

The Menu Check Service

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Today's Session

1. Getting to know the Menu Check Service
2. Completing the menu check application form
3. Submitting to the Service and what happens next
4. Where to go for further support



Learning Objectives

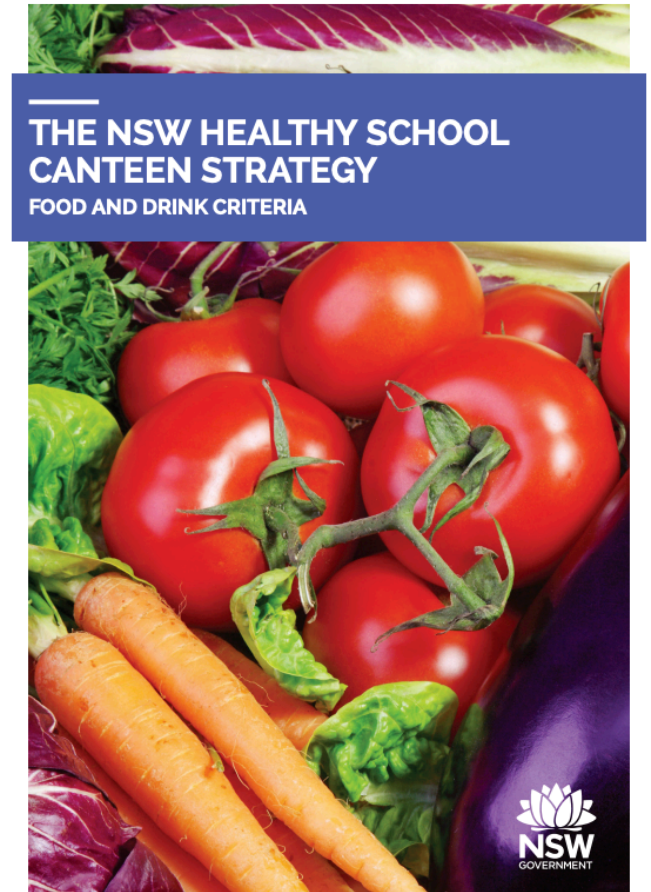
By the end of today's session you should have an understanding of:

- The Menu Check Service and when to apply
- How to complete the application form and how to submit
- The next steps and what to do if application is unsuccessful
- Where to get further support if needed

Recap of Healthy School Canteen Strategy

1. Sugar-sweetened drinks and energy drinks should not be sold
2. Occasional packaged foods and drinks should have a Health Star Rating of 3.5 stars or above
3. Portion limits apply to all Occasional items and Everyday juices, flavoured milks and hot meals
4. At least $\frac{3}{4}$ of the foods and drinks sold should be Everyday and no more than $\frac{1}{4}$ should be Occasional
5. Only Everyday foods and drinks should be promoted in advertising, meal deals, specials, signage and at point of sale

