Date of review: 18/7/2018

**Policy Statement:**

Our school is committed to promoting the importance of healthy eating to our students, school personnel, teaching staff, catering staff and parents, on a long-term basis. This is achieved by establishing a healthy eating environment conducive to developing and making a habit of healthy eating in everyday life.

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| **School administration** | **Executed** | **Pending to execute** | **Need improvement** | **Remarks** |
| Appoint at least one designated staff to set up a committee or group with parents as members to assist the formulation and implementation of healthy eating policy. |  |  |  |  |
| Inform school personnel, the catering staff and parents of the school healthy eating policy and all relevant measures every year. |  |  |  | Notice  (5/9/2017) |
| Review and revise school healthy eating policy and implementation of various measures by means of meetings, questionnaires and face-to-face interviews in each school year. |  |  |  |  |
| The school meal arrangement committee reviews the policy and draft amendments for consulting other staff and parents. The revised policy should come into effect upon the principal’s approval. |  |  |  |  |
| Ensure that the staff in charge of healthy eating promotion/meal arrangement received adequate support, including manpower, resources as well as time for organising activities and attending related training. |  |  |  |  |

**Other comments regarding school administration:**

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Note: The example can be downloaded at: <http://www.startsmart.gov.hk/en/others.aspx?MenuID=23>

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| **Meal arrangement** | **Executed** | **Pending to execute** | **Need improvement** | **Remarks** |
| Give priority to children’s nutritional needs, nutritional value of food and hygiene when designing menus and preparing events on special occasions on which food will be sup-plied (e.g. birthday party). The recommendations in the “*Nutrition Guidelines for Children Aged 2 to 6*” issued by the Department of Health should be followed. |  |  |  | A parent brought a mango cream cake to the March / April birthday party. |
| Post the school menu, including the ingredients used, on notice boards and/or website for parents’ reference every month so that they will know what their children are eating at the institution. |  |  |  |  |
| 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 institution and prepare food that is in compliance with the recommendations of the “*Nutrition Guidelines for Children Aged 2 to 6*”. |  |  |  | Notice  (5/9/2017)  The school kept the unhealthy food items and returned them to the children after school. Parents have been notified of the situation through the handbook. |
| Monitor the type, nutritional quality and hygienic condition of food by the meal arrangement committee. In each school term, the committee conducts a review with the catering staff and follows up any area for improvement. |  |  |  |  |
| Provide meals at a regular time every day in a comfortable environment. Children and school personnel have sufficient time to eat. |  |  |  |  |
| Forbid any promotion on unhealthy food in school and refuse any sponsorship of school activities by manufacturers of such food. |  |  |  |  |
| **Meal arrangement** | **Executed** | **Pending to execute** | **Need improvement** | **Remarks** |
| Encourage children to drink plenty of water and ensure their access to water. |  |  |  |  |

**Other comments regarding meal arrangement:**

Some children brought unhealthy snacks to share with others in the birthday party. It was recommended that a notice should be issued to parents beforehand to advise them not to bring any cakes or unhealthy snacks back to school.

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| **Education and publicity** | **Executed** | **Pending to execute** | **Need improvement** | **Remarks** |
| Organise at least one promotional activity on healthy eating in each school year, especially in promoting the cooperation among families, school and the community. |  |  |  | Fruit month (4/2018)  Eat vegetables daily (10/2017) |
| Actively educate parents and school staff by making reference to credible education materials on nutrition (e.g. materials provided by the Department of Health or relevant academic or professional organisations) so as to foster their understanding and concern for healthy eating in each school year. |  |  |  | In the StartSmart Newsletter distributed to parents in October and March, information on healthy lunch and healthy snacks was given. |
| Incorporate nutrition education into school curriculum and activities to teach children the importance of healthy eating and practical skills to good eating habits. |  |  |  |  |
| Encourage parents and school staff to practice healthy eating in their daily life as well so that they could set themselves an example for their children / students. |  |  |  | Notice  (5/9/2017) |
| Avoid giving food as rewards under all circumstances and delivering any messages contradicting to healthy dietary habits. |  |  |  | Notice  (5/9/2017) |

**Other comments regarding education and publicity:**

Parent-child activities such as ‘Enjoy fruit photo contest’. ‘ I’m a farmer ’ were well received by children and parents.

**Summary:**

The school staff and parents were very supportive to healthy eating promotion.

The healthy eating activities organised by the institution were well received by children and parents.

**Action Items in the Coming Year:**

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| Action Items | Responsible person / group |
| 1. Strengthen the communication with parents and encourage them to comply with the school healthy eating policy. 2. Organise parent-child activities that promote healthy eating. | Meal Arrangement Committee  Class teacher |