Food in schools across Scotland

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

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 in the Food in schools across Scotland self-evaluation framework [here](https://blogs.glowscotland.org.uk/glowblogs/foodforschools/monitoring-and-evaluation/gather/). This document can be downloaded and completed.

**Authority:**

**School:**

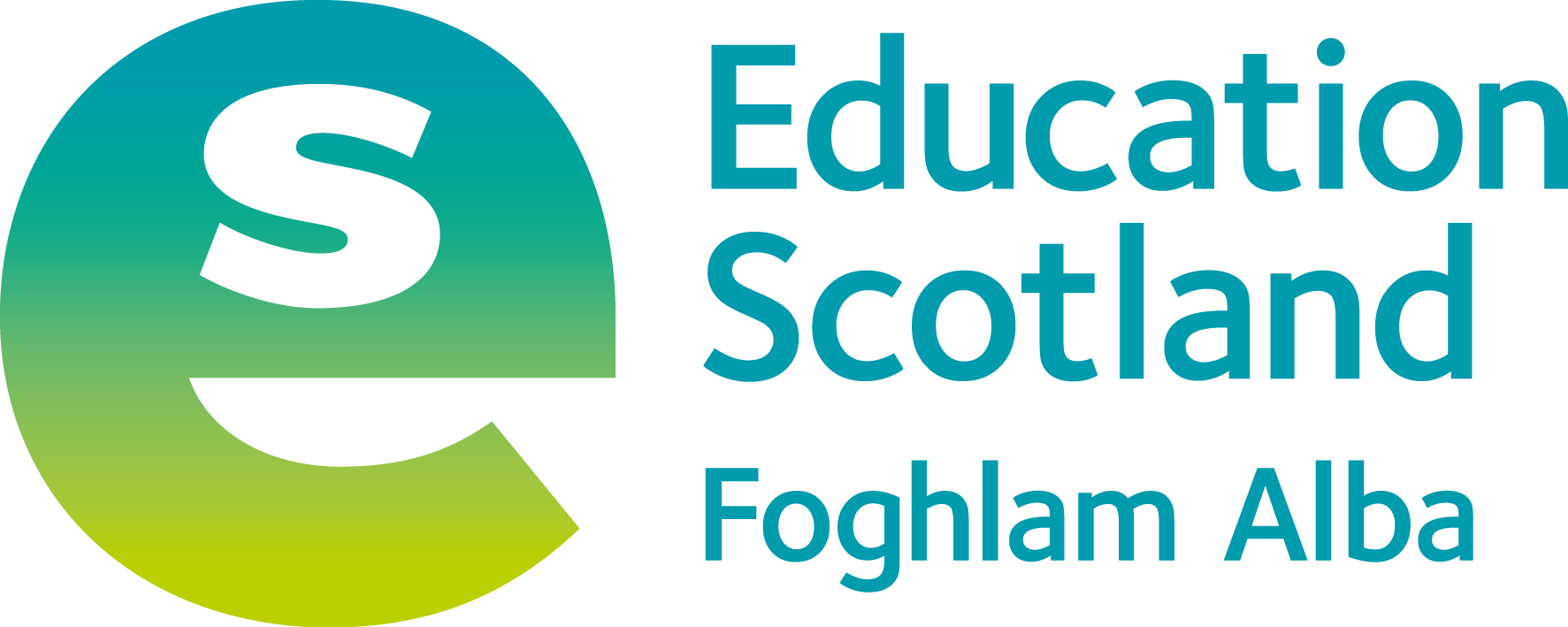
**Date:**

**Health Promotion and Nutrition (HPN) Act Monitoring record – Secondary 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 this 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 - sources may include annual census data as well local monitoring data.  School meal uptake –  Free school meals data –  Observations of service –  SharePoin | | | |
| **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 outwith lunch) – highlight box in Green (achieved) or Red (not achieved) and put text in Evidence box to demonstrate current position regarding 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 nurture/lunchtime club providers to take forward. | | | | | | |
|  | Secondary School lunch provision and school hostel evening meals | | | Other times of the secondary school day including: breakfast, morning break provision, vending machines, non-analysed school lunch, lunchtime school clubs, nurture groups and after-school clubs | Evidence to demonstrate this standard is being met:  a) at secondary school lunch provision  b) evening meals in school hostels  c) at all other times | |
| *Example*  *Fruit and vegetables* | *At least two portions of vegetables and one portion of fruit shall form part of the daily analysed school lunch and as part of a school hostel evening meal.*  *A portion* ***must*** *be at least 80g.*  *A portion of dried fruit should be* ***limited*** *to 30g.* | | | *A variety of fruit and/or vegetables portions must be made available in any place within the premises where food is provided.*  *A portion of salad or vegetables must be provided and included in the cost of any non-analysed main lunch option.*  *A portion* ***must*** *be at least 80g.*  *A portion of dried fruit should be* ***limited*** *to 30g.* | *a&b) planned menus in place ensure provision meets standards. Further monitoring of service (eg observations/portions served/waste figures) provides assurance that this is available to young people.*  *c) school staff were unaware of requirement to comply with regulations at nurture and lunchtime clubs. Discussions have taken place with school staff to alert them to the regulations and where they apply. 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 and one portion of fruit shall form part of the daily analysed school lunch and as part of the school hostel evening meal.  A portion **must** be at least 80g.  A portion of dried fruit should be **limited** to 30g. | | | A variety of fruit and/or vegetables portions must be made available in any place within the premises where food is provided.  A portion of salad or vegetables must be provided and included in the cost of any non-analysed main lunch option.  A portion **must** be at least 80g.  A portion of dried fruit should be **limited** to 30g. |  | |
