

# INGLEWOOD PRIMARY SCHOOL



## CANTEEN HANDBOOK 2011

Inglewood Primary School  
34 Normanby Road  
INGLEWOOD WA 6052

Phone: 9370 2900  
Principal: Mrs Lesley Bell  
Canteen: 9371 8889

# INGLEWOOD PRIMARY SCHOOL - CANTEEN

Welcome to Inglewood Primary School. This leaflet is designed to provide you with some information on how the canteen functions.

## Healthy Eating and the Traffic Light System

The WA Government has set a policy and standards for the provision of healthy food and drinks in public schools based on the traffic light system. The policy applies to all public school canteens.

The standards require that foods in the **GREEN** category are encouraged. Schools should aim to fill their menus with these healthy foods. **AMBER** foods should be selected carefully and eaten in moderation. **RED** food and drinks are off the menu and will not be available in public schools.

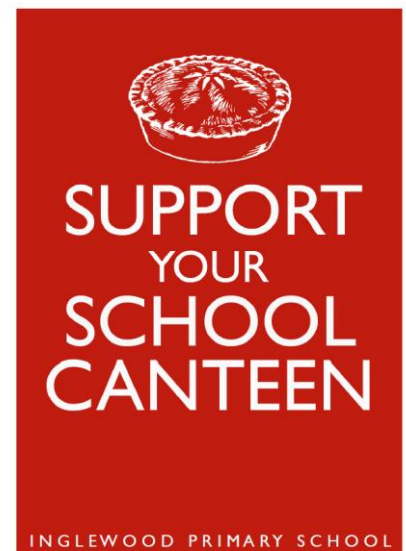
The Western Australian School Canteen Association (WASCA) decides what products are able to be registered in the Star Choice Buyer's Guide. Star Choice registered food and drinks are generally lower in fat, sugar and salt (and higher in fibre and calcium where relevant) than other products of that food type available in the market.

The policy only applies to food and drink supplied by the school, and does not apply to things like birthday cakes brought into the school. At the Inglewood Primary School Canteen the traffic light system is supported in the following way:

- GREEN** – always foods, available every day
- AMBER** – sometimes (ie pies available once a week)
- RED** – not available in the canteen

To support healthy food choices in our school you can:

- Talk with your children about the importance of healthy food choices.
- Pack healthy food in lunch boxes and only provide treats occasionally.
- Provide ideas for your school canteen.
- Help out in the canteen or on the committee if you can.
- Join in healthy fundraising activities in your school.



## Menu

The menu changes between summer and winter. Within each season, there are standard items that are available every day the canteen is open and other items that are only available one day per week (e.g. sushi on a Thursday). In addition, specials are sometimes posted on the chalkboard at the canteen and in the fortnightly newsletter. These specials may be related to a particular event, such as calcium-rich foods for Healthy Bones Week; testing new products and recipes; in response to seasonal produce; or facilitated by extra helpers in the canteen.

The Canteen is nut free so no nuts of any kind are used in the canteen. Sesame seeds, eggs, wheat and dairy are found in some items. Some bought foods may contain traces of nuts if used on certain machinery. If your child has a particular food allergy or sensitivity, please speak to the Canteen Manager to ascertain if their needs can be accommodated.

## Hours of Operation

The canteen is open by 8:30am Monday, Wednesday, Thursday and Friday to accept orders. The canteen is open for sales at recess (10:30-10:50am) and after the second siren at lunch (12:30-1.00pm). The canteen is not open on Tuesday, when it is used by the Uniform Committee or for music lessons. The Canteen Supervisor does not have a key to the uniform cupboards and is unable to assist with uniform sales.

## How to Order

Lunch orders are made on paper bags that clearly identify:

- Child's name
- Room number
- Items ordered
- Total cost
- If change required

Money is to be placed inside the bag. Bags are available from the Canteen for a small fee.

Orders are to be placed at the canteen, in the box marked "orders" or given directly to the Canteen Supervisor **before the siren rings at 8:50**.

Change will be taped to the front of the bag. Let your child know if they are to expect change so it does not end up in the bin.

Orders are not taken for recess. The children simply queue and select from the items available.

Late orders make it very difficult for canteen staff to work efficiently, and can not always be accommodated. If you need to place a late order, you or your child must check that the item is still available, and select an alternative if it is not.

## Delivery

Each class room has a clearly marked box that contains the lunches for all the children in that room. Before the 12:20 siren, these boxes are collected from the canteen and taken back to the room for distribution. At the 12:30 siren the empty box is then returned to the canteen. Each teacher has their own method for determining who collects and returns their box.

If there are ever any problems with your child's order, please ask them to speak with the Canteen Manager.

## Sports days

Special order forms are sent out a fortnight before sports and swimming carnivals. They are returned to the canteen with payment before the event, as directed on the form. Extra helpers are needed on these days to make up the orders and transport them to the venue.

## Excursions and other special events

The canteen is unable to provide lunch when full-day excursions are held off site. When swimming lessons or other ad hoc events require a change in your child's lunch time, please mark this clearly on their order so they can be prepared in time. A note from the school will usually advise you when it is necessary to mark a lunch order to be supplied early.

## Pricing

The canteen provides a service to the school community but is run as a business. It operates with minimal mark up on goods – but sufficient to cover operational costs. If a profit is made, it remains with the school P&C, to the benefit of the school. You will find our prices much lower than your local corner store or café.

When you are unable to provide a packed lunch for your child, we encourage you to use the canteen rather than provide take-away food from outside. There is less running around for you, your money is going to the school, and your child is guaranteed a nutritious lunch.

By volunteering in the canteen once per term (or when you can), you are able to help us keep our prices down.

### **Canteen Committee**

The Canteen Committee is a sub-committee of the P&C. Like other committees, we are run by volunteers – parents like you. We are always in need of volunteers to help out either on the committee or in the Canteen, so if you can, please let one of the committee members or the Canteen Manager know.

The Canteen Manager and a part time assistant are employees of the Inglewood Primary School P&C and are paid under the relevant award. We try to keep costs down by relying on volunteers as much as possible for the other days the canteen is open.

You do not need to be part of the committee if you simply wish to help in the canteen.

### **Contacts**

If you have any queries regarding the canteen, please contact the Canteen Manager Sue Chapman.

Canteen Phone Number : 9371 8889



Remember the excitement,  
how special you felt when **YOUR Mum**  
was on duty at the school canteen?

The sandwiches always tasted better  
on those days

Don't let your kids miss out on the memories  
Volunteer for canteen duty once a term

**SUPPORT YOUR SCHOOL CANTEEN**

Contact Sue 9371 8889