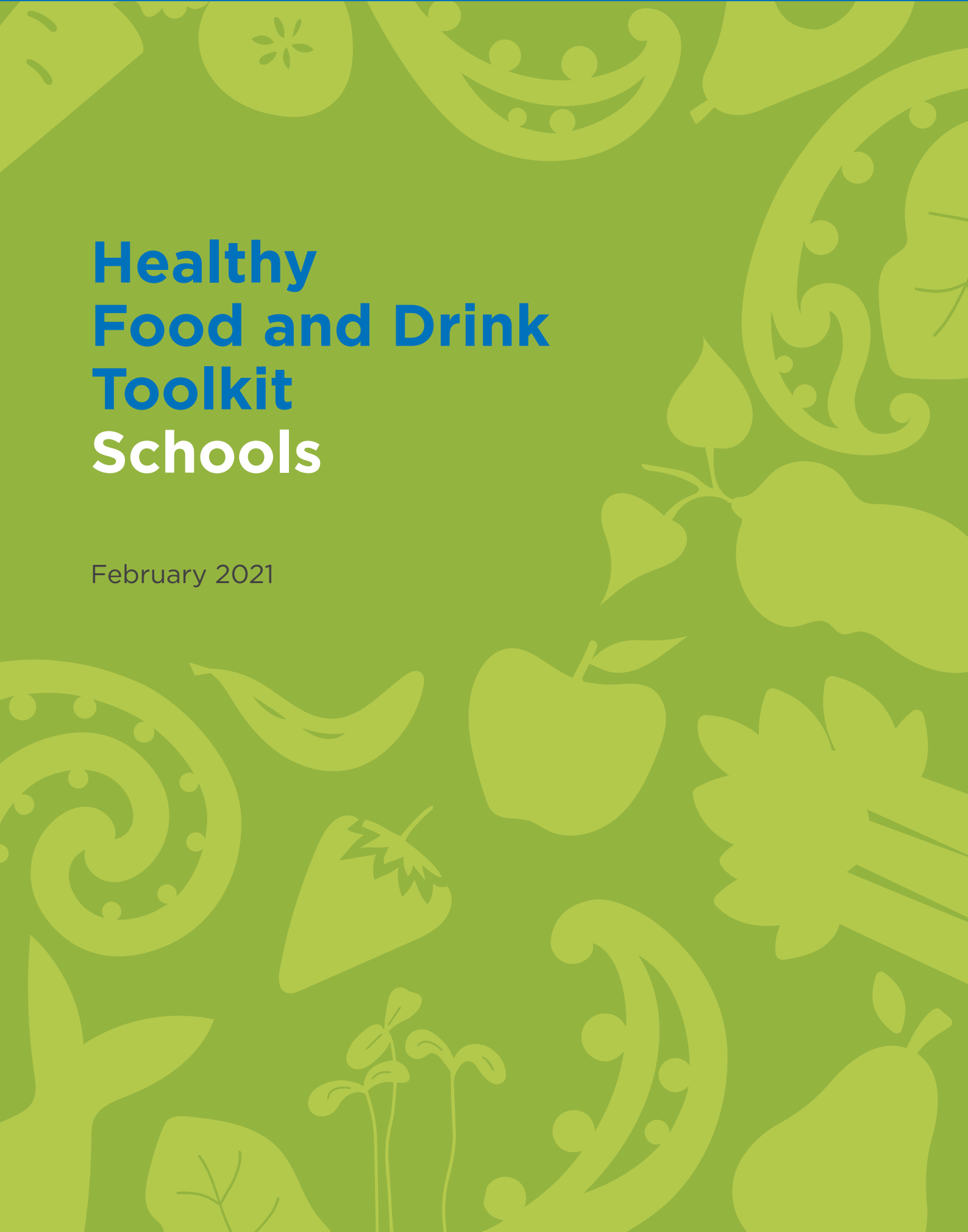


Healthy Food and Drink Toolkit Schools

February 2021





This document is a compilation of resources produced by the Ministry of Health and the Ministry of Education, February 2021.

To access and download individual resources contained in this document, customisable versions of templates and an introductory video animation, go to www.health.govt.nz/our-work/preventative-health-wellness/nutrition/healthy-active-learning. At this same site, you can download an electronic copy of the Ministry of Health's *Healthy Food and Drink Guidance - Schools*.



Copyright in content in this toolkit is owned by the Crown or its licensors.

Unless otherwise specified, copyright content in this toolkit is licensed for re-use under a Creative Commons Attribution 4.0 International Licence, with the exception of:

- photographic and graphic work
- any other logos, emblems and trade marks appearing in this toolkit.

For content covered under the Creative Commons Attribution 4.0 International Licence, you are free to:

- share — copy and redistribute the material in any medium or format
- adapt — remix, transform and build upon the material.

You must give appropriate credit, provide a link to the licence, and indicate if changes were made. You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use.

You may not apply legal terms or technological measures that legally restrict others from doing anything the licence permits.

Photographic and graphic work

No photograph or graphic work in this toolkit may be reproduced out of the document or resource from which it came.



Contents

Why healthy food and drink environments are important	2
Resources for creating and implementing a healthy food and drink policy	
What a healthy food and drink policy covers	4
A 'how to' guide: Taking it step by step	7
Template for a healthy food and drink policy	19
Policy example A	20
Policy example B	21
Healthy food and drink policy: Implementation plan examples	22
A guide to healthy rewards, fundraising, special events and celebrations	25
Healthy rewards	26
Healthy fundraising events	28
Healthy special events and celebrations	30
Suggested newsletter or social media snippets for primary and intermediate schools	31
Suggested newsletter or social media snippets for secondary schools	33
Resources for canteen managers and staff	
A guide to healthy canteen kai	35
Making a plan: Simple steps to healthy kai	36
Healthy kai checklist	40
Quick tips for healthy food	42
Pick and mix: Healthy canteen menu ideas	44
Sample canteen menu	46
Marketing and promoting healthy kai options	47
Healthy canteen: Top tips for canteen staff	49
Simple healthy food makeovers	50
Additional information	
Questions and answers	51
List of terms	53
List of te reo Māori terms	54



Why healthy food and drink environments are important

Te hiranga o ngā wāhi kai me te inu hauora

**E tipu ai te pakiaka tangata, me whakatō he purapura wairua.
Whakahaukūtia te whenua ki te waiora pūmau kia puta ai ko te hauora.**

*For the roots of humanity to grow well, spiritual seeds must first be sown.
Irrigate with the enduring waters of life, and hauora will result.*

Drinking wai and eating healthy kai are essential to hauora.

The choices we make about kai and wai are influenced by our environments. These environments include people, places, our values and beliefs and our communities.

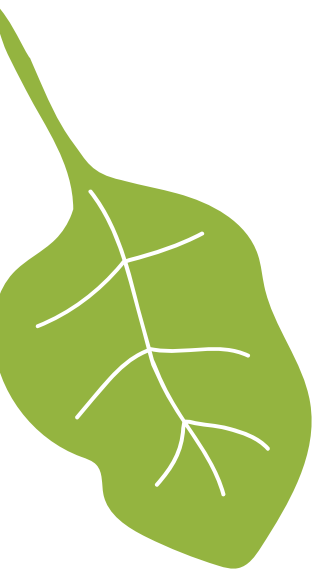
In te ao Māori, kai and wai have their own whakapapa and associated tikanga, karakia, and pūrākau. Traditionally, Māori ate only whole foods. They gathered these foods from the bush, sea, rivers and lakes or grew them in māra kai. For generations, tāngata whenua understood the unique relationship between the wellbeing of the whenua and the environment (including the importance of access to pure, clean water) and their role as kaitiaki – caretakers of te taiao.


In our learning environments, important values like manaakitanga and whanaungatanga mean we support students to develop healthy eating habits in a way that is relevant and meaningful to them. We put students at the centre, enabling everyone to be involved in deciding what matters, and strengthening their commitment towards the kaupapa of healthy living. We provide a holistic learning environment that cultivates oranga tinana, oranga wairua, oranga hinengaro, oranga ngākau me te oranga whānau – physical, spiritual, mental, emotional and whānau wellbeing.

In our multicultural nation, these ideas are important to everyone. Healthy diets grow strong bodies and contribute to healthy lives.

Our students eat much of their kai each weekday in schools. We know that their attendance, attention and behaviour improve in education settings where healthy eating is accepted practice.

You can promote a supportive environment by developing a healthy food and drink policy with help from your students, tumuaki, whānau, canteen staff and wider community.





A healthy food and drink policy helps you:

- create environments that make healthy choices easy
- ensure your school is ‘walking the talk’ – modelling the kinds of healthy behaviours and health-promoting actions that you teach in your curriculum
- show your commitment to improving the health and wellbeing of your students, tumuaki, whānau and the community
- support students to make positive choices and develop healthy food and drink preferences.

We have created these resources to help you develop and implement a policy that will make a real difference.

**Thanks to all the kura and schools who helped develop these resources –
ngā mihi maioha ki a koutou katoa.**



What a healthy food and drink policy covers Ko tā te kaupapa here kai tōtika me te inu hauora

A healthy food and drink policy is a living document that helps you develop and maintain a shared vision for a healthy food and drink environment. It builds on the great mahi you are already doing to improve the hauora of your students.

School boards of trustees Ngā poari whakahaere ā-kura

When developing or updating a policy, boards of trustees may wish to consider the following areas.

Purpose Te pūtake

What are the board's expectations about healthy food and drink in its approach to health and safety in our school?

Examples

- A healthy food and drink environment promotes and supports the hauora of our students. It helps our students learn and improves their attendance, attention and behaviour. It also embodies our school values, including manaakitanga – looking after ourselves and others.
- In line with National Administration Guideline 5, we will promote healthy food and drink for all students.
- Healthy eating supports tamariki and rangatahi to learn, and improves their attendance, attention and behaviour. Tamariki and rangatahi eat much of their food each weekday at school, so creating a healthy food and drink environment is important.

Goals Ngā whāinga

What is the outcome for our students and school community if our school implements our policy well?

Examples

- Students, staff and visitors understand that food and nutrition are important to hauora.
- Make every effort within thoughtful governance to provide all students with access to safe and healthy kai at school.
- Only healthy food and drinks are available in our school.
- Students are enabled to make healthy food and drink choices and develop healthy preferences.



Planning and review cycle Te hurihanga whakamahere, arotake hoki

- How and when will we consult our community?
- How do we want to monitor and review the progress of the policy?
- How frequently will we review the policy?