| **Oily fish** | Oily fish **must** be provided at least once every 3 weeks either as part of the analysed or non-analysed school lunch, or at other times of the school day. | | | |  | |
| Hostel evening meal  Oily fish must be provided at least once every three weeks as part of the school hostel evening meal. | | | |
| **Red and red processed meat**  **Attach calculation below\*** | No more than a combined total of 230g (cooked weight) of red and red processed meat is permitted across the secondary school week, of which no more than 130g (cooked weight) can be red processed meat. | | | |  | |
| Hostel evening meals  In addition, no more than 115g (cooked weight) of red and red processed meat is permitted of which no more than 65g(cooked weight) can be red processed meat. | |  | |
| **Sweetened baked products and desserts**  *Please provide a sample of recipes with nutritional information* | **Only** products meeting the following criteria can  be provided:   * No more than 10g of total sugar per portion. * No more than 19g of fat per portion. * No more than 6g 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. | | | |  | |
| **Deep fried and fried foods**  *Please provide product information* | Food that has been deep fried in the cooking or manufacturing process must only be provided a maximum of 3 times in a week.  Chips if served **must only** be served as part of a lunch. | | | |  | |
| Hostel evening meals  Food that has been deep fried in the cooking or manufacturing process must only be provided a maximum of 3 times in a week.  Chips if served **must only** be served as part of an evening meal. | |  | |
| **Savoury snacks**  *Please provide product information* | Plain savoury crackers, plain oatcakes and plain breadsticks can be provided.  Other pre-packaged savoury snacks meeting the following criteria can also 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 175g. * 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. | | | |  | |
| Hostel evening meals  Pastry and Pastry products must not be provided more than twice a week as part of a school hostel evening meal. | |  | |
| **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.  Condiments must **only** be provided in portions of no more than 10ml. | | | |  | |
| **Confectionery** | **No** confectionery shall be made available in any place within school premises. | | | |  | |
| **Drinks** | In addition to free drinking water, the only drinks that can be provided are:   * Plain still or sparkling water * Plain lower fat milk and lower fat, calcium enriched milk alternatives * No added sugar, lower fat milk drinks * No added sugar, lower fat drinking yoghurts * Sugar-free drinks (excluding high caffeine – 150mg per litre) | | | |  | |
| **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 | | | | | | |
| **Compliance with key duties** | | | | | | |
| Highlight in green(compliance) or red (non-compliance) | Evidence to demonstrate 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 young people through food in school. (add additional lines as necessary) | | | | | | |
| **Strengths**  What is workingwell? | | **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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