

Food and nutrition policy

Ledbury Primary School



Approved by:	Governing Board	Date: 15/05/2026
Last reviewed on:	April 2024	
Next review due by:	May 2028	

Contents

1. Aims	2
2. Legislation and guidance	2
3. Responsibilities of the school	3
4. Responsibilities of parents/carers.....	3
5. Communicating with parents/carers	3
6. Sourcing food and ingredients	3
7. Providing food and drink at school	4
8. Food safety and hygiene	6
9. Safer eating	6
10. Managing allergies and food intolerances	7
11. Allergen food labelling	8
12. Managing other special dietary requirements	8
13. Food brought in from home	9
14. Learning about food	10
15. Monitoring arrangements.....	111
16. Appendix 1 - Packed Lunches	12

1. Aims

- This policy has been developed in partnership with the children, parents/carers, and staff, and aims to ensure that our school provides an environment that encourages healthy food and eating, and helps our pupils make healthy food choices
- Food allergies and dietary needs are managed effectively
- Younger children are kept healthy and safe by meeting the Early Years Foundation Stage (EYFS) statutory framework standards around food and nutrition
- Food safety and hygiene practices are followed, including proper food preparation to prevent choking
- All staff and parents/carers are aware of their roles in making sure that our pupils consume healthy, nutritious and safe food and drink

2. Legislation and guidance

This policy is based on the following legislation:

- [Early years foundation stage \(EYFS\) statutory framework](#)
- [The Requirements for School Food Regulations 2014](#)
- [Food Information \(Amendment\) \(England\) Regulations 2019](#)

It is also based on the following Department for Education (DfE) guidance:

- [Early years foundation stage \(EYFS\) nutrition guidance](#)
- [School Food Standards practical guidance](#)
- [Allergy guidance for schools](#)

This policy also follows guidance provided by our local authority.

3. Responsibilities of the school

The governing board and headteacher will make sure that this food and nutrition policy is properly implemented, and that food preparation, provision and nutrition procedures are followed in accordance with this policy.

All staff are responsible for following the policy and ensuring the health and safety of the children.

The School Business Manager is responsible for ensuring that relevant staff have suitable training to perform their roles. E.g. Food Hygiene Certificate.

4. Responsibilities of parents/carers

We work in partnership with parents/carers to make sure all children receive appropriate and nutritious food while at school.

We ask all parents/carers to:

- Inform the school of any allergies, medical dietary needs, food intolerances and religious or cultural dietary requirements. Include when they should do this
- Encourage their child to try a variety of foods and eat a balanced diet at home and in school
- Give their child a healthy breakfast before arriving at school, unless they are attending breakfast club
- Read and respond to food-related communication, including school menus
- Keep the school informed of any changes to their child's dietary needs, progress with eating, and/or any other concerns or information around their eating
- Take note of the school's scheduled mealtimes (see section 7) and understand that food will only be provided to pupils who are present at these times

5. Communicating with parents/carers

We tell parents/carers by email or in person promptly if our staff notice any issues with their child's food consumption or habits at school, such as:

- Significant changes in eating habits, such as consistently eating very little food or showing a sudden aversion to certain foods or food groups
- Specific food-related problems, such as having trouble chewing or swallowing
- Concerns about wellbeing, such as a child's eating habits appearing to affect their mood, energy level or general wellbeing

We work together with parents/carers to address any problems promptly.

6. Sourcing food and ingredients

We work with Elite Catering (Ledbury) Ltd to provide healthy and nutritious meals.

We collaborate with our catering partner by:

- Holding regular meetings with Directors to review menus, discuss feedback, and plan future requirements
- Carrying out regular checks to make sure the food provided is of a high standard, meets all relevant nutritional guidance, and is prepared safely and hygienically

The contract with our catering provider is reviewed and re-tendered to make sure we receive the best possible service and value for money.

In buying food and ingredients, our catering company follows the [government's guidance on sustainable procurement](#). Where possible, our catering company buy seasonal and local food, and fish from verifiably sustainable sources (such as products certified by the Marine Stewardship Council (MSC)).

