
NSW Healthy School Canteen Strategy

MENU CHECK

Standard application form

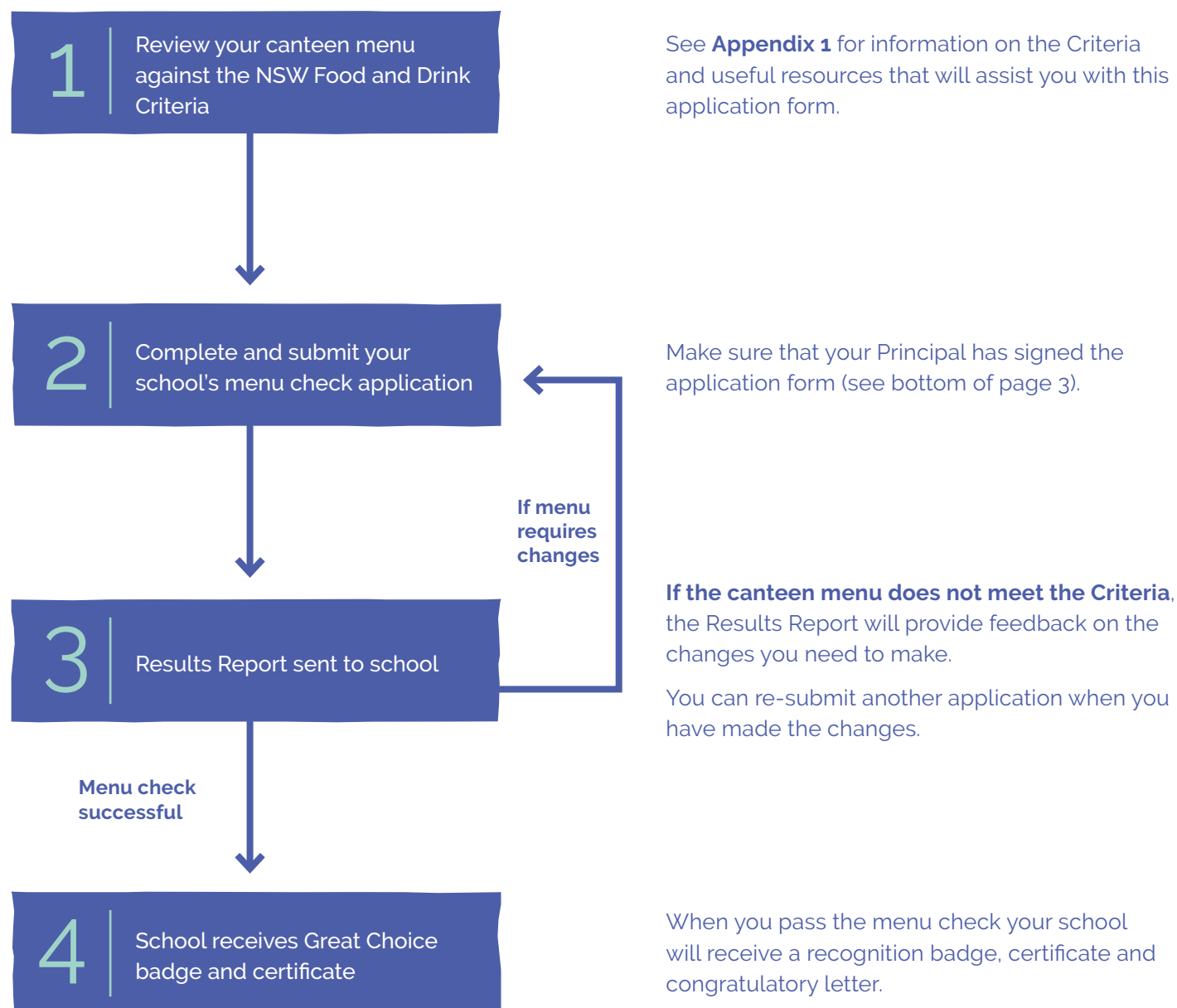


MENU CHECK APPLICATION PROCESS

The NSW Menu Check Service is a free service that verifies whether your school canteen menu is meeting the Food and Drink Criteria of the NSW Healthy School Canteen Strategy. Once you have completed and submitted this application form, you will receive valuable feedback on how your school canteen is going towards meeting the Criteria.

Before submitting your application form, you should first spend time reviewing your canteen menu against the Criteria. This will ensure your menu has the best chance of achieving the Strategy.

