

EatSmart School Accreditation Scheme – Document Checklists

Stage I Accreditation

Accreditation Aspect	Accreditation Items	Documents required
School Administrative Measures	<ol style="list-style-type: none">1. Set up a committee / working group comprising designated school staff and parents' representatives to formulate, endorse and implement school healthy eating policy2. Make annual /perennial announcement of the policy to raise awareness of school staff, students and their parents3. Conduct at least an annual review on the policy and its implementation and make revision accordingly.	<ol style="list-style-type: none">A. List of committee /working group or minutes of meetingB. Relevant notices / memo / school website screenshotC. School Healthy Eating PolicyD. Record on review of school healthy eating policy and measures

Accreditation Aspect	Accreditation Items	Documents required
<p>Lunch sets complying with basic nutritional requirement</p>	<p>4. Clearly state <i>“all lunch sets serving in school should contain at least one serving of vegetables, do not contain any “strongly discouraged food item” and do not provide desserts”</i> in the contract with lunch suppliers.</p> <p>5. Advise parents to observe the above standard for homemade lunch sets.</p> <p>6. Impose monitoring systems to lunch sets served by lunch suppliers or parents. Follow-up with suppliers and parents when non-compliance is detected.</p>	<p>E. Copy of contract signed with the lunch supplier (relevant parts)</p> <p>F. Lunch menus¹ of any three consecutive months in the one year preceding accreditation which met the nutritional requirements^{i,2}</p> <p>G. Relevant notices / memo / school website screenshot</p> <p>H. Feedbacks to lunch supplier (if applicable)</p>

¹ Submission of 1-month menu under provision of the new lunch supplier for schools with satisfactory lunch provision for 3 consecutive months by the previous lunch supplier is requested

² Please refer to “Classification Chart of Lunch Food Items”

Accreditation Aspect	Accreditation Items	Documents required
<p style="text-align: center;">Snacks complying with the basic nutritional requirement</p>	<p>7. Clearly state <i>“all snacks serving in school do not contain “snack to choose less”</i> in the contract signed with operators of tuck shop, suppliers of snacks and snack vending machines.</p> <p>8. Advise parents to observe the same standard when providing snacks to their children.</p> <p>9. Impose monitoring systems to snacks served by snacks suppliers or parents. Follow-up with suppliers and parents when non-compliance is detected.</p>	<p>I. Copy of contracts signed with operator of tuck shop, suppliers of snacks and snack vending machine (relevant parts)</p> <p>J. Relevant notices / memo / school website screenshot</p> <p>K. Feedbacks to snack suppliers (if applicable)</p>

**Education and
Publicity**

10. Organize at least one promotional activity on healthy eating for all students in each school year.

11. Provide nutrition education to parents and school staff using authentic resources (e.g. information provided by DH, academia or professional organizations) to boost their knowledge and awareness on healthy eating.

12. Discuss with parents on measures to promote daily consumption of 1-2 servings of fruit among children, and try to serve at least 3 servings of fruit at school each week.

L. Records or reports on school healthy eating activities

M. Nutrition education materials provided to parents and school staff

N. Records on arrangement that promote students' daily fruit consumption (e.g. notices to parents, contracts with suppliers, or other relevant documents)

Stage II Accreditation

Accreditation Aspect	Accreditation Items	Documents required
<p>Advanced Level Accreditation (Lunch)</p>	<ol style="list-style-type: none"> 1. Clearly state <i>“all lunch sets serving in school should fully comply with the requirements stipulated in the "Nutritional Guidelines on Lunch for Students" published by DH”</i> in the contract with lunch suppliers. 2. Impose monitoring systems to ensure that <i>all lunch sets</i> served by suppliers are in <i>full compliance</i> with the requirements stipulated in the "Nutritional Guidelines on Lunch for Students". <i>At least four rounds of such check, each cover five consecutive school days, should be arranged in one academic year.</i> Such records should be kept until the end of the prevailing contract. 3. Advise parents to observe the standard promulgated by the above guidelines, which stress on <i>provision of one serving of vegetables, avoidance of “strongly discouraged food items” and desserts in all homemade lunch sets.</i> 	<ol style="list-style-type: none"> A. Contract signed with the lunch supplier (relevant parts) B. Lunch menus³ for any three consecutive months in the one year preceding accreditation which met the nutritional requirements⁴ C. Two sets of lunch monitoring records (may take reference from “School Lunch Nutritional Quality Assessment and Response Form” provided by DH”) D. Two sets of documents issued to the lunch supplier reflecting the monitoring result and request for improvement (if applicable) E. Relevant notices / memo / school website screenshot

³ Submission of 1-month menu under provision of the new lunch supplier for schools with satisfactory lunch provision for 3 consecutive months by the previous lunch supplier is requested

⁴ Please refer to “Classification Chart of Lunch Food Items”

Accreditation Aspect	Accreditation Items	Documents required
<p style="text-align: center;">Advanced Level Accreditation (Snacks)</p>	<ol style="list-style-type: none"> 1. Clearly state <i>“no “snacks to choose less” (including beverages)”</i> in the contract signed with operators of tuck shop, suppliers of snacks and snack vending machines. 2. Impose monitoring systems to ensure that <i>all snacks</i> served by suppliers are in <i>full compliance</i> with the requirements stipulated in the "Nutritional Guidelines on Snacks for Students. <i>At least two rounds of suck checks should be arranged in one academic year.</i> Such records should be kept until the end of the prevailing contract. 3. Advise parents to observe the standard promulgated by the above guidelines, which stress on <i>avoidance of school snacks or beverages that are classified as “snacks to choose less”</i>. In addition, encourage them to prepare healthy snacks choices like fresh fruit, boiled eggs, and nuts that are baked without salt. Emphasize that snacks should not spoil the appetite for the next major meal and be provided only when children feel hungry. 4. Ensure students’ access to potable water. 	<ol style="list-style-type: none"> A. Contracts signed with operators of tuck shop, suppliers of snacks and snack vending machines (the relevant parts) B. One set of snack monitoring record (may take reference from “School Snacks Nutritional Quality Assessment and Response Form” provided by DH”) C. One set of document issued to the operator reflecting the monitoring result and request for improvement (if applicable) D. Relevant notices / memo / school website screenshot

**** Generally speaking, only documents within twelve months spanning from date of accreditation would be accepted (except contract with suppliers)***