoured yoghurt \*

Biscuits and cheese\* pack

Fruit salad and yoghurt\* in a tub

Fruit kebab

Fruit bun

Fruit and nut pack

Home-made banana muffin

Apple

Orange

Banana

### DRINKS

Water, 600 ml

Orange juice, no added sugar – 250 ml

Chocolate milk red. fat, 375ml

Strawberry milk red. fat, 375ml

Plain milk, 600ml

Strawberry or mango smoothie (with real fruit)

## Appendix 6

### Resources

Right Bite resources available at:  
[www.decs.sa.gov.au/eatwellsa](http://www.decs.sa.gov.au/eatwellsa)

### Background

- Department of Education and Children's Services (DECS) *eat well sa schools and preschools healthy eating* website  
[www.decs.sa.gov.au/eatwellsa](http://www.decs.sa.gov.au/eatwellsa) includes:
  - DECS *eat well sa schools and preschools healthy eating guidelines, 2004*
  - An Implementation Tool, to assist in developing a whole of school/preschool healthy eating policy
  - Fact sheets providing further information and resources to assist sites to implement the guidelines.
- *Healthy weight 2008. Australia's Future* (2003). The national action agenda for children and young people and their families  
[http://www.healthactive.gov.au/internet/healthactive/publishing.nsf/Content/healthy\\_weight08.pdf/\\$File/healthy\\_weight08.pdf](http://www.healthactive.gov.au/internet/healthactive/publishing.nsf/Content/healthy_weight08.pdf/$File/healthy_weight08.pdf)
- *South Australia's Strategic Plan* (2004, revised 2007) <http://saplan.org.au/>
- *Eat Well South Australia Public Health Nutrition Action Plan 2006–2008*  
[www.health.sa.gov.au/pehs/branches/health-promotion/eatwellsa-0608-summary.pdf](http://www.health.sa.gov.au/pehs/branches/health-promotion/eatwellsa-0608-summary.pdf)
- *Eat Well Be Active Healthy Weight Strategy for South Australia 2006–2010*  
[www.health.sa.gov.au/pehs/branches/health-promotion/hp-healthy-weight.htm](http://www.health.sa.gov.au/pehs/branches/health-promotion/hp-healthy-weight.htm)

### Recommendations for healthy eating

- *The Australian Guide to Healthy Eating* (AGTHE)  
This provides information about the types and amounts of food required each day, to obtain all the nutrients essential for good health. To order posters, educator's resource, consumer booklet and pamphlets, call 1800 020 103 extension 8654 (freecall) or email  
[phd.publications@health.gov.au](mailto:phd.publications@health.gov.au)

Copies can be downloaded from  
<http://www.health.gov.au/internet/publications/publishing.nsf/Content/nhsc-guidelines~aus-guide-healthy-eating>

- *Dietary Guidelines for Children and Adolescents in Australia*

This provides recommendations regarding the foods and drinks and lifestyle patterns that promote good nutrition and health. To order brochures, pamphlets and posters call 1800 020 103 extension 8654 or email [phd.publications@health.gov.au](mailto:phd.publications@health.gov.au)  
Copies can be downloaded from  
<http://www.nhmrc.gov.au/guidelines-publications/n1>

### Food safety, food standards and food labelling

- SA Health Fact Sheet: Food Safety for School Canteens  
<http://www.sahealth.sa.gov.au/wps/wcm/connect/Public+Content/SA+Health+Internet/Protecting+public+health/Food+standards/Resources+for+food+businesses/Resources+for+food+businesses>  
Information Kit for Charities and Community Groups (applicable for school canteens)  
<https://www.sahealth.sa.gov.au/wps/wcm/connect/46962e8043764de3992bdfc9302c1003/Intro+Charity+%26+Community+Groups.pdf?MOD=AJPERES>
- Food Standards Australia and New Zealand  
[www.foodstandards.gov.au](http://www.foodstandards.gov.au)
- National School Canteen Food Safety Project – *Looking after our Kids* – Commonwealth Department of Health and Ageing 2002. A video and handbook resource on food handling and hygiene in school canteens was distributed to all schools in 2002.
- Nutrition Panel Calculator (Food Standards Australia New Zealand). This nutrition panel calculator can be used by anyone looking to determine the nutrient content of a food made from scratch. Canteen managers and local food suppliers such as bakers may like to use this tool to determine where a particular food they produce fits on the spectrum. See the following link on the Food Standards Australia New Zealand website  
<http://www.foodstandards.gov.au/industry/npc/Pages/Nutrition-Panel-Calculator-introduction.aspx>



