Food in schools across Scotland

Schools (Health Promotion and Nutrition) (Scotland) Act 2007 - Monitoring Record - Primary School

A template for recording information which supports the approach undertaken to implement and meet the requirements of the Act. Further information to support monitoring can be found [here](https://blogs.glowscotland.org.uk/glowblogs/foodforschools/background/).

Local Authority:

School:

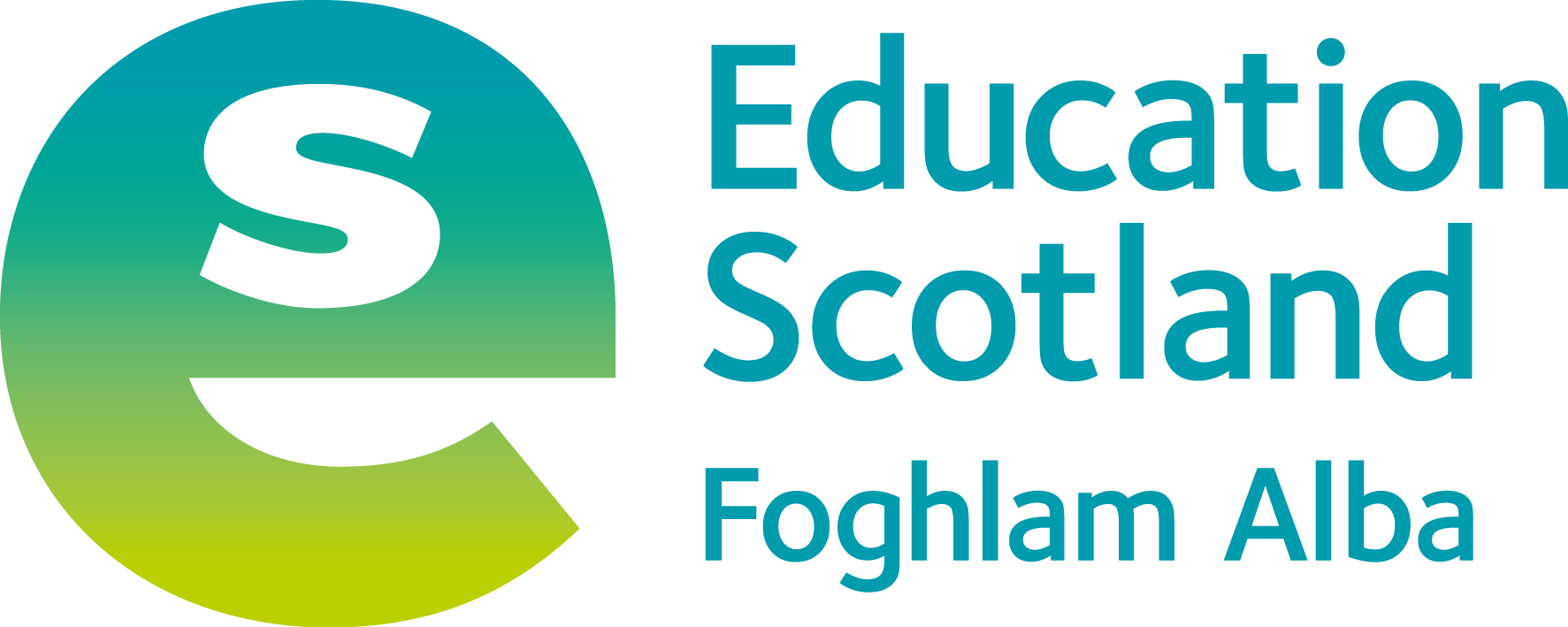
Date:

# **Health Promotion and Nutrition Monitoring record – Primary School**

Your setting may have systems in place to monitor and evaluate practice. If required, this monitoring record provides a way to allow evidence which will support a critical look at practice, to be collated in one place. By completing the monitoring record jointly, education and catering staff will gain a greater understanding of their shared responsibility in relation to the HPN Act regulations.

