



**GUISELEY
SCHOOL**

Food and Drink Policy

Approved on	February 2023
Reviewed on	14 th October 2025
Next review	Autumn Term 2026
Governors' committee	Resources
Responsible officer	Operations Director / Finance manager

Food and Drink Policy

Introduction

This policy is available to our students, parents/carers, staff and governors and is published on the school's website. Our policy and action planning is developed through consultation with students, parents/carers, staff, governors and our catering providers.

Description of the setting

Guiseley School is a secondary school with approximately 1400 students, including 220 in the sixth form.

The school is located in a residential area within a small town which has many food outlets within easy walking distance of the school. These include three large supermarkets; Subways; McDonald's; KFC and a variety of sandwich; pizza and other fast food outlets and cafes. There are several Fish & Chip shops close to the school.

Our students are largely from a white British background (87% of student population).

Rationale

Guiseley School recognises the importance of good food and drink on emotional and physical health and wellbeing and the effects this has on an individual's ability to maximise their potential in terms of educational attainment, performance at work and participation in all aspects of school life.

The school adopts a whole school approach to food and drink through the curriculum and enhancement opportunities.

Aim and objectives

Aims

1. To enable pupils to make healthy food choices through the provision of information and development of appropriate skills and attitudes
2. To provide healthy food choices throughout the school day

Objectives

1. Ensure that all food and drink served reflects the needs of all consumers and makes healthy choices easy to take. This includes food offers made through:
 - 1.1 Early and late lunch service provision
 - 1.2 Out of school hours provision
 - 1.3 Breakfast provision
 - 1.4 The Pod
 - 1.5 Sixth form service provision
 - 1.6 Staff service provision
 - 1.7 Hospitality
2. Promote knowledge, understanding and enjoyment of a balanced approach to food and drink to all stakeholders of Guiseley School
3. Regularly review occasions during the school day to ensure that food and/or drinks are available when needed:

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- 3.1 Before school
- 3.2 After school
- 3.3 Break times
- 3.4 Lunchtime
4. Special activities, e.g. Extra curriculum events:
 - 4.1 Sports activities
 - 4.2 Twilight sessions
 - 4.3 Parents' evenings
 - 4.4 Training days
5. Provide food and drink that allows individuals to:
 - 5.1 Drink cool water frequently throughout the day
 - 5.2 Eat healthily without financial disadvantage
 - 5.3 Follow special diets for medical/cultural requirements
6. Create a pleasant eating environment that is appropriate to the age of the customers
7. Design a curriculum that delivers complementary and developmental healthy eating and nutritional messages throughout a student's school life
8. Promote collaborative working between the curriculum delivery and the catering service provision
9. Consider nutritional consequences of any organisational change before it happens, taking action to minimise any negative impact
10. Ensure the healthy choices are affordable to all students and that promotions and special offers encourage healthy eating
11. To agree the financial strategy for food and drink provision in school
12. Regularly monitor the impact of this work

Food in School

Breakfast

1. Breakfast provision in main dining hall before school for students and staff. This is between 08:00 and 08:20.
2. Breakfast club in Student Support Centre held every day for invited students. This service is offered free of charge to students.
3. Breakfast provision for 6th form students and staff in the 6th form common room.

Break

We recognise that some of our students prefer to purchase their main meal at school at an earlier time so we have extended the range of food offered at this time. Food and drinks are available in three areas:

1. The main dining hall
2. The pod
3. The 6th form common room as part of the whole day provision

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Lunch Provision

1. Food and drinks are available from the main dining hall for all students and staff. This includes a full range of cooked meals in addition to snack offers such as jacket potatoes, salad, sandwiches, street food and meal deals. A full menu is available to view.
2. A range of items are served from the Pod during lunch time. This service point focusses on grab and go items.
3. A range of items are available from the 6th form common room. This includes hot grab and go items, jacket potatoes, salad and a range of sandwiches and Paninis.

Drinks and Water

1. Plumbed in water dispensers are located in the Sports and Arts Block, General Teaching block, the Student Support Centre and the 6th form common room.
2. Water is available in the main dining hall during lunch time.
3. Students are encouraged to bring filled water bottles with them to school and fill them at the water dispensers as needed.

Free School meals

The school currently has 126 students entitled to free school meals (this figure varies slightly on a weekly basis), these students are able to use their entitlement in all of the food outlets. A daily allowance of £3.50 is applied to their catering account and if unused, this is not carried forward. The students are treated with the utmost discretion by the Catering team, in order that no other students are aware of their entitlement.

Cashless catering (Parent Pay)

The school has a cashless catering system in. This removes the need for students to carry cash with them to school to purchase food which contributes to our anti-bullying policy. The system enables parents/carers to monitor what their child is eating at school and encourages children to opt for healthy options. Alerts can be set up by the parent when there is a low balance and notifies them to top up. All students from Years 7-13 have been issued with a lanyard which students use to purchase food/drink at breaktimes and lunch.

