Te Whānau o Ōtūmatua

Te Whānau o Ōtūmatua School Board

Food Services and Nutrition Policy

Purpose

Te Whānau o Ōtūmatua (OTM) provides a therapeutic environment and resources to enable our ākonga to feel safe, supported, and ready to learn and thrive in our kura. The purpose of this policy is to ensure akonga are provided with nutritious food that meets their dietary and sensory needs.

Te Whānau o Ōtūmatua (OTM) has a Philosophy of Care which is paramount and this policy along with the related procedure will be consistent with the Philosophy of Care.

1. Key Principles

1.1. The kura kitchen is a fully equipped commercial kitchen which is registered as having a food control plan with the local council to ensure food is when stored, prepared, and served free of and adequately protected against contamination.
1.2. The kura kitchen operates seven days per week during term time, excluding public holidays, and provides lunch and dinner.
1.3. On public holidays lunch is prepared and left for ngā whares and the evening meal is either heated in the whare or purchased takeaways.
1.4. The whare prepares their own breakfast meal every day with supplies from the kitchen.
1.5. Each term the cook prepares a five-week menu has two rotations for the term which is reviewed by a dietician.
1.6. The initial All About Me meeting (AAM) identifies any specific dietary needs, such, vegetarian, religious, sensory and allergies which is given to the cooks so they can ensure the menu meets each individual student dietary needs.
1.7. If the ākonga is unable to eat the prepared meal, to stop them going hungry each whare will have a selection of food available.
1.8. Kaiako are encouraged to eat with ākonga to promote the social aspect of sharing and eating of food.
1.9. Feedback from kaiako and ākonga along with advice from dietician is used to ensure quality and quantity continue to meet ākonga needs.
1.10. Ākonga meals are as of right and not a privilege, it is the responsibility of OTM to ensure meals are provided.

Procedure

2. Guests and whole kura events

2.1. The kitchen has the numbers of ākonga and kaiako in each whare and caters to these numbers. Kitchen should be advised of ākonga home/transition visits.
2.2. Ākonga are allowed to invite guests (visitors, whare ako kaiako) to meals but are expected to give the kitchen advance notice.
  2.2.1. The kitchen can accommodate one or two guests at lunch without notice.
  2.2.2. If guests are expected for the evening meal, notify the kitchen by 1:00 PM the same day.
  2.2.3. When there are more than three guests expected at either lunch or the evening meal, notify the kitchen as early as possible, but at least one day in advance.
  2.2.4. The kitchen is notified verbally followed by email to the cook.

2.3. The kitchen requires notice of at least two weeks where whole school events affect the usual food preparation and/or meal provision.
2.4. Events should be entered on the OTM school calendar as soon as possible and ideally at the beginning of each term.
2.5. The executive officer should be notified ASAP and no less than two weeks in advance for events that require extraordinary food orders and/or preparation e.g. hangī, community events, etc.

3. Replenishing of supplies/food orders for onsite use

3.1. Whare

3.1.1. The whare keeps standard supplies for drink and snacks in the whare kitchen. These are replenished as needed by writing items needed in the supply sheet.
3.1.2. The supply sheet and whare chilli bin is delivered to the kitchen in the morning.
3.1.3. Kitchen fills the requests on the same day, usually before lunch and taken back to whare by whare kaiako.
3.1.4. When the houses need special supplies, requests are made at least three days in advance. Special orders and the date needed are written in the supply book. The cut-off day for special orders, or BBQ meal required over the weekend, is Monday.

3.2. Whare ako

3.2.1. Food orders for use in whare ako cooking are made one week in advance via email.

4. Offsite meals – houses and day school

Where offsite meals are required as part of a group outing, students are not obligated to purchase those meals out of their own pocket money. Where a student needs to purchase an individual meal as a consequence of being offsite on an OTM sponsored activity, the kura will provide funding. The staff person in charge of the event is responsible for organising funding.

4.1. Outing forms should be submitted a week ahead of the outing and identify when meals are not required. Notify the kitchen verbally and via a follow-up email to the cook when meals are not required.
4.2. The kitchen provides and packs food required for single day outings as well as extended camps. Menu and food requests are discussed in person with the kitchen staff, and confirmation of expectations are emailed to the kitchen.

5. Miscellaneous information with respect to students

5.1. Students are allowed to use their pocket money to purchase food but are encouraged not to overeat or consume excessive sugar. Unless they plan to share their purchases with others in the house, they are encouraged to purchase food in small packages. ‘Maintaining healthy eating habits’ is emphasised over ‘purchasing value for money’.
5.2. Students have opportunities to cook and prepare food as part of their AAM goals.

Review Schedule

This policy will be reviewed according to the **Board’s Review Schedule** or earlier if required due to legislative change or identified need.

Prepared by: Commissioner
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