

MANAGING SCHOOL CATERING CHECKLIST

Item	Yes	No		
Do you have a designated school lead? It is important that somebody taking the lead/responsibility is aware of what food and drinks are being provided across the whole school day.	☐	☐		
Do you have a good understanding of the School Food Standards (SFS)? Schools have a duty to meet the SFS – having a good understanding of these, together with a clear catering contract specifying your expectations will help you to meet this statutory requirement. The SFS specify which types of food should be served and how often including required, excluded and restricted provision. NOTE: The SFS are applicable across the whole day: - The regulations apply to food and drink across the school day up until 6 pm - This includes breakfast clubs, snack provision (e.g. mid-morning break, tuck shops, vending machines), after school clubs - Schools should make reasonable adjustments for pupils with special requirements (medical, dietary, cultural)	☐	☐		
Deciding how to manage catering: In-House Providing catering services for school settings, using internal staff and resources. <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> Advantages - School can control quality - Flexibility – menu, cultural considerations, catering service able to align with school's ethos - Cost control – schools control the purse strings - No need to run regular catering tenders </td> <td style="width: 50%; vertical-align: top;"> Disadvantages - Staffing and training restrictions – It is the school's responsibility to manage and develop in-house catering staff - Commercial pressures – determining the true cost of catering is difficult initially - Limited expertise – schools may require external advice to keep up to date with legislation. </td> </tr> </table>	Advantages - School can control quality - Flexibility – menu, cultural considerations, catering service able to align with school's ethos - Cost control – schools control the purse strings - No need to run regular catering tenders	Disadvantages - Staffing and training restrictions – It is the school's responsibility to manage and develop in-house catering staff - Commercial pressures – determining the true cost of catering is difficult initially - Limited expertise – schools may require external advice to keep up to date with legislation.	☐	☐
Advantages - School can control quality - Flexibility – menu, cultural considerations, catering service able to align with school's ethos - Cost control – schools control the purse strings - No need to run regular catering tenders	Disadvantages - Staffing and training restrictions – It is the school's responsibility to manage and develop in-house catering staff - Commercial pressures – determining the true cost of catering is difficult initially - Limited expertise – schools may require external advice to keep up to date with legislation.			
Outsourced Involves hiring external catering providers to manage the food service. <i>Look overleaf for an outline of the tendering process.</i> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> Advantages - Expertise & experience – outsourced providers are well versed with industry knowledge - Cost savings – great buying leverage possible - Reduced administrative burden for schools </td> <td style="width: 50%; vertical-align: top;"> Disadvantages - Schools have less control over quality. - Schools have limited input with the catering service. - Schools are dependent on the catering provider. </td> </tr> </table>	Advantages - Expertise & experience – outsourced providers are well versed with industry knowledge - Cost savings – great buying leverage possible - Reduced administrative burden for schools	Disadvantages - Schools have less control over quality. - Schools have limited input with the catering service. - Schools are dependent on the catering provider.	☐	☐
Advantages - Expertise & experience – outsourced providers are well versed with industry knowledge - Cost savings – great buying leverage possible - Reduced administrative burden for schools	Disadvantages - Schools have less control over quality. - Schools have limited input with the catering service. - Schools are dependent on the catering provider.			

MANAGING SCHOOL CATERING CHECKLIST

The Tendering Process	
How to Run a Compliant Tender A tender must comply with the Public Contract Regulations (PCR) • PCR threshold ◦ PCR Threshold is £214,904 and now includes VAT ◦ Thresholds apply to the whole contract value • Routes to market ◦ Quotations - low to medium value ◦ Advertise a contract ▪ Under PCR threshold. • DfE approved frameworks Recommended as the first point of call for catering service tenders	☐ ☐ ☐
Tender specification It is important to ensure the specification details the school food standards requirements across the school day. • Tender specification content ◦ School food standards & restricted foods ◦ Encouraging healthy eating habits ◦ Added value specifications • Ensuring value for money and good quality ◦ The balancing act – profit & quality ◦ Food sustainability Recommendations • Ask to see the catering tender specification if the tender is being run by a third party. You may need to write into the tender specification specific requirements tailored to your school such as: ◦ Meat free Monday – must include a non-dairy protein e.g. beans and pulses ◦ The importance for fresh fruit on the dessert menu ◦ Tasting sessions and menu development with children and parents ◦ Vegetarian children to receive an equitable offer with a broad range of vegetarian protein foods ◦ The content of a catering provider made packed lunch for school trips ◦ Theme days, linked to the curriculum etc. • Mention there will be a school food lead (or external monitoring adviser) that co-ordinates the school food contract and monitors food provision across the school day, especially the use of restricted food items mentioned earlier. • Catering providers also need to be aware breakfast and afternoon club food needs to meet the school food standards. If the school is managing the food provision, other than lunch, both catering provider and school need to work together to ensure the food offered across the school day, up until 6pm, meets the school food standards.	☐ ☐ ☐ ☐
Doing the right thing The public sector is responsible for leading on food sustainability e.g. • Animal welfare – All meat and dairy from production systems which comply with UK animal welfare standards or equivalent. This applies to on the farm, transportation and slaughter. • All eggs must be from cage free systems and either barn, free-range or organic • Fish – Must be sustainably caught or responsibly farmed. • Operating a Sustainable Catering Services: ◦ You can request on-site operations are run in-line with the host building energy management policy ◦ When purchasing new catering equipment don't go for the cheapest, look at the energy performance.	☐