## For healthy lifestyle and nutrition information, food and promotional ideas

- Go for 2 and 5<sup>®</sup> [www.gofor2and5.com.au](http://www.gofor2and5.com.au) is the national fruit and veg campaign website. Includes recipes to increase fruit and vegetable consumption. Further resources and information available on linked websites:  
Crunch and Sip – [www.crunchandsip.com.au](http://www.crunchandsip.com.au)
- National Heart Foundation  
[www.heartfoundation.com.au](http://www.heartfoundation.com.au)  
Contact for brochures such as school lunchbox ideas and Eat Smart Play Smart – a manual for out of school hours care.
- Children, Youth and Women's Health Service  
[www.chdf.org.au](http://www.chdf.org.au)  
Information on healthy eating in schools, school canteens and out of school hours and vacation care.
- SA Dental Service [www.sadental.sa.gov.au](http://www.sadental.sa.gov.au)  
Information on teeth, sugar and snack ideas.
- Department of Health and Ageing: Building a Healthy, Active Australia  
[www.healthyactive.gov.au](http://www.healthyactive.gov.au)
- Nutrition Australia [www.nutritionaustralia.org](http://www.nutritionaustralia.org)

## Parent organisations

- South Australian Association of State School Organisations Inc
- South Australian Association of School Parent's Club Inc.

## Interstate healthy food and drink in schools strategies

- NSW Fresh Tastes Healthy School Canteen Strategy  
[www.schools.nsw.edu.au/studentsupport/studentwellbeing/schoolcanteen/index.php](http://www.schools.nsw.edu.au/studentsupport/studentwellbeing/schoolcanteen/index.php)
- Queensland Healthy food and drink supply strategy for Queensland schools  
[www.education.qld.gov.au/schools/healthy/food-drink-strategy.html](http://www.education.qld.gov.au/schools/healthy/food-drink-strategy.html)

- Victoria Go for Your Life healthy school canteen kit  
[www.education.vic.gov.au/school/principals/management/Pages/canteen.aspx](http://www.education.vic.gov.au/school/principals/management/Pages/canteen.aspx)
- Western Australia  
[www.det.wa.edu.au/healthyfoodanddrink](http://www.det.wa.edu.au/healthyfoodanddrink)

## Right Bite CD-Rom

On the attached CD-ROM you will find all the materials in this guide plus additional templates. The materials are in Adobe Acrobat PDF format (suitable for use on both Windows PC and Apple Macintosh). These materials can be placed on the school server for access by staff and students.

## Materials on the CD-ROM

- a copy of the **Right Bite** manual
- Powerpoint presentation for use by schools, preschools, Governing Councils and parents
- **Right Bite** Ready Reckoner
- 'Occasionally' (**RED** category) Nutrient Criteria tables
- **Right Bite** Food Supply Checklist template
- **Right Bite** Food Supply Action Planner template
- **Right Bite** Menu Replacement template
- sample **Right Bite** canteen menu
- a recipe costing template
- *Healthy Canteen Policy* template
- *School and Preschool Food Supply and Nutrition Policy* examples

## Viewing materials on the CD-ROM

The material included on the CD-ROM can be viewed on both Windows PC and Apple Macintosh systems.

PDF copies of this manual in both colour and black and white are on the CD-ROM. They can be viewed by using Adobe Acrobat Reader. The colour version of the manual has 'hyperlinks' in the contents page. By clicking on these you can quickly move to the section of the manual that you wish to view.

The slide show can be viewed in MS Powerpoint.

The templates included are MS Word files.

When you have finished viewing the material, simply close the window (or select Close from the File menu on your computer).

To print the material to your laser or inkjet printer, please refer to the following instructions.

## Printing additional copies

Open the relevant file, then select Print from the File menu on your computer. Click on OK to begin printing the material from your laser or inkjet printer. In the print menu stipulate exactly which pages of the open document you wish to print.

## Using templates

The templates are in MS Word format, suitable for use on both Windows PC and Apple Macintosh. Save a copy to your desktop, then type into a new text box or type over existing text to make your changes. The headings and background will not be altered unless you go into the 'header and footer' menu. The templates have been designed to be printed on A4 size paper, and are suitable for printing in colour or black and white.

## About Adobe Acrobat Reader

To view some files you will need to have Adobe Acrobat Reader installed on your computer. You can download a free version from [www.adobe.com/products/acrobat/readstep2](http://www.adobe.com/products/acrobat/readstep2)