For a more detailed approach to this cycle, see the toolkit's 'A "how to" guide: Taking it step by step'.

Other considerations Ētahi atu whakaaro

- Do we need a budget to support this policy?
- How will we communicate with the community during our review cycle?
- How will we ensure our community is aware of this policy and the need for everyone to support it?

School leaders

When introducing and enacting your policy, school leaders could consider introducing procedures that cover the following areas.

How you recognise diversity Te āhukahuka i te kanorau

For example, consider the tikanga around food, the needs of different cultural and religious groups and people with special dietary needs, including those with allergies or intolerances and vegetarians and vegans.

What food and drink you provide Ngā kai me ngā inu ka whakaratoa

For example, what do your canteen, breakfast clubs and vending machines provide? How readily available is water?

Your curriculum Tō marautanga

For example, do the healthy eating messages in your curriculum align with your food and drink provision?

Events, celebrations, rewards, fundraisers Ngā takunetanga, ngā whakanuitanga, ngā whakawhiwhinga, me ngā kaupapa kohikohi pūtea

For example, what food and drink are available at discos and galas? Do you use food or drink as rewards?

Promoting food and drink Te whakatairanga i ngā āhuatanga o te kai me te inu

For example, what food and drink do you promote through advertising and sponsorship?

Pastoral care and welfare issues Te manaakitanga

For example, how do you care for students who come to school hungry or without food?

Where people consume food and drink Ngā wāhi e kai ai, e inu ai te tangata

For example, are appropriate seating and shelter available? Are students permitted off school grounds?

Caring for Papatūānuku Te tiaki i ā Papatūānuku

For example, are you using seasonal and locally grown food, and running māra kai – food gardening clubs? What are you doing to recycle and minimise waste, and look after the environment?



Benefits of having a policy Ngā painga o tētahi kaupapa here

Having a healthy food and drink policy enables you to:

- set out a coordinated approach to increasing the availability of healthy food and drink options
- reinforce healthy eating messages, for example, by making the food and drink you provide consistent with what you are teaching in the curriculum
- establish effective working partnerships to move towards a common goal, for example, with canteen staff, students and whānau
- communicate your shared vision, ethos and values to students, staff, whānau and the wider community
- show your ongoing commitment to improving the health and wellbeing of students, whānau and the wider learning community.



A 'how to' guide: Taking it step by step He aratohu poutama angitu

If you're interested in writing a healthy food and drink policy – or would like to revise one – this detailed step-by-step guide will make the process easier. You can use it to guide you through the various stages of developing, implementing and reviewing your policy. Remember, however, that it is only a guide – what is important is to do what works for your school.





Step 1: Get started Hei tīmatanga

Whether you are developing a policy from scratch or updating an existing policy, you will already be doing some great mahi to support the hauora of your students and staff. You can use the ideas in this toolkit to enhance this mahi, and work on any gaps you identify.

Work on the policy together **Mā rau ringa e oti ai**

Bring together a small group or use an existing one to oversee this mahi. Creating an effective healthy food and drink environment is a collective effort, so get input from a range of people.

Ideally, your group will include:

- ✓ someone to lead and facilitate the group
- ✓ leaders, tumuaki, whānau and students
- ✓ key staff such as your canteen manager
- ✓ people from the wider community who may be of help – for example, local iwi and hapū, your local hauora provider, your community dietitian and/or a community garden organiser.

The process will go more smoothly if everyone has clear roles throughout it. For example, who will lead each part of the policy cycle and deliver each task? Who will sign off the policy? Who will champion this mahi?

Ask some questions – explore what’s happening now **Uia ngā pātai – tūhuratia ngā āhuatanga o te wā tonu**

Look at all aspects of food and drink in your school to find out what is happening. This task could be as simple as a group brainstorm or it could be a more formal audit. You may already have a policy or some rules or activities around food and drink that can help you start.

Seeking a range of viewpoints at this stage will help you get a full picture of what’s happening now, and will also give you valuable information for later steps.

1



Questions you could ask – choose what’s relevant for you
He pātai hei tauria – whiriwhiria he kaupapa e hāngai ana mōu

- How do we currently promote healthy kai, and make healthy choices easy?
- What food and drink are students consuming in our school?
 - What do students have access to (eg, canteens, vending machines, external food providers supplying food, food ordering systems including online)?
 - What types of food and drink are available from external food providers (such as food ordering systems)?
- What messages are we sending about food to students and whānau (eg, at events and celebrations, through rewards and fundraising, and through role modelling by staff)?
- Do some students come to school without adequate breakfast or lunch?
- What types of free or charitable food do we provide?
- Are we meeting cultural and religious needs related to food and drink?
- Are we meeting special dietary needs (eg, allergies and intolerances)?
- Are the healthy kai messages that we teach in our curriculum reflected in our practice?
- What links can we highlight between these messages and other things we value, such as manaakitanga, Te Whare Tapa Whā, māra – gardens, the value of wai, caring for Papatūānuku?
- How do we communicate about healthy food to whānau?
- How are we connecting with the community to support our healthy kai mahi (eg, local businesses, local producers, community gardens, and initiatives to support healthy food and drink)?
- How do we promote messages about healthy eating – for example, to our students, whānau and staff, in newsletters, on social media, on noticeboards or walls?

continued



- Do students have suitable places to sit and eat? Can they easily fill their water bottles? Is the current length of breaks working? Do tumuaki eat with students?
- Do we have the resources we need for our healthy eating mahi?
- What can we learn from what other schools are doing?

**If you already have an existing policy, ask these questions.
Mehemea he kaupapa here kē tāu, tēnā uia atu ēnei pātai.**

- What does it cover?
- Does it leave anything out?
- How well are we implementing it?
- What areas can we improve or work on?

**What else could you ask?
He aha ētahi atu pātai anō?**

-
-
-
-

**Get inspiration
Kia hihiko te ngākau**

For inspiration, look at what others are doing. You can then develop your healthy food and drink policy to reflect the needs and values of your school and community. This approach will help to create positive and long-lasting change.

**Get help
Te rangahau me te tono āwhina**

Think about what else you need to do in developing and implementing your policy. Check out other great resources on the internet that support this mahi, talk with your public health unit or district health board about what other resources may be helpful, and seek help from others in your community.



Develop a clear rationale and goals Whakawhanekehia te pūtake me ngā whāinga kia mārama

As a group, develop a clear pūtake – rationale and some whāinga – goals for your policy. You'll create a firm foundation for your policy by being clear about what you are trying to achieve and how this relates to your wider values, stated mission and agreed ways of working.

Develop actions Te whakawhanake mahi

As a group, develop mahi – actions by exploring these questions.

- What do we want to continue doing and what do we want to change?
- What could we change now?
- What are our priorities?

Draft or refresh your policy Te tuhi, te whakahou rānei i tō kaupapa here

Now that you have lots of information, draft a new policy or refresh your existing policy. See the template in this toolkit for help to get started.

Include a review date for the policy, so it's clear when you will next revise and refresh it. The review date should be no more than two years from when the policy is finalised.

Resources to help He rauemi hei āwhina

At the end of this 'how to' guide, check out the 'Template for a healthy food and drink policy' that you can use to help develop your own policy, as well as the examples of school policies.

Step 2: Consult and engage Te whai āwhina

Now is a good time to consult on your draft policy.

Let your wider learning community know about your draft policy and ask for their help. Getting others involved will enrich the policy and help you identify what is possible and where any gaps are.

Who you could talk to

Te whakawhitiwhiti me te hunga whaipānga

Give everyone in your learning community a chance to have their say. You could talk to the following people to help develop your policy:

- | | |
|---|---|
| <input checked="" type="checkbox"/> students | <input checked="" type="checkbox"/> representatives from the local hauora/health provider |
| <input checked="" type="checkbox"/> whānau | <input checked="" type="checkbox"/> your local iwi and hapū |
| <input checked="" type="checkbox"/> your canteen staff | <input checked="" type="checkbox"/> external providers and others. |
| <input checked="" type="checkbox"/> tumuaki and other staff | |

2

Ways of engaging your learning community He huarahi e whai wāhi atu ai tō hapori

You could engage your learning community by:

- holding a focus or interest group
- holding an event or hui and asking for feedback from the people attending
- displaying the draft policy in the reception area and asking people for feedback – use Post-it notes, a suggestion box and other ways to collect ideas and views
- sending out a simple survey – online and/or a paper copy
- getting feedback from students as they wait in line at the canteen.

How else could you engage your community? He aha hei mahi māu kia whai wāhi ai tō hapori?

What you should ask Ngā pātai e tika ana kia uia

Although you may welcome general feedback, a brief questionnaire can provide useful information and more focused feedback to help you identify priorities and needs. Questions might differ for school leaders, students, canteen staff and whānau.

Explore relevant questions to ask Te tūhura i ngā pātai whaitake hei uiui

Choose the questions that are relevant for you.

- Can students access water easily when they are thirsty? Can they fill their bottles from our drinking fountains or water dispensers?
- How does our canteen manager design menus? How do they interact with the students?
- How do we source providers for our lunch ordering service? How can we ensure they provide a healthy menu?
- How do we make students, tumuaki and whānau feel supported and enhance their mana?
- Do whānau agree with the priorities we have identified? Do they have any other suggestions?
- How does our policy align with healthy eating messages in our curriculum?
- What are 'hot button' issues? These might include:
 - whether food security is an issue
 - tumuaki using lollies or other food as rewards or prizes
 - tumuaki as role models
 - student access to local businesses (dairy, bakery, fast foods) to buy less healthy options
 - sponsorship
 - fundraising.

What else could you ask? He aha ētahi atu pātai anō?

-
-
-



Step 3: Finalise your policy Te whakaoti i tō kaupapa here

Analyse responses Te tātari whakautu

Analyse what you heard from your consultation. Then use this information to update and finalise your policy.

3

Questions you could ask He pātai hei tauria

- What good ideas can we build on?
- How do we respond to tricky or conflicting ideas?
- How do we address concerns and still make progress towards a healthy food and drink environment?
- Who haven't we heard from? Why might this be and how might we work with them in future?
- How will we manage competing priorities?
- What can we do now and what changes do we need to make more gradually?
- What resources do we need? What is our budget?
- What professional development do staff need?

Update and finalise your policy – Te whakahou me te whakaū i tō kaupapa here – so it is ready for sign-off.



Step 4: Bring your policy to life Te whakarewa i tō kaupapa here

An implementation plan will help you plan how to put your policy into practice. For this process to work effectively, someone will need to take on the role of leading it.