Webinar: Getting to know the Healthy School Canteen Strategy

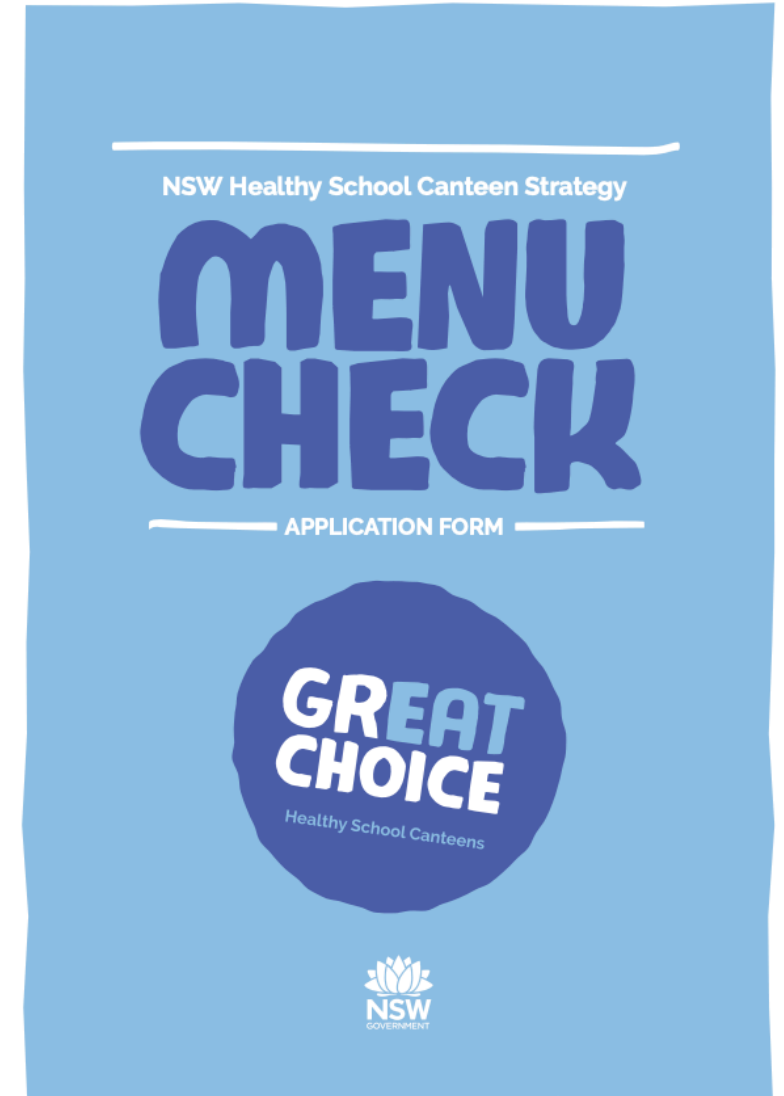


Menu Check Service

- Checks if a school canteen is meeting the Strategy
- Available to all schools from all education sectors in NSW

Why get a menu check?

- To confirm whether your menu is achieving the Strategy
- To receive recognition for having a healthy school canteen



When you need to apply

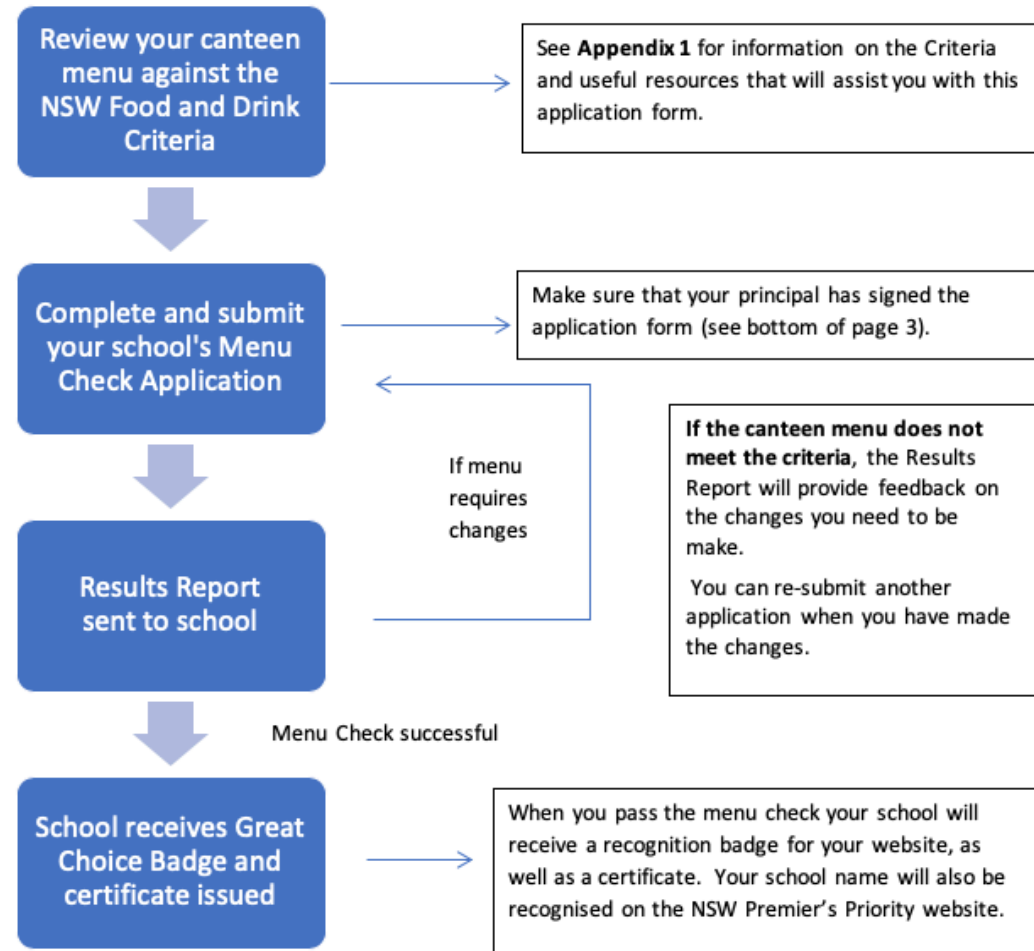
- All NSW public schools are required to be meeting the Strategy by the end of 2019
- If you haven't already started, now is the best time
- Lots of support available to help you through the process