Dining environment

The school is pleased to see our dining facilities in the Sports and Arts Block. Students and staff sit together at tables which are semi-fixed. The environment is pleasant and a huge improvement on our old, outdated facilities.

Cultural, age appropriate, special diets

The food offer caters for cultural needs and special diets. Further improvement in this area is planned through the development of clearer signage and promoting the options available.

Sustainable food and drink

Guiseley School's catering providers, currently Innovate Food Group, have their own sustainability policy. Food is sourced locally wherever possible.

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Special occasions, rewards and school events

The catering providers offer a hospitality menu, as well as bespoke provision.

Food is not used as a reward for attainment, attendance or otherwise.

School events

The catering providers attend the school's open evening for prospective new students and new parents/carers sessions to provide information about the food offer and how we are able to cater for individual needs.

Food and healthy eating in the curriculum

1. Healthy eating is taught within the curriculum, within the science and technology faculties.
2. Explicit reference to healthy eating in teacher planning.

Communication with students and parents

1. Menus and price lists are published on the school's website and are available to view on screens across the school. Menus are also on the walls within the dining areas
2. Theme days are published on the website and the VLE.
3. The Food Policy is available from the website or the school office.

Action Planning

Each year an action plan is drawn up to ensure that we are continually improving our food and drinks provision within school.

Target	Action Taken	Action Review Date
Reduce plastic waste going to landfill	Implementation of new juice machines with reusable bottles.	July 2026
Enhance the sixth form offer by implementing new equipment including salad bars	Quotes being sought and feedback taken from staff	July 2026
Reduce overall queuing times in the dining hall	Review of service and till operations with a recommendation of a third till being installed at the busiest point	July 2026

Links with any other policies:

- Behaviour and Safeguarding policies
- Equality Policy
- SEND Policy
- RSE Policy

Useful reading and references:

DfE School Food Plan - <http://www.schoolfoodplan.com/the-plan/>
Food Standards Agency - <https://www.food.gov.uk/>
British Nutrition foundation - www.nutrition.org.uk

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Appendix 1

Packed Lunches

The school allows packed lunches to be provided to students from home.

- The school will provide appropriate and attractive facilities for pupils eating packed lunches and ensure that free, fresh drinking water is available at all times.
- As fridge space is not available, pupils/parents are advised to bring packed lunches in insulated bags with freezer blocks where possible.
- The school will enable pupils eating packed lunches and pupils eating school lunches to sit together.

The school will work with parents to encourage packed lunches to meet the standards listed below.

Packed lunches should include:

- At least one portion of fruit and one portion of vegetables every day.
- Meat, fish, eggs, or a non-dairy protein (e.g. lentils, kidney beans, chickpeas, houmous, peanut butter, falafel) every day.
- Oily fish, such as salmon, at least once every three weeks.
- A starchy food such as any type of bread (white or wholegrain rolls, pitta bread or wraps), pasta, rice, couscous, noodles,
- Potatoes or another cereal every day.
- A dairy food such as milk, cheese, yoghurt, fromage frais or custard every day.
- A drink of water (Which can be obtained from school water dispensers), fruit juice or smoothie (maximum portion 150 ml), semi-skimmed, 1% fat or skimmed milk, yoghurt or another milk drink.

Packed lunches can occasionally include:

- Meat products such as sausage rolls, individual pies, corned meat and sausages.
- Cakes and biscuits, but encourage your child to eat these as part of a meal.

Packed lunches should not include:

- Salty snacks such as crisps - instead include nuts, seeds, vegetables and fruit with no added salt, sugar or fat.
- Confectionery such as chocolate bars, chocolate-coated biscuits, cereal bars, processed fruit bars and sweets.
- Sugary soft drinks, such as squash and fizzy drinks (even if labelled as 'sugar-free', 'no-added sugar' or 'reduced sugar' as these drinks can contribute to tooth decay and provide little nutritional value.

Appendix 2

Overspends

The school is committed to providing all students with at least one meal per day. This is achieved through the onsite dining provision along with packed lunches.

