NSW Healthy School Canteen Strategy

MENU CHECK

Standard application form

GREAT CHOICE

Healthy School Canteens

NSW GOVERNMENT

MENU CHECK APPLICATION PROCESS

The Healthy Food Information Service (formerly Menu Check Service) is a free service that verifies whether your school canteen menu is meeting the Food and Drink Criteria of the NSW Healthy School Canteen Strategy. Once you have completed and submitted this application form, you will receive valuable feedback on how your school canteen is going towards meeting the Criteria.

Before submitting your application form, you should first spend time reviewing your canteen menu against the Criteria. This will ensure your menu has the best chance of achieving the Strategy.

INSTRUCTIONS FOR SUBMITTING YOUR APPLICATION

1 Review your canteen menu against the NSW Food and Drink Criteria

See **Appendix 1** for information on the Criteria and useful resources that will assist you with this application form.

2 Complete and submit your school's menu check application

Make sure that your Principal has signed the application form (see bottom of page 3).

If menu requires changes

3 Results Report sent to school

If the canteen menu does not meet the Criteria, the Results Report will provide feedback on the changes you need to make.

You can re-submit another application when you have made the changes.

Menu check successful

4 School receives Great Choice badge and certificate

When you pass the menu check your school will receive a recognition badge, certificate and congratulatory letter.

APPLICATION DETAILS

SCHOOL DETAILS

School Name:

School Address:

Suburb: Postcode:

Office Phone Number:

Email:

School Sector: ☐ government ☐ catholic ☐ independent

School Type: ☐ primary ☐ secondary ☐ combined

CANTEEN DETAILS

☐ school operated ☐ P&C / P&F ☐ licensed operator

Business name of licensed provider (if applicable):

Number of days per week your canteen operates (tick): ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 Other:

CONTACT DETAILS

Principal's name:

Email:

Canteen manager's name:

Email: Phone/Mobile Number:

Best times and days to contact if additional information required:

FIRST MENU CHECK OR TWO YEAR MENU CHECK

☐ attempt 1 ☐ attempt 2 ☐ attempt 1 ☐ attempt 2

SUPPORT SERVICES

Have you had help preparing for your menu check from the following service?

☐ Health promotion officer

If yes, contact name:

PERMISSIONS (AUTHORISED BY THE PRINCIPAL)

☐ I give permission for the Healthy Food Information Service (formerly Menu Check Service) to contact the canteen manager directly about this application and understand that the feedback we receive will be sent to me, as Principal.

☐ I give permission for the information provided to the Healthy Food Information Service (formerly Menu Check Service) to be shared with the relevant health promotion officer.

☐ I give permission for the school's name to be published in the list of schools achieving the NSW Healthy School Canteen Strategy on the relevant websites.

Note: The information gathered and reported as part of the Healthy Food Information Service (formerly Menu Check Service) will be provided to the relevant education sector – NSW Department of Education, NSW Catholic Schools or the Association of Independent Schools of NSW.

Principal's Signature or their delegate: Dated:

HOW TO COMPLETE AND SUBMIT THIS APPLICATION

1. **Provide a clean copy of your menu with this application.**

2. **Complete the tables that follow.**

   Make sure when completing the tables that you:

   - Include any additional items available that aren't specified on the menu e.g. sold over the counter and through online ordering systems.
   - List all items, flavours and portion sizes available individually, rather than saying "various items available".
   - If there are not enough lines in the table to list your items, there is an extra table at the back of the application form.

3. **Submit your completed form and a copy of your menu to the Healthy Food Information Service (formerly Menu Check Service): healthyfood@health.nsw.gov.au**

If you have any questions about this application form or process, please contact the Healthy Food Information Service (formerly Menu Check Service) directly:

Phone: **1800 930 966**

Email: **healthyfood@health.nsw.gov.au**

Fax: **(02) 9133 8719**

SCHOOL CANTEEN MENU INFORMATION

Please complete all sections that are relevant to the foods and drinks sold in your canteen. If a question is not relevant strike through the question or write N/A (shorthand for 'Not applicable').

SECTION 1: BREAKFAST ITEMS

1.1 If you serve breakfast, when are breakfast items available?

☐ All day ☐ Before school only ☐ We don't serve breakfast items

SECTION 2: DRINKS AND FROZEN SNACKS

2.1 Waters (plain and/or flavoured), 99% fruit or vegetable juices (including frozen 99% fruit or vegetable juice ice-blocks)

ITEM NAME (as appears on the menu)	**BRAND NAME** or indicate if canteen made (C/M)	**PRODUCT NAME** and/or **FLAVOURS**	**SERVE SIZE** (ml)
e.g. Juice	Pete's	Orange, apple & blackcurrant, apple	250ml

