



STONYHURST
INTERNATIONAL SCHOOL
PENANG

2024/25 Provision of Meals Policy

Name of Policy:	Provision of Meals Policy
Date of Policy Revision:	June 2024
Revised by:	Principal
Approved by:	Bursar
Date approved:	June 2024
Date of next revision:	July 2024
By whom:	Bursar
Location(s) where Policy can be found:	

1. Introduction:

As an international school in Malaysia, we aim to offer a variety of foods and cuisines to ensure that all of our community are able to access and enjoy healthy and fulfilling food every single day.

The School has a state of the art, modern kitchen facility and beautifully designed outdoor, undercover eating areas with wonderful views of the island. The dining experience at the School allows pupils to sit together at our different table configurations and socialise with their peers over their meal.

The provision of meals is a part of our approach to pupil wellness, and therefore careful consideration is given to the types of food on offer, the dining experience and is the guiding principle behind the School's food guidelines. Please note, Stonyhurst International School is a nut-free zone.

2. Rationale:

For children and young people to be at their best during the School day and allow for them to have the opportunity and capacity to be the best learners they can, food is a priority. At Stonyhurst International School, Penang the decision to provide all our pupils with high quality lunches and snacks that are nutritional, tasty, culturally preferred/sensitive and fresh is important for learning, physical development and energy.

As experts in learning we understand that pupils are able to perform to the best of their ability if they have the right macronutrients and enough food to sustain them over their school day.

To support this, we have onsite caterers that all pupils have the option of accessing. To use this service pupils are required to pre-purchase their meals each term. Payment is in advance and billed together with the term fees one month before the School term starts.

In order to protect our children with allergies and to uphold our high expectation in relation to the consumption of healthy food, please see the complete list of banned foods in Appendix A.

Because nutrition and energy are important factors in learning, all pupils will be provided with x2 snacks and lunch everyday. This way, parents, pupils and teachers can be assured that the children in their class are primed for learning everyday.

Junior School and Senior School pupils will access the dining hall at differing times to ensure that everyone has equal access to the food and tables on offer. EYFS, Reception and Year One will receive their lunches in the common area and eat as a collective downstairs.

If you choose to not take part in the meal plan, pupils should come to school with breakfast snack, lunch and afternoon snack at the start of the day. Absolutely no food will be delivered to pupils that arrives in the middle of the day. Any food that items packed that are in the banned list of foods may be confiscated and destroyed. Food should only be eaten in the dining room or designated zone at the agreed times. Absolutely no food brought from home should be shared with other pupils.

3. Health and Safety in the dining hall:

We are aware of the food allergies and serious consequences of these allergies, and therefore need to have guidelines in place to protect all our pupils from risk and harm from allergic to food reactions.

All pupils must not bring in food from the banned list and may only eat outside food in the designated areas. Banned foods or eating around the school premises without permission may lead to food being confiscated and destroyed. Persistent failure to comply will be followed up with a parental meeting and treated as a serious violation of school rules.

There is a ban on food heating devices in our school for pupils bringing in their own food. This stems from both a safety and health standpoint, and practicality concerns. These include:

Fire Safety - Food heating devices, such as microwave ovens, toaster ovens, or hot plates, pose a fire hazard if used improperly. Pupils may accidentally start fires by overheating food, using flammable materials in close proximity to these devices, or neglecting to turn them off after use.

Electrical Safety - Improper use of electrical appliances can lead to electrical hazards, including short circuits and electrical fires. Pupils may not always be knowledgeable about safe electrical practices, increasing the risk of accidents.

Overloading Electrical Circuits - Schools have limited electrical capacity, and if multiple pupils use food heating devices simultaneously, it can overload circuits, causing power outages or electrical damage.

Liability and Responsibility - Allowing pupils to use potentially dangerous appliances on school premises can raise liability concerns for the school.

Supervising staff will be monitoring this guideline daily to ensure the health and safety of all our pupils.

4. Behaviour in the dining hall:

- A. Respectful behaviour is expected towards the kitchen and cleaning staff. Please use your manners and show your appreciation through your actions in the dining hall.
- B. No backpacks, school bags or equipment bags are allowed in the dining hall. These are a health and safety risk to yourself and others. Only a small food container / lunch box and water bottles are permitted.
- C. No devices are allowed in the dining room.
- D. Appropriate attire/clothing/shoes must be worn.
- E. Cleanliness is everyone's responsibility. Each pupil is responsible for putting away their own dishes. They are also responsible for letting one of the cleaning staff know if there is a spill/mess.

- F. Treat peers and fellow pupils with courtesy and respect, this is a shared and communal space.
- G. Line up and be patient.
- H. Personal hygiene is important; wash your hands before and after eating.
- I. If there is a problem let the supervising teacher know.

5. About the food provider:

DeliSchool has been our school provider since September 2022. DeliSchool also works with a range of other high quality international schools in Malaysia.

6. Payment:

Year Level	Morning Snack	Lunch	Afternoon Snack	Total Price
Early Years	RM3.00	RM9.00	RM3.00	RM15.00
Junior School	RM3.00	RM10.00	RM3.00	RM16.00
Senior School	RM3.50	RM10.50	RM3.50	RM17.50

The above meal plan pricing is subject to change. This is to be used as a guideline for billing purposes for our School's year 2024/2025 academic year. Payment is billed together with term fees.

7. Complaints

Please see our School's Complaints Policy if there is a concern regarding the provision of meals at the School.