INSTRUCTIONS FOR SUBMITTING YOUR APPLICATION



APPLICATION DETAILS

SCHOOL DETAILS

School Name:

School Address:

Suburb:

Postcode:

Office Phone Number:

Email:

School Sector:

government

catholic

independent

School Type:

primary

secondary

combined

CANTEEN DETAILS

school operated

P&C / P&F

licensed operator

Business name of licensed provider (if applicable):

Number of days per week your canteen operates (tick):

1

2

3

4

5

Other:

CONTACT DETAILS

Principal's name:

Email:

Canteen manager's name:

Email:

Phone/Mobile Number:

Best times and days to contact if additional information required:

FIRST MENU CHECK **OR** **TWO YEAR MENU CHECK**

attempt 1

attempt 2

attempt 1

attempt 2

SUPPORT SERVICES

Have you had help preparing for your menu check from the following services?

Health promotion officer

Secondary School Support Service

If yes, contact name:

PERMISSIONS (AUTHORISED BY THE PRINCIPAL)

I give permission for the Menu Check Service to contact the canteen manager directly about this application and understand that the feedback we receive will be sent to me, as Principal.

I give permission for the information provided to the Menu Check Service to be shared with the relevant health promotion officer and/or Secondary School Support Service.

I give permission for the school's name to be published in the list of schools achieving the NSW Healthy School Canteen Strategy on the relevant websites.

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

Principal's Signature:

Dated:

HOW TO COMPLETE AND SUBMIT THIS APPLICATION

1. Provide a clean copy of your menu with this application.

2. Complete the tables that follow.

Make sure when completing the tables that you:

- Include any additional items available that aren't specified on the menu e.g. sold over the counter and through online ordering systems.
- List all items, flavours and portion sizes available individually, rather than saying "various items available".
- If there are not enough lines in the table to list your items, there is an extra table at the back of the application form.

3. Submit your completed form and a copy of your menu to the Menu Check Service:

menucheck@nswhealthyschoolcanteens.com.au

If you have any questions about this application form or process, please contact the Menu Check Service directly:

Phone: **(02) 9133 8711 (TOLL FREE)**

Email: menucheck@nswhealthyschoolcanteens.com.au

Fax: **(02) 9133 8719**

SCHOOL CANTEEN MENU INFORMATION

Please complete all sections that are relevant to the foods and drinks sold in your canteen. If a question is not relevant strike through the question or write N/A (shorthand for 'Not applicable').

SECTION 1: BREAKFAST ITEMS

1.1 If you serve breakfast, when are breakfast items available?

All day

Before school only

We don't serve breakfast items

SECTION 2: DRINKS AND FROZEN SNACKS

2.1 Waters (plain and/or flavoured), 99% fruit or vegetable juices (including frozen 99% fruit or vegetable juice ice-blocks)

ITEM NAME (as appears on the menu)	BRAND NAME or indicate if canteen made (C/M)	PRODUCT NAME and/or FLAVOURS	SERVE SIZE (ml)

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

ITEM NAME (as appears on the menu)	BRAND NAME or indicate if canteen made (C/M)	PRODUCT NAME and/or FLAVOURS	SERVE SIZE (ml)	INGREDIENTS (canteen made only)

2.3 Other drinks available other than those listed above (e.g. diet drinks, slushies)

ITEM NAME (as appears on the menu)	BRAND NAME or indicate if canteen made (C/M)	PRODUCT NAME and/or FLAVOURS	SERVE SIZE (ml)	INGREDIENTS (canteen made only)

2.4 If you sell jelly, what do you make it with?

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

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

ITEM NAME (as appears on the menu)	BRAND NAME	PRODUCT NAME and/or FLAVOURS	SERVE SIZE (ml)	HEALTH STAR RATING

SECTION 3: HOT FOODS

3.1 Savoury pastry containing products (e.g. meat/vegetable/potato topped pies, sausage rolls, quiches, spinach and cheese triangles).

ITEM NAME (as appears on the menu)	BRAND NAME or local bakery or canteen made (C/M)	PRODUCT NAME and/or FLAVOURS	SERVE SIZE (g)

3.2 If you sell pizza, is it:

Canteen-made

Sourced from local bakery

Packaged

We don't serve pizzas

3.3 If you sell garlic bread is it:

Canteen-made

Packaged

We don't serve garlic bread

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

ITEM NAME (as appears on the menu)	BRAND and PRODUCT NAME or canteen-made (C/M)	COOKING METHOD (for canteen-made only) e.g. oven baked, shallow fried, deep fried

3.5 All meals and snacks (e.g. pizza, salads, sandwiches) on your menu that contain processed meats (e.g. ham, bacon, salami, devon, frankfurters, sausages)

ITEM NAME (as appears on the menu)	TYPE OF PROCESSED MEAT INCLUDED	ITEM NAME (as appears on the menu)	TYPE OF PROCESSED MEAT INCLUDED

SECTION 4: SNACK ITEMS

4.1 Cakes, biscuits, slices, sweet pastries, sweet muffins and fruit bread (e.g. banana bread, pear & raspberry bread).

ITEM NAME (as appears on the menu)	BRAND NAME or local bakery or canteen made (C/M)	SERVE SIZE (g)	Does product contain confectionery?*	HEALTH STAR RATING (packaged products only)

*Confectionery includes chocolate (including chocolate bars; chips; spreads; topping or coating, such as lamingtons and chocolate crackles), icing, sugar based toppings or fillings (such as coconut ice, peppermint and caramel), lollies, 100s and 1000s, fruit gummies, liquorice, carob confectionery, carob coating, yoghurt-type confectionery or yoghurt coating.