2.2 Milk drinks (including frozen versions) such as flavoured milk, breakfast drinks, smoothies, milkshakes and frappes

ITEM NAME (as appears on the menu)	**BRAND NAME** or indicate if canteen made (C/M)	**PRODUCT NAME** and/or **FLAVOURS**	**SERVE SIZE** (ml)	**INGREDIENTS** (canteen made only)
e.g. milkshake	C/M	chocolate, strawberry, caramel	300ml	milk, flavouring, ice-cream

2.3 Other drinks available other than those listed above (e.g. diet drinks, slushies)

ITEM NAME (as appears on the menu)	**BRAND NAME** or indicate if canteen made (C/M)	**PRODUCT NAME** and/or **FLAVOURS**	**SERVE SIZE** (ml)	**INGREDIENTS** (canteen made only)
e.g. diet energy drink	G Energy Drink	diet cola	500ml	N/A

2.4 If you sell jelly, what do you make it with?

☐ 99% fruit juice and gelatine (no added sugar) ☐ Diet jelly crystals ☐ Regular (sugar-sweetened) jelly crystals ☐ We don't sell jelly

2.5 Packaged ice creams, frozen yoghurts, ice blocks (not already listed above) and chilled desserts (e.g. mousse)

ITEM NAME (as appears on the menu)	**BRAND NAME**	**PRODUCT NAME** and/or **FLAVOURS**	**SERVE SIZE** (ml)	**HEALTH STAR RATING**
e.g. frozen yoghurt	Copeland	Frozen Yoghurt Twist - mango, strawberry	125ml	3.5

SECTION 3: HOT FOODS

3.1 Savoury pastry containing products (e.g. meat/vegetable/potato topped pies, sausage rolls, quiches, spinach and cheese triangles).

ITEM NAME (as appears on the menu)	**BRAND NAME** or local bakery or canteen made (C/M)	**PRODUCT NAME** and/or **FLAVOURS**	**SERVE SIZE** (g)
e.g. pie	local bakery	beef, cheese & bacon	180g

3.2 If you sell pizza, is it:

☐ Canteen-made ☐ Sourced from local bakery ☐ Packaged ☐ We don't serve pizzas

3.3 If you sell garlic bread is it:

☐ Canteen-made ☐ Packaged ☐ We don't serve garlic bread

3.4 Crumbed and coated products (e.g. chicken, vegetable and fish patties, chicken tenders, fish fingers, falafel etc.)

ITEM NAME (as appears on the menu)	**BRAND** and **PRODUCT NAME** or canteen-made (C/M)	**COOKING METHOD** (for canteen-made only) e.g. oven baked, shallow fried, deep fried
e.g. crumbed chicken wrap	C/M	oven baked chicken

3.5 All meals meals and snacks (e.g. pizza, salads, sandwiches) on your menu that contain processed meats (e.g. ham, bacon, salami, devon, frankfurters, sausages)

ITEM NAME (as appears on the menu)	TYPE OF PROCESSED MEAT INCLUDED	ITEM NAME (as appears on the menu)	TYPE OF PROCESSED MEAT INCLUDED
e.g Caesar Salad	Bacon	e.g. Pizza	Chorizo and salami

SECTION 4: SNACK ITEMS

4.1 Cakes, biscuits, slices, sweet pastries, sweet muffins and fruit bread (e.g. banana bread, pear & raspberry bread).

ITEM NAME (as appears on the menu)	**BRAND NAME** or local bakery or canteen made (C/M)	**SERVE SIZE** (g)	Does product contain confectionery?* (see list below)	**HEALTH STAR RATING** (packaged products only)
e.g. banana bread	Ruby's	70g	No	3.5

**Confectionery includes* *chocolate (including chocolate bars; chips; spreads; topping or coating, such as lamingtons and chocolate crackles), icing, sugar based toppings or fillings (such as coconut ice, peppermint and caramel), lollies, 100s and 1000s, fruit gummies, liquorice, carob confectionery, carob coating, yoghurt-type confectionery or yoghurt coating.*

4.2 Muesli /snack bars or balls

ITEM NAME (as appears on the menu)	**BRAND NAME** or ingredients if canteen made	**SERVE SIZE** (g)	Does product contain confectionery?* (see list below)	**HEALTH STAR RATING** (packaged products only)
e.g. bliss balls	dried apricots, honey, oats	30g	No	N/A

**Confectionery includes* *chocolate (including chocolate bars; chips; spreads; topping or coating, such as lamingtons and chocolate crackles), icing, sugar based toppings or fillings (such as coconut ice, peppermint and caramel), lollies, 100s and 1000s, fruit gummies, liquorice, carob confectionery, carob coating, yoghurt-type confectionery or yoghurt coating.*

4.3 If you sell scrolls are they:

☐ Bread based ☐ Pastry based ☐ Both ☐ We don't serve scrolls

4.4 Salty snacks e.g crisps, soy crisps, flavoured rice snacks or crackers, dry noodles, pretzel and legume snacks (e.g. roasted chickpeas), sweet/salty/butter popcorn - not including plain popcorn.

