## NSW Healthy School Canteen Strategy

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## Master Menu Application form for licensed providers



# MASTER MENU APPLICATION PROCESS 

The Healthy Food Information Service (formerly Menu Check Service) is a free service that verifies whether a canteen menu is meeting the Food and Drink Criteria (the Criteria) of the NSW Healthy School Canteen Strategy.

This application form allows you as a licensed provider to submit your overarching general menu, referred to as a 'Master Menu,' for assessment against the Criteria. When your Master Menu has passed the menu check, the individual schools you operate can then submit a 'shortened individual application form' that asks about promotional practices and any foods or drinks sold at that school that are not on your Master Menu. Please refer to the Fact Sheet for Licensed providers for more information on this process.

Before completing and submitting this application form, you should spend time reviewing your Master Menu against the Criteria. This will ensure your menu has the best chance of achieving the Strategy.

## INSTRUCTIONS FOR SUBMITTING YOUR APPLICATION



See Appendix 1 for the Food and Drink Criteria, resources and support services available.

Note: If you offer different menus for primary and secondary schools, two separate master menu applications will need to be submitted.

The Healthy Food Information Service (formerly Menu Check Service) will assess your application and provide you with a Results Report within 15 working days of receiving your application.

If your Master Menu does not meet the Criteria, the Results Report will provide feedback on the changes you will need to make before submitting another application.

If your Master Menu meets the Criteria, you will receive a certificate with your business name acknowledging your achievement.

Once your Master Menu has passed the menu check, each individual school that you operate will need to submit their own menu check application (Shortened Individual Menu Check Application Form) that is signed off by their principal.

## APPLICATION DETAILS

## PROVIDER DETAILS

Business Name:
Business Address:
Suburb:
Postcode:
Office Phone Number:
Email:
School type that use this menu: $\square$ primary $\square$ secondary $\square$ combined
Number of schools that use this menu:
Note: Please attach a list of schools serviced under this business name with this application form.

## CONTACT DETAILS

## Name of owner or best contact person:

Email address:
Phone/Mobile Number:
Best times and days to contact if additional information required:

## FIRST MENU CHECK OR TWO YEAR MENU CHECK

$\square$ attempt $1 \square$ attempt $2 \quad \square$ attempt $1 \square$ attempt 2

## SUPPORT SERVICES

Have you had help preparing for your master menu check from the following service?
$\square$ Health promotion officer
If yes, contact name:

## PERMISSIONS (AUTHORISED BY THE OWNER)

$\square$ I give permission for the information provided to the Healthy Food Information Service (formerly Menu Check Service) to be shared with the relevant health promotion officer.
Note: The information gathered and reported as part of the Healthy Food Information Service (formerly Menu Check Service) will be provided to the relevant education sector - NSW Department of Education, Catholic Schools NSW or the Association of Independent Schools of NSW.

Owner's Signature:
Dated:

## HOW TO COMPLETE AND SUBMIT THIS APPLICATION

1. Provide a clean copy of your master menu with this application.
2. Complete the tables that follow.

Make sure when completing the tables that you:

- Include any additional items available that aren't specified on the menu e.g. sold over the counter and through online ordering systems.
- List all items, flavours and portion sizes available individually, rather than saying "various items available".
- If there are not enough lines in the table to list your items, there is an extra table at the back of the application form.

3. Submit your completed form, a copy of your master menu and a listing of the schools you operate to the Healthy Food Information Service (formerly Menu Check Service):
healthyfood@health.nsw.gov.au

If you have any questions about this application form or process, please contact the Healthy Food Information Service (formerly Menu
Check Service) directly:
Phone: 1800930966
Email: healthyfood@health.nsw.gov.au
Fax: (02) 91338719

## SCHOOL CANTEEN MENU INFORMATION

Please complete all sections that are relevant to the foods and drinks sold on your master menu. If a question is not relevant strike through the question or write N/A (shorthand for 'Not applicable').

## SECTION 1: BREAKFAST ITEMS

1.1 If you serve breakfast, when are breakfast items available?
$\square$ All day $\quad \square$ Before school only $\quad \square$ We don't serve breakfast items

## SECTION 2: DRINKS AND FROZEN SNACKS

2.1 Waters (plain and/or flavoured), $99 \%$ fruit or vegetable juices (including frozen $99 \%$ fruit or vegetable juice ice-blocks)

| ITEM NAME <br> (as appears on the menu) | BRAND NAME or indicate if <br> canteen <br> made (C/M) | PRODUCT NAME and/or FLAVOURS |
| :--- | :--- | :--- | :--- |$\quad$ SERVE SIZE (ml) | orange, apple \& blackcurrant |
| :--- |
| e.g. juice |