For each specific action in your implementation plan, you could outline:

4

- **what** you will do
- **who** will do it and the budget that you need and that is available
- the **timeframe** - when you will do it
- when you will **review and revise** the plan - so you can tell if it's been effective or not.

Your chances of success are greater when people see your changes as achievable and you provide support to implement them.

Think too about what you will do in situations where people don't follow the policy, and how you will create a supportive environment to help people implement it.

Healthy food and drink policy: Implementation plan Te mahere whakatinana kaupapa here: Kai me te inu hauora



You can use the template below to help you develop your own implementation plan. For more resources, see:

- a customisable version of this template in the online toolkit
- examples of what you might include in your plan in ‘Healthy food and drink policy: Implementation plan examples’ at the end of this ‘how to’ guide.

Goal - whāinga: To create a healthy food and drink environment by putting our policy into action

Actions Ngā mahi	Responsibility Te kaikawe (Who is going to do this?)	Timeframe Te angawā (When will this happen?)	Review and revise Te arotake me te whakahou (How and when will we evaluate our effectiveness?)

Think about: Whakaarohia:

- how to involve the whole community so everyone has a chance to support the policy and put it into action
- how your leaders can champion the policy, to help build support and lead action on it.



Once your policy and implementation plan have been signed off, you can start putting your policy into action.

Use your implementation plan to take action. Let everyone know:

- what has happened since the consultation
- what choices were made and why
- what is expected from them
- what will happen next
- how you will keep them updated on what is happening with the implementation of the policy.

Share and celebrate
Te tuari me te whakanui

Share your policy widely with your community in a variety of ways (eg, include snippets of your policy in your newsletters and post about it on social media). Set out your policy on your website, display it on the wall and include it in your induction process. Remind everyone about it regularly – for example, by highlighting different aspects of the policy and how they are working. Celebrate your successes and welcome feedback and support.

4

Try using different approaches to engage your community
Whakamātauhia ētahi huarahi rerekē kia pai ai tā tō hapori whai wāhi

For example, you might engage them through:

- your website
- school newsletters
- social media and online platforms
- letters to whānau
- assemblies and group times (such as tutor group, home room and year group assemblies)
- posters around your school, including in the reception area, canteen or tuck shop, and staffroom
- events and hui to celebrate your successes
- your induction process for new whānau.

What else could you do?
He aha atu hei mahi māu?

-
-



Resources to help He rauemi hei āwhina

In this toolkit, check out:

- ‘Healthy food and drink policy: Implementation plan’ - template and examples
- ‘A guide to healthy canteen kai’ - and associated checklists, quick tips, menu ideas and example menus
- ‘A guide to healthy rewards, fundraising, special events and celebrations’.

Step 5: Review and refresh Te arotake me te whakahou

Regularly review and refresh your policy – at least every two years

A regular review and refresh gives you a chance to see what’s working, what’s still a good fit and what might need to change. Follow steps 1 to 4 again, and then set a new date to review and refresh your policy.

5

Questions to consider He pātai hei whakaaro

- Are we meeting the policy whāinga – goals? How can we tell?
- What successes have we achieved? What made these possible?
- What difficulties have we found? Why have they occurred?
- How can we improve the policy and the way we implement it? What changes do we need to make?





Template for a healthy food and drink policy

Te tātaura kaupapa here kai me te inu tōtika

Te pūtake - Rationale

Outline why you have this policy in place, or why it is needed.

Ngā whāinga - Goals

List the desired result(s) of the policy, reflecting your priorities.

Ngā mahi - Actions

Outline what you will do to meet your goals.

Arotake - Policy review process

Note your review date and process. The date should be no more than two years from the start date of your policy.

Waitohu - Sign-off

Signature

Date

You can find a customisable version of this template in the online toolkit.





Policy example A

Te taura kaupapa here (A)

Te pūtake - Rationale

A healthy food and drink environment promotes and supports the hauora of our students. It helps our students learn and improves their attendance, attention and behaviour. It also embodies our school values, including manaakitanga – looking after ourselves and others.

This policy reflects the priorities for our school that we identified in consultation with our learning community.

Ngā whāinga - Goals

- To increase access to healthy food and drinks.
- To help our students make healthy food and drink choices and develop healthy preferences.
- To help our students to become kaitiaki o Papatūānuku.

Ngā mahi - Actions

1. We are a 'water and plain milk only' school.
2. We support our canteen manager to provide food and drink consistent with the *Healthy Food and Drink Guidance – Schools*. We provide culturally diverse healthy food and support our students and whānau to participate in selecting which foods are available in the canteen.
3. We offer only healthy food and drink at our events and fundraisers.
4. No confectionery (sweets, lollies, chocolates) is sold. We do not provide it as rewards or give-aways.
5. Tumuaki and other adults role model healthy eating.
6. Healthy kai is always available so no student goes hungry.
7. We reinforce the links between healthy foods and the natural environment by maintaining our edible garden, and promoting 'māra to tēpu' eating.
8. External kai providers and sponsors are aware of this policy, along with the *Healthy Food and Drink Guidance – Schools*, and follow it.
9. Funds are available to buy resources and to undertake relevant professional development to support the implementation of this policy.
10. During every induction of whānau who are new to our school, we show them our healthy food and drink policy, and we talk with them about what they can expect from this policy.

Date: 1 November 2020

Review date: 1 June 2022

Signed: [name]



Policy example B

Te taura kaupapa here (E)

Te pūtake - Rationale

In line with National Administration Guideline 5, we will promote healthy food and drink for all students.

Healthy eating supports tamariki and rangatahi to learn, and improves their attendance, attention and behaviour. Tamariki and rangatahi eat much of their food each weekday at school, so creating a healthy food and drink environment is important.

Ngā whāinga - Goals

Based on consultation with our learning community, the priorities for our school are to:

- provide an environment that promotes the hauora of our students, tumuaki, other staff and visitors in all aspects of food and nutrition in our school
- ensure all students have access to safe and healthy kai, and that no one goes hungry
- help students develop the skills they need to make responsible and informed decisions about healthy eating
- celebrate diversity and reflect this in the kai we provide.

Ngā mahi - Actions

- Allow only water and plain milk to be sold as drinks at our school. Free, chilled tap water will be widely available as well.
- Support our canteen provider to develop a tasty, affordable, culturally relevant menu that aligns with the *Healthy Food and Drink Guidance - Schools*.
- Provide free, healthy kai, in a non-judgemental way, to all students who need sustenance.
- Hold a 'food week' to promote healthy food and drink messages.
- All tumuaki, food service personnel, coaches, sport managers and other staff support and model healthy eating practices.
- Develop a guideline for healthy rewards, fundraising events, celebrations and special occasions.
- Participate only in initiatives that support healthy eating practices.

Signature _____

Date

1 November 2020

Review date

1 June 2022



Healthy food and drink policy: Implementation plan examples

Te kaupapa here kai me te inu hauora: He taurira mahere whakatinana

The table below provides examples of actions that you could include in the implementation plan for your healthy food and drink policy.

What you choose to include in your plan will need to be relevant and meaningful to your school's goals and priorities, so write your plan to fit your policy and your school.

Think about where you might share your plan with your community. For example, you could display it in your canteen, each classroom and the staffroom.

Also track progress by having regular 'check-ins' with everyone involved about how they are putting the policy into action.

Healthy food and drink policy: Implementation plan Te mahere whakatinana kaupapa here: Kai me te inu hauora

Goal - whāinga: To create a healthy food and drink environment by putting our policy into action

Actions Ngā mahi (Examples)	Responsibility Te kaikawe (Who is going to do this?)	Timeframe Te angawā (When will this happen?)	Review and revise Te arotake me te whakahou (How and when will we evaluate our effectiveness?)
<p>For example, you could ...</p> <p>... support your canteen manager to align the canteen menu with the <i>Healthy Food and Drink Guidance - Schools</i>.</p> <p>... do taste tests and ask for votes on new healthy menu items, and then introduce new items slowly.</p>	<p><i>Canteen manager, deputy principal, whānau representative and student representative all have a role.</i></p> <p><i>Canteen manager and students - this could be part of a project for a health sciences or business studies class.</i></p>	<p><i>Term 1: Develop a plan on how to do this.</i></p> <p><i>Term 2: Implement the plan.</i></p> <p><i>Term 1: Conduct taste tests.</i></p> <p><i>Term 2: Introduce the changes.</i></p>	<p><i>Seek feedback from students, tumuaki and whānau at the end of Term 3.</i></p> <p><i>Seek feedback from canteen staff, including sales data, at the end of Terms 2 and 3. Find out if they feel empowered to provide healthy food and drink.</i></p>

Actions Ngā mahi (Examples)	Responsibility Te kaikawe (Who is going to do this?)	Timeframe Te angawā (When will this happen?)	Review and revise Te arotake me te whakahou (How and when will we evaluate our effectiveness?)
For example, you could update and promote the new menu. ... remove deep fat fryer.	<i>Canteen manager with student representatives.</i> <i>Caretaker.</i>	<i>Term 2.</i> <i>ASAP.</i>	<i>Undertake an online survey (eg, by business studies class).</i>
For example, you could ask that sports teams only use non-food rewards.	<i>Principal explains the new requirements and the reasons for them to all teams.</i> <i>Principal provides list of ideas for appropriate non-food rewards.</i> <i>Sport coaches and managers implement and reinforce the action.</i>	<i>At the start of each sport season in the coming year, so all teams, coaches and managers are aware of this requirement.</i>	<i>Seek informal feedback from students, whānau, coaches and managers during each sport season.</i> <i>Use what they achieve to inspire others.</i>
For example, you could provide snippets of the school's food and drink policy, and how people are implementing it, in the school newsletter and in social media.	<i>Everyone (students, canteen staff, tumuaki and other staff, and whānau) contributes ideas [but you need to decide who will write it up].</i>	<i>Include a standing weekly or fortnightly item in the school newsletter - also post it on Facebook.</i>	<i>Consult on healthy food and drink policy to gain feedback from whānau on how we are going.</i>



Actions Ngā mahi (Examples)	Responsibility Te kaikawe (Who is going to do this?)	Timeframe Te angawā (When will this happen?)	Review and revise Te arotake me te whakahou (How and when will we evaluate our effectiveness?)
For example, you could require the external lunch provider to align food and drink provision with the <i>Healthy Food and Drink Guidance - Schools</i> .	<i>Principal.</i>	<i>Advise the provider ASAP. Ask them to revise their menu (if needed) and introduce any necessary changes from the beginning of next term.</i>	<i>Obtain sales data and seek feedback from students the following term.</i>
For example, you could gain feedback on whether students feel they have the access they need to fresh drinking-water throughout the day (either through fountains or places to refill bottles). Make improvements as needed.	<i>Ask Student Council to undertake a survey - for example, using a Google form.</i> <i>Students use results of survey to propose changes to Board of Trustees (budget to be confirmed).</i> <i>Students repeat survey after changes made.</i>	<i>By end of Term 1.</i> <i>To be confirmed.</i> <i>One term after changes made.</i>	<i>Analyse findings to see if changes made a difference.</i>





A guide to healthy rewards, fundraising, special events and celebrations

Aratohu whakawhiwhinga hauora, kohikohi pūtea me ngā takunetanga motuhake

Rewarding students, fundraising opportunities, special events and celebrations are all part of the learning environment. Create guidelines for these occasions that support the goals of your healthy food and drink policy and show that the hauora of your students matters.

