Canteen Policy

Rationale

The facility is a service for the School Community and is operated by the Pembroke Primary School Council.

Nutrition is important in the childhood years, which are a time of rapid growth and development. Confectionery is of minimal value.

Healthy eating and a healthy lifestyle assist children to develop and grow to their potential, thus contributing to optimal educational outcomes and a healthy adult life.

The canteen plays an important educational and modelling role for healthy eating habits.

The canteen has an important role within the broader school environment in complementing the knowledge, skills and behaviours about healthy eating and lifestyles that are taught in the classroom.

School Canteen should reflect the educational goals of the school and support and complement student learnings.

The School Canteen can play an important role in promoting healthy foods and creating a school culture of healthy eating. This can extend beyond the school environment and influence food choices within the family and community and enhance the social and multicultural aspects of food and eating.

Implementation

1. The Principal supervises the canteen.

2. School Council responsible for the employment and dismissal of staff, the canteen and its policies and ordering of goods.

3. Paid or voluntary workers run day-to-day operations.

4. A delegated officer counts the daily takings.

5. Operation is on a non-profit basis setting prices to adequately cover all expenses.

6. Any profits are transferred to School Council.

7. Under GST legislation the canteen may be operated as ‘input taxed.’

8. A canteen profit and loss statement is prepared at a minimum of once a year.
9. Yearly maximum contributions to the school from the canteen would be equivalent to the:
   - Net profit for the year less any increase in working capital required for the canteen
   - Costs of any services met by the school.

10. As a reference: Canteen Manual-Healthy Canteen Kit
    (www.education.vic.gov.au/school/principals/management/Pages/canteenmanual) provides practical advice for the canteen staff and school personnel to support implementation of the School's Canteens and Other School Food Services Policy and the development of food services that promote healthy eating.

11. Healthy Canteen Kit-Student Learning Activities-provides a suite of learning activities for all levels of VELS.

12. No confectionery should be supplied through school food services.

**Responsibility**

Principal

**Ratified at School Council:**

**Due for Review:** First School Council Meeting after the AGM each year.