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| 2.2 Milk drinks (including frozen versions) such as flavoured milk, breakfast drinks, smoothies, milkshakes and frappes |  |  |  |  |  |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| ITEM NAME <br> (as appears on the menu) | BRAND NAME or indicate <br> if canteen made (C/M) | PRODUCT NAME <br> and/or FLAVOURS | SERVE SIZE (ml) | INGREDIENTS <br> (canteen made only) |  |
| milkshake | C/M |  | chocolate, strawberry, caramel | 300 ml | milk, flavouring, ice-cream | (

### 2.3 Other drinks available other than those listed above (e.g. diet drinks, slushies)

| ITEM NAME <br> (as appears on the menu) | BRAND NAME or indicate <br> if canteen made (C/M) | PRODUCT NAME <br> and/or FLAVOURS | SERVE SIZE (ml) | INGREDIENTS <br> (canteen made only) |
| :--- | :--- | :--- | :--- | :--- |
| e.g. diet energy drink | G Energy Drink | diet cola | 500 ml | N/A |
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### 2.4 If you sell jelly, what do you make it with?

$99 \%$ fruit juice and gelatine (no added sugar)Diet jelly crystalsRegular (sugar-sweetened) jelly crystalsWe don't sell jelly
2.5 Packaged ice creams, frozen yoghurts, ice blocks (not already listed above) and chilled desserts (e.g. mousse)

| ITEM NAME <br> (as appears on the menu) | BRAND NAME | PRODUCT NAME and/or FLAVOURS | SERVE SIZE (ml) | HEALTH STAR RATING |
| :---: | :---: | :---: | :---: | :---: |
| e.g. frozen yoghurt | Copeland | Frozen Yoghurt Twist - mango, strawberry | 125 ml | 3.5 |
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## SECTION 3: HOT FOODS

3.1 Savoury pastry containing products (e.g. meat/vegetable/potato topped pies, sausage rolls, quiches, spinach and cheese triangles).

| ITEM NAME <br> (as appears on the menu) | BRAND NAME <br> or local bakery or canteen made (C/M) | PRODUCT NAME and/or FLAVOURS | SERVE SIZE (g) |
| :---: | :---: | :---: | :---: |
| e.g. pie | local bakery | beef, cheese \& bacon | 180 g |
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### 3.2 If you sell pizza, is it:

$\square$ Canteen-made $\quad \square$ Sourced from local bakery $\quad \square$ We don't serve

### 3.3 If you sell garlic bread is it:

$\square$ Canteen-made
$\square$ Packaged
We don't serve garlic bread

### 3.4 Crumbed and coated products (e.g. chicken, vegetable and fish patties, chicken tenders, fish fingers, falafel etc.)

| ITEM NAME <br> (as appears on the menu) | BRAND and PRODUCT NAME or canteen-made (C/M) | Cooking METHOD <br> (for canteen-made only) e.g. oven baked, shallow <br> fried, deep fried |  |
| :--- | :--- | :--- | :--- |
| e.g. crumbed chicken wrap | C/M |  | oven baked chicken |

3.5 Processed meats - all meals and snacks (e.g. pizza, salads, sandwiches) on your master menu that contain processed meats (e.g. ham, bacon, salami, devon, frankfurters, sausages)

| ITEM NAME <br> (as appears on the menu) | bacon |  |  |
| :--- | :--- | :--- | :--- | :--- | :--- |
| e.g. caesar salad |  |  |  |

## SECTION 4: SNACK ITEMS

4.1 Cakes, biscuits, slices, sweet pastries, sweet muffins and fruit bread (e.g. banana bread, pear \& raspberry bread).

| ITEM NAME <br> (as appears on the menu) | BRAND NAME or local bakery or <br> canteen made (C/M) | SERVE SIZE (g) |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | | Does product contain confectionery? |
| :--- |
| (see list below) | | HEALTH STAR RATING |
| :--- |
| (packaged products only) |

*Confectionery includes chocolate (including chocolate bars; chips; spreads; topping or coating, such as lamingtons and chocolate crackles), icing, sugar based toppings or fillings (such as coconut ice, peppermint and caramel), lollies, 100 and 1000s, fruit gummies, liquorice, carob confectionery, carob coating, yoghurt-type confectionery or yoghurt coating.

### 4.2 Muesli /snack bars or balls

| ITEM NAME <br> (as appears on the menu) | BRAND NAME or ingredients if <br> canteen made | SERVE SIZE (g) |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | | Does product contain confectionery? |
| :--- |
| (see list below) | | HEALTH STAR RATING |
| :--- |
| (packaged products only) |

*Confectionery includes chocolate (including chocolate bars; chips; spreads; topping or coating, such as lamingtons and chocolate crackles), icing, sugar based toppings or fillings (such as coconut ice, peppermint and caramel), lollies, 100 and 1000s, fruit gummies, liquorice, carob confectionery, carob coating, yoghurt-type confectionery or yoghurt coating.

