



## School Lunches Policy Whole School Including EYFS

The Head undertakes a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed: Dr Pamela Edmonds (Head)

Date reviewed: July 2026

Date of next review: July 2027

Parsons Green Prep has a lunchtime dining experience that truly reflects the school's high standards, ethos and values. Mealtimes are a memorable part of the school day and our genuine passion for great food, using locally sourced ingredients and prepared fresh each day for the children to enjoy, is a priority. We recognise the importance of food to support the children's wellbeing to maximising academic progress and the need for a balanced diet to provide the sustained energy involved in a busy school day. We encourage healthy eating and aim to inspire the children to explore flavourful and exciting dishes, combining a mixture of authentic flavours and classic home comforts.

This exceptional catering provision is achieved in our purpose-built kitchen and by working in partnership with the renowned catering company Thomas Franks. Our chef, Elena Patino, and her catering team take extra care to manage the dietary needs of each pupil. Our commitment to healthy choices is led by the Thomas Franks Group Director of Nutrition and Wellbeing, who works alongside the chef and school team to create a fully balanced and nutritious menu to suit the whole school community. During the academic year, parents may be invited to sample lunch. Staff are on hand to support with table manners and provide a family dining experience. Our children have a voice in the development of the menus and service, with the Food Committee representatives from Reception to Year 6 seeking the views of the school community to inform decisions regarding the food we provide for lunch and snacks.

This policy reflects current statutory government guidance on supporting pupils at school with allergies. Changes to school menus always consider pupils with special dietary needs. All pupils with allergies have a risk assessment in place. The school has spare auto-injectors. At PGP we ensure our caterers:

- identify and read labels and product information before using a product
- use the [dishes and their allergen content menu chart](#) to list the ingredients in all the meals
- ensure allergen ingredients remain identifiable

This includes reference to:

- the fourteen most common allergens
- food labelling requirements
- handling allergen ingredients



Staff are trained in food handling to ensure that the:

- processes to help identify pupils with allergies are known
- methods to help cross-reference allergies against particular food types or ingredients are followed

The school references NHS and government guidance when training staff in how to deal with a severe allergic reaction.

### **Our Catering Manager and Chef**

Elena joined Parsons Green Prep in September 2024 as Catering Manager and chef. She is passionate about cooking and started her catering career in 2009 as a catering assistant in various private schools across London. This journey led her to join Thomas Franks in 2019. Elena creates nutritious meals that pupils love, focusing on fresh produce that make lunchtimes something they look forward to.

### **Our Menus**

Thomas Franks takes advantage of the best seasonal produce on offer from local suppliers. Fresh food is sourced locally on a daily basis. They support ethical buying and use locally grown, environmentally sustainable food wherever possible. They work with our suppliers to make as much use as appropriate of organic, natural food products and fair-trade produce and to eliminate GM food and potentially harmful food additives. They ensure that their suppliers, local and national, are committed to providing best quality and value, with the highest standards of accredited health and safety. They are expected to have procedures covering full traceability of source through the supply chain, with comprehensive food labelling supplying information on both allergens and nutritional data.

Our three-week rotating menus are available to download from the school website.

### **Making adjustments**

Parents may opt for their child to bring their own packed lunch and should inform the school of this decision. Please note that school has a strict no nut, sesame and kiwi policy. Unless in extreme cases of dietary need, which have been discussed and approved, children may not bring snacks into school at any time. This is to safeguard all the children including those with severe allergies. See Appendix 1.

### **Caring for children with special needs**

Support is provided in the dining room for children who need adjustments with eating, drinking and the lunchtime environment.

### **Caring for children with allergies**

The school is committed to reducing the likelihood of a pupil or a member of staff with a known food allergy having a severe reaction. On admission, parents are required to inform the school of any known allergies their children have. This information is entered on the school database and communicated to teaching and catering staff. Photographs of pupils with severe allergies are mounted on a red card and displayed in the kitchen, school office, First Aid room and staffroom. Children with allergies and intolerances wear lanyards during the lunch service as an additional safety protocol and may be given a dedicated seat in the dining hall, as appropriate.

All parents, staff and lunch caterers are aware that the school, as a minimum, is a nut, kiwi and sesame-free



environment. The school caterer provides food labelling detailing allergens and nutritional data.

### Management of Food Safety

Food safety protects consumers' health and well-being by safeguarding food from anything that could harm them. At Parsons Green Prep we employ high standards of food safety, enabling everyone to enjoy their food without illness, injury or other problems, in accordance with food safety regulations which regularly changes the way allergen information appears on food that is prepackage d, sold loose or served.

We are routinely inspected at regular unannounced intervals by the Environmental Health Officer (EHO). In managing food safety Thomas Franks will:

### Staff Training

- ensure all staff who assist with food preparation to have an up to date basic food hygiene certificate
- ensure catering staff are trained in Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Harmful to Health (COSHH) procedures
- ensure all catering staff have clearly allocated responsibilities, which they understand
- ensure all staff are trained in emergency procedures and shut-off of electricity
- ensure records of training are maintained
- ensure bi-annual refresher training takes place.