How to apply for a Menu Check

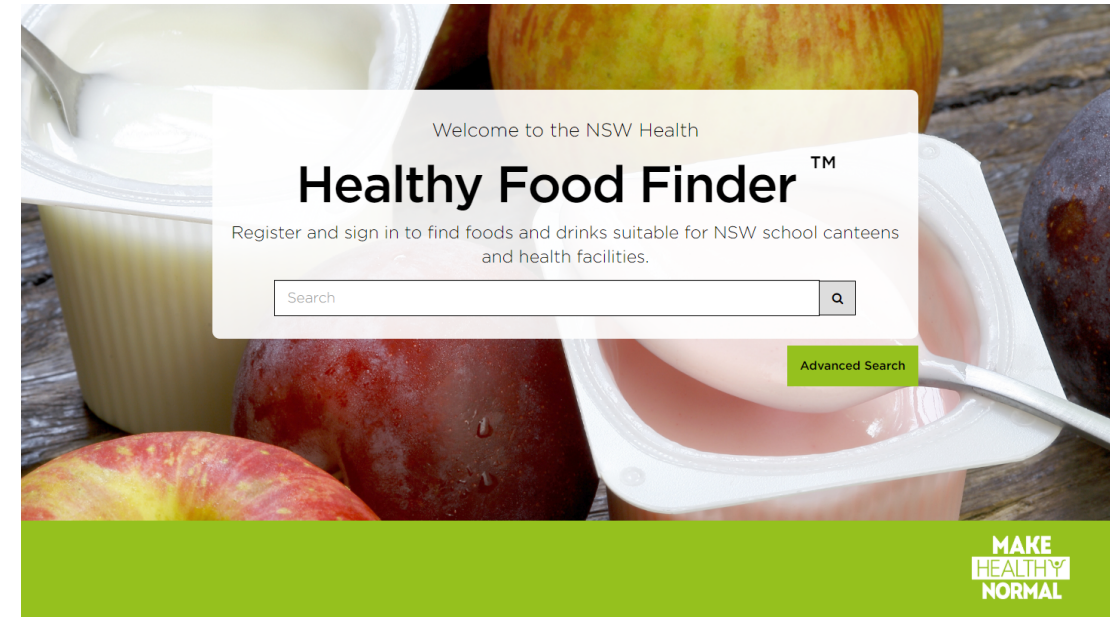
Menu Check Application Process

Flowchart for submitting your application



Preparing for a menu check

- Confident that your canteen meets the Criteria
- Know the Health Star Rating of your Occasional products
- Have a copy of your current menu, including a list of foods available over the counter and through online ordering



Completing the Menu Check Application form

Download the application form from:

<https://healthyschoolcanteens.nsw.gov.au/> or

<https://www.healthykids.nsw.gov.au/>

- Search Menu Check Service

Complete the tables in the application

- Make sure when completing the tables that you:
 - Include any additional items available that aren't specified on the menu
 - List all items, flavours and portion sizes available individually, rather than saying "various items available"



Tick box Questions

Section 1 Breakfast items

1.1 When are breakfast items available?

- ☐ All day ☐ Before school only ☐ We don't serve breakfast items
-

2.5 Jellies

How are jellies made in your canteen?

