

Stage I – Basic Accreditation

Accreditation Aspect	Accreditation Items	Examples of Required Documents	Site Visit
School Administrative Measures	<ol style="list-style-type: none"> 1. 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. 2. Inform school staff, parents and students of the school healthy eating policy and measures in every school year. 3. Review and revise the school healthy eating policy and implementation of various measures in every school year. 	<ul style="list-style-type: none"> • Member list of committee/ working group or minutes of meeting • Relevant school circular/ school website • School Healthy Eating Policy • Record on review of school healthy eating policy and measures (<i>Refer to “Review of the School Healthy Eating Policy (Template)”</i>) 	<ul style="list-style-type: none"> • Meet designated school staff (at least one) and committee member / parents’ representatives (at least one)
Lunches complying with the basic nutritional requirements	<ol style="list-style-type: none"> 4. 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. 5. Advise parents to make reference to the above recommendation for homemade lunch boxes. 6. Monitor lunch boxes served by lunch suppliers or parents. Follow-up with suppliers and parents if detect any non-compliance. 	<ul style="list-style-type: none"> • Copy of the signed contract with lunch supplier • Lunch menus of any three consecutive months which met the nutrition requirements • Feedback forms to lunch supplier (<i>if applicable</i>) • Relevant school circular/ school website 	<ul style="list-style-type: none"> • Observe lunches served at school • Meet school staff responsible for lunch monitoring
Snacks complying with the basic nutritional requirements	<ol style="list-style-type: none"> 7. Stipulate in the signed contract with the snack supplier that no snacks (including drinks) belonging to the “Snacks to Choose Less” category shall be provided. 8. Advise parents to make reference to the above recommendation when providing snacks to their children. 9. Monitoring snacks served by snacks suppliers or parents. Follow-up with suppliers and parents if detect any non-compliance. 	<ul style="list-style-type: none"> • Copy of the signed contract with snack supplier • Product list of tuck shop/ vending machine • Feedback forms to snack suppliers (<i>if applicable</i>) • Relevant school circular/ school website 	<ul style="list-style-type: none"> • Observe snacks served at school • Meet school staff responsible for snacks monitoring
Education and Publicity	<ol style="list-style-type: none"> 10. Organise at least one activity that promotes healthy eating for all students in every school year. 11. Make reference to credible nutrition education materials such as materials provided by the Department of Health (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. 12. Make arrangement of fruit provision with lunch supplier and parents to promote the habit of fruit intake. It is suggested that students should take at least one to two servings of fruit in school every day, at least three servings of fruit in school every week. 	<ul style="list-style-type: none"> • Records or reports on school healthy eating activities • Nutrition education materials provided to parents and school staff (e.g. school circular, activity report, photo, PowerPoint, video, website or booklet) • Record/ arrangement of promotion of fruit intake of students 	<ul style="list-style-type: none"> • Meet school staff responsible for planning the activities or participants

Stage II – Advanced Level Accreditation

Accreditation Aspect	Accreditation Items	Examples of Required Documents	Site Visit
<p>Lunch with Advanced Level Accreditation</p>	<ol style="list-style-type: none"> 1. 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 DH. 2. 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 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. 3. 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. 	<ul style="list-style-type: none"> • Copy of the signed contract with lunch supplier • Lunch menus of any three consecutive months which met the nutrition requirements • Two lunch monitoring records (<i>Refer to Lunch Monitoring Manual (Chinese Version Only) provided by the DH</i>) • Two feedback forms to lunch supplier reflecting the monitoring result and request for improvement • Relevant school circular/ school website 	<ul style="list-style-type: none"> • Observe lunches served at school • Meet school staff responsible for lunch monitoring
<p>Snack with Advanced Level Accreditation</p>	<ol style="list-style-type: none"> 1. Stipulate in the signed contract with the snack supplier that no snacks (including drinks) belonging to the “Snacks to Choose Less” category shall be provided. 2. 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. 3. Encourage parents to make reference to the Nutritional Guidelines on Snacks for Students 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. 4. Ensure students can access to potable water. 	<ul style="list-style-type: none"> • Copy of the signed contract with snack supplier • Product list of tuck shop/ vending machine • One snack monitoring record (<i>Refer to Snacks Monitoring Manual (Chinese Version Only) provided by the DH</i>) • One feedback form to snack supplier reflecting the monitoring result and request for improvement • Relevant school circular/ school website 	<ul style="list-style-type: none"> • Observe snacks served at school • Meet school staff responsible for snacks monitoring • Inspect students’ access to potable water

Notes:

1. For lunch arrangement, please refer to “EatSmart@school.hk” Campaign thematic website > EatSmart School Accreditation Scheme > [Lunch Arrangement & Monitoring](#)
2. For snacks arrangement, please refer to “EatSmart@school.hk” Campaign thematic website > EatSmart School Accreditation Scheme > [Snack Arrangement & Monitoring](#)