*The following template of “School Healthy Eating Policy” listed out comprehensive measures including school administration, lunch arrangement, snack arrangement (including food and drinks), as well as education and publicity. By modifying this template, schools can formulate their own policy and pragmatic measures particular to their own settings so that it can ultimately become an ideal EatSmart School in a clear and orderly manner.*

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School Healthy Eating Policy***(Template)***

## Policy Statement:

***Our school is committed to promoting the importance of healthy eating to our students, school staff and parents on a long-term basis by establishing a healthy eating environment, encouraging them to develop good eating habits and putting the habits into practice in daily life.***

Our school will adopt the following measures in order to implement the above policy statement.

### School Administration

* To appoint at least one designated school staff to coordinate a committee or group with parents as members to assist in formulating and implementing the healthy eating policy.
* To inform school staff, parents and students of the school healthy eating policy and measures in every school year.
* To review and revise the school healthy eating policy and implementation of various measures in every school year.
* To support the teachers-in-charge of “EatSmart@school.hk” Campaign so that they have adequate time to organise activities and attend related trainings.

Lunch Arrangement

* To give a higher priority to the nutritional quality of lunch boxes when selecting a lunch supplier. Schools may make reference to the [*Handbook of Selection of Lunch Suppliers*](https://school.eatsmart.gov.hk/files/pdf/Supplier_handbook_en.pdf) published by the Department of Health (DH)*.*
* To stipulate in the signed contract with the lunch supplier that all lunch boxes shall prepare in compliance with the nutrition recommendations of the [*Nutritional Guidelines on Lunch for Students*](https://school.eatsmart.gov.hk/files/pdf/lunch_guidelines_bi.pdf) published by the DH.
* To review lunch menus before releasing them to students and parents in each month to ensure that the lunch boxes provide at least one serving of vegetables, no “Strongly Discouraged Food Items” and desserts are provided.
* To provide students and parents with approved lunch menu with nutritional information in each month so that informed choice could be exercised.
* To conduct lunch monitoring at least four times in every school year. Each monitoring shall continue for one school week with five consecutive school days to monitor whether all lunch boxes are in compliance with the nutrition recommendations in the [*Nutritional Guidelines on Lunch for Students*](https://school.eatsmart.gov.hk/files/pdf/lunch_guidelines_bi.pdf)*.* The school shall keep record by using or making reference to the “Lunch Monitoring and Feedback Form (Chinese Version Only)” provided by the DH, reflect the monitoring results to the lunch supplier and request for improvement if needed. Such records should be duly kept until the end of the contract.
* To encourage parents who prepare homemade lunch boxes to make reference to [the *Nutritional Guidelines on Lunch for Students*](https://school.eatsmart.gov.hk/files/pdf/lunch_guidelines_bi.pdf), which stresses on the provision of at least one serving of vegetables, avoidance of “Strongly Discouraged Food Items”, such as deep-fried food or food with very high salt content, as well as desserts.
* To adopt the agreed measures between the school and parents in handling cases where the homemade lunch box of the student failed to comply with the healthy eating policy.
* To provide a comfortable environment and sufficient time for students and school staff to have lunch.
* To make arrangement of fruit provision (self-prepared/ provided by lunch supplier) with lunch supplier and parents to promote the habit of fruit intake. It is suggested that students should take at least one serving of fruit in school every day.

Snack Arrangement (Including Food and Drinks)

* To give a higher priority to the nutritional quality of snacks when selecting a snack supplier. Schools may make reference to the [*Nutritional Guidelines on Snacks for Students*](https://school.eatsmart.gov.hk/files/pdf/snack_guidelines_bi.pdf) published by the DH.
* To stipulate in the signed contract with the snack supplier that no snacks belonging to the “Snacks to Choose Less” category shall be provided.
* To conduct snack monitoring at least two times in every school year to ensure that no snacks belonging to the category of “Snacks to Choose Less” are sold at school. The school shall keep record by using or making reference to the “Snack Monitoring and Feedback Form (Chinese Version Only)” provided by the DH, reflect the monitoring results to the snack supplier and request for improvement if needed. Such records should be duly kept until the end of the contract.
* To encourage parents to make reference to the [*Nutritional Guidelines on Snacks for Students*](https://school.eatsmart.gov.hk/files/pdf/snack_guidelines_bi.pdf) and avoid providing food and drinks belonging to the “Snacks to Choose Less” category, including food that are high in fat, salt or sugar, for example potato chips, chocolates or soft drinks. Encourage parents to prepare healthy snacks such as fresh fruits, boiled eggs or dry-roasted plain nuts. Emphasise that students should take moderate amount of snacks only if it shall not affect the appetite for the next main meal.
* To forbid promotion of “Snacks to Choose in Moderation” or “Snacks to Choose Less” at school and reject school activity sponsorship offered by food manufacturers or food suppliers.
* To request snack suppliers to promote “Snacks of Choice” and display such snacks in a prominent position.
* To encourage students to drink more water and ensure students can access to potable water.
* To adopt the agreed measures between the school and parents in handling cases where the homemade snacks of the student failed to comply with the healthy eating policy.
* To avoid using food as a reward, which delivers contradictory messages to healthy eating habits.

Education and Publicity

* To organise at least one activity that promote healthy eating in every school year, especially activities promoting the cooperation among families, schools and the community.
* To make reference to credible nutrition education materials such as materials provided by the DH or relevant academic or professional organisations and provide such materials to parents and school staff in every school year to enhance their understanding and awareness on healthy eating.
* To incorporate nutrition and healthy eating elements in school curriculum and related subjects.
* To encourage parents and school staff to practice healthy eating habits in daily life so as to become a good role model to students.
* To encourage students to attend the physical examination and related health service on areas such as growth, nutrition, vision, hearing and spine offered by the Student Health Service Centres each year.