- ☐ 99% fruit juice and gelatine (no added sugar) ☐ Diet jelly crystals ☐ Regular (sugar-sweetened) jelly crystals
- ☐ We don't sell jelly
-

3.5 Garlic bread

Is your garlic bread:

- ☐ Canteen-made? ☐ Packaged? ☐ We don't serve garlic bread

Table Questions

2.2 Milk drinks (including frozen versions) such as flavoured milk, breakfast drinks, smoothies, milkshakes and frappes

[illegible]

Table Questions

2.5 Packaged ice creams, frozen yoghurts, ice blocks (not already listed above) and chilled desserts (e.g. mousse)

[illegible]

Table Questions

3.4 Crumbed and coated products (e.g. chicken, vegetable and fish patties, chicken tenders, fish fingers, falafel etc.)

[illegible]

Marketing and Promotion – Meal Deals and Specials

5.1 Meal /snack deals *Note: A meal or snack deal is when one or more items are bundled together for sale*

WHAT IS IN THE MEAL / SNACK DEALS YOU SELL?
Include brand /product name or indicate canteen made (C/M)
If you have already provided the brand /product name in answer to a previous question, just put 'AP' short for 'Already Provided'.
<i>e. g pumpkin soup (AP) with garlic bread (C/M) + hot chocolate (C/M)</i>

Marketing and Promotion – Meal Deals and Specials

5.2 List all specials that are regularly on your menu or on your specials board

Note: 'Specials' include any item that is promoted on the menu/specials board or advertised at a special/cheaper price than usual.

If you have already provided the brand /product name in answer to a previous question, just put 'AP' short for 'Already Provided'.

ITEM NAME (as appears on the menu)	BRAND and PRODUCT NAME <i>or</i> indicate if canteen made (C/M)	ITEM NAME (as appears on the menu)	BRAND and PRODUCT NAME <i>or</i> indicate if canteen made (C/M)
<i>e.g. beef burritos</i>	<i>C/M</i>	<i>sushi – tuna/ avocado/ chicken</i>	<i>Tokyo Sun</i>

Marketing and Promotion – point of sale

5.5 List all foods and drinks that are placed within an adult’s arm length from the till or cash register, including to the front of the till, to the side of the till, and above the till during recess and/or lunch. (For self-serve canteens ONLY)

If you have already provided the brand /product name in answer to a previous question, just put ‘AP’ short for ‘Already Provided’.

ITEM NAME	BRAND NAME <i>or</i> indicate if canteen made (C/M)	ITEM NAME	BRAND NAME <i>or</i> indicate if canteen made (C/M)
<i>e.g. fruit cups</i>	<i>C/M</i>	<i>muesli bars</i>	<i>AP</i>

Marketing and Promotion – point of sale

5.6 List all foods and drinks that are placed on the countertop or at the front of the canteen service area during recess and lunch.

(Note: This question is not for self-serve canteens)

If you have already provided the brand /product name in answer to a previous question, just put 'AP' short for 'Already Provided'.

[illegible]

Submitting the application form

- Complete the 'school information' section – make sure to get your principal's signature
- Attach a copy of current menu
- Email application to menucheck@nswhealthyschoolcanteens.com.au or fax to (02) 9133 8719

NSW Healthy School Canteen Strategy | Menu Check Application Form | Page 3

APPLICATION

School Name: _____

Principal's Name: _____ Office Number: _____

Email Address: _____

School Address: _____

Suburb: _____ Postcode: _____

Canteen Manager: _____

Best times and days to contact: _____

Email Address: _____ Phone/Mobile Number: _____

Live Life Well @ School Contact (where applicable): _____

Email Address: _____ Phone/Mobile Number: _____

School Sector: ☐ GOVERNMENT ☐ CATHOLIC ☐ INDEPENDENT

School Type: ☐ PRIMARY ☐ SECONDARY ☐ OTHER (Please specify) _____

☐ I give permission to contact the Canteen Manager directly about this application, and understand that the feedback we receive will be sent to me, as principal.