7. Providing food and drink at school

We follow the [School Food Standards](#), except in relation to food provided in the following circumstances, to which the standards don't apply:

- At parties or celebrations to mark religious or cultural occasions
- At fundraising events
- As rewards for achievement, good behaviour or effort
- When teaching food preparation and cookery skills, including when the food prepared is served to pupils as part of a school lunch
- On an occasional basis by parents/carers or pupils

We provide healthy, balanced, varied and nutritious meals, snacks and drinks at timetabled mealtimes at the following times:

- 7:30am-8:30am – Breakfast Club
- 10:15am-10:45am – EYFS & KS1 Fruit Snack
- 12:00pm – 1:00pm – Lunch
- 2:00pm-3:00pm – Nursery Fruit Snack

We support all our pupils to develop positive eating habits, helping them to get the right amount of nutrients and energy they need for growth and development.

Our menus are:

- Planned for a term at a time to make sure all meals, snacks and drinks are balanced, varied and nutritious, and include different foods, tastes and textures, including global cuisines
- Planned to include substitutions and replacement ingredients for pupils with special dietary requirements
- Adapted to include the same meal for children of various ages (e.g. pureeing or mashing the food for younger children)
- Reviewed **at least** twice a year, to include seasonal produce
- Shared termly, on our school website and ParentPay with parents/carers to:
 - Provide allergen information
 - Help them balance food at home by providing varied meals
 - Reassure them that their child is getting an appropriate, varied, nutritious and balanced diet at school
 - Seek their feedback, particularly regarding cultural preferences
 - Allow parents to book meals for their child

7.1 For all pupils

All meals, snacks and drinks provided are healthy, balanced and nutritious.

Our staff:

- Make tap water available and accessible throughout the day, and provide fresh tap water and/or plain milk at mealtimes
- Encourage pupils to eat balanced meals containing a wide variety of foods from the 4 main food groups:
 - Fruit and vegetables
 - Starchy carbohydrates, such as bread, rice and pasta
 - Dairy or dairy alternatives
 - Protein, such as meat, fish and beans

We have a designated eating space with suitable chairs where:

- The children eat together in a social setting to encourage adventurous food choices
- Distractions are minimised, allowing children to focus on their food and social interactions
- Children with special dietary and additional needs are included whenever possible

7.2 For children aged 2 to 5 years

We provide a healthy, balanced diet, based on the 4 main food groups:

- Fruit and vegetables
- Potatoes, bread, rice, pasta and other starchy carbohydrates
- Dairy or dairy alternatives
- Beans, pulses, fish, eggs, meat and other protein sources

We avoid foods that contain artificial sweeteners or that are high in fat, saturated fat, salt and sugars. We use traffic light food labels as a guide, where possible, choosing foods mostly with green labels, which indicates a healthier choice.

We serve appropriately-sized portions, never force children to finish their meals, and do not use food as a reward.

We make sure that:

- Each main meal and some snacks include 1 portion of vegetables and/or fruit
- Each main meal and at least 1 daily snack includes 1 portion of starchy food, which is frequently wholegrain
- We provide 1 portion of milk or unsweetened dairy foods each day.
- We provide 1 portion of protein at lunch each day, including plant-based proteins (e.g. beans and pulses)
- We offer oily fish at least once every 3 weeks, and no more than twice a week
- We limit processed meat/fish products and meat alternatives to once a week

8. Food safety and hygiene

Our staff and staff at our catering company use food preparation areas to prepare meals, snacks and drinks. Staff follow industry guidelines for food preparation including colour coded utensils.

Staff with responsibility for food preparation and handling are competent and receive food hygiene training.

All staff wash their hands regularly, particularly after helping unwell children or handling their belongings.