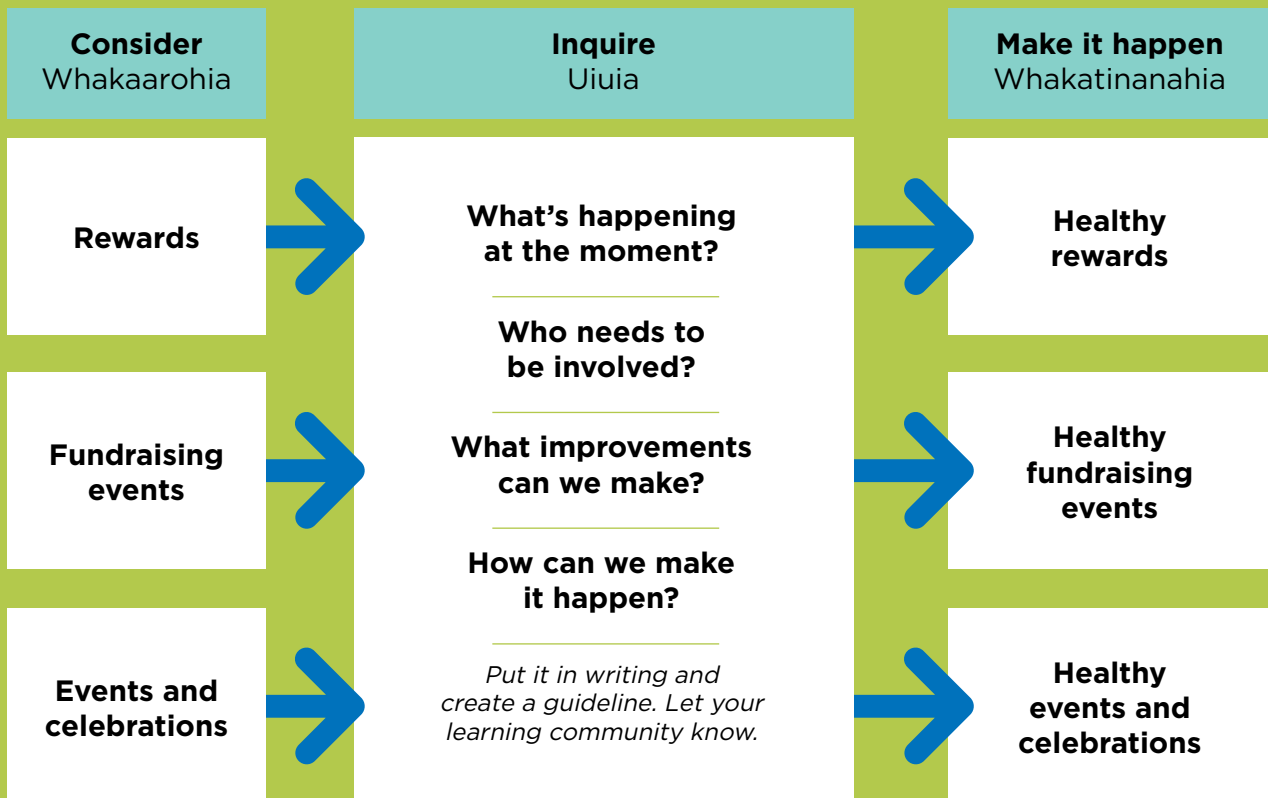


A simple approach He huarahi māmā

Consider the rewards, fundraising, special events and occasions that happen at your school.

How can we make rewards, fundraising, special events and celebrations healthier?

Mē pēhea tā tātou whai kia hauora ake ngā whakawhiwhinga, ngā kaupapa kohikohi pūtea, ngā takunetanga motuhake me ngā whakanuitanga?



**A healthy learning environment provides food and drink that promotes healthy eating.
Ko tā te taiao ako hauora he whakarato i te kai me te inu e whakatairanga ana i te kai hauora.**




Healthy rewards Ngā whakawhiwhinga hauora

Recognising students through rewards can be a great way to encourage positive behaviour and build their self-esteem and independence. Why not provide rewards other than food? This will be consistent with the messages you are teaching students in the curriculum and support their hauora.

The best kind of reward is to compliment students on their learning and behaviour.

Some ideas for rewarding younger students He ariā hei whakanui i ngā ākonga nohinohi

- Let tamariki choose an activity from a rewards list that you've made with them.
 - Recognise them in the daily news.
 - Award certificates with personalised messages.
 - Give them stickers or principal stickers.
 - Award them golden minutes – free class time to choose from a range of activities or play a game.
 - Offer funky stationery options – pens, pencils, pencil toppers, rubbers, rulers.
 - Send a letter home to parents from the principal.
 - Let them pick from a treasure box that contains a selection of stickers, stationery or water bottles.
 - Give them responsibility in the classroom – for example, tamariki get to choose a task like answering the phone.
 - Provide extra playtime.
 - Offer the opportunity to work outside with a buddy.
 - Allow them to sit in a special seat or take a special toy home.
 - As a class: add pom-poms to a jar. Once it is full, invite an inspirational guest speaker or do a special activity such as a trip, pool party, slippery slide or DVD screening.
- 



Some ideas for rewarding older students **He ariā hei whakanui i ngā pakeke**

- Ask students how they like to be rewarded.
- Recognise them in the daily news forum or school-wide newsletter.
- Allow them to listen to music during work time.
- Give them a free pass to work and study outside.
- Organise an activity, game or quiz to play with the class.
- Show a fun movie.
- Give them free tickets to events at the school.

Hot seat a teacher

Students can ask the teacher a series of questions, such as:

‘If you could meet and have dinner with any person who ever lived, who would it be and why? What would you ask that person?’

‘What three words would you use to describe yourself?’

Questions can be funny too, such as:

‘What was your most embarrassing moment?’

Other ideas

Connect with local businesses and ask them to donate small items such as water bottles or vouchers for non-food rewards.



Healthy fundraising events Ngā kohikohi pūtea hauora

Set the bar high by providing only healthy kai and inu at fundraisers

Do not provide any confectionery or food that is high in saturated fat, sugar and salt, with little nutritional content.

Commit to selling only bottled water or plain milk.

Provide foods that meet the needs of different cultures and religions, and cater for special dietary requirements.

Meet any requirements set by your local council (eg, for food safety).

'I went to a good market day, a school fundraiser. Only healthy food was sold, handcrafts etc made by the tamariki, whānau with the help of teachers, which came in eco friendly packaging. Was really popular!'

Pāpā
from the school

Ideas for healthy kai to sell at fundraising events He ariā kai hauora mō ngā kaupapa kohikohi pūtea

Examples of fundraising events: discos, gala days, markets, fairs.

Healthy BBQ and grills

Grill your favourite lean meats, chicken, fish, colourful fruits and vegetables.

Add salads and wholemeal, wholegrain or grainy bread

Lean burgers

Fish, chicken or lean beef patties, baked falafel or vegetable patties on wholemeal, wholegrain or grainy buns, with a variety of vegetables

Savoury kebabs

Use chicken and lamb, include a variety of vegetables (onions, mushrooms, capsicum, courgettes), add pineapple

Baked potatoes

Fill with baked beans, coleslaw, a little low- or reduced-fat cheese

Hāngi

Lean meat and lots of vegetables

Toasted sandwiches

Wholemeal, wholegrain or grainy bread plus lots of vegetable fillings

Fruit kebabs

Fresh and frozen

Filled rolls

Wholemeal, wholegrain or grainy rolls plus lean meats, eggs – offer a variety of vegetables

Healthy pizza

Split muffins or pita breads as base, add vegetable toppings and small amount of low- or reduced-fat cheese

Sushi

Salmon avocado, tuna and carrot, chicken teriyaki

Pikelets

with a light spread of reduced-sugar jam

Burritos

Lean beef or bean chilli, lettuce, carrot, tomatoes, with a small amount of low- or reduced-fat cheese and topped with fresh coriander

Boil up

Remove fat from meat and add lots of vegetables

Vegetable soups

Wholemeal, wholegrain or grainy rolls. Vegetables from māra to table

Plain popcorn

or baked peas, pretzels or scroggin

Fritters

Mussel or vegetable – use minimal oil to fry


Fruit

Seasonal fruits, fruit salad, fruit salad with low-fat yoghurt

Alternative fundraising ideas Ētahi atu ariā kaupapa kohikohi pūtea

Action Mahi	<ul style="list-style-type: none"> • Skip-athons, walk-athons, dance-athons • Car wash • Car rallies • Scavenger hunts • Progressive dinners
Learning Akoranga	<ul style="list-style-type: none"> • Spelling-athons, reading-athons, maths-athons, quiz nights
Cultural Ahurea	<ul style="list-style-type: none"> • Gold coin mufti days: wacky hair; dress up like your favourite book character, rangatira or superhero; PJs or onesies; decade (eg, '80s); cultural dress • School idol, talent show • Kapa haka, cabaret • Movie night - try drive-in movies or hold a movie night in your hall (remember to check copyright requirements)
Creative Auaha	<ul style="list-style-type: none"> • Art auctions - tamariki art and/or local community art • Student art made into cards, calendars, diaries • A healthy cookbook • Wearable, recyclable art shows
Community wide Hapori whānui	<ul style="list-style-type: none"> • Movie night at local movie theatre, ten-pin bowling • Stocktaking at local businesses • Advertise local businesses (and include their messages of support for your healthy food and drink policy) in your newsletters • Quiz night





Healthy special events and celebrations Ngā takunetanga motuhake me ngā whakanuitanga hauora

Reflect on how your school currently celebrates special events and occasions. Have you considered focusing these around fun and spending quality time together? Below are some healthy ways to celebrate.