### 4.3 If you sell scrolls are they:

$\square$ Bread based $\square$ Pastry basedBothWe don't serve scrolls
4.4 Salty snacks e.g crisps, soy crisps, flavoured rice snacks or crackers, dry noodles, pretzel and legume snacks (e.g. roasted chickpeas), sweet/ salty/butter popcorn - not including plain popcorn.

| ITEM NAME <br> (as appears on the menu) | BRAND NAME or CANTEEN-MADE (C/M) | PRODUCT NAME and/or FLAVOURS (for C/M list the ingredients used) | SERVE SIZE (g) | HEALTH STAR RATING (packaged products only) |
| :---: | :---: | :---: | :---: | :---: |
| e.g. roasted \& salted chickpeas | C/M | chickpeas, canola oil, salt | 30 g | N/A |
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## SECTION 5: MARKETING AND PROMOTION

Complete questions 5.1 and 5.2 only if your master menu specifies the meal/snack deals and specials. If these are set by the individual schools you operate, they will be picked up on the individual school application forms instead.

### 5.1 Meal/snack deals

Note: A meal or snack deal is when one or more items are bundled together for sale

## WHAT IS IN THE MEAL / SNACK DEALS YOU SELL?

Include brand / product name or indicate canteen made (C/M)
Note: If you have already provided the brand / product name in answer to a previous question, just put 'AP' short for 'Already Provided'.
e.g. pumpkin soup (AP) with garlic bread (C/M) + hot chocolate (C/M)

### 5.2 List all specials that are regularly on your menu or on your specials board

Note: 'Specials' include any item that is promoted on the menu/specials board or advertised at a special/cheaper price than usual. If you have already provided the brand /product name in answer to a previous question, just put 'AP' short for 'Already Provided'.

| ITEM NAME <br> (as appears on the menu) | BRAND and PRODUCT NAME or <br> indicate if canteen made (C/M) | ITEM NAME <br> (as appears on the menu) | BRAND and PRODUCT NAME or <br> indicate if canteen made (C/M) |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| e.g. beef burritos | C/M |  |  |
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## Extra table:

Please list any more items here that could not fit in the tables above - put N/A in columns that aren't relevant

| QUESTION NUMBER | ITEM NAME <br> (as appears on the menu) | BRAND NAME or indicate if canteen made (C/M) | PRODUCT NAME and/or FLAVOURS | SERVE SIZE <br> (ml or g) | INGREDIENTS (for canteen made only) and COOKING METHOD (for canteen made crumbed products only) |
| :---: | :---: | :---: | :---: | :---: | :---: |
| e.g. 3.4 | crumbed falafel burger | C/M | falafel | 140 g | shallow fried |
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## APPENDIX 1

Food and Drink Criteria of the NSW Healthy School Canteen Strategy

- No sugar sweetened drinks are sold in the canteen or in vending machines including frozen sugar-sweetened drinks such as ice blocks
- At least $75 \%$ of the menu should be made up of Everyday food and drinks.
- All Occasional packaged foods and drinks have a Health Star Rating of 3.5 or above.
- Everyday hot meals, flavoured milk, $99 \%$ fruit juices and all Occasional foods and drinks should be within the recommended portion size limits.
- Only Everyday foods and drinks are included in specials and meal deals, or placed at the point of sale on counter tops or shelves*.
*Note: This criteria only apply to individual canteens because it is specific to the layout and promotional practices of an individual canteen. This criteria is assessed in the individual school applications.


## SCHOOL SUPPORT

All NSW schools can access free support to implement the Strategy by contacting the Healthy Food Information Service (formerly Menu Check Service) at healthyfood@health.nsw.gov.au or their local health promotion officer by visiting the NSW Healthy School Canteen website at:https:/ /education.nsw.gov.au/student-wellbeing/whole-school-approach/healthy eanteens and click on the link - 'Resources and support'

## RESOURCES

- NSW Healthy School Canteen Strategy Food and Drink Criteria booklet: Copies of this booklet have been sent to all schools - an electronic copy can be downloaded from: https:/ /education.nsw.gov.au/student-wellbeing/whole-school-approach/ healthycanteens/food-and-drink-criteria
- The Healthy School Canteens website https:/ /education.nsw.gov.au/ studentwellbeing/whole-school-approach/healthy-canteens for information, resources, FAQs, recipes, case studies and more.
- Healthy Food Finder: https://www.foodfinder.health.nsw.gov.au- a look up tool to find the Health Star Rating and classification of packaged products.
- NSW Buyer's Guide https://healthy-kids.com.au/what-is-the-food-industry/ buyersguide. A listing of packaged products that meet the NSW Healthy School Canteen Strategy criteria.
- Healthy Kids Association (HKA) -https://healthy-kids.com.au for canteen resources such as recipes, sample menus and business resources.