If additional information is required to complete the assessment, the best day and time to contact me/us is: _____

School Canteen type: ☐ SCHOOL OPERATED ☐ LICENSED CONTRACTOR ☐ P&C / P&F ☐ OTHER (Please specify) _____

Number of days per week your canteen operates: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ OTHER (Please specify) _____

In addition to filling out this application form, I/we have:

☐ Attached a copy of our current canteen menu.

☐ Circled items on the attached menu that are freshly prepared on site (canteen made).

☐ Listed all flavours available (when not specified on the menu).

Note: The information gathered and reported as part of the School Canteen Menu Assessment Service will be provided to the relevant education sector – NSW Department of Education, NSW Catholic Schools or the Association of Independent Schools of NSW.

Primary and Central or K-10/12 schools

☐ I give permission for the information provided to the School Canteen Menu Check Service (Application, menu check results and report(s)) to be shared with the relevant Local Health District Health Promotion services that provide support to primary schools participating in Live Life Well @ School.

Principal's Signature: _____ Dated: _____

Please send completed forms and attachments to menucheck@nswhealthyschoolcanteens.com.au

OFFICE USE ONLY	
Date Received:	LHD: _____
Date Entered:	_____

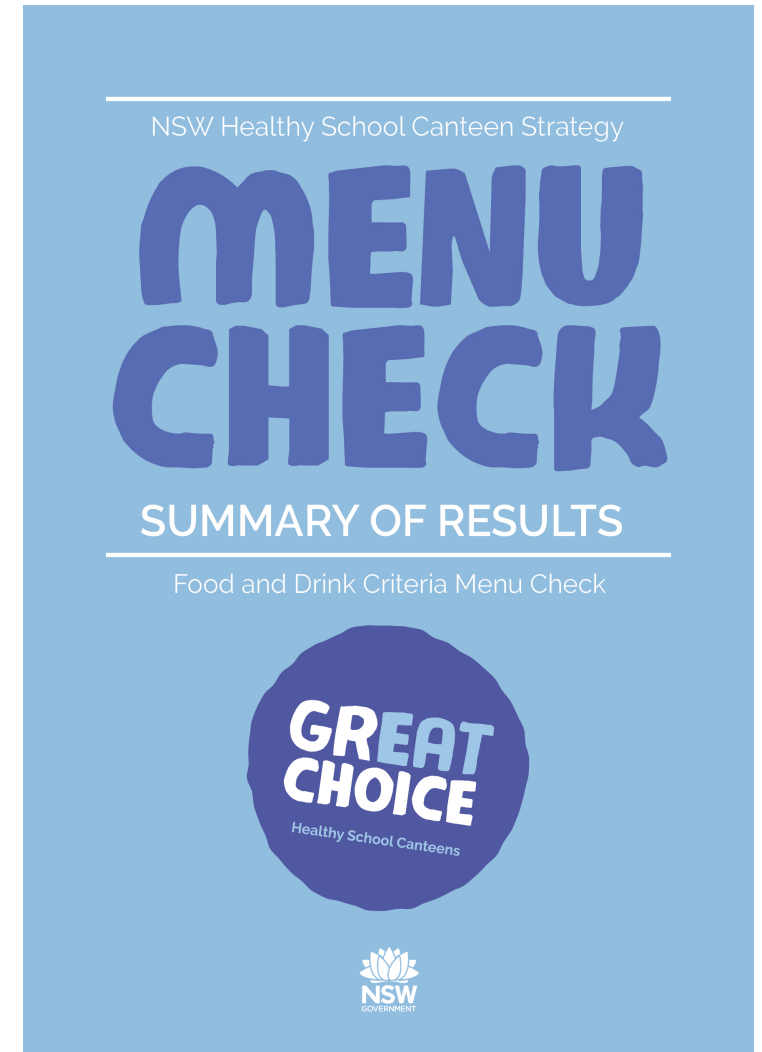
What happens next...

