Introduction
Welcome to Esperance Primary School, this Handbook has been designed to provide you with some information on how the canteen functions and daily operations.

One of the biggest ongoing issues is healthy food choices versus ‘treat’ options and the motivations for parents to use the canteen service. Parents seem to be equally divided between wanting ONLY healthy options and using the canteen for ONLY treat food. We believe our responsibility is to provide choices for both preferences and this is our aim with the new Term 2 2015 winter menu.

Currently approximately 10% of the student population are using the canteen on average – this figure is barely sustainable for the longevity of the canteen. We don’t expect parents to use the canteen daily or even weekly however if we could increase family usage to fortnightly and/or special days this would have a huge impact on sustainability.

Don’t wait to run out of bread to use the Canteen!!

Canteen Committee
The Canteen Committee is a sub-committee of the P & C. Like other committees we are run by volunteers – parents like you. We are always in need of volunteers to help out either in the canteen, by food donations or even on the committee. If you are able to assist in anyway please let one of the committee members or Canteen manager know. We try to keep costs down by relying on volunteers as much as possible.

The Canteen Manager is employed by the Esperance Primary School P & C and is paid under the relevant award.

Parent P & C Committee Volunteers;
Gemma Stockdale  Billie Gordon  Brooke Tate  Tasha Synnott  Megan Davies

Healthy Eating and the Traffic Light System
The WA Government has set a policy and standards for the provision of healthy food and drinks in public schools based on the traffic light system. This policy applies to all public school canteens.

The standards require that foods in the GREEN category are encouraged. Schools should aim to fill their menus with these foods. AMBER foods should be selected carefully and eaten in moderation. RED food and drinks are off the menu and will not be available in public schools.

The Western Australian School Canteen Association (WASCA) decides what products are able to be registered in the Star Choice Buyer’s Guide. Star Choice registered food and drinks are generally lower in fat, sugar and salt (and higher in fibre and calcium where relevant) than other products of that food type available on the market.

The policy only applies to food and drink supplied by the school and does not apply to things like birthday cakes brought into the school. At Esperance Primary School the traffic light system is supported the following way:

GREEN - always foods, available every day
AMBER- sometimes foods (ie pies available once a week)
RED - not available in the canteen
To support healthy food choices in our school you can:
- Talk to your children about the importance of healthy food choices
- Pack healthy food in lunch boxes and only provide treats occasionally
- Provide ideas for our school canteen
- Help out in the canteen or on the committee whenever possible

**MENU**
The menu changes between summer (Term 4 and Term 1) and winter (Term 2 and Term 3). Within each season there are standard items that are available every day the canteen is open and other items that are only available one day per week. In addition, Special Days are held during each term, these are usually advertised by a flyer sent home and often request pre-ordering and pre-payment. These specials may relate to a particular event, seasonal produce or be facilitated by extra helpers in the canteen.
The Canteen aims to be “NUT FREE” so no nut ingredients are used in the canteen. Sesame seeds, eggs, wheat and daily are found in some items. *Some bought foods may contain traces of nuts if used on certain machinery.* If your child has a particular food allergy or sensitivity please speak to the Canteen Manager to ascertain if their needs can be accommodated.

**HOURS OF OPERATION**
The Canteen is open by 8.30am Wednesday to Friday to accept orders. The canteen is open for sales at recess (10.45 – 11.05am) and after the second siren at lunch (12.10 – 1.00pm). The canteen is closed Monday and Tuesdays.

**HOW TO ORDER**
All orders must be written on a paper bag and delivered to the canteen before the siren rings at 8.45. Bags are to be placed into the appropriate class basket on the canteen counter. Paper bags are available from the office and canteen or plain brown bags from the supermarket are also suitable.

Orders can be paid for either by cash or with the recently introduced pre-paid sticker system.

**Cash** – Money is placed in the bag, change will be placed into the bag. Let your child know if they are to expect change so it does not end up in the bin.

**Pre-paid** – Sheets of stickers $32 = $32 value are available from either the front office or Canteen. Simply applied the appropriate dollar value of stickers to the lunch bag and deliver as outlined above

<table>
<thead>
<tr>
<th>NAME</th>
<th>DATE</th>
<th>CLASSROOM NAME</th>
<th>TEACHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter Pan</td>
<td>24 April 2015</td>
<td>Bluehaven 2</td>
<td>Mrs Hook</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Spag Bolognese</td>
<td>$5.00</td>
</tr>
<tr>
<td>1</td>
<td>Orange Juice</td>
<td>$2.00</td>
</tr>
</tbody>
</table>

**TOTAL $7.00**  
**CHANGE 0.00**

We understand that late orders are unavoidable and we would prefer you to place a late order than not at all. If your child places a late order, please get them to check that the item is still available and select an alternative if it is not.