Ideas for healthy kai to serve at events and celebrations He ariā mō te whakarato kai hauora i ngā takunetanga me ngā whakanuitanga

Examples of special events and celebrations: hosting manuhiri, shared kai, school discos, balls, prizegiving, Matariki, whānau hui, fiafia night.

When planning what kai to serve, remember to meet the needs of different cultures and religions in your community, and to cater for special dietary requirements.

Savoury Kai mōkarakara

Mini meatballs
made with lean
meat

Mussel, corn or
vegetable fritters
with salad

Chicken and
vegetable soup
with wholemeal,
wholegrain or grainy
rolls

Chicken
and vegetable
curry with
brown rice

Club sandwiches
made with a variety
of vegetables

Vegetable sticks,
wholegrain,
multigrain or
wholemeal
crackers, hummus,
salsa, guacamole

Healthy pizza

Bread cups -
mushroom and
smoked fish filling

Mini wraps
with vegetables

Chicken drumsticks
(with skin removed)

Lean beef, lamb,
or chicken skewers

Sweet Kai reka

Fruit kebabs

Mini healthy slices

Pikelets with a
light spread of
reduced-sugar
jam

Mini fruit oaty
muffins

Fruit salad
cups

Fruit and nut
platters

Mini fruit scones



Suggested newsletter or social media snippets for primary and intermediate schools

He tauira pitopito kōrero mō ngā kawerongo, ngā pae pāhopori rānei i ngā kura tuatahi me ngā kura takawaenga

We are proud our drinks are water and plain milk only

Simple is best – that’s why we are a ‘water and plain milk only’ school!

The things our tamariki eat and drink affect their health. Swapping sweetened drinks for water and plain milk is an easy way to make a healthy change, and is important for healthy teeth. Healthy brains need to stay hydrated so that they can learn and concentrate – let water or plain milk be your child’s drink of choice.

Did you know?

A 600 ml bottle of soft drink contains around 16 teaspoons of sugar. If you drink one 600 ml bottle of regular soft drink every day for a year, you will consume almost 23 kilograms of sugar from soft drinks alone!

The amount of sugar in fruit juice per 100 ml can be similar to a soft drink. A 350 ml bottle of fruit juice contains around 10 teaspoons of sugar.

Sweetened milks are also high in sugar – you will find around seven teaspoons in a 300 ml carton.

The best choice of drink is water. It has zero sugar and is free from the tap.





What we have done to make the kai we provide healthier

We are committed to improving the hauora of our students, tumuaki and other staff, whānau and the community. That is why we are continuing to make our food and drink environment healthier, in line with our healthy food and drink policy.

Our priorities for the next term are: [add your priorities here]. These reflect values important to our school such as manaakitanga and whanaungatanga and support our students to develop healthy eating habits.

We know that healthy eating improves students' attendance, attention and behaviour – they have more energy and find it easier to learn. This means it is really important that our school has a healthy food and drink environment.

Thanks for supporting our mahi!

Healthy celebrations

Classroom and school celebrations are great opportunities for our students to practise the healthy eating messages they learn in the classroom. Next time you send in a plate, please help us by choosing a healthy option like:

- seasonal fruit – perhaps watermelon slices, some mandarins or fruit kebabs
- mini muffins with whole wheat flour and grated carrots or apple
- mini fruit scones
- wholegrain crackers, cubes of low- or reduced-fat cheese and grapes
- vegetable sticks with hummus
- wholemeal club sandwiches or mini wraps made with a variety of vegetables
- pikelets with a light spread of reduced-sugar jam.

Thanks for supporting our mahi to promote the hauora of our tamariki.





Suggested newsletter or social media snippets for secondary schools

He taura pitopito kōrero mō ngā kawerongo, ngā pae pāhopori rānei i ngā kura tuarua

Are too many sugary drinks affecting your teen's health?

What our teens drink each day has a major impact on their health. Consuming sugary drinks increases the risk of dental decay, and a high intake can contribute to weight gain and obesity - which is linked with health conditions such as type 2 diabetes and heart disease. Choosing water instead of sugary drinks is an easy way to make a healthy change, and supports good nutrition and healthy teeth.

Simple is best - that's why we are a 'water and plain milk only' school!

Did you know?

A 600 ml bottle of soft drink or energy drink contains around 15-16 teaspoons of sugar. If you drink one 600 ml bottle of regular soft drink or energy drink every day for a year, you will consume almost 23 kilograms of sugar from those drinks alone!

The amount of sugar in fruit juice per 100 ml can be similar to a soft drink. A 350 ml bottle of fruit juice contains around 10 teaspoons of sugar.

Sweetened milks are also high in sugar - you will find around seven teaspoons in a 300 ml carton.

The best choice of drink is water. It has zero sugar and is free from the tap.





What we have done to make the kai we provide healthier

We are committed to improving the hauora of our students, tumuaki and other staff, whānau and the community. That is why we are continuing to take steps to make our food and drink environment healthier, in line with our healthy food and drink policy.

Our priorities for the next term are: [add your priorities here]. These reflect values important to our school such as manaakitanga and whanaungatanga and support our students to develop healthy eating habits.

We know that healthy eating improves students' attendance, attention and behaviour – they have more energy and find it easier to learn. This means it is really important that our school has a healthy food and drink environment.

Thanks for supporting our mahi!

We are supporting the hard efforts of our sports teams and participants

We fully support our students to be active and participate in exercise and sport. To complement this, we have been thinking about how we reward and support these students for their hard work and 'sportspersonship' while ensuring that everything we do reflects our healthy food and drink policy.

We'd love coaches, sport managers and whānau to help support the hauora of our students by providing only healthy options for half-time refreshments, using non-food rewards and prizes, and helping us identify potential sponsors that reflect our wider school values. We also ask that you encourage our students to drink only water to rehydrate during and after exercise.

Thanks for supporting our mahi!

Changes to our canteen kai

We are excited to be launching a new healthy canteen menu next term and would love your help to develop this. Every lunchtime this week we'll be having free taste tests of new menu items for you to vote on – so come down to the canteen each lunchtime and help us develop a tasty, affordable menu for you all!

See you there.



A guide to healthy canteen kai He aratohu mō ngā toa hoko kai ā-kura

Small steps to make the food and drink in your canteen healthier can make a real difference to your students. They will also help your school to successfully implement its healthy food and drink policy. Note: This guide is also relevant to other food providers in your school.

2

Check your menu Tirohia tō taotaka

List your present menu. Use the 'Making a plan' template to help.

Check if a food or meal is healthy. Rate it using the *Healthy Food and Drink Guidance* categories of 'green', 'amber' or 'red'.

Use the toolkit resources to help you. The checklist and 'Quick tips for healthy food' have some helpful ideas. For more inspiration, check out 'Pick and mix' menu ideas and the 'Sample canteen menu'.

1

Create a plan Whakaritea he mahere

If you can, **get together a small team** to help you create a healthy canteen menu. You could ask your deputy principal, a senior teacher and/or a student representative.

Become familiar with *Healthy Food and Drink Guidance – Schools* and your school's healthy food and drink policy.

Look at **what you offer in your menu**, then **start planning how you could change it** with your team. Use our 'Making a plan' template to help you.

3

Fill your menu with healthy food and drink Kia kapi katoa tō taotaka ki te kai me te inu hauora

Revise your menu to add healthier food and drinks, and remove less healthy options.

Check that, according to the *Healthy Food and Drink Guidance* classifications, **at least 75 percent of foods on your new menu are in the 'green' category and the rest are 'amber'**. Make sure no 'red' foods are on the menu!

4

Market and promote healthy choices Whakatairangatia, ā, hāpaitia ngā kōwhiringa hauora

Make the healthy options in your canteen attractive to students so they sell well.

To appeal to students, look at the four Ps – **product, place, price and promote**. For more information on these and on marketing possibilities, see 'Marketing and promoting healthy kai options' and 'Healthy canteen: Top tips for staff' in this toolkit.





Making a plan: Simple steps to healthy kai Te whakarite mahere: He huarahi māmā mō te kai hauora

Having a plan for providing healthy canteen kai will help focus your efforts. It will help you reflect on what changes might be needed, consider and plan for challenges that might come up, and show you what is possible when you make some simple changes. You can use either the template below or, if you prefer, a customisable version in the online toolkit.

Healthy canteen kai plan: Template He mahere taotaka: He tātauirā

Our goal for healthy food and drink provided in our school:

[If your school has developed a healthy food and drink policy, you can copy your goal from that]

Team members:

Date:

Our present canteen menu Tā tātou taotaka o nāianeī

You can attach a copy of this if you have one, and work from that instead

Snacks
Paramanawa

Snacks
Paramanawa

Meals
Kai whakahanumi

Meals
Kai whakahanumi

Other - Ētahi atu kai

Drinks
Ngā inu

Simple changes we can start with now
He panonitanga ngāwari hei tīmatatanga

Present
food item:

Simple changes to make this a
healthier option:

Changes we hope to make in the future:
He panonitanga e tūmanakotia ana mō ngā rā e haere ake nei:

Timeframe:
Te angawā:

Potential barriers:
He taupā torohū:

Possibilities:
Ngā āheinga:

Team's next review date:

What is going well?
He aha e pai ana?

Where to next?
Ki whea ināianeī?

Healthy canteen kai plan: Example He mahere taotaka: He taurira

Our goal for healthy food and drink provided in our school:

We will provide healthy, tasty and affordable kai that celebrates the diversity of our students and enhances their hauora.

