



THE NSW HEALTHY SCHOOL CANTEEN STRATEGY FOOD AND DRINK CRITERIA



Acknowledgements

This edition of the Food and Drink Criteria booklet is a rework of earlier editions and includes minor revisions to the original NSW Healthy School Canteen Strategy 2017. A working group, comprised of representatives from the NSW Department of Education, NSW Ministry of Health, the Association of Independent Schools of NSW and Catholic Schools NSW were involved in the development of the original Strategy.

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NSW MINISTRY OF HEALTH

20 Christie Street
ST LEONARDS NSW 2065
Tel: +61 2 9391 9000
Fax: +61 2 9391 9101
TTY: +61 2 9391 9900
www.health.nsw.gov.au

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The NSW Healthy School Canteen Strategy

The NSW Healthy School Canteen Strategy (the Strategy) supports student health and wellbeing by promoting and increasing the availability of healthy foods and drinks in school canteens. The Strategy is one component of the NSW Government's Healthy Children Initiative that aims to reduce the number of children above a healthy weight.

All NSW public schools with a canteen are required to implement the Strategy. Independent and Catholic Schools are encouraged to participate.

The Strategy supports a culture of healthy eating in schools by:

- Promoting and increasing student access to healthier foods and drinks.
- Decreasing student access to less healthy foods and drinks.
- Supporting water as the drink of choice.
- Making a healthy choice an easy choice.



A healthy school canteen models what students are taught in the classroom about healthy eating and supports a whole-school-community approach to better health.

In NSW there are over 2,000 schools that provide a canteen service, making them a frequently accessed food outlet for school-aged children. Many students purchase recess, lunch or both from the canteen and this can make an important contribution to their daily nutrient intake.

Healthy eating and regular physical activity helps children and adolescents maintain a healthy weight.

In 2018, more than 1 in 5 (24%) NSW children aged 5–16 years were above a healthy weight - about 270,000 children¹. Children above a healthy weight are more likely to carry excess weight into adulthood and are at increased risk of chronic disease, such as diabetes and heart disease in later life.

Healthy eating provides children and adolescents with the range of nutrients they need for optimal growth and development and the energy they need for play and physical activity.

The more healthy choices on offer in the school canteen:

- the more likely students are to choose healthier options
- the more it reinforces healthy eating messages taught in the classroom.



¹ NSW Childhood Overweight and Obesity Detailed Data Report:

Available from: <https://www.health.nsw.gov.au/health/Pages/childhood-overweight-obesity-detailed-data-report.aspx>

The Australian Dietary Guidelines

The Australian Dietary Guidelines provide evidence-based advice for all Australians about how to eat a healthy, balanced diet and maintain a healthy weight.

Key messages from the Australian Dietary Guidelines include:

- Enjoy a wide variety of nutritious foods from the five food groups every day and drink plenty of water.
- Limit intake of foods containing saturated fat, added salt and added sugars.
- Achieve and maintain a healthy weight by being physically active and choosing amounts of nutritious foods and drinks that meet your energy needs.

These key messages have been incorporated into the **Australian Guide to Healthy Eating** (shown below).

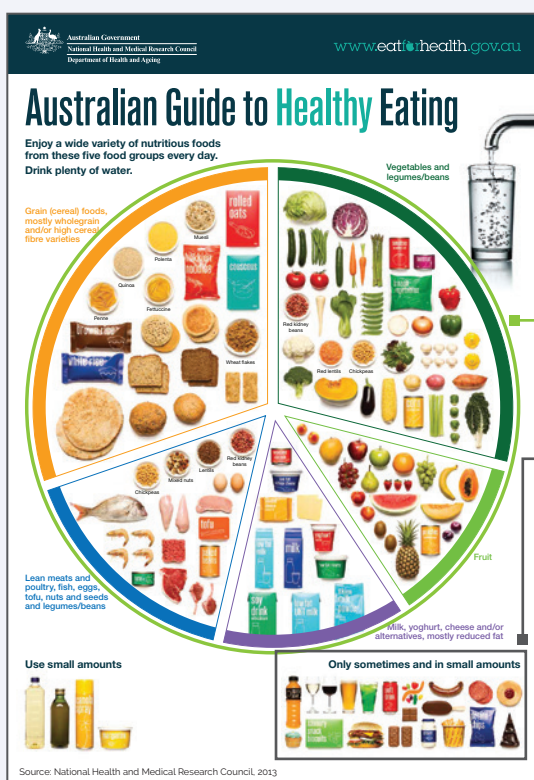
The Healthy School Canteen Strategy is based on the Australian Dietary Guidelines.

The Australian Guide to Healthy Eating

shows a different food group in each of the five segments of the circle and the proportions that are needed for a healthy, balanced diet.