8. Birthdays

We ask that no external cakes/treats are brought into the School for birthdays or other special occasions. Where parents may wish to have a cake to celebrate a special day, this may be purchased through DeliSchools and will be served to the appropriate children during their snack time. This will allow us to ensure that all dietary requirements are being met and that children with allergic reactions are not exposed to banned food items. If for any reason you would prefer your child to not participate in the sharing of cake on these occasions, please inform your child's class teacher / tutor.

We may on occasion plan for celebrations or activities in school where food from home will be shared, e.g. bake sales. You will be notified of any such upcoming events and if you would not like your child to consume items brought in by their peers, please let your child's class teacher / tutor know.

9. FAQs:

1. Why was the caterer DeliSchool chosen?

The school carried out a tender process where we evaluated different school meal providers within Malaysia, after a thorough evaluation it was clear that Delischool was the best provider in the country in terms of quality, nutrition, pricing and service.

2. What are the key parameters caterers have to adhere to?

DeliSchool is under a contract that stipulates they deliver morning snacks, lunch and afternoon snacks to every pupil who purchases the meal plan and is attending Stonyhurst International School. The variety and quality of meals that need to be provided on a daily basis have been discussed at length with the school management. All meals will be halal and we will be a nut free school. They will be offering western, asian and vegetarian options on a daily basis. All items containing beef, fish or shellfish will be clearly labelled to avoid issues with food intolerance, religious sensitivities or allergies.

3. How is hygiene/cleanliness of the dining hall and the kitchen managed?

The company has very stringent checklists for cleaning processes and timings along with the maintenance of any Covid related SOP. These checklists will also be overseen by our Bursar and internal support staff to ensure all check and balances are in place with regard to cleanliness and hygiene standards.

4. How many meals/snacks are provided daily?

All pupils in the School will receive a morning snack, lunch and afternoon snack.

5. How are meals planned/designed?

The menu is designed in collaboration with the school's needs and will always provide western, asian and vegetarian options. The menu is overseen by DeliSchool's resident nutritionist with all menu items served having a green, orange or red labelling based on nutritional content and sugar and salt levels. Pupils will eat the green labelled items regularly, orange infrequently and red only on special occasions. Meals are designed to be both nutritious, healthy and tasty. Pupils choose the set they wish to eat, e.g. asian.

6. What about diet restrictions and allergies?

We will be a halal and nut free school. DeliSchool will be informed and aware of any individual child that has other specific allergies. As part of our safeguarding all staff will be aware of children with allergies. All duty staff will be aware of children with specific allergies as will the serving personnel from DeliSchool.

Please note there is a difference between an allergy and a child not liking a certain food product. Food intolerance is somewhat more difficult to manage as it often means a child does not like a particular food. We provide a variety of cuisines; Asian, Western and vegetarian, and a limited vegan option is available.

* All items containing beef/fish/shellfish will be labelled to ensure this is clear to pupils at the serving counter.

7. Do all pupils eat together at the same time?

Nursery and Reception will be served food in the common areas adjacent to their classrooms. Pupils in Year 1 will have food served in bento boxes, with pre-selected foods from parents, in

the main Ref alongside Year 2. Pupils from Year 2 and up eat in the Ref selecting their own menu daily. Lunchtimes are staggered with Pre-Prep eating together, Prep eating together, Elements eating together, and Senior School eating together.

8. Do pupils have the option to opt out, and bring their own food?

Outside food is not encouraged in the school and several items of food are not permitted at all. This is for three reasons. Firstly, to ensure that all pupils are eating nutritious high quality food, as the quality of meals pupils eat has a direct impact on their ability to learn. Secondly, to manage the issue of non-halal items being brought into the school. Thirdly, to ensure that no items are brought into the school that may trigger allergic reactions in pupils. However, if families choose to provide their own meals it is essential that they follow our guidelines and that all food arrives in school with the child - we cannot deliver food to a child in the middle of the day. Any child not on the meal plan but without food when they arrive in the dining room may be provided with school food in case of an emergency - this will be billed to the parent and repeatedly doing so will automatically result in a mandatory meal plan for the following term to ensure the child has the adequate food for their school day.

9. How is the catering programme structured? Lump-sum payment? Can I choose for certain days only?

Payment will be made prior to the start of the term. There will be no refunds for pupils who are absent on individual days. In the case of exceptional circumstances or extended absence the Bursar may refund individual pupils at the School's discretion. The definition of exceptional circumstances is defined in 10. Refund Policy.

10. Refund policy

- a. When a pupil is leaving the School permanently, the School shall inform the caterer at least one (1) week in advance. The pupil's fees shall be adjusted accordingly, refunding the meal fees, which would have been charged for days absent in the advanced payment.
- b. Where a pupil starts using the caterer's catering services after the term has started, the fees payable by him/her to the caterer for that term shall be apportioned accordingly.
- c. Refunds for pupils with evidenced medical reasons will be entertained.
- d. Personal reasons such as family issues, visiting an ill family member, family overseas holidays, (for example, this list is not exhaustive) or for any personal reason where pupils cannot attend School will not be entertained for refunds.

Appendix A: Banned Food List

- 1. All forms of nuts, nut derivatives and nut based products**
- 2. Chocolate and sweets**
- 3. Pickled food**
- 4. Expired food**
- 5. Instant noodles**
- 6. Junk food**
- 7. Ice cream**
- 8. Carbonated drinks**
- 9. Non-halal foods such as pork**