



EatSmart@school.hk Campaign
EatSmart School Accreditation Scheme
Application Form

For Official Use Only

Received on : _____

School no. : _____

Please complete this application form and return via email (eatsmart_school@dh.gov.hk) or by fax (fax no.: 2781 2599) to “EatSmart@school.hk” Campaign Secretariat.

Part I: School Information

School name:			
Address:			
Telephone no.:		Fax no.:	
District Council district :		EDB School Number:	

Part II: Scheme Participation

<i>I have read the details of the EatSmart School Accreditation Scheme and agreed to participate in the Scheme. I will fully support our teachers and parents to promote healthy eating in school and the health of students.</i>			
Does the principal agree to the above statement?			
Name of the principal:		Email address:	

Part III: Contact Information

(Please provide the contact information of at least one teacher-in-charge for follow up.)

Name	Gender	Post (e.g. Teacher / Master / Principal)	Telephone no.	Email address <i>(To facilitate future communication, please provide personal email address.)</i>

Part IV: Choice of School Banner

The Department of Health will provide a banner for school participating in the EatSmart School Accreditation Scheme. Please choose the required size of the banner.

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* Please delete as appropriate

Part V: Background Information for Promoting Healthy Eating at School

Please put “✓” signs in the appropriate boxes if school implements below arrangement (multiple choices allowed).

1. School Administration

- 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.
- Inform school staff, parents and students of the school healthy eating policy and measures in every school year.
- Review and revise the school healthy eating policy and implementation of various measures in every school year.

2. Lunch Arrangement

- Stipulate in the signed contract with the lunch supplier that all lunch boxes shall provide at least one serving of vegetables, no “Strongly Discouraged Food Items” and desserts are provided.
- 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*](#) published by the Department of Health (DH).
- Encourage parents who prepare homemade lunch boxes to make reference to the [*Nutritional Guidelines on Lunch for Students*](#), 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.
- Monitor lunch boxes served by lunch suppliers or parents. Follow-up with suppliers and parents if detect any non-compliance.
- 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*](#). The school shall keep record and 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.
- In this current school year, school is going to conduct the tendering exercise for lunch provision service for the next school year.

3. Snacks Arrangement (Including Food and Drinks)

- Stipulate in the signed contract with the snack supplier that no snacks belonging to the “Snacks to Choose Less” category shall be provided.
- Encourage parents to make reference to the [*Nutritional Guidelines on Snacks for Students*](#) published by the DH 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.
- Monitoring snacks served by snacks suppliers or parents. Follow-up with suppliers and parents if detect any non-compliance.
- 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 and 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.
- Encourage students to drink more water and ensure students can access to potable water.
- In this current school year, school is going to conduct the tendering exercise for the tuck shop/vending machine service for the next school year.

4. Education and Publicity

- Organise at least one promotional activity on healthy eating for all students in every school year.
- 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.
- Discuss with the lunch suppliers or parents on the measures which help students eating 1 to 2 servings of fruit every day, and consider arranging the students to eat at least 3 servings of fruit at school every week.

5. Others (Please provide the following details)

- (a) Current lunch supplier: _____
- (b) Tuck shop available at school Yes (Current supplier: _____)
 No
- (c) Vending machine available at school Yes (Current supplier: _____)
 No

Date: _____

School Chop: _____

Note: The collected personal data (including personal email address) will mainly be used within the Health Promotion Branch of the Department of Health for administering the “EatSmart@school.hk” Campaign and the “EatSmart School Accreditation Scheme”. For details of protection of personal data, please refer to the attached Statement of Purposes for Collection of Personal Data.

Statement of Purposes for Collection of Personal Data

Purpose of Collection

1. The personal data you provide to the Department of Health will be used for the following purposes:
 - (a) proof of eligibility;
 - (b) compilation of statistics for research or teaching purposes; and
 - (c) facilitation of organization of activities related to health education and community liaison.

The provision of personal data is entirely voluntary. If you do not provide sufficient information, we may not be able to prove your eligibility for specific services/activities, to accede to your request or to conduct an in-depth investigation into a complaint case, and hence cannot provide services/assistance to you.

Classes of Transferees

2. The personal data provided by you are mainly for use within the Department of Health but they may also be disclosed to other Government bureaux/departments or relevant parties for the purposes mentioned in paragraph 1 above, if required. Apart from this, the data may only be disclosed to parties where you have given consent to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance.

Access to Personal Data

3. You have the right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data. A fee may be imposed for complying with a data access request.

Enquiries

4. Enquiries concerning the personal data provided, including the making of access and corrections, should be addressed to:

Health Promotion Branch

(Attn : SEO(HP))

Address: 7/F, Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong

Telephone no.: 2835 1821