Visit the Australian Government website *Eat for Health* for detailed advice about the amounts and kinds of foods to eat for health and wellbeing: www.eatforhealth.gov.au

The Australian Guide to Healthy Eating



Everyday foods and drinks

- **Eat a wide variety from the five food groups every day for good health.**
- Provide essential nutrients such as protein, vitamins, minerals and dietary fibre.



Occasional foods and drinks

- **Eat only sometimes and in small amounts.** These are mostly foods and drinks high in energy, saturated fat, sugars and/or salt and often with little nutritional value.
- They are not needed as part of a healthy diet.

- **Sugar-sweetened drinks** and energy drinks should not be sold in school canteens or vending machines.

Note

- The Australian Guide to Healthy Eating is a guide for the general population.
- Check your school's policy regarding food allergens and refer to your education sector's anaphylaxis procedures (see page 21 for details).
- Alcohol is not part of the school environment.

The Food and Drink Criteria

The Food and Drink Criteria (the Criteria) underpins the Strategy. Use the Criteria when developing your menu and promoting your canteen.

The Criteria applies to **all** foods and drinks sold in the school canteen. This includes all foods and drinks sold on the regular menu, in specials, meal and snack deals, over the counter and ordered online.

The table below shows how the Criteria apply to both **Everyday** and **Occasional** foods and drinks. Each of the Criteria will be explored in more detail in the step-by-step process that follows.

The Criteria also applies to vending machines.

Food and Drink Criteria for NSW school canteens and vending machines



Sugar-sweetened drinks are not for sale in your school canteen or vending machines.

Everyday foods and drinks

Occasional foods and drinks



Everyday foods and drinks make up at least $\frac{3}{4}$ (75%) of the menu.

Occasional foods and drinks make up no more than $\frac{1}{4}$ (25%) of the menu.



Portion limits apply to some **Everyday** foods and drinks including flavoured milks, $\geq 99\%$ juices and hot foods.

Portion limits apply for **all Occasional** foods and drinks.



No Health Star Rating required on **Everyday** foods and drinks (except breakfast cereals).

A Health Star Rating of 3.5 stars and above required on all packaged **Occasional** foods and drinks (except diet drinks).



Display, price favourably, promote and advertise **Everyday** choices only.

Occasional foods and drinks are not promoted, advertised or displayed in prominent positions.

The six-step guide to a healthy school canteen

This section takes you through a six-step process to help you apply the Food and Drink Criteria to your canteen. Each step is described in detail and at the end of each step there is an Action box that summarises what you need to do to complete that step.

It is recommended that you work your way through from step 1 to 6 as each step builds on the previous one.

The six steps to a healthy school canteen



STEP 1. Remove **Sugar-sweetened drinks**



STEP 2. Classify as **Everyday** or **Occasional**



STEP 3. Check Health Star Ratings



STEP 4. Check portion sizes



STEP 5. Balance the menu



STEP 6. Market and promote **Everyday** choices only





Step 1. Remove **Sugar-sweetened drinks**

Sugar-sweetened drinks have been banned from sale in NSW public schools (including in canteens and vending machines) since 2007.

Facts about **Sugar-sweetened drinks**

- **Sugar-sweetened drinks** are non-milk drinks with any type and any amount of sugar added to them.
- Sugar-sweetened ice blocks and jellies are classified as **Sugar-sweetened drinks** because they are sweetened liquids that have been either frozen or set.
- If a drink contains an added source of sugar it is listed in the ingredients list on the product label.

Common types of added sugar include:

sucrose (usually listed as sugar or cane sugar), glucose, glucose syrup, fructose, honey, fruit juice concentrate and deionised fruit juice concentrate.

Examples of **Sugar-sweetened drinks**

- Soft drinks
- Flavoured waters (sparkling or still)
- Vitamin waters
- Energy drinks
- Sports drinks
- Iced teas
- Fruit drinks (less than 99% juice)
- Cordial
- Slushies (with less than 99% juice)
- Coconut water (plain or flavoured)
- Ice-blocks (with less than 99% fruit juice)
- Jelly

Diet drinks and no-sugar drinks containing natural and artificial sweeteners (e.g. aspartame and stevia) are classified as **Occasional** drinks. Diet energy drinks should not be sold in school canteens.

Healthier drinks to sell in the canteen

Water is always the healthiest drink. Other popular, healthier options include plain and flavoured milk and $\geq 99\%$ fruit/vegetable juice. For more examples, see **Tool 1. Menu Ready Reckoner** on pages 23-40.

Flavoured milk drinks are not classified as **Sugar-sweetened drinks** because they also provide a range of important nutrients such as calcium.



Step 1 Actions

- Look through your menu and circle any **Sugar-sweetened drinks** that are for sale. This includes sugar-sweetened jellies and ice blocks.
- Remember to include drinks sold over the counter, online and in vending machines.

Once you have identified the **Sugar-sweetened drinks** on your menu, you will be ready to swap them for healthier options (See Step 2).