8.1 Procedures for managing food poisoning

If any child shows symptoms of food poisoning, we will:

- Contact parents/carers immediately to collect their child as soon as possible
- Prevent the spread of infection by isolating the child in a quiet area with easy access to a sick bowl and toilet
- Monitor the child for signs of dehydration, including a dry mouth or crying without tears
- Encourage the child to take small, frequent sips of water

Parents/carers are advised not to return their children to school until they have been symptom free for at least 48 hours.

Ofsted will be notified by The School Business Manager of any food poisoning affecting 2 or more children as soon as possible, and **always within 14 days** of the incident.

9. Safer eating

While eating, pupils are always supervised and within sight and sound of a suitably qualified staff member.

9.1 Food preparation to prevent choking

Food is prepared in a suitable way for each child's developmental needs, avoiding round shapes and cutting food appropriately (e.g. cutting carrots into narrow batons).

9.2 Eating environment

When eating, all children are always:

- Seated safely (e.g. in an appropriately sized chair)
- Within sight and hearing of staff

Where possible, staff sit facing children to monitor eating and prevent food sharing.

We record any incidents of choking needing intervention and inform parents/carers.

Our records are reviewed termly to identify trends.

9.3 One-to-one supervision

We offer children with physical, developmental, or sensory issues affecting their eating close supervision in consultation with parents/carers and health professionals.

9.4 First aiders

At least 1 member of staff with a current paediatric first aid (PFA) certificate is always in the room when children are eating in EYFS. In the main school at least 1 member of staff with a Emergency First Aid at Work (EFAW) certificate is always present in the hall / room whilst children are eating.

Any medicines are given to children as needed and in accordance with our Administering Medicines Policy

10. Managing allergies and food intolerances

We take allergy and food intolerance management seriously and follow strict procedures to ensure that all children can eat safely.

- Before a child joins our school, we gather detailed information about any known food allergies or intolerances
- **All** staff are trained to be aware of and understand information about food allergies by:
 - Knowing the symptoms and treatments for allergies and anaphylaxis
 - Understanding the difference between allergies and intolerances
 - Being aware that children can develop allergies at any time, particularly during the introduction of solid foods

We share information about food allergies with all staff, and make them aware of which children have allergies or intolerances so they can ensure that the child is given an alternative where the food served contains an allergen.

All staff follow strict measures to avoid cross-contamination, including washing hands, using separate equipment and sharing clear rules around visitors bringing food into school.

10.1 Procedures to manage allergies and intolerances

Our caterers plan menus to include food substitutions, where necessary, for children with allergies or intolerances in mind.

We make sure that our food is safe for pupils with an allergy or intolerance by:

- Showing allergen ingredients information for the meals served, as outlined in this policy
- Checking any product changes with our food suppliers
- Ensuring our caterers read labels and product information before using a product

Through ongoing discussions with parents/carers and health professionals, if appropriate, we create an allergy action plan for each child to help manage their allergy or intolerance.

- This information is kept up-to-date and shared with all staff

10.2 Procedures for managing allergic reactions and intolerances

Staff members suspecting a food intolerance will work alongside parents/carers to keep a diary of foods eaten in school and at home, including any symptoms experienced.

If a staff member suspects a food intolerance, or is the first to identify an allergic reaction in a child, they will:

- Administer the child's prescribed medication immediately in line with our Administering Medicines Policy
- Contact emergency services immediately after administering the medication
- Monitor the child and administer a second dose of medication, if required
- Safely move the child to a location away from the allergen and stay with them at all times

If a staff member suspects that a child has reacted to a food for the first time, they will:

- Immediately tell the senior member of staff on duty, who will contact the child's parents/carers
- Safely move the child away from the allergen and stay with them at all time

- Comfort and reassure the child to keep them calm

Staff members suspecting a food intolerance will work alongside parents/carers to keep a diary of foods eaten in school and at home, including any symptoms experienced.

While the school seeks to minimise risk by prohibiting nut products, it cannot guarantee a completely nut-free environment.

