



P3.3 (B8A) – CATERING POLICY

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Revision History

Revision	Paragraph Number	Revision
November 2017		
October 2020		Updated Format. Replaces previous policy 4.7. Policy updated to reflect latest work practices and provision with either dietary or religious preferences related to catering provision.

Abbreviations, Acronyms and Definitions

Abbreviation / Acronym	Definition
DSL	Designated Safeguarding Lead
ISI	Independent Schools Inspectorate
Leadership Team	Consists of : Headmaster, Director of Academic Studies, Director of Music, Bursar, Director of Development, Head of Pastoral Care & DSL.
Parents	Adults with parental authority for a child

Aim / Objective / Statement of Intent

1. This document provides information to visitors, staff, pupils & parents on the catering provisions at the Yehudi Menuhin School.

Introduction

2. As a boarding school with a diverse pupil and staff mix, our catering provision is an extremely important part of School life. As well as providing sustenance, the dining provision provides an important social opportunity for the whole School community.
3. We believe that providing fresh, delicious, healthy food is extremely important not only to physical growth and development but to overall wellbeing. We use fresh seasonal fruit and vegetables as much as possible and all our food is prepared and cooked on the premises by our own in-house catering team. Our catering team are rightly proud of the very high standard of meals provided and the exciting and diverse menus on offer.
4. We use trusted local suppliers and minimise packaging and food waste as much as possible.
5. A vegetarian option is always provided at each meal and we have one lunch meal per week where the meat option is replaced by a second vegetarian option. Fresh fruit is available as a dessert option at lunch and supper.
6. Water, Milk, Coffee and a range of Teas are available at all meal and break times from the Dining Hall. In addition, there are a number of chilled filtered water dispensers across the School site, including in the Boarding Houses. We do not encourage the drinking of carbonated soft drinks by pupils and staff and these are therefore not provided. Fresh fruit juice is available at breakfast each day.
7. Where pupils or staff need a special diet for medical or religious reasons, we will cater for this and will work with parents and pupils, or staff, to ensure that appropriate food is available. Catering staff will be informed of any needs based on medical grounds in order to support pupil and staff safety.
8. Regrettably, we are not always able to accommodate food preferences which are not based on need but would suggest that an initial conversation is held with the Catering Manager to discuss options available.
9. In order to protect pupils, staff, visitors or users of the School, the entire School site including the Menuhin Hall and Swimming Pool are 'Nut Free Zones' and no products containing nuts should be brought onto the premises. This includes staff residential

accommodation where this forms part of another school building. Products marked as “may contain nut traces” or similar wording however may be brought into School.

10. The School has a Dining facility made up of two separate rooms with a variety of seating to accommodate staff and pupils comfortably. Hot meals are served by catering staff with accompanying vegetables, salad and desserts being self-service.

Catering for pupils

11. Three full meals and three break snacks are provided every day for boarding pupils, with day pupils welcome to join us for all meals and breaks in addition to lunch, at no extra charge.

Breakfast	7.20am (8.00am Saturday; brunch 10:00am to 1:15pm Sunday)
Morning Break	10.25am (Monday – Friday)
Lunch	12.25pm (brunch 10am to 1.15pm Sunday)
Afternoon Break	4.15pm (Monday – Friday)
Supper	6.30pm
Evening Break	8.00pm (Monday – Friday)

12. Boarding pupils are required to attend all meals. Registration of boarders takes place three times per day Monday – Friday, twice on Saturday and once on Sunday. Day pupils must attend morning break, lunch and afternoon break. They may take other meals if they wish depending on their timetable. Pupils must arrive promptly for meals and should not take cutlery or crockery from the Dining Hall without the permission of Staff.
13. It is essential that pupils are released from class/instrumental lessons on time for meals. Staff are required to set a good example by being punctual themselves.
14. Pupils are able to order and pay for takeaway food to be delivered to the School at weekends with prior permission from Boarding Staff. In these circumstances pupils are expected to tidy up after themselves and ensure no remaining food or packaging is left out.
15. Some pupils enjoy baking or cooking for themselves and the School encourages this as part of its co-curricular activities. As such pupils have access to kitchen facilities in their respective Boarding Houses. Pupils must ensure that they seek permission from Boarding Staff before undertaking cooking activities and that they keep the kitchen areas clean and tidy.
16. Pupils enjoy having access to their own ‘tuck’ provisions and there is adequate space for these to be kept in their own rooms or in the Boarding House kitchens. All food must be kept in named and sealed containers.

Catering for Staff & Visitors

17. Staff are also warmly invited to join the pupils in the Dining Hall to enjoy lunch on the days in which they are working in School during Term Time. Where a member of staff is teaching or supervising pupils after 6.30pm they may also choose to stay for supper.
18. Residential staff are entitled to take all of their meals in the Dining Hall during term time if they wish.
19. In order to prevent wastage, Staff are requested to inform the Catering Manager if they will not be taking a meal for which they are normally present, as soon as possible. Conversely, if Staff require a meal on a day on which they would not normally be present, they must also inform the Catering Manager as soon as possible to ensure adequate provision is made.
20. Non-resident staff are reminded that the priority for the Catering team is to provide catering services to the pupils and to resident staff. Accordingly, there may be occasions when menu choices are reduced, or staff are asked to take lunch outside of specific times.
21. Any staff taking lunch in the dining hall are deemed to be providing a loose supervision of pupils. Accordingly staff are expected to set a good example by being punctual and acting appropriately.
22. It may be appropriate on occasion for visitors to join their host for lunch or supper. Where this is likely to be the case, hosting staff are asked to ensure that the Catering Manager is informed in advance along with any dietary requirements of their guests.

Training & Inspection

23. Our Catering Team undertake regular training in Food Hygiene and Food Safety.
24. Our kitchen and catering provision is inspected by the local Environmental Health Officer on behalf of Mole Valley District Council.