Step 2. Classify as **Everyday** or **Occasional**

EVERYDAY FOODS AND DRINKS



Everyday meals, snacks and drinks are healthy foods from the five food groups:

- grains (e.g. bread, rice, pasta, cereal), mostly wholegrain
- vegetables
- fruit
- milk, yoghurt, cheese, and/or alternatives (e.g. calcium-fortified soy milk), mostly reduced-fat
- lean meats, poultry, fish, eggs, tofu, nuts and seeds and legumes/beans.

Everyday foods and drinks should make up most of your menu – see Step 5 on page 16.

Examples of **Everyday** meals and snacks include:

- salads, sandwiches, wraps, burritos, burgers, curries, stir fries with rice or noodles, pasta, lasagne, soup, cereal, yoghurt, fruit salad and vegetable sticks with dips (e.g. hummus and salsa).

Ham may be used in **Everyday** foods and meals such as salads and sandwiches.

Examples of **Everyday** drinks include:

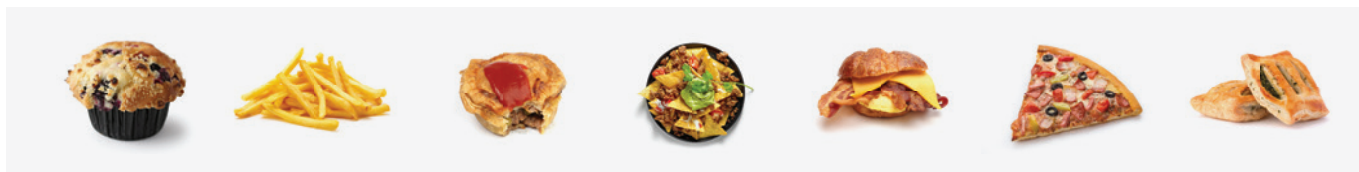
- water, plain and flavoured milk and ≥99% fruit/vegetable juice.

For a full list of **Everyday meals, snacks and drinks refer to **Tool 1. Menu Ready Reckoner** on pages 23-40.**

Everyday foods and drinks can be packaged as well as canteen-made

- **Everyday** foods and drinks can be made in the canteen, but they can also be packaged, e.g. frozen lasagne, or snack-packs of fruit.
- A few foods which are usually **Occasional** (crumbed foods, garlic bread and pizza) can sometimes be classified as **Everyday** instead, but only if they are healthier versions made in the canteen using healthier ingredients and cooking methods (see page 29 for more information about these foods and how to make them).
- When preparing **Everyday** and **Occasional** foods and drinks in the school canteen, you'll often need to use some basic ingredients such as cooking oil, flour, some sauces, stocks, spreads and seasonings. See **Tool 3. Fridge and Pantry Basics** on pages 42-43 for more information about which items to use in your recipes.

OCCASIONAL FOODS AND DRINKS



Occasional meals, snacks and drinks are mostly high in energy, saturated fat, sugars and/or salt and often have little nutritional value.

These foods and drinks are not part of the five food groups and are not essential for a healthy diet.

Occasional foods and drinks can be packaged or freshly prepared in the canteen.

Occasional foods and drinks can be on the menu each day, but overall, they should only make up a small portion of your menu - see Step 5 on page 16.

What if I add an **Occasional** food to an **Everyday** meal, snack or drink?

Adding an **Occasional** food or ingredient to an **Everyday** meal, snack or drink will change its classification to **Occasional**.

Examples include adding:

- bacon to a burger or Caesar salad
- salami to a canteen-made pizza
- crumbed packaged chicken tender to a wrap or roll
- pastry to a frittata to make quiche
- ice-cream to flavoured milk to make a milkshake
- corn chips to a burrito bowl.

Examples of Occasional foods and drinks include:

- cakes, sweet muffins, sweet biscuits, pies, sausage rolls, processed meats, packaged or commercial pizza, salty snacks and diet drinks.

• For a full list of Occasional foods and drinks see Tool 1. Menu Ready Reckoner on pages 23-40.

Do not make or sell any food or drink that contains added confectionery.

This applies to both canteen-made and packaged foods and drinks e.g. cakes, slices, sweet pastries, muesli bars, bliss balls, desserts, ice creams and frozen yoghurt.

Examples of ways confectionery is added to foods that makes them unsuitable for sale in the canteen:

- **Icing** – on cakes, slices, donuts, buns.
- **Coatings** – chocolate coating on ice cream, carob and yoghurt coating on muesli bars.
- **Filling/ingredient** – choc chips in muffins, caramel in caramel slice.
- **Toppings** – 100s & 1000s, sprinkles, lollies on cupcakes.