Team members:

Date: 20 Jan 2020

Canteen manager, senior teacher, deputy principal, student representatives

Our present canteen menu Tā tātou taotaka o nāianeī

Snacks
Paramanawa

Instant noodles

Muesli bars

Snacks
Paramanawa

Muffins

Cheese and crackers

Chippies

Meals
Kai whakahanumi

Pizza

Pies

Pasta dishes

Meals
Kai whakahanumi

Sandwiches

Salads

Sushi

Other - Ētahi atu kai

Liquorice, chocolate bars

Drinks
Ngā inu

Juice, diet fizzy, flavoured milk and smoothies

Simple changes we can start with now He panonitanga ngāwari hei tīmatatanga

Present
food item:

Sandwiches

Juice, diet fizzy,
flavoured milk
and smoothies

Confectionery

Simple changes to make this a healthier option:

Swap white bread for wholemeal - add salad and use only lean meat

Remove - sell only water and plain milk

Replace with unsalted nuts, fresh seasonal fruit - fruit bowl, fruit salad,
fruit salad and yoghurt - custard, koko laisa (Samoan cocoa rice)

Packaged pizza	Make healthy pizza with wholemeal pita bread as the base and use low- or reduced-fat cheese – Hawaiian (use lean meat), margarita, mushroom and corn
Pies	Move to bottom row of warmer (harder to see) and provide portion size of 140 g or less
Chippies	Replace with plain air-popped popcorn
Instant noodles	Swap with sapa sui (Samoan chop suey) with vegetables
Muesli bar	Offer only options with a Health Star Rating of 3.5 or higher
Muffins	Add fruit and bake with 50 percent wholemeal and 50 percent white flour; do not use chocolate or icing

Changes we hope to make in the future:

He panonitanga e tūmanakotia ana mō ngā rā e haere ake nei:

Timeframe:

Te angawā:

Menu At least 50 percent green foods, no more than 50 percent amber foods, 0 red foods. All meals and sandwiches will contain vegetables	By end term 2
Menu 75 percent green foods, 25 percent amber foods, 0 red foods. All meals and sandwiches will contain vegetables	By end term 4

Potential barriers:

He taupā torohū:

Possibilities:

Ngā āheinga:

Reduction in sales and profits in first two weeks	Survey students and do taste tests of new options – students to help develop new menu (<i>Student representative to action</i>) Promote new canteen menu in school assemblies, newsletters, website, Facebook page (<i>deputy principal/senior teacher and student representative to action</i>) Advertise upcoming specialty items in daily news – for example, mussel and vegetable fritter Fridays (<i>canteen manager to action</i>) Create lunch combos adding a free piece of fruit (<i>canteen manager to action</i>)
---	---

Team’s next review date: 30 June 2020

What is going well?

He aha e pai ana?

Where to next?

Ki whea ināianei?



Healthy kai checklist He rārangi kai hauora

Check if a food or drink is healthy by using the *Healthy Food and Drink Guidance* categories of 'green', 'amber' and 'red' to guide you.

This checklist will help you choose the healthiest options.



Sell only water and plain milk to drink. Make cold, fresh water readily available.



Make or buy meals or snacks that **include healthy foods from the four food groups:**

- vegetables and fruit
- grain foods
- milk and milk products (low- or reduced-fat)
- legumes, fish and other seafood, eggs, poultry (eg, chicken and turkey) and/or red meat with fat removed.



Choose or prepare food with **minimal saturated fat, salt (sodium) and added sugar**, and that is **mostly whole or less processed**.



Limit the **portion sizes** of some foods.

Check the *Healthy Food and Drink Guidance* for limits on portion size for cheese, yoghurt and dairy food, custard, nuts and seeds, processed meat, butter and baked items such as biscuits, slices, muffins and pastries.



Check the **Health Star Rating (HSR)** of some packaged foods.

Food and drink products with an HSR display it on the front of their package. Choose products with an HSR of 3.5 or above. Check the *Healthy Food and Drink Guidance* to find out which foods the HSR applies to.

For more information on HSRs, go to the Health Promotion Agency's website (www.nutritionandactivity.govt.nz).



Check the **sodium (salt), fibre, sugar and energy levels** of packaged food.

First, look at the *Healthy Food and Drink Guidance* to see if recommendations about sodium (salt), fibre, sugar or energy levels apply to the product. Then check these recommendations against the Nutrition Information Panel on the product's packaging – look for the information in the 'per 100 g' column. (Most packaged food has this panel – see an example on the next page.)

Nutrition Information

Servings per pack 9.5 (17 slices and 2 crusts)

Serving size 74 g (2 slices)

	Average quantity per serving	Average quantity per 100 g
Energy	740 kJ	1,000 kJ
Protein	8.2 g	11.1 g
Fat, total	1.9 g	2.6 g
- saturated	0.4 g	0.5 g
Carbohydrate	29.5 g	40.0 g
- sugars	1.8 g	2.4 g
Dietary fibre	6.5 g	8.8 g
Sodium	270 mg	365 mg



Check that **mixed meals and ready-to-eat meals** (that is, meals containing two or more ingredients from different food groups – eg, pizza, lasagne, macaroni cheese, soup) have **at least 75 percent ‘green’ ingredients, including vegetables**.

For food you prepare yourself, look at the recipe and/or the ingredients.

For packaged foods, look at the ingredient list on the label. The list gives the ingredients in order from highest to lowest amount in the food so the food contains more of an ingredient near the start of the list than an ingredient near the end. Some ingredient lists display the percentages (%) of ingredients that contribute to important characteristics of the food (eg, strawberries in strawberry yoghurt).



Plan your menu so that it is made up of at least 75 percent of ‘green’ foods using the *Healthy Food and Drink Guidance* categories.

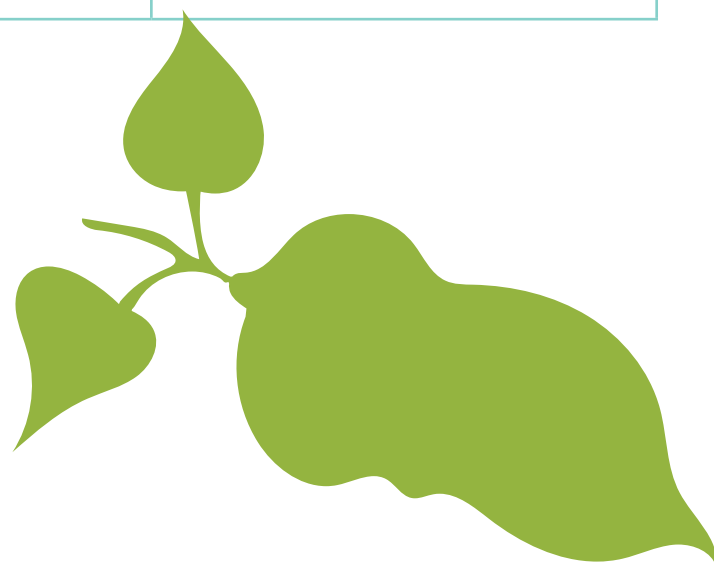
Quick tips for healthy food He tīwhiri poto kai hauora

There are many tasty, healthy and affordable foods that you can sell in your canteen.

See the table below for some quick tips on creating healthier canteen kai.

	Ideas Ngā whakaaro	What I will do Hei mahi māku (Copy these into your 'Healthy canteen kai plan')
Fruit and vegetables Ngā huarākau me ngā huawhenua	<p>Use plenty of seasonal fruit and vegetables in a variety of colours.</p> <p>Add fruit and vegetables to everything you can.</p> <ul style="list-style-type: none"> • Add vegetables to sandwiches, rolls, wraps and meals. • Add fruit and vegetables to baked products. • Include fruit and vegetables in a meal combo (eg, get a piece of fruit with every sandwich sold) and bento boxes (eg, vegetable sticks and cherry tomatoes with hummus, cheese and wholegrain crackers). <p>Try different ways of selling fruit and vegetables.</p> <ul style="list-style-type: none"> • For example, sell fruit tubs, fruit salad, fruit kebabs or vegetable sticks with hummus or salsa. 	
Breads, wraps, pita, rice, pasta, noodles, cereals, couscous and crackers Parāoa, tākai, pita, raihi, parāoa rimurapa (pasta), kihu parāoa (noodles), couscous, pihikete maroke	<p>Choose wholegrain, wholemeal, 'brown' and high-fibre options.</p> <p>Use wholemeal flour and wholegrains like oats and bran in baked products.</p> <p>Use grains such as millet, barley, quinoa, oats, buckwheat and rye in meals and soups.</p> <p>Avoid flavoured options (eg, flavoured noodles).</p>	

<p>Legumes, fish and other seafood, eggs, poultry (eg, chicken) and red meat</p> <p>Ngā kanopi, ika me ētahi atu kaimoana, heihei, mīti whero</p>	<p>Add legumes such as lentils, chickpeas, black beans and kidney beans to meals, which can help reduce the amount of meat you use. (Drain and rinse canned legumes before use.)</p> <p>Choose lean meat. Remove chicken skin and cut fat off meat.</p> <p>Limit use and portion sizes of processed meats like ham, bacon and salami.</p>	
<p>Dairy</p> <p>Hua mīraka</p>	<p>Choose plain milk, low- or reduced-fat yoghurt, cheese and custard.</p>	
<p>Drink</p> <p>Ngā inu</p>	<p>Provide only water and plain milk to drink.</p>	
<p>Spreads, fats and condiments</p> <p>Ngā pani, hinu kīnaki</p>	<p>Use vegetable oils and spreads, for example, canola, olive, rice bran, sunflower, soya, flaxseed, peanut or sesame.</p> <p>Use small amounts of ‘reduced fat, salt and sugar’ salad dressing, mayo and tomato sauce.</p>	
<p>X</p> <p>Don’t</p> <p>Kaua e</p>	<ul style="list-style-type: none"> • Don’t deep-fry food. Grill, bake or shallow-fry it instead. • Don’t have confectionery available at any time (whether on sale, as a reward, in fundraising or when celebrating special occasions). • Don’t add confectionery or icing to baked products. 	



Pick and mix: Healthy canteen menu ideas

Whiriwhiria, whakaranumia: He ariā taotaka mō ngā toa hoko kai ā-kura

Here are some ideas for kai you could sell in your canteen. Many websites also offer healthy recipes you can use or adapt.

Use the *Healthy Food and Drink Guidance* to help you choose the healthiest kai. Aim for at least 75 percent 'green' food and completely avoid 'red' food.

Think about what food you choose, and the healthiest way to prepare it, as many things can affect whether foods are classified as 'green', 'amber' or 'red' in the *Guidance*. The category of a food or meal might change, for example, because of certain ingredients, the portion size, its Health Star Rating, the cooking method and/or its nutrient levels such as the amount of fibre, sodium (salt), sugar and energy (kJ) it contains. All mixed meals, sandwich varieties (eg, rolls, wraps) and salads should contain vegetables. This can make the difference between whether a food is 'red' or 'green'.

Have only water and plain milk available for drinks.