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| **School name** | **Local Authority** | **Date completed** | **Compiled by**  Education -  Catering - |
| Summary of school meals data - evidence sources may include annual census data or local monitoring data.  School meal uptake –  Free school meals data –  Observations of service – | | | |
| **Other information** eg local issues, production kitchen/transported meals, Food for Life authority/school, nutritional analysis software, | | | |

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| **Compliance with Nutritional Regulations - food and drink standards** | | | | | |
| Check through each standard and application (lunchtime or out with lunch) – highlight the relevant box in Green (achieved) or Red (not achieved) and add text in Evidence box to demonstrate the current position on meeting the standard. An example using the fruit and vegetables standard is shown for information only. You will notice that the red highlighting relates to an action for the breakfast club provider to take forward. | | | | | |
| Standard | Primary school lunches including early closing days eg asymmetric weeks | | Outwith the primary school lunch including: breakfast clubs, tuckshops, morning break, vending machines and after school clubs | Evidence to show this standard is being met:  a) at lunchtimes  b) out with lunchtimes | |
| *Example*  *Fruit and vegetables* | ***Not less than*** *two portions of vegetables shall form part of the school lunch.*  ***Not less than*** *one portion of fruit shall form part of the school lunch.*  *A portion* ***must*** *be at least 40g.*  *A portion of dried fruit should be* ***limited*** *to 15g.* | | *A variety of fruit and/or vegetable portions* ***must*** *be made available in any place within the premises where food is provided.*  *A portion* ***must*** *be at least 40g.*  *A portion of dried fruit should be* ***limited*** *to 15g.* | *a) planned menu in place ensures provision meets standards. Further monitoring of service (eg observations/portions served/waste figures) provides assurance that this is being served to children.*  *b) the school breakfast club provider was unaware of requirement – school has raised this with the provider. Awaiting confirmation of changes in provision (include evidence of how this was noticed and that it has been raised, by who and steps are being taken to address if possible).* | |
| **Fruit and vegetables** | **Not less than** two portions of vegetables shall form part of the school lunch.  **Not less than** one portion of fruit shall form part of the school lunch.  A portion **must** be at least 40g.  A portion of dried fruit should be **limited** to 15g. | | A variety of fruit and/or vegetable portions **must** be made available in any place within the premises where food is provided.  A portion **must** be at least 40g.  A portion of dried fruit should be **limited** to 15g. |  | |
| **Oily fish** | Oily fish **must** be provided at least once every 3 weeks. | | No standard. |  | |
| **Red and red processed meat**  **Attach calculation below\*** | **No more** than 175g of red and red processed meat is permitted over the course of the school week, of which **no more** than 100g should be red processed meat.  This applies as a total to all outlets offering red and red processed meats for example a lunchtime salad bar offering ham pasta. | | Red and red processed meat is not permitted. |  | |
| **Sweetened baked products and desserts**  *Please provide a sample of recipes with nutritional information* | Sweetened baked products and desserts **cannot** be served more than three times  per week.  When served they should contain **no more** than 15g of total sugar per portion. | | **Only** products meeting the following criteria can  be provided:   * No more than 7g of total sugar per portion. * No more than 13g of fat per portion. * No more than 4g of saturated fat per portion. |  | |
| **Breakfast cereals**  *Please provide product information* | **Only** breakfast cereals meeting the following criteria can be provided:   * No more than 15g of total sugar per 100g. * No more than 440mg of sodium per 100g. * No more than 1.1g of salt per 100g. * At least 3g of fibre per 100g.   Breakfast cereals served as part of the school lunch must be included in the nutritional analysis. | | |  | |
| **Deep fried and fried foods**  *Please provide product information* | Food that has been deep fried in the cooking or manufacturing process shall **not** be permitted more than 3 times in a week.  Chips **must only** be served as part of a school lunch. | | **No** fried foods can be provided except for savoury snacks that meet the criteria outlined below. |  | |
| **Savoury snacks**  *Please provide product information* | The following savoury snacks **can** be provided:   * plain savoury crackers * plain oatcakes * plain breadsticks | | |  | |