Step 2 Actions

- ☑ Use **Tool 1. Menu Ready Reckoner** on pages 23-40 to mark all items on your menu as **Everyday** (E) or **Occasional** (O). You may also use the online look-up tool **Healthy Food Finder** to classify packaged food and drink - see page 41 for more information.
- ☑ Remember to include all items available on the menu, over the counter, online and in specials.
- ☑ Make sure you have removed the **Sugar-sweetened drinks** you circled in Step 1 and replaced them with **Everyday** drinks (preferable) or **Occasional** drinks.



Step 3. Check Health Star Ratings

The Strategy requires **Occasional** packaged foods and drinks (except diet drinks) and **Everyday** packaged breakfast cereals to have a Health Star Rating (HSR) of 3.5 stars or above.

What is the Health Star Rating?

The Health Star Rating (HSR) is a quick and easy way to compare the nutrient content of packaged foods and drinks within the same category.

It scores the overall nutritional content of the packaged product and rates it from ½ a star to 5 stars. When comparing products within the same food category (e.g. chips with chips or pies with pies) the one with the most stars is the healthier choice.

The HSR tells you how healthy a product is, but it does not tell you how much to serve. For this you need to use the portion limits listed in Step 4 on pages 14-15.

What about canteen-made foods and drinks?

If you make foods or drinks onsite you do not need to calculate the HSR. Use **Tool 1. Menu Ready Reckoner** on pages 23 -40 and **Tool 3. Fridge and Pantry Basics** on pages 42-43 to help you make these foods and drinks as healthy as possible.

What about packaged Everyday products?

Everyday packaged foods and drinks (except for breakfast cereals) do not need to have a HSR rating of 3.5 stars or above to meet the Strategy. However if you want to select the healthiest version of an **Everyday** product, choose the one with the highest HSR within the same category.

Why 3.5 stars or above?

Most healthy foods and drinks score 3.5 stars or above, while most unhealthy ones score below 3.5 stars.



How can I find the HSR of a product?

If the HSR is on a packaged product it will be on the front of the pack. If the HSR is not on the packaging then you can look up the product in:

Healthy Food Finder – see page 41 for details.

Healthy Kids Association NSW Buyers' Guide – see page 23 for details. Note: this Guide does not include all packaged products that meet the Strategy.

For more details about HSR visit <http://healthstarrating.gov.au/>





Frequently asked questions

What about products bought from a local bakery or local butcher?

If you are buying products such as pies, sausage rolls and other products from a local bakery, or processed meat from a local butcher or deli, it is unlikely that they will be able to provide you with the HSR of their products.

You can sell these locally purchased products in your school canteen without knowing the HSR. However, aim to choose the healthiest type available and make sure they meet the portion size limits.

What about special diets and cultural or religious needs?

School canteens may need to provide food or drink products for students with special diets and cultural and/or religious needs; for example, gluten-free or lactose-free products, or Halal or Kosher foods.

In some cases, special diet/religious foods and drinks may not be available with a HSR of 3.5 stars or above. In these cases aim to provide the healthiest versions of these foods and drinks and make sure they meet the portion size limits.

Tips

- Check the HSR of packaged items on your menu from time-to-time as they can change. Sometimes manufacturers reformulate their products, which can change the HSR.
- Check the HSR of all flavours a product comes in as sometimes different flavours have different HSRs.



Step 3 Actions

- ☑ Work through your menu – when you come to an **Occasional** packaged food look up the HSR of that product. Check on the front of the pack, in Healthy Food Finder or in the Buyers Guide (see page 23).
- ☑ Do the same for the **Occasional** packaged drinks (note: you don't need to check diet drinks).
- ☑ Also check that packaged **Everyday** breakfast cereals have a HSR of 3.5 stars or above.

Swap **Occasional** foods and drinks that have a HSR less than 3.5 stars with similar **Occasional** products that have a HSR of 3.5 stars or above or swap for **Everyday** products.



Step 4. Check portion sizes

Students need appropriate-sized portions to meet their energy and nutritional needs. The Strategy specifies maximum portion size limits for all **Occasional** foods and drinks and some **Everyday** foods and drinks, including **Everyday** hot foods, some **Everyday** drinks and **Everyday** frozen ice snacks.

The tables below and opposite offer a quick guide to portion sizes for **Everyday** and **Occasional** foods and drinks. Some of the foods and drinks listed below have additional requirements that need to be met in order to be sold in school canteens, such as HSR requirements and/or preparation requirements.

Tips

- If batch cooking in your canteen, weigh out a single serve that meets the portion limit, take a photo and display in the canteen for staff and volunteers to follow.
- In Central or K-10/12 schools, both portion sizes may be provided, with the largest size available only to secondary students.
- The portion size of hot meals refers to the product 'as sold in the canteen'. For example, a burger meal for sale in a primary school must weigh no more than 250g – that includes the burger patty, the bun and the salad items on the bun.



It is important to check **Tool 1. Menu Ready Reckoner** on pages 23-40 which lists all requirements as well as additional examples from each food and drink category.

