Through this evaluation form, schools can have an understanding of the promotion of healthy lifestyles (healthy eating and physical activity) and monitor the progress in creating a healthy living environment. Schools may assess different areas and list out improvement initiatives and follow-up action. The goal is to create a sustainable environment and culture that is conducive to healthy eating and regular exercise.

This evaluation form can be download at: <http://www.startsmart.gov.hk/en/others.aspx?MenuID=23>

**Name of school:**

**Name and position of reviewer:**

**Evaluation date:**

|  |  |  |
| --- | --- | --- |
| **Areas of evaluation** | **Please tick the appropriate box** | **Remarks** |
| **Yes** | **No** | **N.A.** |
| 1. **Administration**
2. Has the school appointed at least one designated staff to set up a committee or group with parents as members to assist in the formulation and implementation of the policy on healthy eating and physical activity?
 | □ |  □ | □ |  |
| 1. Does the school inform its school staff, the catering staff as well as parents of its policy and all relevant measures on healthy eating and physical activity every school year?
 | □ | □ | □ |  |
| 1. Does the school review the policy and the implementation of various measures on healthy eating and physical activity by means of meetings, questionnaires and face-to-face interviews every year?
 | □ | □ | □ |  |
| 1. Does the meal arrangement and physical activity committee consult other teaching staff and parents before reviewing the policy and making amendments?
 | □ | □ | □ |  |
| 1. Has the principal approved the revised policy before it comes into effect?
 | □ | □ | □ |  |
| 1. Have the teachers and staff responsible for promoting healthy eating/ meal arrangement and physical activity received adequate support, including manpower, resources as well as time for organising activities and attending related training?
 | □ | □  | □ |  |
| **Improvement and follow-up action:** |

|  |  |  |
| --- | --- | --- |
| **Areas of evaluation** | **Please tick the appropriate box** | **Remarks** |
| **Yes** | **No** | **N.A.** |
| 1. **Meal arrangement**
 |  |  |  |  |
| 1. Are young children’s nutritional needs, nutritional value of food and hygiene given priority when designing meals and preparing events on special occasions on which food will be supplied (e.g. birthday party)?
 | □ | □ | □ |  |
| 1. Does the school post its menu (including the ingredients used) on notice boards and/ or websites for parents’ reference and comment?
 | □ | □ | □ |  |
| 1. Did the school issue a notice at the beginning of a school year to encourage parents, who tend to bring food from home, to follow the healthy eating policy of the school and prepare food that is in compliance with the recommendations of the *Nutrition Guidelines for Children Aged 2 to 6*?
 | □ | □ | □ |  |
| 1. Does the meal arrangement committee monitor the type, nutritional quality and hygienic condition of food, conduct a review with the catering staff in each school year and follow up any areas for improvement?
 | □ | □ | □ |  |
| 1. Does the school provide meals (e.g. breakfast, snacks and lunch) at a regular time every day in a comfortable environment and provide sufficient time for young children and school personnel to eat?
 | □ | □ | □ |  |
| 1. Are there at least 4 hours between each main meal?
 | □ | □ | □ |  |
| 1. Are there at least 1.5 hours between each snack session and a main meal?
 | □ | □ | □ |  |
| 1. Does the school forbid any promotion on unhealthy food and refuse any sponsorship from the food manufacturers of those food on school activities (e.g. sports day or birthday party)?
 | □ | □ | □ |  |
| 1. Does the school use other gifts (e.g. stationery, stickers, story books, towels) instead of food as rewards or birthday party presents?
 | □ | □ | □ |  |
| 1. Does the school notify parents about the food arrangement for the birthday party or other celebrations beforehand and encourage parents, who tend to bring food from home, to prepare food items that are in line with the school healthy eating policy?
 | □ | □ | □ |  |
| **Improvement and follow-up action:** |

|  |  |  |
| --- | --- | --- |
| **Areas of evaluation** | **Please tick the appropriate box** | **Remarks** |
| **Yes** | **No** | **N.A.** |
| 1. **Food provision (main meals and snacks)**
2. Does the school refer to the *Nutrition Guidelines for Children Aged 2 to 6* for its “Recommended servings for main meals” (Table 3) and “Recommended servings for snacks” (Table 6) when determining the servings for each main meal and snack?
 | □ | □ | □ |  |
| 1. Does the school use the Menu Evaluation Form in Appendix 4 of *Nutrition Guidelines for Children Aged 2 to 6* to ensure that the food provided every day is in line with the recommendations?
 | □ | □ |  □ |  |
| 1. Do young children have potable drinking water to use at all times?
 | □ | □ |  □ |  |
| 1. On the day of the birthday party, does the school provide healthy snacks as usual without providing food high in fat, salt and sugar (e.g. sausage, ham, chicken wings and cream cake)?
 | □ | □ | □ |  |
| **Improvement and follow-up action:** |

|  |  |  |
| --- | --- | --- |
| **Areas of evaluation** | **Please tick the appropriate box** | **Remarks** |
| **Yes** | **No** | **N.A.** |
| 1. **Physical activity (implementation)**
2. Is the physical activity appropriate for the young children’s age and physical development needs?
 | □ | □ |  □ |  |
| 1. Is there any stretching or cool-down exercise before/after the physical activity?
 |  □ | □ |  □ |  |
| 1. Does the school refer to the recommendations on safety regarding physical activity in the *Physical Activity Guide for Children Aged 2 to 6*?
 |  □ | □ |  □ |  |
| 1. Is there sufficient space and ample opportunities for young children to be creative and imaginative and to express themselves when doing physical activity?
 | □ |  □ |  □ |  |
| 1. Does the school encourage young children to drink plenty of water during or after physical activity?
 |  □ |  □ |  □ |  |
| **Improvement and follow-up action:** |

|  |  |  |
| --- | --- | --- |
| **Areas of evaluation** | **Please tick the appropriate box** | **Remarks** |
| **Yes** | **No** | **N.A.** |
| 1. **Health education and home-school cooperation**
2. Has the school referred to the *Nutrition Guidelines for Children Aged 2 to 6* and *Physical Activity Guide for Children Aged 2 to 6* and included the elements of healthy eating and physical activity in the curriculum?
 | □ | □ | □ |  |
| 1. Does the school use different teaching activities (e.g. field visit, newspaper clipping, storytelling and singing/ playing) to help young children learn more about healthy living?
 |  □ |  □ |  □ |  |
| 1. Does the school organise activities that enhance the cooperation among, school and community in each school year (e.g. joining the Joyful Fruit Month held by the Department of Health) to promote healthy eating and regular exercise?
 | □ |  □ |  □ |  |
| 1. Does the school encourage the staff and parents to act as role models for healthy eating and regular exercise through various means of communication (e.g. notice, notice board and intranet)?
 | □ |  □ |  □ |  |
| 1. Does the school communicate and exchange ideas with parents through various means (e.g. student handbook, notice, intranet and notice board) so as to encourage home-school cooperation in creating a healthy living environment at the institution and at home?
 |  □ | □ |  □ |  |
| 1. Does the school provide parents with information on healthy eating or physical activity (e.g. distributing leaflets, pamphlets or health newsletters, etc.)?
 | □ |  □ |  □ |  |
| 1. Does the school avoid giving food as rewards and delivering messages contradicting to healthy eating and regular exercise under all circumstances?
 | □ | □ |  □ |  |
| **Improvement and follow-up action:** |