

Check, check and... checklist

GET READY FOR THE FUN OF FRUIT & VEG MONTH 2023 BY USING THIS SIMPLE CHECKLIST.

Look out for the eNewsletters

1

You will start receiving resource eNewsletters from the start of Term 3. These eNewsletters provide lots of important details to help you get ready for the event. Please let us know if you don't receive them by emailing info@healthy-kids.com.au – we don't want you to miss out!

- Resource eNewsletter #1 received and read
- Resource eNewsletter #2 received and read
- Resource eNewsletter #3 received and read

Keep an eye out for the posted resources

2

Your school will start receiving printed resources - Teacher's Booklet, poster and stickers - from mid Term 3. Let the office staff know to expect a package addressed to the Fruit & Veg Month Coordinator. This way they know who to pass it on to when they receive it. Please let us know ASAP if you think your parcel has gone missing (info@healthy-kids.com.au).

- Office staff informed about resource package

Communicate with your colleagues

3

Keep other school staff informed about the event. For example by mentioning the event at staff meetings. Forward on the resource eNewsletters to colleagues. Leave the staffroom copy of the Teacher's Booklet out on the lunch table and inform colleagues about the digital version. Remember to hand out the printed resources too (i.e. posters and stickers)!

- Mentioned event at staff meeting/s
- Resource eNewsletters forwarded to all staff
- Print copy of Teacher's Booklet left in staffroom
- Digital copy of Teacher's Booklet emailed to staff
- Printed resources distributed to all classes

Create a 'F&V Month Team'

4

Assembling a team can help ensure the event is a success. Aim for a variety of team members. From teaching staff to staff in canteen, administration and communications. You might also want to consider including senior students. Divide up tasks such as resource distribution, communications, donations and activity planning. Develop a schedule and meet regularly in the lead up to the event.

- F&V Month Team EOI invite sent to staff
- Schedule developed
- Tasks allocated
- Regular team meetings held

Spread the word to families

5

Let families know about the school's involvement in Fruit & Veg Month. They will be very excited that kids are being encouraged to eat more fruit and vegetables! You can use the school newsletter snippet in your newsletter or school app to make it super easy. You can find the snippet on the Fruit & Veg Month resource webpage.

- Fruit & Veg Month snippet published in the schoolletter

Get the kids excited!

6

Let your students know about your school's involvement in Fruit & Veg Month. Show them the resources and tell them about some of the activities you are planning.

- Students informed at assembly or in classroom

Promote your school

7

Let your local community know about your school's efforts to encourage to eat more fruit and veg! Use the local media and social media to spread the word about your involvement in the event. You can use our editable media release and ready-to-go social media tile on the Fruit & Veg Month resource webpage. If you are posting on social media remember to tag 'Healthy Kids' so we can also see what your school is doing!

- Media release sent to local media outlets
- Publish social media posts using the hashtags #FruitandVegMonth and #FruitandVegieSTEMs
-  @healthykids.au  @healthykidsau
-  @healthykidsau

Plan your whole of school activities

8

Get the whole school excited about Fruit & Veg Month. Take a look at the whole of school activities page and select which ones would work best at your school. Put the call out for a working group to help you and start planning!

- Whole school potential activities
- Working group organised
- Activities planned