Cold kai ideas – He ariā kai mātao

Salads. Add egg, lean meat, low- or reduced-fat cheese or fruit to increase variety:

- roast vegetables – pumpkin, kūmara, potato, carrot, courgette
- potato salad (mix yoghurt with a small amount of mayo)
- seafood
- rice salad
- green salad
- pasta salad
- bean salad
- tabbouleh.

Sushi. Use tuna, salmon, chicken, cucumber, avocado and other salad vegetables with brown rice.

Sauces and spreads. Use small amounts of 'low fat, sugar and salt' spreads.



Sandwich varieties (always containing vegetables)

Use a variety of bread options – sandwiches, filled rolls, wraps, bagels, pita pockets, chapati or naan bread, focaccia, melts, paninis, pizza bread – fresh, toasted or grilled.

Use wholegrain – like multigrain, wholemeal and rye.

Use healthy fillings – lean meat, chicken, beef, lamb, tuna (in spring water), salmon, egg,

falafel, vegetable patty, lean mince patty, low- or reduced-fat cheese, egg, baked beans, chilli beans, pineapple.

Add lots of vegetables – lettuce, carrot, cucumber, beetroot, tomato, capsicum, spinach, avocado, sweetcorn.

Also try pumpkin, potato, kūmara, courgette, and kamo kamo (kumi kumi).

Hot kai ideas – He ariā kai wera

Melts – either lean meat and tomato or vegetable and low- or reduced-fat cheese

Pizza

Pizza bread

Calzone pizza

Bread-based pie or baked vegetable samosa

Wholemeal garlic bread

Soup and bread roll, for example, vegetable, tomato, pumpkin and kūmara, seafood chowder, miso

Baked stuffed potato – pineapple, chilli beans, baked beans, creamed corn, tuna, or salmon with salsa and low- or reduced-fat cheese

Oven baked wedges – kūmara, taro, potato, carrot, beetroot

Mixed meals (always containing vegetables)

Pasta, for example, spaghetti bolognese, macaroni cheese and vegetables, spaghetti and meatballs, cheesy tuna and vegetables

Sapa sui (Samoan chop suey) with vegetables

Dumplings

Fried rice

Curry and vegetables with rice, for example, chickpea, spinach and kūmara curry

Stir-fry and rice

Teriyaki chicken with vegetables on rice

Lasagne – vegetable, beef, chicken

Burgers – use lean mince or baked chicken with lots of salad

Burritos – add lots of beans and vegetables

Quesadilla

Kebabs, falafels

Crustless vegetable quiche/ frittata

Healthy boil-up – remove fat from meat and add lots of vegetables



Snack ideas – He ariā paramanawa

Corn on the cob
Fritters – mussel, tuna, vegetables (eg, corn, courgette)
Hummus and vegetables

Fruit (whole and cut up, eg, fruit tubs)
Fruit salad
Fruit kebab (add low- or reduced-fat cheese cubes)
Monkey rolls (banana in bread)
Mixed fruit and nuts

Frozen low-fat yoghurt
Frozen fruit, for example, grapes, pineapple

Scone or muffin (wholemeal/ bran and add fruit or low- or reduced-fat cheese)
Pinwheels or scrolls – low- or reduced-fat cheese with either marmite or lean meat
Fruit bread (eg, banana bread)
Bread cups – for example, creamed corn or spaghetti with low- or reduced-fat cheese
Bread sticks
Pikelets (add fruit)

Wholegrain, multigrain or wholemeal crackers or rice wheels

Popcorn (plain)

Custard (reduced-fat)
Custard with fruit
Yoghurt (reduced-fat)
Yoghurt and fruit
Koko laisa (Samoan cocoa rice)
Cereal HSR ≥ 3.5 with low- or reduced-fat yoghurt and fruit

Cereal with plain milk
Creamed rice (low-fat)
Cheese and crackers

Boiled egg

What other ideas do you have?

Sample canteen menu

He taura taotaka toa

hoko kai ā-kura

Tip
Search the internet for healthy menu ideas and recipes you can use or adapt. Limit use of processed meats.

Wholegrain rolls

- Chicken, avocado and lettuce
- Lean meat, cheese and salad
- Pulled pork and homemade coleslaw
- Curried egg and lettuce
- Salad (lettuce, cucumber, tomato, carrot, cheese)

Wholemeal wraps

- Sweet chilli chicken (chicken, lettuce, carrot, sweet chilli sauce)
- Butter chicken (butter chicken, carrot, cucumber and lettuce)
- Ham (lean ham, lettuce, cucumber, tomato, cheese)
- Salad (lettuce, cucumber, tomato, carrot, cheese)
- Falafel (falafel, hummus, lettuce, cucumber, tomato, carrot)

Salads

- Chicken Caesar
- Garden (lettuce, cucumber, tomato, carrot, cheese)
- Potato and corn

Toasted sandwiches

- Cheese and tomato
- Chicken, cheese and tomato

Tip
Choose grain and higher-fibre options. Choose wholegrain options for noodles, crackers and rice, and wholemeal, wholegrain or grainy bread.

Winter treat

- Vegetable soup of the day + bread roll

Tip
When making soup, always include lots of vegetables, pulses and grains (eg, lentils, beans and barley) and low-salt stock.

Hot dish of the day

(one option per week)

- Spaghetti bolognese
- Macaroni cheese with vegetables
- Stir-fried chicken and vegetable rice
- Sapa sui with vegetables

Tip
Use lots of seasonal vegetables and fruit and add them to as many items as possible - all sandwich varieties (eg, rolls, wraps, toasted sandwiches) and all mixed meals should contain vegetables!

Add a piece of fruit to any purchase for 50c

Add a water or plain milk and a piece of fruit for \$1

Sushi

(Mondays, Wednesdays and Fridays)

- Chicken teriyaki
- Avocado and cucumber
- Tuna and carrot

Burgers

(Thursdays)

- Beef burger (lean beef patty, lettuce and tomato)
- Cheese burger (lean beef patty, cheese, lettuce and tomato)
- Grilled chicken burger (grilled lean chicken, lettuce and tomato)

Add kūmara wedges for \$1.50

Pizza

(Tuesdays)

- Chicken, cheese and pineapple
- Cheese, corn and mushroom
- Margarita (cheese and tomato)

Tip

Always choose low- or reduced-fat dairy options (milk, yoghurt, cheese, custard).

Snacks

- Fruit - in season
- Fruit salad in pottles
- Custard and fruit
- Corn on the cob
- Cheese and crackers
- Fruit bran muffin

- Yoghurt
- Yoghurt and fruit
- Custard

- Hummus and vegetable sticks
- Popcorn (plain)
- Mixed dried fruit and nuts
- Anzac biscuit

Drinks

- Water
- Plain milk

Tip
Choose unsalted nuts and sell in small portions.

Tip
Make cold, fresh water freely available.




Marketing and promoting healthy kai options Te whakatairanga te hāpai hoki i ngā kōwhiringa kai hauora

Make the healthy options attractive to students so they sell well. To appeal to students, look at the four Ps – **product, place, price and promote**.

Involve your students and the wider school community in this work. After all, they know the target audience best.

Product

Te kounga o te kai

- 
- ✓ Young people care about how food looks, what it tastes like and what it costs, so get them involved in developing the canteen menu. Involve them in choosing what is sold, as they are your target audience. Try give-aways – for example, a free piece of fruit with every sandwich they buy, free taste-testing of products, voting on which products to sell from a selection of healthy options.
 - ✓ Provide foods that meet the needs of different cultures and religions, and cater for special dietary requirements.
 - ✓ Plan your menu in advance. Develop a base menu that you can adapt easily for the seasons (eg, add yoghurt and fruit in the summer, soup in the winter). This can make your work easier and save time and cost in the long run.
 - ✓ Take into account the time needed to prepare and buy the food, the ease of preparation, and the skill, equipment and space needed – all of these impact on what you can prepare.
 - ✓ Choose age-appropriate food and present it in fun, visually appealing ways.
 - ✓ Use a variety of colours, textures, tastes and temperatures.
 - ✓ Choose seasonal and locally grown foods where possible.

Place

Whakaatuhia

- ✓ Place healthy options in a prominent position on the counter and at eye level in fridges and warmers. Have only healthy options by the cash register.



Price Te utu

- Choose seasonal fruit and vegetables.
- Price healthy options favourably.
- Provide a selection of low-cost and tasty healthy options.
- Offer only healthy food and drink in combos and meal deals.
- Consider the cost of food and drink at local stores.

Promote Whakatairangatia

- Only promote, market and advertise 'green' food (using the *Healthy Food and Drink Guidance* colour categories).
- Get students involved in promoting the canteen and your menu.



Healthy canteen: Top tips for canteen staff

Tip

Place only water and plain milk in drinks fridge. Make water cooler available to refill bottles.

Tip

Place the pie warmer at the back. Have healthy options in view, with less healthy (eg, pies) not at eye level so harder to see.

