



Catering Policy and Guidance

Including all of the Pre-Prep and Early Years Foundation Stage

ANC

Last updated September 2025

Review and Amendment Record

Date	Person Conducting the Review	Changes Made
01/08/16	SCB	Created
03/08/16	PMS	Updated
October 2018	JB	Change of person responsible for policy
October 2019	JB	Review
October 2020	JB	Annual Review
October 2021	ANC	Review and change of policy holder.
September 2022	ANC	Annual Review
September 2023	ANC	Annual Review
September 2024	ANC	Annual Review & Change of Health & Safety Governor
April 2025	ANC	Change of Contract caterer
September 2025	ANC	Annual Review

Governors Statement of Interest

1. As Governors of Summer Fields school, we fully recognise the importance of food to the happiness and wellbeing of all our pupils. As such it connects to our approach to safeguarding, wellbeing and health & safety and attracts specific oversight from a nominated governor. We believe in the school's motto "Mens sana in corpore sana a healthy mind in a healthy body". The academic rigour at Summer Fields is complemented by a great deal of sport and activities and the boys need to be fuelled for success. Our approach is based on the Governments School Food Standards but adapted to meet the specific needs of the Summer Fields boarding routine. We feel this represents best practice.

2. We are committed to:
 - Ensuring that the catering at Summer Fields contributes to the boys' happiness.

 - That the food provided across a busy routine represents a healthy and educational proposition.

 - Ensuring the boys do not go hungry.

 - That food is prepared and delivered safely

 - The boys' needs and wants are considered.

Name of Health and Safety Governor:

MISS HR Fox

Signature:

Date:.....

Review date 01st September 2025

Purpose

1. The purpose of this policy is to detail the key responsibilities and policy for delivering excellent, safe and nutritionally balanced catering at Summer Fields.

Responsibilities

2. The Health & Safety Governor will review the catering provision routinely as part of the termly Health & Safety Committee agenda against the governor's statement of intent.
3. The Domestic Bursar will ensure that catering is delivered safely and as per the contractual specification, which is to be reviewed annually. Feedback on the catering service is to be prepared for the termly H&S Committee meetings. Menus are to be devised through consultation with the pupils, the staff and finally endorsed by a nutritionist.
4. The Deputy Head pastoral will oversee the catering committee and provide feedback as necessary.
5. The Senior Sister will ensure that the allergens and food related medical information is entered onto the database, updated annually or when necessary and available to the contract caterers and all relevant staff.

Good Food Supporting Happy Boys

6. Food plays a significant part towards a cohesive and happy boarding school. Food services, must set the boys up for success in the classroom and on the sports fields and at the same time provide opportunity for social development and happy experiences each and every day. It is important to recognise the potential for tension between preparatory age boys being happy about the food offered and delivering a healthy, nutritionally balanced approach to eating. Getting the balance right is challenging but it can be helped through education and a consistent effort between parents, staff and pupils. Whilst we are committed to healthy eating for the boys at Summer Fields we will continue to prioritise happiness and wellbeing.

Summer Fields Food Standard

7. The Government's School Food Standards established in 2015 has been adapted by nutritionists to meet the specific requirements of the boarding routine here at Summer Fields. It is used to develop School menus. Three rotating menus will be developed for each term and endorsed by a nutritionist as conforming to the Summer Fields food standard. The standards provide direction on the appropriate consideration of the menu food groups listed below, and across the whole school catering provision.

- Starchy foods
- Fruit and vegetables
- Meat, fish, eggs, beans and other non-dairy sources of protein
- Milk, dairy foods and drinks high in fat, sugar and salt
- Plus, healthier drinks

We believe this approach represents best practice.

Quality Products and Ingredients

8. The School outsource the catering provision, which has been selected because of their commitment to high quality, healthy and safe catering services. We ensure that the catering budget provides opportunity to use high quality and, where appropriate local fresh food is used.