If there is ever any problems with your child’s lunch order please approach either the Canteen Manager or a Committee Member.
LUNCH COLLECTION
We have consulted with all teaching staff regarding the collection of lunches, to minimize disruptions to learning and promote personal responsibility, lunches will not be delivered to Alcoves. (Kindy and Pre Primary lunches are collected/distributed by staff, even those students in split classes) We intend to streamline and improve the consistency of the collection in the undercover area. Should we be able to encourage more parent volunteers this may be reviewed in the future.

We will trial placing each class basket daily on the corresponding coloured floor tiles in the Undercover Area as indicated below, this system will be reviewed and re-evaluated at the end of Term 2.

Undercover Area Floor plan

RECESS
Orders are not taken for recess, students simply queue and select from the items available
Recess is available from (10.45 – 11.05am)
We have introduced a separate Junior (Yr 1-3) and Senior (Yr 4-6) Queue system starting this term – signs will clearly direct where students are to assemble. This will be utilized whenever students are collecting food directly from the canteen

HOT DRINKS and SOUPS
Hot drinks and soup orders are to be collected directly from the canteen using the Junior/Senior lines.

SPORTS DAYS/SPECIAL DAYS
Special order forms are usually sent out at least one week prior to Special days and the Sports carnival. They are returned to the canteen with payment before the event as directed on the form. Extra helpers are needed on these days to make up orders and help with distribution.

PRICING
The canteen provides a service to the school community but it runs as a business. It operates with minimal mark up on goods – but sufficient to cover operational costs. If a profit is made it remains with the school P & C, to benefit the school.

When you are unable to provide a packed lunch for your child we encourage you to use the canteen rather than provide take-away food from outside. There is less running around for you, and your money is going back into the school.

VOLUNTEERING/DONATIONS
We are always looking for helpers in the kitchen Wednesday to Friday – even if it’s only an hour! You do not need to be part of the committee if you simply wish to help in the canteen.
Unfortunately due to Occupational Safety guidelines we are unable to accommodate children within the canteen ie younger siblings. We request that any volunteers dress appropriately with enclosed foot wear & long hair is tied back. Any volunteers are required to Sign In and Sign Out at the front office before commencing.
Alternatively if you are unable to commit your time we gratefully accept non-perishable food items as well. Please email Gemma Stockdale to express your interest in volunteering or donating goods.

philngem@bigpond.com

CONTACT
If you have any queries regarding the canteen please contact Gemma Stockdale 0417 935 373 or leave a message at the front office and one of the volunteers will get back to you.

**MENU DESCRIPTIONS**

**AVAILABLE EVERY DAY CANTEEN OPEN**

**Soups – Green** - Available every day canteen open, Home made. Served with bread in a corrugated cardboard cup with lid, to be collected from the canteen directly.

- **Pumpkin Soup** - Pumpkin, Sweet Potato, Onion, Potato, Water, Chicken Stock, Minced Ginger, Low fat Milk
- **Potato & Bacon Soup** - Potato, Onion, Lean Bacon, Water, Reduced fat Cheese, Milk, Pepper

**Savoury Mince for Spaghetti – Green** - Half serve option available, Homemade. Served in a foil tray with lid, fork provided. Oil, Garlic, Onion, Beef Mince, Carrot, Zucchini, Dice Tomato, Tomato Soup, Beef Stock, Bay Leaves, Pepper

**WEDNESDAY**

- **McCain Pizza Single** - Amber - Ham & Pineapple - prepackaged
- **Cheesy Baked Bean Bowl Green** - Baked Beans, Reduced Fat Cheese, Bread Roll. A hollowed out bread roll filled with baked beans and topped with cheese, gently heated. Served with the bread ‘lid’ on and wrapped like a burger. Spoon provided &/or roll can be torn to use as a dipper.

**THURSDAY**

- **Hot Dog** - Amber - Red Sausage, Tomato Sauce, Bread Roll
- **Chicken Tender Wrap** - Green - Chicken Strip, Wrap, shredded lettuce, grated carrot, sliced cucumber, sliced tomato, grated cheese

**FRIDAY** - All Amber

- **Mrs Mac’s Brand**
  - **Party Pie** 1 serve = 2 pies
    2 serves = 4 pies
  - **Sausage Roll**
  - **Cruizer Pie** - torpedo shaped pie for easier handling

**RECESS**

- **Chocolate Brownies** - Amber - SR Flour, Cocoa, Brown Sugar, Eggs, Vanilla Essence, Oil, Kidney Beans, Natural Yogurt
- **Cheesie** - Amber - Melted cheese on toast

**INDICATES THAT MEALS HAVE BEEN HANDMADE IN THE CANTEEN KITCHEN.**