### Staff Uniforms and Personal Hygiene

- ensure all staff wear their appropriate uniforms and protective clothing at all times when they are in areas where food is prepared and served
- ensure compliance with the hand-washing or hand-cleansing regime at all times.

### Monitoring Compliance with Procedures

- check that no products contain nuts and any that 'may contain traces of nut' are clearly labelled
- check that the HACCP system is in place and that the document can be checked by everyone
- monitor the staff in order to ensure that food safety and management procedures are followed without exception
- ensure compliance with a daily cleaning and disinfection regime.

### Pupils with Medical Conditions

- liaise with the school's Health and Safety Officer about special diets
- consult with a dietician, if necessary.

### Monitoring incoming supplies

- inspect (or ensure that an authorised member of staff inspects), temperature checks where appropriate and signs for all incoming supplies and stores before acceptance
- reject any non-compliant items
- arrange for the safe transit and proper storage of food supplies.

### Food Preparation, Serving and Consumption

- inspect all areas where food is prepared, served and consumed for cleanliness and hygiene at both the start and end of every meal



- monitor the dining room, counters and trolleys for dirty plates, cutlery etc, together with the containers/bins for waste food throughout the service of every meal
- ensure that all spills are dealt with promptly and safely. If necessary, cordon off areas of the floor that have become slippery
- check (and record) the temperatures of the hot and chilled service counters on a daily basis and report any faults promptly to the Maintenance Department.

#### **Equipment Monitoring**

- check all kitchen equipment (or ensure that a member of staff inspects it) on a daily basis in order to ensure that it is functioning properly, and keep a record
- take (or ensure that a member of staff takes) the temperature with a probe of all meat or fish that is being cooked and keeps a record of this.

#### **Purchasing and Checking Stock**

- ensure food supplies are only purchased from a reliable and authorised source
- check all that all supplies used are in date and undamaged
- check that stock is properly stored as soon as it arrives.

#### **Samples of Cooked Food**

- ensure that samples are taken and frozen of all food that is cooked. The samples are kept in labelled containers for seven days and, if necessary, sent to a laboratory for analysis.

#### **Professional Audit/Assistance**

- arrange an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year
- obtain professional advice from a suitably qualified professional on healthier food, menu planning and special diets as needed
- arrange an annual professional deep clean of all equipment, high-level cleaning of all cooking, food preparation and storage surfaces, areas twice a year
- ensure that an appropriate pest control regime is in place.

#### **Equipment Failure**

- report all equipment failure to the Maintenance Team as soon as it is discovered.

#### **First Aid**

- ensure that the kitchen First Aid box is kept fully stocked in accordance with professional recommendations.

#### **Signage**

- display the appropriate First Aid, COSHH and Emergency notices.

#### **Waste Disposal**

- arrange the hygienic disposal of waste in accordance with recommended practice .
- leftover food is recycled with the support of H&F waste disposal services.



The PGP staff who may handle food during classroom activities and snack time are trained in food hygiene.

### **Pests**

'A food pest is any creature that lives on, or in, human food, causing damage or contamination or both.'

The presence of these can be prevented by:

- Keeping food covered at all times.
- Any spilled food will be cleaned up during or at the end of each lunch session. Maintaining a clean workplace.
- Storing rubbish bags in the wheelie bins outside. The bins must have lids on and are emptied daily.
- Notifying the Head or Health and Safety Officer if any holes are noticed in brickwork or around windows, doors or pipes. Notify the Head or Health and Safety Advisor if any pests are sighted or any evidence of pests is seen within the school grounds, who will then contact the appropriate pest control company immediately. The main signs are:
  - dead bodies (mainly insects, rodents and birds)
  - droppings
  - unusual smells
  - scratching, pecking or gnawing sounds (mainly rodents and birds)
  - gnawed pipes, cables and fittings (mainly rodents)
  - eggs, larvae, pupae, feathers, fur or nesting material
  - paw or claw prints
  - smears and rat runs (rodents)



Appendix 1

Sample Menus

# MENU WEEK 1

03-09-25 / 05-09-25 22-09-25 / 26-09-25 13-10-25 / 17-10-25 17-11-25/21-11-25 08-12-25/10-12-25