ITEM NAME (as appears on the menu)	**BRAND NAME** or **CANTEEN-MADE** (C/M)	**PRODUCT NAME** and/or **FLAVOURS** (for C/M list the ingredients used)	**SERVE SIZE** (g)	**HEALTH STAR RATING** (N/A for canteen-made)
e.g. roasted & salted chickpeas	C/M	chickpeas, canola oil, salt	30g	N/A

SECTION 5: MARKETING AND PROMOTION

5.1 Meal /snack deals

Note: A meal or snack deal is when one or more items are bundled together for sale

WHAT IS IN THE MEAL / SNACK DEALS YOU SELL? Include brand /product name or indicate canteen made (C/M) Note: If you have already provided the brand /product name in answer to a previous question, just put 'AP' short for 'Already Provided'.
e.g. pumpkin soup (AP) with garlic bread (C/M) + hot chocolate (C/M)

5.2 List all specials that are regularly on your menu or on your specials board

Note: 'Specials' include any item that is promoted on the menu/specials board or advertised at a special/cheaper price than usual. If you have already provided the brand /product name in answer to a previous question, just put 'AP' short for 'Already Provided'.

ITEM NAME (as appears on the menu)	**BRAND** and **PRODUCT NAME** or indicate if canteen made (C/M)	**ITEM NAME** (as appears on the menu)	**BRAND** and **PRODUCT NAME** or indicate if canteen made (C/M)
e.g. beef burritos	C/M	e.g. sushi - tuna/avocado/chicken	Tokyo Sun

5.3 **Is your canteen self-serve?**

☐ Yes – complete question **5.4 only** ☐ No – complete question **5.5 only**

5.4 **List all foods and drinks that are placed within an adult's arm length from the till or cash register, including to the front of the till, to the side of the till, and above the till during recess and/or lunch. (For self-serve canteens ONLY)**

If you have already provided the brand /product name in answer to a previous question, just put 'AP' short for 'Already Provided'.

ITEM NAME	**BRAND NAME** or indicate if canteen made (C/M)	ITEM NAME	**BRAND NAME** or indicate if canteen made (C/M)
e.g. muesli bars	AP		

5.5 List all foods and drinks that are placed on the counter top or at the front of the canteen service area during recess and lunch.

Note: This question is not for self-serve canteens
If you have already provided the brand /product name in answer to a previous question, just put 'AP' short for 'Already Provided'.

ITEM NAME	**BRAND NAME** or indicate if canteen made (C/M)	ITEM NAME	**BRAND NAME** or indicate if canteen made (C/M)
e.g. plain popcorn	C/M		

Extra table:

Please list any more items here that could not fit in the tables above – put N/A in columns that aren't relevant

QUESTION NUMBER	**ITEM NAME** (as appears on the menu)	**BRAND NAME** or indicate if canteen made (C/M)	**PRODUCT NAME** and/or **FLAVOURS**	**SERVE SIZE** (ml or g)	**INGREDIENTS** (for canteen made only) and **COOKING METHOD** (for canteen made crumbed products)
e.g. 3.4	crumbed falafel burger	C/M	falafel	140g	shallow fried

APPENDIX 1

Food and Drink Criteria of the NSW Healthy School Canteen Strategy

- No sugar sweetened drinks are sold in the canteen or in vending machines including frozen sugar-sweetened drinks such as ice blocks
- At least 75% of the menu should be made up of **Everyday** food and drinks.
- All **Occasional** packaged foods and drinks have a Health Star Rating of 3.5 or above.
- **Everyday** hot meals, flavoured milk, 99% fruit juices and all **Occasional** foods and drinks should be within the recommended portion size limits.
- Only **Everyday** foods and drinks are included in specials and meal deals, or placed at the point of sale on counter tops or shelves*.

SCHOOL SUPPORT

All NSW schools can access free support to implement the Strategy by contacting the Healthy Food Information Service (formerly Menu Check Service) at healthyfood@health.nsw.gov.au or their local health promotion officer by visiting the NSW Healthy School Canteen website at: https://education.nsw.gov.au/student-wellbeing/whole-school-approach/healthy-canteens and click on the link - 'Resources and support'.

RESOURCES

- **NSW Healthy School Canteen Strategy Food and Drink Criteria booklet:** Copies of this booklet have been sent to all schools – an electronic copy can be downloaded from: https://www.health.nsw.gov.au/heal/Pages/food-drink-criteria.aspx
- **Healthy Food Finder:** https://foodfinder.health.nsw.gov.au/ – a look up tool to find the Health Star Rating and classification of packaged products.