Getting your results

- You should receive results report within 5 business days
- You will be contacted if more information is needed

Common reasons why the Menu Check Service has to request additional information:

- Incomplete information for products:
 - Menu items have unclear names
 - Incorrect or insufficient detail provided on the product and/or brand name and/or flavour
- Principal's signature missing from application form



What if my menu is not meeting the Strategy?

If the menu *does not* the Strategy

- Your results report will outline changes you will need to make to your menu

Menu item	Why this item does not meet Criteria	Recommendations:
Cola drink	Sugar-sweetened drinks are not to be sold *	Swap with an Everyday drink such as water, plain milk, flavoured milk (max 300ml primary/500ml secondary) or 99% juice (max 250ml).

- Once you have made these changes, you can re-submit another application for a second check. If you only have 1-2 changes to make, the Menu Check Service will contact you via email and you won't need to complete another application.

What happens if my menu is meeting the Strategy

If the menu meets the Strategy

- The school canteen will receive a certificate and badge
- Premier's Priority website until 2019
- 2020 onwards – Healthy School Canteens website

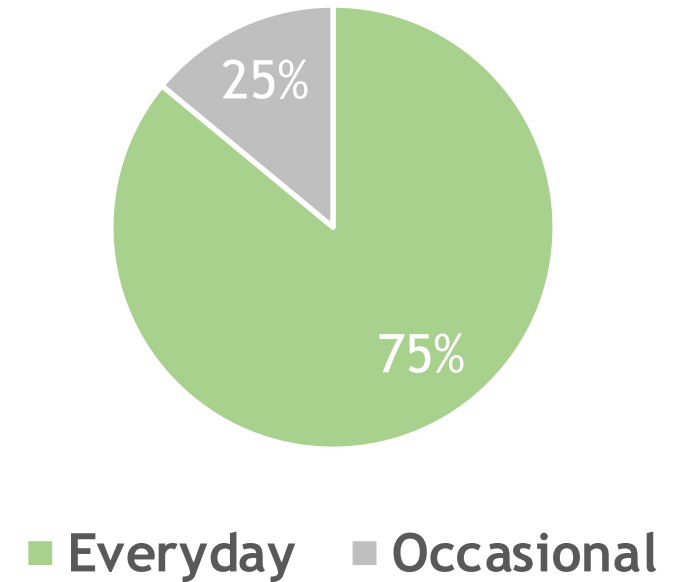


I've passed the menu check, what next?"

- Attend local canteen network meetings
- Member of Healthy Kids Association
- Use Healthy School Canteens website
- Network with other canteen managers
- Regularly check Healthy Food Finder and Buyers' Guide

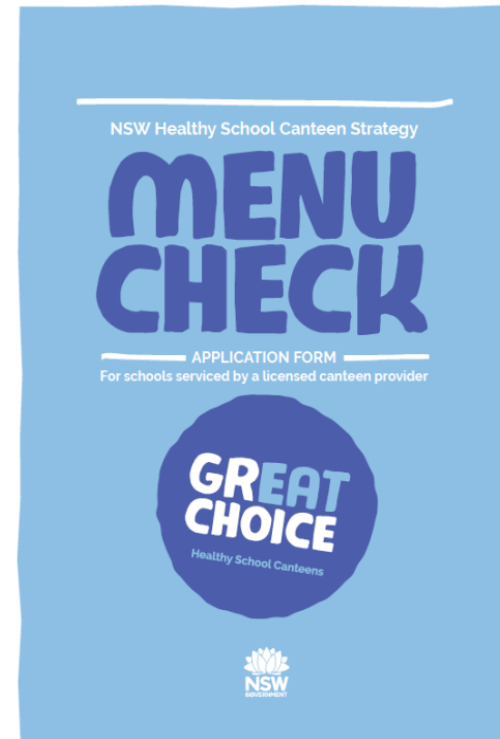
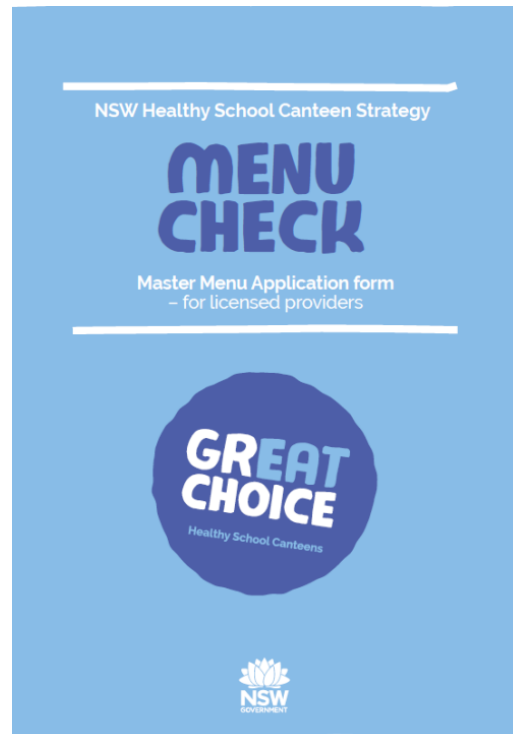
What if I want to make changes in the future?

