This evaluation form facilitates the school in understanding the status of promoting healthy living (healthy eating and physical activity) and monitoring the progress of creating a healthy living environment. The school may evaluate its performance in different areas listed in the form and list out the actual improvement measures and follow-up actions. The aim is to create and maintain an environment and a culture that facilitate 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 member to form 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. Has the school informed its teaching 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. Has the school reviewed 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. Has the meal arrangement and physical activity group consulted other teaching staff and parents before reviewing the policy and making amendments?
 | □ | □ | □ |  |
| 1. Has the principal approved the revised policy before it came into effect?
 | □ | □ | □ |  |
| 1. Have the teachers and staff members responsible for promoting healthy eating/meal arrangements and in charge of individual physical activities received adequate support, including manpower, resources as well as time for organising the activities and attending related training?
 | □ | □  | □ |  |
| **Improvement measures and follow-up actions:** |

|  |  |  |
| --- | --- | --- |
| **Areas of evaluation** | **Please tick the appropriate box** | **Remarks** |
| **Yes** | **No** | **N.A.** |
| 1. **Meal arrangement**
 |  |  |  |  |
| 1. Have the nutritional needs of young children, the nutritional value of food and hygiene been given primary consideration when designing meals and preparing events for special occasions during which food were supplied (e.g. birthday parties)?
 | □ | □ | □ |  |
| 1. Has the school posted its menu (including the ingredients used) on notice boards and/or the school website for parents’ reference and comment?
 | □ | □ | □ |  |
| 1. Has the school issued a notice at the beginning of each 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 meets the recommendations of the *Nutrition Guide*?
 | □ | □ | □ |  |
| 1. Has the meal arrangement group monitored the types, nutritional quality and hygienic condition of the food, conducted a review with the catering staff in each school year and followed up on any areas for improvement?
 | □ | □ | □ |  |
| 1. Has the school provided meals (e.g. breakfast, snacks and lunch) at a regular time every day in a comfortable environment with sufficient time to eat for young children and school personnel?
 | □ | □ | □ |  |
| 1. Have there been at least 4 hours between each main meal?
 | □ | □ | □ |  |
| 1. Have there been at least 1.5 hours between each snack session and main meal?
 | □ | □ | □ |  |
| 1. Has the school forbade any promotion of unhealthy food and refused any sponsorship in terms of such kind of food from food manufacturers during school activities (e.g. sports days and birthday parties)?
 | □ | □ | □ |  |
| 1. Has the school used other gifts (e.g. stationery, stickers, story books and towels) instead of food as rewards or presents for birthday parties?
 | □ | □ | □ |  |
| 1. Has the school notified parents of the food arrangements for birthday parties or other celebrations beforehand and encourage parents who tend to bring food from home to prepare food in line with the school healthy eating policy?
 | □ | □ | □ |  |
| **Improvement measures and follow-up actions:** |

|  |  |  |
| --- | --- | --- |
| **Areas of evaluation** | **Please tick the appropriate box** | **Remarks** |
| **Yes** | **No** | **N.A.** |
| 1. **Food provision (main meals and snacks)**
2. Has the school referred to the “recommended servings for main meals” (Table 3) and “recommended servings for snacks” (Table 6) in the *Nutrition Guide* when determining the servings for each main meal and snack?
 | □ | □ | □ |  |
| 1. Has the school used the Menu Evaluation Form in Appendix 4 of the *Nutrition Guide* to ensure that the food provided every day is in line with the recommendations?
 | □ | □ |  □ |  |
| 1. Have young children had access to potable drinking water at all times?
 | □ | □ |  □ |  |
| 1. Has the school provided healthy snacks as usual instead of food high in fat, salt or sugar (e.g. sausages, ham, chicken wings or cream cakes) during birthday parties?
 | □ | □ | □ |  |
| **Improvement measures and follow-up actions:** |

|  |  |  |
| --- | --- | --- |
| **Areas of evaluation** | **Please tick the appropriate box** | **Remarks** |
| **Yes** | **No** | **N.A.** |
| 1. **Physical activity (implementation)**
2. Has the physical activity been appropriate for the age and physical development needs of young children?
 | □ | □ |  □ |  |
| 1. Have there been any stretching or cool-down exercises before/after each physical activity?
 |  □ | □ |  □ |  |
| 1. Has the school referred to the recommendations on safety regarding physical activity in the *Physical Activity Guide for Kindergartens and Child Care Centres*?
 |  □ | □ |  □ |  |
| 1. Have there been sufficient space and ample opportunities for young children to stay creative and imaginative and express themselves when doing physical activity?
 | □ |  □ |  □ |  |
| 1. Has the school encouraged young children to drink plenty of water during or after each physical activity?
 |  □ |  □ |  □ |  |
| **Improvement measures and follow-up actions:** |

|  |  |  |
| --- | --- | --- |
| **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 *Nutrition Guide* and *Physical Activity Guide* and incorporated the elements of healthy eating and physical activity into the curriculum?
 | □ | □ | □ |  |
| 1. Has the school used different teaching activities (e.g. field visit, newspaper clipping, storytelling and singing/playing) to help young children learn more about healthy living?
 |  □ |  □ |  □ |  |
| 1. Has the school organised activities that enhance the cooperation among families, the school and the community in promoting healthy eating and regular exercise (e.g. joining the Joyful Fruit Month held by the Department of Health) in each school year?
 | □ |  □ |  □ |  |
| 1. Has the school encouraged the staff and parents to act as role models regarding healthy eating and regular exercise through various means of communication (e.g. notices, notice boards and the intranet)?
 | □ |  □ |  □ |  |
| 1. Has the school communicated and exchanged ideas with parents through various means (e.g. the student handbook, notices, the intranet and notice boards) to encourage home-school cooperation in creating a healthy living environment at school and at home?
 |  □ | □ |  □ |  |
| 1. Has the school provided parents with information on healthy eating or physical activity (e.g. through distributing leaflets, pamphlets or health newsletters)?
 | □ |  □ |  □ |  |
| 1. Has the school avoided giving out food as rewards or delivering messages which contradict to the principles of healthy eating and regular exercise under all circumstances?
 | □ | □ |  □ |  |
| **Improvement measures and follow-up actions:** |