11. Allergen food labelling

The 14 allergens that we track and highlight are:

- Celery
- Cereals containing gluten, such as wheat, barley, oats and some flours
- Crustaceans, such as prawns, crabs and lobsters
- Eggs
- Fish
- Lupin, such as bread made with lupin seeds
- Milk
- Molluscs, such as mussels and oysters
- Mustard
- Peanuts
- Sesame
- Soybeans
- Sulphur dioxide and sulphites, if they're concentrated at more than 10 parts per million
- Tree nuts, such as almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts

We include information about the presence of any of these allergens in our dishes on our menus, which can be accessed on the school website.

12. Managing other special dietary requirements

We are committed to supporting children with special dietary requirements and food intolerances, ensuring that every child can eat safely and in accordance with their cultural needs and preferences.

Before a child joins our school, we gather detailed information about any special dietary or health requirements, food preferences and intolerances. We share this information with **all** staff involved in preparing and handing food.

Our caterers plan menus to include food substitutions, where necessary, for children with special dietary requirements in mind.

We also:

- Check any product changes with our food suppliers
- Ensure caterers read labels and product information before using a product
- Supervise children at mealtimes to avoid food sharing

12.1 Provision for cultural and dietary preferences

We understand that food preferences can be linked to cultural backgrounds, religious beliefs, or personal choices, such as vegetarianism.

- We have created an inclusive eating environment that caters to the cultural and dietary needs of all children is created by:
- Communicating openly with parents/carers to understand specific food preferences or needs, such as halal or kosher
- Being sensitive to certain customs, and how these affect meal and snack times
- Adapting menus to include foods from different cultures
- Always having a vegetarian option available
- Encouraging parents/carers to share traditional recipes and give feedback on our menus

12.2 Children with additional support needs

For children with physical, developmental, or sensory issues affecting their eating, we work with parents/carers and health professionals to:

- Adapt food preparation methods
- Offer one-to-one support if needed
- Adjust the eating environment (e.g. limiting noise)

For medically required special diets not covered in this policy, we need written confirmation from a health professional to ensure we meet the child's specific nutritional needs.

13. Food brought in from home

We share our food and nutrition policy with parents/carers when their child joins school and always have a copy on our website to help them understand our requirements and encourage healthy choices for packed lunches, and any other food brought from home.

The following foods must **not** be brought into school on any occasion:

- Nuts of any kind including peanuts and tree nuts
- Packaged nuts
- Cereal, granola or chocolate bars containing nuts
- Peanut butter or chocolate spreads containing nuts
- Peanut-based sauces, such as satay
- Sesame seeds and foods containing sesame seeds

13.1 Packed lunches

We allow parents/carers to provide packed lunches for their child.

Each packed lunch should include:

- At least 1 portion of fruit or vegetables
- Include starchy foods such as bread, rice and pasta

- Include a portion of protein
- Include a healthy drink. Water or milk

Packed lunches must **not** include:

- Sweets
- Fizzy Drinks

We inform parents/carers about best practices for packing lunches, and ask them to:

- Use insulated, sealed bags for perishable foods
- Label lunch bags and their contents with the child's name
- Make sure that the food is suitable for the child's developmental needs and is prepared in a way to prevent choking

See Appendix 1 for lunch box options

13.2 Safety and hygiene

Where possible staff check all food brought from home for potential allergens to reduce the risk of cross-contamination.

Due to food safety reasons, we do not provide refrigeration for packed lunches or reheat food from home unless specifically agreed upon with parents/carers.

13.2 Celebrations

If parents/carers, visitors, volunteers or school staff wish to bring in food for special occasions, we ask that they only do this on 1 of the following:

- For their own child's birthday
- When asked to by the school
- When it has been agreed in advance with the Headteacher

Food brought into school **must not contain**:

- Any type of nuts

14. Learning about food

Across the school, there are many opportunities for pupils to develop knowledge and understanding of health, including healthy-eating patterns and practical skills that are needed to understand where food comes from such as shopping, preparing and cooking food.