- Check the count of Everyday/Occasional
- Check whether new items meet criteria
- Use resources available to check new items:
 - Healthy Food Finder
 - Buyers Guide
 - Healthy School Canteens website
 - Support Services



Licensed canteens – is the process the same?

- Two-step process – involves both business operator and individual school
- Different application forms
- Factsheet outlining this process



Where to get help

- **Primary schools**

- Local Health Promotion Officers

<https://healthyschoolcanteens.nsw.gov.au>

- **Secondary schools**

- NSW School Canteen Secondary School Support Service
- Phone: (02) 9876 1300 (TOLL FREE)

For any questions about the **NSW School Canteen Menu Check Service** please contact:

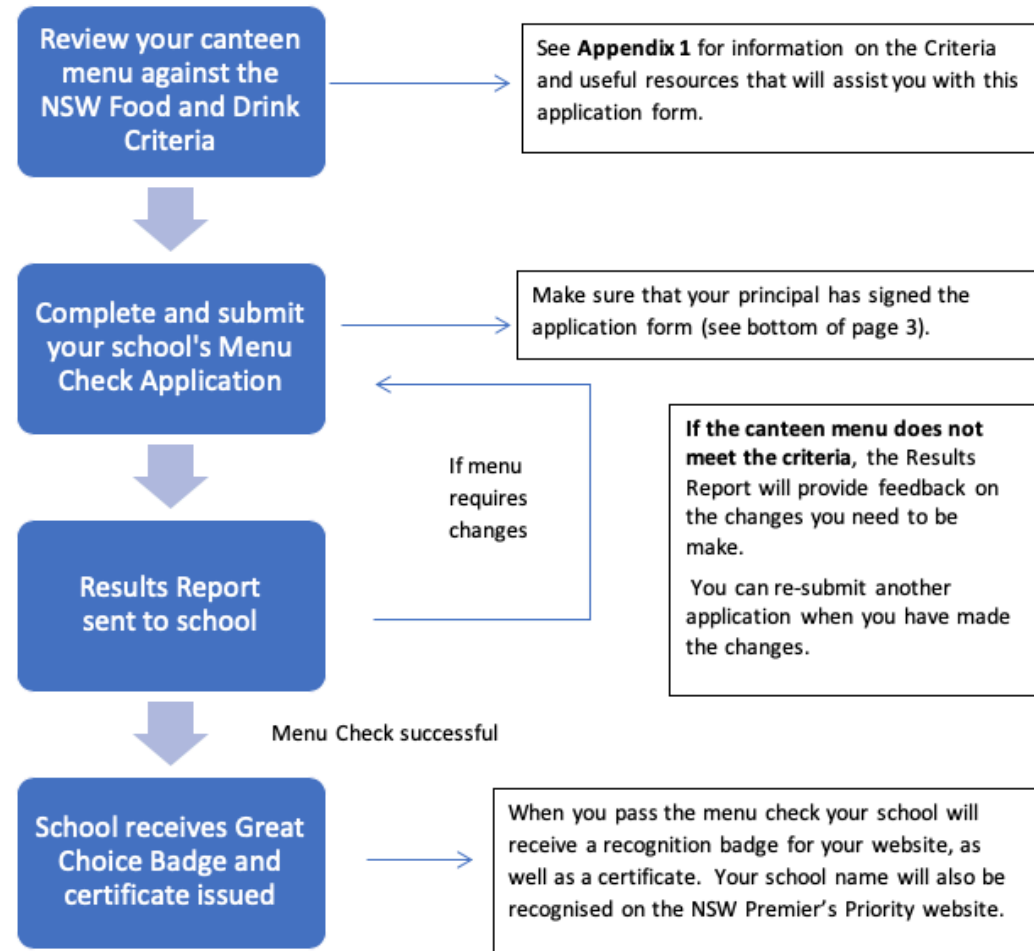
- Phone: (02) 9133 8711 (TOLL FREE)
- Email: menucheck@nswhealthyschoolcanteens.com.au
- Fax: (02) 9133 8719