PARSONS GREEN PREP

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>MORNING SNACK</b>	Raisin Bread Sliced Pear	Coconut Flap Jack Honeydew Melon	Shortbread Cookies Pineapple	Lemon Cake Apple Wedges	Cucumber Sticks & Hummus Orange Wedges
<b>DAILY SOUP FRESHLY BAKED BREAD</b>	Sweet Potato Soup	Courgette & Spinach Soup	Spiced Cauliflower Soup	Red Lentil Soup	Garden Vegetable Soup
<b>VEGETARIAN OPTION</b>	Vegetable, Cheese & Potato Omelette	Bean, Vegetable & Tomato Ragù with Spaghetti	Creamy Mushroom & Tofu Risotto	Chickpea & Spring Onion Chilli	Plant Base Fish Fingers
<b>MAIN</b>	Roasted Chicken Enchiladas With Peppers	Beef Bolognese Or Chicken Bolognese With Spaghetti	Creamy Mushroom chicken	Lamb Keema Curry Or Mild Chicken Curry	Cod Fish Fingers or Battered fish
<b>ON THE SIDE</b>	Steam Broccoli Cumin Roasted Carrots Boiled New Potatoes	Garlic & Tomato Focaccia Green Beans Roasted Butternut Squash	Herb Couscous Roasted carrots Grilled Tomatoes	Steamed Brown & White Rice Roasted peppers Cumin Cauliflower	Chunky Oven Chips, Mushy Peas Baked Beans  FRIDAY TREAT Upside Down Pineapple Cake

SELECTION OF FRESH CUT FRUIT, YOGHURT, JELLY'S & DAILY SMOOTHIE PLUS A DAILY SALAD BAR



# MENU WEEK 2

08-09-25 / 12-09-25 29-09-25 / 03-10-25 03-11-25 / 07-11-25 24-11-25 / 28-11-25



PARSONS GREEN PREP

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>MORNING SNACK</b>	Pitta Bread Sticks With Roasted Pepper Hummus Melon Slices	Cheese & Tomato Quesadillas Pear Wedges	Banana & Cinnamon Cake Apple Wedges	Cheese & Crackers Orange wedges	Carrot Sticks & Cream Cheese Pineapple Slices
<b>DAILY SOUP FRESHLY BAKED BREAD</b>	Leek & Potato Soup	Pea & Fresh Mint Soup	Cauliflower & Chive Soup	Roasted Butternut Squash Soup	Chunky Vegetable Soup
<b>VEGETARIAN OPTION</b>	Plant Base Sausages With Onion Gravy	Red Lentil & Tofu Dahl	Vegetable & Mixed Bean Lasagna	Lemon Roasted Seitan	Margarita Pizza Or Dairy Free Option
<b>MAIN</b>	Pork Or Chicken Sausages With Onion Gravy	Tandoori Chicken	Beef Lasagna Or Chicken Lasagna	Lemon Roasted Chicken	Meat Feast (Chicken & Beef) Pizza
<b>ON THE SIDE</b>	Mashed Potatoes Garden Peas Carrots	Pilau Rice Vegetable medley Sweetcorn Mango Chutney Raita	Garlic & Olive Focaccia Roasted Carrots Broccoli	Garlic & Coriander New Potatoes Ratatouille Green beans	Seasoned Oven Baked Wedges, Garden peas Baked beans  FRIDAY TREAT Coconut & Jam Sponge With Custard

SELECTION OF FRESH CUT FRUIT, YOGHURT, JELLY'S & DAILY SMOOTHIE PLUS A DAILY SALAD BAR





Appendix 2



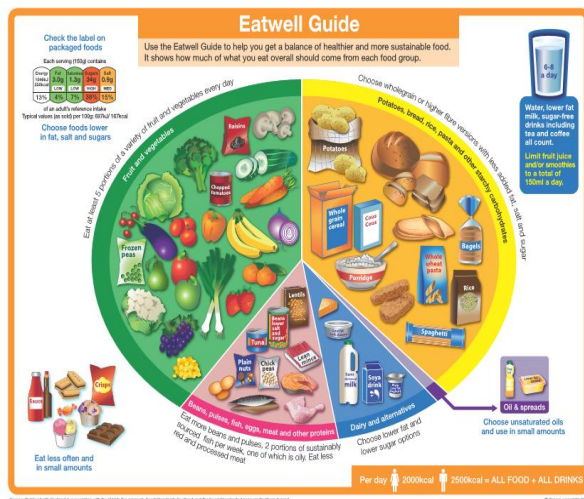
**Packed Lunch Guide**

At PGP we promote healthy eating and ask families to follow our school lunch protocol of eating well. We are a no nut, sesame and kiwi school to keep children safe, some of whom, have allergies and intolerances to foods.

Foods that must not be included in a child’s packed lunch box:

- 🍏 nuts, sesame and kiwi due to allergies
- 🍏 chilled desserts
- 🍏 crisps
- 🍏 chocolates, chocolate biscuits, sweets & chocolate/iced cakes

All children are required to have a water bottle in school and are encouraged to fill their bottles from the school’s water fountains regularly for their hydration. No other drinks permitted.



We encourage parents to include the following foods:



cheese and tomato



tuna and sweetcorn



cream cheese & cucumber



egg mayonnaise &



hummus & salad