- Literacy provides children with the opportunity to explore poetry, persuasion, argument and narrative work using food and food-related issues as a stimulus, e.g. writing to a company to persuade them to use non-GM foods in children's food and drink etc.
- Maths can offer the possibility of understanding nutrition labelling, calculating quantities for recipes, weighing and measuring ingredients.

- Science provides an opportunity to learn about the types of food available, their nutritional composition, digestion and the function of different nutrients in contributing to health, and how the body responds to exercise.
- RE provides the opportunity to discuss the role of certain foods in the major religions of the world. Children experience different foods associated with religious festivals.
- New Technologies can afford pupils the opportunity to research food issues using the internet and other electronic resources. Pupils design packaging and adverts to promote healthy food choices.
- Food Technology as part of design technology provides the opportunity to learn about where food comes from and apply healthy-eating messages through practical work with food, including preparation and cooking.
- Values based Education encourages young people to take responsibility for their own health and well-being, teaches them how to develop a healthy lifestyle and addresses issues such as body image. Pupils can discuss issues of interest to young people, e.g. advertising and sustainable development.
- Music can explore songs which link to the theme of food.
- Geography provides a focus on the natural world and changing environment, offering the chance to consider the impact our consumer choices have on people across the world who rely on growing food as their source of income.
- History provides insight into changes in diet and food over time.
- Physical Education provides pupils with the opportunity to develop physically and to understand the practical impact of sport, exercise and other physical activity such as dance and walking.
- School visits provide pupils with activities to enhance their physical development, e.g. to activity centres.
- Out-of-hours learning includes cookery and gardening clubs from time to time.
- Allotment areas are used across the school to encourage children to grow a range of fruits and vegetables which they can then use to cook with.

15. Monitoring arrangements

This policy will be reviewed by The School Business Manager every 2 years. At every review, the policy will be shared with and approved by the resources committee of the governing board.

Appendix 1

Packed Lunches



Lunch is an important meal for children to provide energy and nutrients to keep them going throughout the afternoon. A packed lunch made at home can be a healthy and delicious choice and gives you control over the foods and ingredients included. The key to a healthy packed lunch is variety and getting the right balance of foods to provide children with all of the nutrients they need to stay healthy.

What makes a healthy, balanced packed lunch for children?

A school packed lunch should:

Be based on starchy foods

- This can include rice, pasta, bread, couscous, wraps, pitta, potatoes and chapatti and where possible try to choose wholegrain varieties like wholemeal bread and leave skins on potatoes.

Include plenty of fruit and vegetables

- Include 1-2 portions in your child's lunch box and try to vary these throughout the week.
- You could add sliced vegetables into a pasta dish or sandwich.
- Supermarkets often have packs of chopped fresh fruits or individual packs of dried fruits. Keep some of these in the cupboard for those days when you don't have much time to prepare.

Top tip: Make your own individual bags of dried fruit - place a small handful of mixed dried fruits, into food bags or sealed containers to store in the cupboard, this will also keep the costs down!

Include a portion of beans, pulses, fish, eggs, meat, a dairy food and/or a non-dairy source of protein

- Use beans, pulses, fish, eggs, meat and other sources of protein as sandwich fillings or in a pasta or rice salad.
- If you're not including a dairy food in the main lunch item (for example in a salad or sandwich), add in a yogurt or some cheese such as a cheddar stick or cheese string to the lunch box.
- If you're including a dairy alternative, such as a soya yogurt or milk, choose varieties which are unsweetened and fortified with calcium.

Include a drink

- Healthy options include water, semi-skimmed or 1% milk
- You could also give your child fruit juice or a smoothie – but remember, fruit juice and smoothies should be limited to a combined total of 150ml a day. You could always dilute fruit juice with still or sparkling water.

Top tip: School does not have fridge space available for children's packed lunches, so to keep your child's packed lunch cool, freeze a drink to act as a cool pack and it will melt back in time for lunch!

For further information and tips please see the following:

<https://www.nhs.uk/healthier-families/recipes/healthier-lunchboxes/>

<https://www.bbcgoodfood.com/howto/guide/school-packed-lunch-inspiration>

