

Policy for the Provision of Packed Lunches

Department for Education & Children

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carmarthenshire.gov.wales/education

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County Council



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Introduction

Carmarthenshire's School Catering Service have devised this policy to ensure the needs of pupils are met if packed lunches are required for educational visits such as school trips. The policy will also ensure that a consistent approach is adopted across all schools which also takes into account differing dietary requirements of pupils.

Requirements for Packed Lunches

Parents/Guardians who are entitled to free school meals for their child/children (to include pupils who are eligible for Universal Primary Free School Meals) can request a free packed lunch for any educational visits organised by The School when pupils are away from school premises over the lunchtime period.

Due to the nature of the food provided in a packed lunch, it is vitally important that the School Catering Service complies with all relevant legislation. Natasha's Law stipulates that we must declare a full ingredient list and highlight allergen information on all pre-packed food. Food which is pre-ordered or "distance" ordered e.g. via Parentpay, does not need to be individually labelled. Allergen information must be provided, which must also be accessible to parents at the time that a packed lunch is being ordered. To comply with this legislation, Schools and Parents are asked to note that the School Catering Service can only provide packed which have been pre-ordered within **7 working days** that the lunch is required.

Packed lunches can be ordered via the following methods:

- **Via your ParentPay Account (www.parentpay.com)**
It will be the responsibility of The School to contact the School Catering Team to request that our Packed Lunch menu is available for parents to pre-order via ParentPay. Because the cut off for ordering a packed lunch is **7 working days**, we request that schools contact us as soon as they start arranging the trip, allowing for the menu to be visible to parents via ParentPay for at least 14 working days.
- **Packed lunch requested via a form issued by the school**
If you are unable to pre-order your packed lunch via your ParentPay account, please contact the school to see if they can provide you with a pre-order form; the cut off time for ordering a packed lunch is within **7 working days** of the trip being held.

Important Disclaimers:

- **We are not able to supply surplus packed lunches in addition to what has been pre-ordered. This will also ensure that we keep food waste to a minimum and ensure compliance with required legislation.**
- **If educational visits get cancelled at short notice, packed lunches that have been ordered and prepared will be served to pupils if they remain in school, to avoid food wastage.**

- **Individual schools will be required to make their own arrangements to source sufficient cool bags/boxes etc. for educational visits depending on the number of packed lunches that are required. This will ensure that packed lunches can be maintained at the correct temperature prior to them being consumed.**

Standardised Packed Lunch Menu

The content of packed lunches supplied by the School Catering Service must meet the minimum Food and Nutrition Standards for School Meals which means that we must offer at least one portion of salad/vegetables and one portion of fruit per day. We also consider what foods can be provided, how they are stored until they are eaten at lunchtime.

To ensure consistency, the following packed lunch menu will be available in all schools:

- Freshly made Ham or Cheese Sandwich
- Cucumber Batons
- Portion of Fresh Fruit
- Welsh Cake
- Bottle of Water

Important Disclaimer:

- **If it is not possible to provide the above packed lunch menu (e.g. if trips are leaving school premises prior to the opening time of our kitchen) an alternative ‘Snack Bag’ will be provided to pupils which will include the following items:**
 - **Ambient Yoghurt or Dessert (and disposable spoon)**
 - **Portion of Fresh Fruit**
 - **Welsh Cake**
 - **Bottle of Water**

Special Dietary Requirements

If your child/children do not normally have a school lunch, but require a packed lunch for an educational visit, it is vitally important that parents notify the school if their child/children have any special dietary requirements to include food allergies and intolerances.

Due to the complexities regarding some medical prescribed diets, we may need to offer a slightly different menu for those pupils with special dietary requirements. It is not our intention to single out pupils or to discriminate, our aim is to ensure that we provide a safe meal using the products that are available to us.

All special packed lunches will be prepared with due care and attention by trained staff. There is always a risk that traces of allergens may be transferred to items from our menu during processing, storage or preparation in our kitchens. For these reasons we cannot guarantee that any item on any of our menus is free from trace allergens.

Sustainability

Sustainability is one of our key priorities which includes phasing out single use plastics. We aim to reduce packaging and where possible the packaging we need to provide will be made from recycled material. This will also include the products that we include in the lunch e.g. Brecon Carreg bottled water etc.

Disposal of any waste accumulated from packed lunches supplied will be the responsibility of The School/parent/guardian.

Contact Details

Should you have any queries or wish to discuss your child's specific requirements in more detail, please do not hesitate to contact our main office:

Email: schoolmeals@carmarthenshire.gov.uk
Telephone: 01267 246537