Everyday food or drink	Maximum portion size	
	Primary school	Secondary school
Hot Everyday food e.g. pasta dishes, stir fries, curries, burgers, burritos, dim sum	250g	350g
Crumbed foods (freshly prepared)^ e.g. crumbed chicken baked in school canteen (may be served alone or in a food/meal)	140g	140g
Pizza (canteen-made) with Everyday toppings^	250g	350g
Garlic bread (canteen-made)^	75g	75g
≥99% fruit and/or vegetable juices includes those made into jelly or ice blocks or blended with ice	250ml	250ml
Flavoured milk, hot chocolate, milkshakes/smoothies (without ice cream/gelato/sorbet/frozen yoghurt), breakfast drinks, drinking yoghurt	300ml	500ml

^See **Tool 1. Menu Ready Reckoner** on page 29 for preparation instructions.

Occasional food or drink	Maximum portion size	
	Primary school	Secondary school
Occasional foods and fillings		
Processed meats e.g. bacon, devon, salami, sausages	60g	60g
Crumbed/coated foods (packaged)	140g	140g
Corn chips/hard taco shells/bowls	30g	30g
Hot foods		
Pizza (packaged or with Occasional toppings)	250g	350g
Hot meals with Occasional foods or fillings e.g. sausage sandwich, pasta carbonara with bacon	250g	350g
Hot potato products e.g. hot chips, wedges, hash browns	100g	100g
Pies e.g. meat pie, vegetable pie	180g	180g
Potato-topped pies	250g	250g
Savoury pastries e.g. sausage rolls, quiche, spring rolls	120g	120g
Savoury rolls with processed meats e.g. cheese and bacon roll	75g	75g
Garlic bread (packaged)	75g	75g
Instant flavoured noodles	75g (dry weight)	75g (dry weight)
Snack items		
Salty snacks e.g. chips, flavoured savoury biscuits/rice snacks	30g	30g
Dips (Cheese spread and cream cheese/sour cream-based dips)	60g (dip & crackers)	60g (dip & crackers)
Cakes, sweet pastries, muffins, waffles, banana bread	80g	80g
Sweet biscuits, muesli/snack/protein bars and balls	50g	50g
Desserts e.g. mousse, puddings, coconut-milk-based yoghurt	100g	100g
Diet jelly	250g	500g
Confectionery*	50g	50g
Drinks		
Diet and no-sugar drinks (with sweeteners)	250ml	500ml
Coffee/iced coffee made with real coffee (secondary only)	N/A	500ml
Milkshakes & smoothies with ice cream/gelato/sorbet/frozen yoghurt	300ml	500ml
Frozen ice snacks		
Ice cream, frozen yoghurt, gelato	125ml	125ml
Ice blocks and frozen drinks with added sweeteners	250ml	500ml

*Most confectionery should not be sold in school canteens. Check the **Menu Ready Reckoner** on page 35 for more information.



Step 4 Actions

Go through your menu and check that portion sizes do not exceed the maximum for:

- Occasional** foods and drinks.
- Everyday** hot meals including canteen-made garlic bread.
- Everyday** drinks including frozen ice snacks.
- Swap any packaged items that exceed portion limits with items that meet portion limits.
- Reduce the portion size of any canteen-made items that exceed portion limits.



Step 5. Balance the menu

A healthy school canteen menu needs to comprise at least $\frac{3}{4}$ (75%) **Everyday** foods and drinks and no more than $\frac{1}{4}$ (25%) **Occasional** foods and drinks.

The way you structure your menu can encourage students to eat a variety of nutritious foods.

Providing **Everyday** options in each section of the menu gives students healthy choices within cold foods, hot foods, snacks and drinks.

Occasional foods and drinks can appear on your menu each day, however they cannot make up more than $\frac{1}{4}$ (25%) of the menu.

Balancing the menu means counting all the **Everyday** and **Occasional** foods and drinks available for sale in your school canteen, including on the menu, on the counter top and ordered online. A quick guide on how to count your menu is provided opposite with more detailed information provided in **Tool 4. Counting Tool** on pages 44-45.



Include in the count:

- Only items offered at recess and/or lunch.
- All flavours and portion sizes available.
- Count each day separately if you have different items on different days of the week.

Do not include in the count:

- Sauces and condiments.
- 'Toasted' option for sandwiches/wraps.
- Repeated items: for example garlic bread offered as a snack and in a meal deal is only counted once.

Step 5 Actions

Use the counting rules to work out the proportion of **Everyday** and **Occasional** items on your menu. An example of how to count a menu and calculate the proportion of **Everyday** food and drinks is shown on the page opposite. More detailed instructions are provided in **Tool 4. Counting Tool** on page 44.