4.2 Muesli /snack bars or balls

ITEM NAME (as appears on the menu)	BRAND NAME or ingredients if canteen made	SERVE SIZE (g)	Does product contain confectionery?*	HEALTH STAR RATING (packaged products only)

*Confectionery includes chocolate (including chocolate bars; chips; spreads; topping or coating, such as lamingtons and chocolate crackles), icing, sugar based toppings or fillings (such as coconut ice, peppermint and caramel), lollies, 100s and 1000s, fruit gummies, liquorice, carob confectionery, carob coating, yoghurt-type confectionery or yoghurt coating.

4.3 If you sell scrolls are they:

Bread based

Pastry based

Both

We don't serve scrolls

4.4 Salty snacks e.g crisps, soy crisps, flavoured rice snacks or crackers, dry noodles, pretzel and legume snacks (e.g. roasted chickpeas), sweet/salty/butter popcorn - not including plain popcorn.

ITEM NAME (as appears on the menu)	BRAND NAME or CANTEEN-MADE (C/M)	PRODUCT NAME and/or FLAVOURS (for C/M list the ingredients used)	SERVE SIZE (g)	HEALTH STAR RATING (N/A for canteen-made)

SECTION 5: MARKETING AND PROMOTION

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)

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

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 or indicate if canteen made (C/M)	ITEM NAME (as appears on the menu)	BRAND and PRODUCT NAME or indicate if canteen made (C/M)

5.3 Is your canteen self-serve?

Yes – complete question **5.4 only**

No – complete question **5.5 only**

5.4 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 or indicate if canteen made (C/M)	ITEM NAME	BRAND NAME or indicate if canteen made (C/M)

5.5 List all foods and drinks that are placed on the counter top 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'.

ITEM NAME	BRAND NAME or indicate if canteen made (C/M)	ITEM NAME	BRAND NAME or indicate if canteen made (C/M)

Extra table:

Please list any more items here that could not fit in the tables above – put N/A in columns that aren't relevant

QUESTION NUMBER	ITEM NAME (as appears on the menu)	BRAND NAME or indicate if canteen made (C/M)	PRODUCT NAME and/or FLAVOURS	SERVE SIZE (ml or g)	INGREDIENTS (for canteen made only) and COOKING METHOD (for canteen made crumbed products)

APPENDIX 1

Food and Drink Criteria of the NSW Healthy School Canteen Strategy

- No sugar sweetened drinks are sold in the canteen or in vending machines including frozen sugar-sweetened drinks such as ice blocks
- At least 75% of the menu should be made up of **Everyday** food and drinks.
- All **Occasional** packaged foods and drinks have a Health Star Rating of 3.5 or above.
- **Everyday** hot meals, flavoured milk, 99% fruit juices and all **Occasional** foods and drinks should be within the recommended portion size limits.
- Only **Everyday** foods and drinks are included in specials and meal deals, or placed at the point of sale on counter tops or shelves*.

RESOURCES

- **NSW Healthy School Canteen Strategy Food and Drink Criteria booklet:** Copies of this booklet have been sent to all schools – an electronic copy can be downloaded from: <https://www.healthykids.nsw.gov.au/campaigns-programs/healthy-school-canteen-strategy.aspx>
- **The Healthy School Canteens website** <https://healthyschoolcanteens.nsw.gov.au> for information, resources, FAQs, recipes, case studies and more.
- **Healthy Food Finder:** <https://www.foodfinder.health.nsw.gov.au> - a look up tool to find the Health Star Rating and classification of packaged products.
- **NSW Buyer's Guide** <https://healthy-kids.com.au/what-is-the-food-industry/buyers-guide>. A listing of packaged products that meet the NSW Healthy School Canteen Strategy criteria.
- **Healthy Kids Association (HKA)** – <https://healthy-kids.com.au> for canteen resources such as recipes, sample menus and business resources.

SCHOOL SUPPORT SERVICES

- **Primary schools**
All NSW primary schools can access free support to implement the Strategy by contacting their local health promotion officer. Visit the NSW Healthy School Canteen website at: <https://healthyschoolcanteens.nsw.gov.au> and enter 'More support' in the search window.
- **Secondary schools**
Secondary schools can access free support by calling the NSW Secondary School Support Service.

Phone: **(02) 9876 1300 (TOLL-FREE)** or from outside of Sydney **1300 723 850**.