Tip

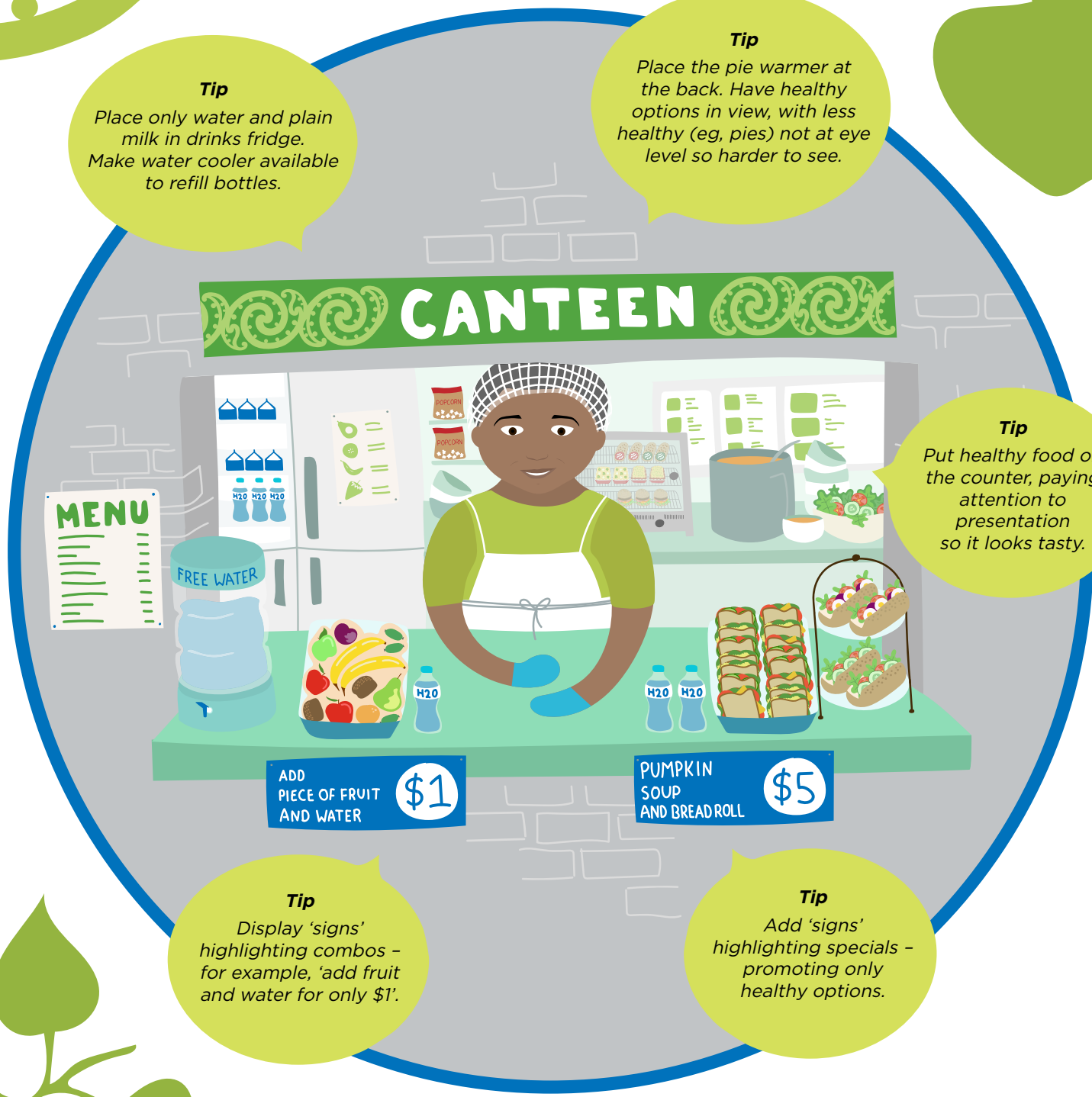
Put healthy food on the counter, paying attention to presentation so it looks tasty.

Tip

Display 'signs' highlighting combos - for example, 'add fruit and water for only \$1'.

Tip

Add 'signs' highlighting specials - promoting only healthy options.



Simple healthy food makeovers

He rauemi hei whakangāwari i te whakahou i ngā kai kia hauora ake ai

You can make many popular foods healthier* by making some simple changes.

Simple steps to healthier kai

BEFORE

Chicken curry



and white rice

For healthier curry:

Add lots of vegetables.
Use brown rice.
Use legumes, lean meats, fish, poultry.
If necessary, use lite coconut milk or lite coconut cream.



AFTER

Chicken and vegetable curry



with brown rice

Macaroni cheese



For healthier pasta:

Add lots of vegetables.
Use wholemeal pasta.
Use legumes, lean meats, fish, poultry.
Use small amounts of low- or reduced-fat dairy products like cheese and milk.
Use tomato-based sauces.



Cheesy vegetable



wholemeal pasta

Wholemeal



cheese sandwich

For healthier sandwich options:

Add lots of vegetables.
Use wholemeal, wholegrain or grainy bread options - for example, rolls, wraps, bagels, pita pockets.
Use lean meats, fish, poultry and egg.
Use small amounts of low- or reduced-fat cheese.



Salad and cheese



wholegrain sandwich

Muffin



For a healthier muffin:

Keep your portion size small.
Add some wholemeal flour, wholegrains (eg, oats, bran or seeds) and/or fruit and vegetables (eg, fresh, frozen, canned or dried).
Don't use icing or confectionery.



Banana bran muffin



* as classified by the Ministry of Health's *Healthy Food and Drink Guidance*.

Questions and answers He pātai me ngā whakautu

Healthy Food and Drink Guidance Aratohu Kai Tōtika me te Inu Hauora

Q1: What is the *Healthy Food and Drink Guidance - Schools*?

A1: The Ministry of Health has published *Healthy Food and Drink Guidance - Schools* with updated food and drink advice for kura and schools. It is available in English and te reo Māori. Other *Guidance* documents are available for early learning services - one in English and one in te reo Māori.

Q2: Who is the *Healthy Food and Drink Guidance* designed for?

A2: The *Healthy Food and Drink Guidance* is primarily designed to support schools to adopt and implement a healthy food and drink policy. The nutrient criteria help canteen managers and others providing food at your school to classify foods as healthy or less healthy.

If you source food from external providers, we recommend that you bring their attention to the *Healthy Food and Drink Guidance* and ask that they provide food and drink in line with it. (You could even build this into your contract with them.)

The *Guidance* is not designed for use with students or whānau.

Q3: How does the *Healthy Food and Drink Guidance* classify food and drinks?

A3: The *Healthy Food and Drink Guidance* identifies appropriate food and drink options by classifying different foods and drinks as 'green', 'amber' or 'red'. 'Green' items are a good source of nutrition and are the basis of a healthy diet. 'Amber' items should only be eaten occasionally and should not be part of an everyday diet. 'Red' items have poor nutritional value and should be avoided.

Your school should mainly provide the healthy 'green' food and drinks. Ideally 75 percent or more of the foods and drinks you provide should be 'green'.



Q4: I'm not sure what some of the terms in the *Healthy Food and Drink Guidance* mean. Where can I learn more about them?

A4: See the 'List of terms' at the end of this toolkit for a quick reference to unfamiliar words and symbols.

Q5: What support is available to help me choose 'green' foods?

A5: The resources in this toolkit, as well as your local public health unit, can help you. You will also find many useful resources on the internet to help you create a healthy food and drink environment.

Other Ētahi atu

Q6: What is a 'healthy food and drink environment' in schools, and why is it important?

A6: A healthy food and drink environment means that your school supports healthy eating through all of the food and drinks served, eaten and promoted there. The whole learning community needs to contribute to make this happen in a supportive and mana-enhancing way.

Our students eat much of their food each weekday at school. A healthy food and drink environment helps them to make healthy choices and develop healthy preferences. It also connects their actual experience with the kinds of healthy behaviours and health-promoting actions that you teach.

Tumuaki report improvements in students' attendance, attention, behaviour and levels of concentration when healthy eating is accepted practice. Students have more energy and find it easier to learn.

Q7: What's the role of a healthy food and drink policy?

A7: A healthy food and drink policy gives you a framework to provide a healthy food and drink environment in your school. It helps you to identify what needs to change, to work out an implementation plan, and to engage your students, tumuaki, canteen managers and wider community throughout the process.

Q8. How will this toolkit help me?

A8: The toolkit contains resources to help you develop and implement a healthy food and drink policy to create a healthy food and drink environment. We developed the resources together with schools and kura.





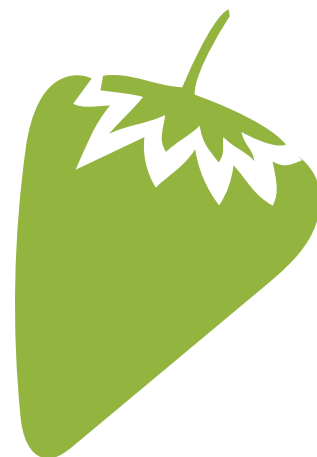
List of terms He kuputaka

Canteen	For the purposes of this toolkit, 'canteen' is used as a short-hand term to mean all school food service providers, including canteens, tuck shops and others.
Confectionery	Includes lollies, boiled sweets, toffees and caramels, fudge, fondants, gums (including those that are sugar-free), pastilles and jellies, chocolate, fruit leathers, yoghurt-covered items, candied fruit and nuts, and compound chocolate.
Health Star Rating (HSR)	<p>A rating system used on some packaging to help you choose between similar products (eg, to help choose a cereal).</p> <ul style="list-style-type: none">• The more stars a product has, the healthier it is.• Five stars is the highest rating a product can have. <p>Note: Giving a Health Star Rating is voluntary, so you won't see one on all packaged foods.</p>
kJ	<p>Kilojoules</p> <p>Kilojoules (like calories) measure how much energy a food gives you.</p>
Legumes	Food such as peas, kidney beans, black beans, lentils and chickpeas (sometimes also called 'pulses').
Nutrition Information Panel	The panel on a packaged food that provides information on the average amount of energy (kJ), protein, fat, saturated fat, carbohydrate, sugars and sodium in the food. It describes this amount both per serve and either per 100 g (solids) or per 100 ml (liquids). It may also list other nutrients.
Plain milk	Reduced- or low-fat unflavoured milk.

List of te reo Māori terms Ngā kupu o te reo Māori

This list includes key words used in the resources.

Angawā	Timeframe
Ao Māori	Māori world
Arotake	Review process
Hauora	Health
Heihei	Poultry
Hinu	Fat
Hua mīraka	Dairy
Huarākau	Fruit
Huawhenua	Vegetables
Ika	Fish
Inu	Drink
Kai	Food
Kai mōkarakara	Savoury food
Kai whakahanumi	Meal
Kaikawe	Person responsible
Kaimoana	Seafood
Karakia	Prayer, grace, chant
Kihu parāoa	Noodles
Kīnaki	Condiment
Mahi	Actions
Manaakitanga	Hospitality, kindness, care
Manuhiri	Visitor
Māra kai	Food garden
Oranga hinengaro	Mental wellbeing
Oranga ngākau	Emotional/mental wellbeing
Oranga tinana	Physical wellbeing
Oranga wairua	Spiritual wellbeing





Pani	Spread
Paramanawa	Snack, refreshment, morning and or afternoon tea
Parāoa	Bread
Parāoa rimurapa	Pasta
Pātai	Question
Pihikete maroke	Cracker biscuits
Pūrākau	Story, ancient legend
Pūtake	Rationale
Raihi	Rice
Rangatahi	Youth, young people
Rangatira	High-ranking, revered person
Rauemi	Resource
Taiao	Environment, earth, world
Tākai	Wrap
Tamariki	Children
Te Whare Tapa Whā	Holistic health model, developed by Mason Durie
Tēpu	Table
Tikanga	Procedures
Tumuaki	Teacher, leader
Wai	Water
Waitohu	Sign-off
Whāinga	Goals
Whakaaro	Think, consider
Whakahou	Renew, revitalise
Whakapapa	Genealogy, lineage, descent
Whānau	Family, kin
Whenua	Land