Quality Control

9. The quality of food services at Summer Fields is to be assured through a system containing the following:
- Either the Catering Manager, Head Chef or the Sous Chef are available to supervise each meal service and they and their team encourage and welcome on the spot feedback. In addition the Catering Manager or Head Chef can be contacted internally via the School's email system and the Domestic Bursar has an open door policy to encourage discussion with the staff and boys.
 - Menus that are validated and signed by the Caterer's nutritionist are then used for half of a term.
 - Regular termly feedback processes from pupils and staff.
 - Regular consideration and input from the boys through the 'Summer Fields' food committee, which is a cross section of the children, when boys can talk about their likes and dislikes, and what they really would like to see on the menu. With the Catering Manager attending the meeting, we then try to accommodate some of the boys' requests in the next new menu cycle.
 - The Deputy Head, Domestic Bursar, Catering Manager and Head Chef then discuss menus, raise any concerns, suggest new dishes and offer ideas for menus for special events. They taste sample dishes and also help to carry out surveys throughout the school and analyse the results.
 - Termly Health & Safety committee meetings.
 - Termly account reviews between the school and the catering contractor.

- Monthly account meetings with the Domestic Bursar, Finance Officer, Catering Manager and the Caterers Operations Director.
- Weekly meeting between the Domestic Bursar and the Catering Manager.
- Annual European Food Hygiene Audit.
- External catering consultant review of catering operations (Last ISCC AUDIT Feb 2024 – copies available from the Domestic Bursar)
- Secret Squirrel cards handed out randomly to boys, they are asked to score what they thought of the food they had been given in on day.

Ethical, Religious and Safety Considerations

10. The food service is to recognise the ethical, and medical requirements of staff and pupils e.g. religious, ethnic, vegetarian, medical, and allergenic needs. Food allergies and intolerances affect around 6.65% of the pupils and as such food safety and the safety of the boys within the catering operation.

Summer Fields parents and staff

11. All Summer Fields Parents and Staff are informed that we are a nut-free school. Parents of children who have allergies to any food product, or who have special dietary requirements, are asked to make this clear in the medical questionnaire which they complete when their son enters the school. They should inform the school at once if their son subsequently develops an intolerance of any food. Head Sister and the Catering Manager are happy to see any parent who has concerns about their son's medical condition, and to devise a special menu, where practicable. All dietary information is to be updated annually and used to inform robust mechanisms, to ensure that boys and staff eat safely. Boys struggling with weight loss or weight gain will be subject to carefully considered and discreet medically informed programmes to monitor and remedy the situation.

Stimulating Interest in Healthy Eating

12. Summer Fields is committed to educating and stimulating interest in food, nutrition and healthy eating. It forms part of the cross curricular programme and there are opportunities for the pupils to learn about food in activity groups, as well as in Food Technology lessons. PSHE and Biology lessons ensure that pupils understand why a healthy diet is so important and how to make sensible food choices. Other educational opportunities include;

- Publication of policy, standards and menus.
- Annual school assemblies.
- Twice termly food events that educate and or stimulate interest in food and healthy eating.
- The school's dining room committee and their discussions with their forms on food matters.

Summer Fields Menus

13. The Summer Field menus must be age appropriate first with the Pre-Prep being considered and adventurous or educational second. The service is to be judged for quality and consumption or wastage. There is little point in over specifying food service if the boys are reluctant to eat what is offered. Simple but very high quality food is to be the order of the day with occasional educational diversions to broaden awareness and interest in food. We want boys to look forward to their meals and receive the nutrition and energy required, menus are to be prepared well in advance of the next term to allow full consultation with pupils, lodge parents and finally validation by the nutritionist.

Drinking Water

14. Drinking water is widely available throughout the school, both inside and outside in the grounds. There are 5 water fountains in the school and 2 outside in the grounds. The dining room has 2 filtered water machines.

Food in Lodges

15. All food provided to Lodges is to be issued by the catering team under the same quality of care and safety. All Lodges have supplies of mains water and at the weekends sweets are provided for the boys to enjoy on a Saturday evening. Fresh fruit, carrots, fruit juice and milk is supplied daily and hot chocolate (mainly in the colder months), and biscuits are supplied weekly. The Boarders celebrate their birthday in the evenings with a cake in Lodge. Cakes are available from the caterers but parents are welcome to supply a cake, **Parents are reminded that any cake brought into school must not contain nuts.**

Parental Contact

16. Any parent with ideas or concerns about the quality of the catering provision is encouraged to contact the Domestic Bursar and is always welcome to come in and sample a meal. Please telephone 01865 459206 or email anc@summerfields.com to make arrangements.