|  | | In addition, **only** pre-packaged savoury snacks  meeting the following criteria can be provided:   * Pack size of no more than 25g. * No more than 22g of fat per 100g. * No more than 2g of saturated fat per 100g. * No more than 600mg of sodium per 100g. * No more than 1.5g of salt per 100g. * No more than 3g of total sugar per 100g. |  | |
| **Bread**  *Please provide information confirming fibre content* | **All** Bread and bread rolls must contain a minimum of 3g of AOAC fibre per 100g. | | |  | |
| **Sweetened yoghurts, fromage Frais and other milk-based desserts**  *Please provide a sample of any milk-based desserts recipes with nutritional information.*  *Please provide product information for yoghurts.* | **Only** sweetened yoghurt, fromage frais and other milk-based desserts meeting the following criteria can be provided:   * Maximum portion size of 125g. * No more than 10g of total sugar per 100g. * No more than 3g of fat per 100g. | | |  | |
| **Pastry and pastry products** | Pastry and pastry products **must not** be provided more than twice a week across the school day. | | |  | |
| **Oils and spreads**  *Please provide product information for spreads.* | Oils **must** contain a total saturated fat content which does not exceed 16 grams per 100 grams and –  (a) a total monounsaturated fat content of at least 55 grams per 100 grams; or  (b) a total polyunsaturated fat content of at least 30 grams per 100 grams.  Fat spread **must** contain –  (a) a total saturated fat content which does not exceed 20 grams per 100 grams; and  (b) a combined total monounsaturated and polyunsaturated fat content of at least 30 grams per 100 grams. | | |  | |
| **Salt and condiments** | **No** salt shall be available to add to food after the cooking process is complete.  Other condiments may be available to pupils **only** in individual portions of no more than 10 ml. | | |  | |
| **Confectionery** | **No** confectionery shall be made available in any place within school premises. Either as a separate item such as a chocolate bar or as an ingredient in products under any other standard such as sweetened baked goods or pastry items. | | |  | |
| **Drinks** | The **only** drinks that can be provided are:   Plain still or sparkling water   Plain lower fat milk and calcium enriched milk alternatives   No added sugar, lower fat milk drinks   No added sugar, lower fat and drinking yoghurts | | |  | |
| **Observations**/**next steps** | | | | | |
| **Attach relevant reference information here for example,**  **\*Red and Red Processed Meat calculation**  **Full Menu cycle**  **Recipes** *This should include soup (if applicable), red meat & red processed meat recipes, main course/hot snack recipes, sweetened baked recipes. All sample recipes should include the nutritional information.* | | | | | |
| **Compliance with Nutritional Regulations - Nutrient Standards** | | | | | |
| **Evidence from Nutritional Analysis –** what does the nutritional analysis tell you |  | | | | |
| **Observations/next steps –** refer to reflective questions in the Nutritional Analysis Manual | | | | | |
| **Monitoring Analysis of Nutrient Standards** | | | | | |
| **Monitoring Analysis –** what does this analysis tell you? |  | | | | |
| **Observations/next steps –** this might include issues from the nutritional analysis, observations of lunchtime staff, management of dietary requirements, links with whole school learning on food. | | | | | |
| **Compliance with key duties** | | | | | |
| Highlight in green(compliance) or red (non-compliance) | Evidence to show compliance | | | | |
| **Promoting uptake of free and paid lunches** |  | | | | |
| **Access to free drinking water** |  | | | | |
| **Anonymity of free meal entitlement** |  | | | | |
| **Observations/next steps** | | | | | |
| **Effectiveness of school strategies and policies around food and compliance with nutritional regulations** | | | | | |
| See [The Health Promotion and Nutrition Act Quality Indicator - Food in schools across Scotland self-evaluation framework](https://blogs.glowscotland.org.uk/glowblogs/foodforschools/monitoring-and-evaluation/) for suggestions of evidence supporting your evaluation of the effectiveness of your approaches in improving health and wellbeing outcomes for children through food in school. (add more lines as necessary) | | | | | |
| **Strengths**  What is workingwell/has improved? | | **Evidence**  How do we know? | | | **Actions**  Next steps? |
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| **Challenges**  What needs to improve? | | **Evidence**  How do we know? | | | **Actions**  What do we need to do and how will we know if it has been effective? |
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| **Evaluation of The Health Promotion and Nutrition QI - Optional** | | | | | |
| The illustration of very good practice provides a benchmark for you to compare how well you are doing in relation to a national standard. Based on the evidence gathered, use this together with the illustration and explanation of the six-point scale to agree an evaluation. | | | | | |
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