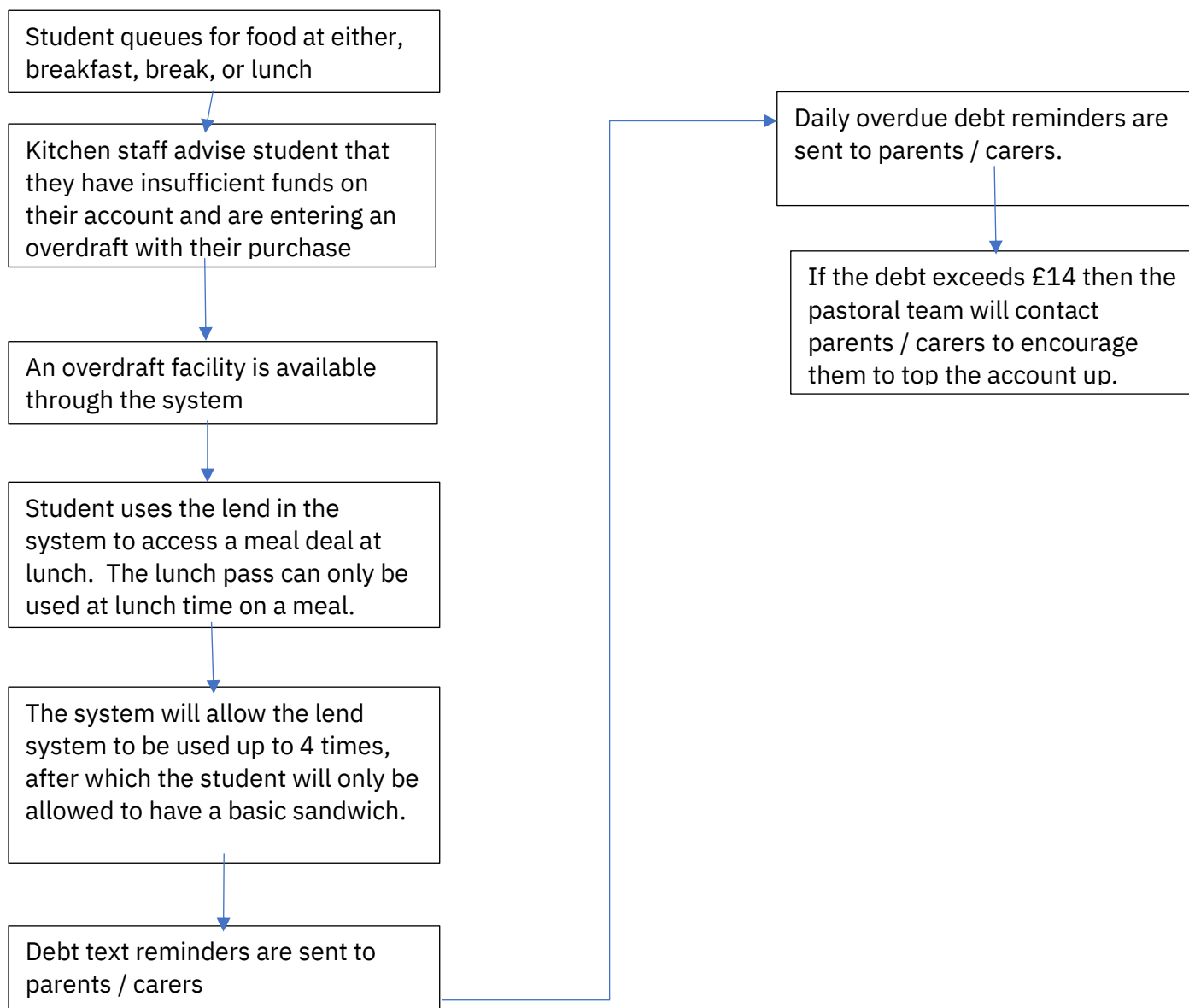
Should a student have either a negative balance or their account is not sufficient to purchase food, the following process is in place and agreed with the caterers.

Free School Meal students – their allowances can be used at breakfast and at lunch time; it cannot be accessed at break time and they must have sufficient credit on their account to purchase food.

Non FSM students – they must have sufficient credit to purchase food at breakfast and breaktime; and will be refused food if this is not the case. At lunchtime if a student has an overdraft of between zero and £14 they will only be allowed to purchase a 3 item meal deal; where an overdraft exceeds £14 the student will only be allowed a sandwich. No student would be refused food at lunchtime.

Daily emails are sent to parents/carers where a student is overdrawn to remind them to top up. Any debt greater than £14 is chased by the Finance Team. A flow chart is shown below highlighting the process.

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Appendix 3: List of Banned Items in support of Guiseley School Food and Drink Policy

The following guidance applied to all students between Year 7 and 11 in support of Guiseley School's status as a 'Healthy School'. Additional guidance can be found in the Guiseley School Food and Drink Policy.

The following items are considered to be banned items and therefore are not permitted on the Guiseley School site.

Drinks:

- Alcohol
- Drinks that contain either caffeine or have a high sugar content. This includes:
 - Lucozade
 - Red Bull / Monster
 - Prime Energy
 - Boost Energy Drink
 - Own brand energy drinks
- Coffee

Food:

- Chewing Gum

If students are seen consuming, sharing or in possession of any of these goods, they will be asked to hand them over, the goods will be confiscated, and they will not be returned. Any refusal to hand over these items will be treated as an act of defiance.

If students deny having these goods, and staff have reasonable grounds to suspect they are not telling the truth, school may undertake a screen and search process.