



CANTEEN POLICY & PROCEDURE

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INTRODUCTION

The purpose of the College Canteen is to provide low-cost, healthy and nutritious food.

The Canteen's menu complies with the Health Department's request for healthy foods to be served in schools. The menu will be updated as necessary to ensure a healthy variety of foods are available for students and staff throughout the year. The menu will be published and made available as it is updated.

The Canteen will take student orders for the primary school. Primary students are to write their order on an envelope and seal the envelope with the money to pay for their order. Student Representative Council reps will be asked to collect orders during form time for delivery to the Canteen.

Canteen staff require students to make separate lines for ordered lunches and lunches being bought. Staff members on duty in the Canteen area will ensure that students are lining up in designated lines during recess and lunch.

The Canteen will not serve students during class time

Primary School Lunch order procedure - Reception to Year 6

Baskets / trays are kept in the classroom. Orders are to be placed in the basket / trays by 9:40am. Lunch order bags are to be filled out and money placed in the bag. Primary school students will have access to the canteen for ice-cream or sundry purchases from 12.20pm.

Lunch orders require the below information:

- Student's Name
- Student's Class Number
- The order they are placing and the cost
- The amount of money they have put in the bag.

Students are to place correct money (if possible) in the bag, clearly write on the bag the amount of money they have put in the bag and place the bag in the basket / tray for their class.

Any change required will be attached to the bag with the recess or lunch order.

Collection of Lunch Orders

Reception to Year 2	The lunch basket / tray is to be collected @ 12.15pm from the canteen. The baskets / trays are to remain in the class for the lunch orders to be placed in the following morning.
Year 3 to 6	The lunch basket is to be collected @ 12.15pm from the canteen and taken to the eating area. The baskets are then to be taken to the class for lunch orders to be placed in the following morning.
Middle & Senior School	All Middle and Senior School students will be able to purchase from a selection of items at both recess and lunch.

No late lunch orders at recess will be accepted unless the student was late for school and can provide a late slip.

Implementation date: [July 2017]
Last reviewed: [April 2018]
Approved by: [Executive Principal]
Next review: [December 2018]