If the proportion of **Everyday** items is less than $\frac{3}{4}$ (75%):

- Swap some **Occasional** items for similar **Everyday** items.
- Remove less popular **Occasional** foods and drinks.
- Reduce the number of flavours/varieties of **Occasional** snacks such as chips and frozen snacks.
- Increase the number of flavours/varieties of **Everyday** items.

Do not forget to re-check your count after you have made these changes.



SCHOOL CANTEEN MENU

● **Everyday items** ● **Occasional items**

Sandwiches + Rolls

● Vegemite	1
● Strawberry Jam	1
● Cheese	1
● Egg	1
● Ham, Cheese & Tomato	1
● Tuna Salad	1
● Flame Grilled Chicken Burger (with mayo, lettuce, cheese & tomato)	1
● Salad only	1
Extras ● Cheese ● Avocado, Mayo	2
Make it toasted .50c	

Count extras except for sauces/condiments

Salads

● Salad (lettuce, tomato, cheese, beetroot, carrot)	1
● Salad + Cold Meat (Ham/Tuna/Chicken)	3
● Salad + Grilled Chicken	1
● Salad + Chicken Tender (crumbed)	1

Don't count toasted versions if fillings are the same as fresh

Wraps

● Sweet Chilli Chicken Wrap (flame grilled chicken, lettuce, tomato, cheese)	1
● Crumbed Tender Wrap (Crumbed chicken tender, carrot, lettuce, avocado spread)	1
Extras ● Pineapple, ● Beetroot, ● Tomato, Mayo	1

Snacks

● Apple Pieces	1
● Vanilla Yoghurt with Fruit	1
● Yoghurt with Granola	1
● Seasonal Fruits (Orange, Banana)	2
● Chips Sea Salt	1
● Freshly Popped Plain Popcorn	1
● Popcorn Sweet n Salty	1
● 99% Fruit Juice Jelly cups	1
● Pikelet + Toppings	1

Count of 1 for all salad extras

Hot Foods

● Meat Pie	1
● Spinach + Ricotta roll	1
● Party Pie	1
● Pizza (pepperoni)	1
● Fried Rice	1
● Crumbed Tender	1
● Lasagne	1
● Corn Cob	1
Sauce Tomato/BBQ	0

Don't count condiments

Recess

● Snack Pack (Carrot sticks, plain crackers, hummus)	1
● Apple Pieces	0
● Party Pies	0
● Crumbed Tender	0
● Corn Cob	0

Repeated items not counted

Drinks

● Water	1
● Milk (Chocolate or Strawberry)	2
● Juice box (200ml) (Apple, Tropical, or ABC)	3
● Popper (200ml) (Apple, Tropical or ABC)	3
● Sparkling Juice (250ml) (Raspberry, Grape)	2
● Slushy (99% Apple Juice)	1
● Hot/Cold Milo	1

Count all sizes and flavours of drinks

Ice Blocks + Ice Creams

● Ice Snack (Chocolate, Lemon)	2
● Juice Sticks (Tropical)	1
● Light Vanilla Ice Cream cup	1
● Frozen Yoghurt (Vanilla/choc or vanilla/strawberry)	2

Do the maths

Total number of Everyday choices =	45
Total number of Occasional choices =	12
Total number of menu choices =	57
% of Everyday choices = $(45/57) \times 100 =$	79%
% of Occasional choices = $(12/57) \times 100 =$	21%
Result:	Achieved



Step 6. Market and promote **Everyday** choices only

Marketing and promoting the **Everyday** foods and drinks on your menu will help to make them stand out and sell well. You can attract students to your healthier **Everyday** foods and drinks by using the four 'Ps' of marketing:

Product

Ensure at least $\frac{3}{4}$ (75%) of the menu is filled with a range of **Everyday** foods and drinks. **Everyday** items on the menu that look appealing and taste great will encourage students to try new foods and keep them coming back.

Price

Price the **Everyday** items well to make them great value-for-money. Only include **Everyday** foods and drinks in meal deals or specials offers.

Place

Put only **Everyday** foods and drinks in prominent positions such as at the front of displays and counter tops and in the middle shelves in fridges.

Note: Only put **Everyday** foods and drinks at the point of sale – next to cash registers or where money is exchanged. For self-serve canteens, check that **Occasional** foods or drinks are not within arm's length of the register.

Promotion

Promote only **Everyday** foods and drinks on menu boards, signage, posters, school newsletters and websites.

Posters and other promotional materials can be downloaded from the **Healthy Canteen website** <http://education.nsw.gov.au/healthy-canteens>



What is a 'special' or a 'meal/snack deal'?

The Strategy defines a **special** as any item on the menu or on a specials board that is:

- promoted, highlighted or called a special, or
- advertised at a special/cheaper than usual canteen price.

A **meal or snack deal** is when one or more items are bundled together for sale. The bundle is often promoted or sold at a reduced price.