Websites

- NSW Healthy School Canteens: www.healthyschoolcanteens.nsw.gov.au
- Healthy Kids NSW: www.healthykids.nsw.gov.au
- Healthy Kids Association: www.healthy-kids.com.au

Menu Check Application Process

Flowchart for submitting your application



Learning Objectives: recap

- The Menu Check Service and when to apply
- How to complete the application form and submission details
- Understand next steps and what to do if application is unsuccessful
- Where to get further support if needed

So where do I get this form from again?

Download the application form from:

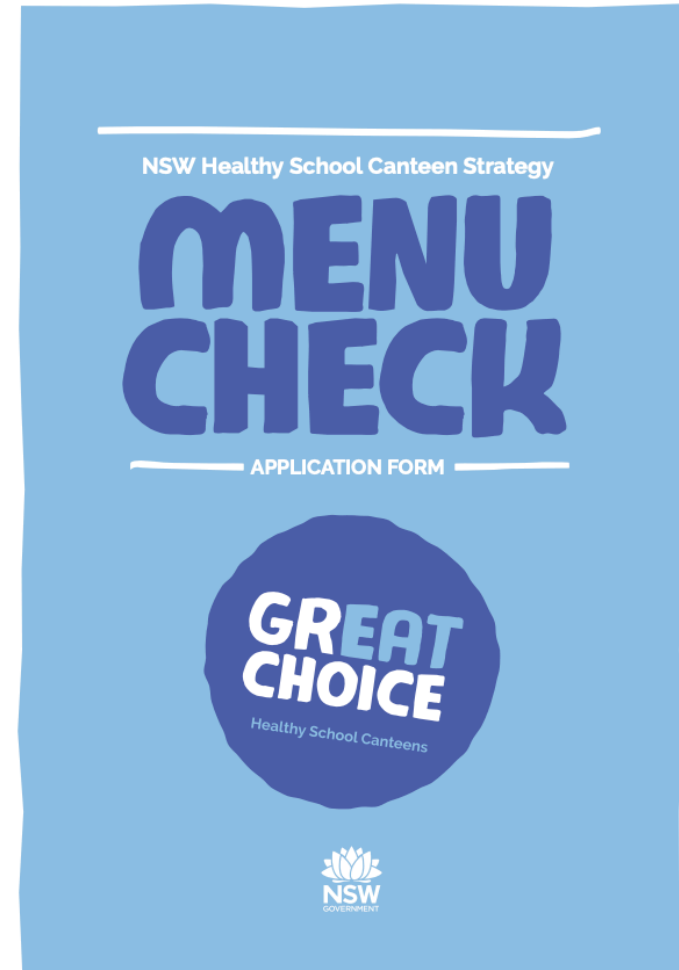
<https://healthyschoolcanteens.nsw.gov.au/>

or

<https://www.healthykids.nsw.gov.au/>

- Search Menu Check Service

Either print or editable PDF



Questions?