Only **Everyday** foods and drinks can be offered as specials and included in meal or snack deals.

For more promotional ideas, download a copy of the Lookbook from the **Healthy Kids website**: www.healthy-kids.com.au



Step 6 Actions

Check

- Everyday** items **only** are promoted in the canteen. For example, in meal or snack deals and daily/weekly specials.
- Everyday** items **only** are placed on the counter tops and at the front of displays (in over-the-counter canteens).
- Everyday** items are in the most visible position in drinks fridges and on shelves.
- Everyday** items **only** are promoted in advertising and via commercial branding on signage and displays in and around the school canteen where students can see them. For example on fridges/freezers or on signs/posters.

Also check

- Occasional** items are not within arm's length of the register/till (in self-serve canteens).



Healthy vending machines in schools

Some schools will have vending machines as well as, or instead of, a canteen. Schools should apply the Food and Drink Criteria to vending machines.

- Promote **Everyday** food and drinks in vending machines by filling each machine with at least $\frac{3}{4}$ **Everyday** foods and drinks. The following planogram provides an example of a healthy drinks vending machine.
- There will be plenty of **Everyday** food or drink varieties to choose from to fill chilled drink vending machines or vending machines that are refrigerated. However, there may be a limited range of products available for ambient (non-refrigerated) food and snack vending machines. Aim to fill at least 60% of these machines with **Everyday** foods and snacks.

CHILLED DRINKS MACHINE $\frac{3}{4}$ **EVERYDAY** – 40 DISPLAY

	Water	Water	Water	Water	Water	Water	Water	Water	Any branding on the vending machine is for Everyday foods and drinks only
Eye-level	Water	Water	Water	Water	Water	Water	Water	Water	
	99% fruit juice	99% fruit juice	99% fruit juice	99% fruit juice	99% fruit juice	99% fruit juice	99% fruit juice	99% fruit juice	
	Flavoured milk	Flavoured milk	Flavoured milk	Flavoured milk	Flavoured milk	Flavoured milk	Diet drinks	Diet drinks	Sugar-sweetened drinks should not be sold
	Diet drinks	Diet drinks	Diet drinks	Diet drinks	Diet drinks	Diet drinks	Diet drinks	Diet drinks	

Support and more information

Free support services

- Local Health District Health Promotion Officers (primary schools)
Visit <http://education.nsw.gov.au/healthy-canteens>
- NSW Secondary School Support Service
Phone: **(02) 9876 1300** (TOLL-FREE) or **1300 724 850** from outside of Sydney
- Healthy Kids Association – Phone support available to all schools.
Phone: **(02) 9876 1300** (TOLL-FREE) or **1300 724 850** from outside of Sydney

Websites

- NSW Healthy School Canteens website for more information including, tools, FAQs, case studies, menu check application forms and more: <http://education.nsw.gov.au/healthy-canteens>
- Healthy Kids Association for recipes, promotional ideas, Lookbook, Buyers' Guide, webinars and more: <https://healthy-kids.com.au>
- Healthy Food Finder - look-up tool to find HSR and classification of packaged foods and drinks: <http://foodfinder.health.nsw.gov.au>
- NSW Food Authority for food safety information: <https://foodauthority.nsw.gov.au/retail/school-canteens>

Anaphylaxis procedures and guidelines

- NSW Department of Education Anaphylaxis Procedures for Schools
<https://education.nsw.gov.au/student-wellbeing> and type in 'Anaphylaxis Procedures' in the search window
- Catholic Schools NSW Anaphylaxis Procedures for NSW Catholic Schools
<http://www.ceodow.catholic.edu.au/policies/Anaphylaxis%20Procedures%20for%20NSW%20Catholic%20Schools.pdf>
- The Association of Independent Schools of NSW Anaphylaxis Guidelines for Independent Schools
http://alnoori.nsw.edu.au/wp-content/uploads/2018/12/AISNSW_Anaphylaxis_Procedures.pdf





Tool 1. Menu Ready Reckoner

How to use the Menu Ready Reckoner

The Menu Ready Reckoner can be used to classify foods and drinks as **Everyday**, **Occasional** or **Sugar-sweetened drinks**. It lists a range of foods and drinks commonly sold in school canteens. The tool also shows whether the food or drink requires a minimum Health Star Rating of 3.5 stars and any portion size limit that applies.

Below is an example of a table in the Menu Ready Reckoner and how to read it.

Food and Drink Tables and Groups

This column groups foods and drinks by their classification (**Everyday** or **Occasional**) and by type (hot food, cold food, snacks, drinks etc.). All items can be canteen-made or packaged unless specified otherwise.


Examples and Description

Use this column to confirm if an item fits within the category listed. You may need to check both the **Everyday** table and the **Occasional** table to find the food or drink you are looking for.

Healthy Tips

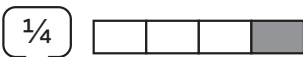
Tips will guide you to make the healthier choice when preparing and/or selecting foods or drinks. These tips are not essential for meeting the Food and Drink Criteria.


Everyday hot foods



Food	Maximum portion size	Minimum HSR on packaged food	Examples and/or description
Pasta	250g (primary) 350g (secondary)	Not needed	Examples include lasagne, ravioli, spaghetti bolognese, macaroni and cheese, pasta bakes and canned spaghetti. <i>Healthy tip: Use tomato-based instead of cream-based sauces</i>

Occasional hot foods



Food	Maximum portion size	Minimum HSR on packaged food	Examples and/or description
Pies	180g (except potato-topped pies 250g)	 3.5 HEALTH STAR RATING	Examples include meat, chicken, vegetable, party pies and potato-topped pies.

Maximum Portion Size

Indicates the portion size limits for an item, meaning items should not be sold in larger sizes. If an item does not have a maximum portion size, the column will read 'Not needed'. Note: Some categories may have different portion limits for primary and secondary schools.

Health Star Rating (HSR)

This column indicates which packaged foods and drinks require a HSR of 3.5 stars or more. If a packaged product does not require a HSR but you would like to select a healthier version, choose one with 3.5 stars or above.

Everyday and Occasional fillings and ingredients

Throughout the Menu Ready Reckoner some food categories are described as including **Everyday** or **Occasional** fillings, ingredients, or toppings. Refer to the tables below for examples.

Everyday fillings, ingredients, and toppings are mostly foods from the five food groups and can be added to both Everyday and Occasional snacks, meals and drinks. Below are examples of Everyday fillings, ingredients and toppings:

- Lean meats (excluding ham) (e.g. skinless chicken, steak, roast beef, turkey breast, low fat mince, lamb and pork).
- Fish (e.g. tuna, salmon) and other seafood.
- Eggs, tofu and meat substitutes (uncoated/not crumbed or fried).
- Legumes (e.g. lentils, chickpeas), hummus and uncoated falafel.
- Wholegrains (e.g. quinoa, couscous and rice).
- Cheese – all varieties soft and hard (preferably reduced-fat).
- Vegetables and salad (excludes hot potato products such as hot chips).
- Fruit (includes fresh, dried and canned-in-juice varieties).
- Tinned spaghetti and tinned baked beans (preferably reduced-salt).
- Canteen-made crumbed and baked foods (not pan or deep fried) e.g. crumbed chicken breast.

Ham may also be used in **Everyday** foods (preferably lean ham).

The following Occasional fillings, ingredients, and toppings change the classification of a snack, meal or drink to Occasional:

- Processed meat (excluding ham) e.g. bacon, salami, chicken roll, sausages, hot dogs.
- Packaged crumbed or coated food e.g. packaged chicken tenders and crumbed vegetable patties.
- Battered or tempura food e.g. battered fish and tempura vegetables.
- Hot potato products e.g. hot chips, wedges and hash browns.
- Corn chips (e.g. in nachos) or hard taco shells.
- Salty snacks (e.g. pretzels packaged with cheese).
- Pastry (e.g. pastry added to frittata to make quiche).
- Ice cream, gelato, sorbet or frozen yoghurt (e.g. added to milk to make a milkshake).



Note: Adding any **Occasional** filling, topping or ingredient to an **Everyday** item (e.g. adding bacon to a frittata) will change the classification from **Everyday** to **Occasional**.

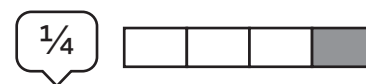


Everyday cold foods

Food	Maximum portion size	Minimum HSR on packaged food	Examples and/or description
Sandwiches/ wraps/rolls	Not needed	Not needed	<p>Everyday fillings include lean meats (see below), tuna, salmon, egg, cheese, ham, salad/roast vegetables, un-coated falafel, avocado and hummus.</p> <p>Note: Spreads from Tool 3. Fridge and Pantry Basics on pages 42-43, can also be used in Everyday sandwiches, wraps, and rolls.</p> <p>Healthy tip: Use multigrain or wholegrain bread, rolls and wraps and add at least two types of vegetables and/or salad items.</p>
Sushi/rice paper rolls	Not needed	Not needed	<p>Everyday fillings include skinless chicken, tuna, salmon, prawns, vegetables, avocado, tofu and rice noodles.</p> <p>Varieties with packaged, crumbed or tempura fillings are Occasional, see page 26.</p> <p>Healthy tip: Offer brown rice options.</p>
Frittata (no pastry)	Not needed	Not needed	<p>Everyday fillings include lean meats (see below), vegetables and cheese.</p>
Salads	Not needed	Not needed	<p>Everyday ingredients include lean meats (see below), vegetables, egg, cheese, legumes and wholegrains.</p> <p>Examples include garden, pasta, bean, potato, coleslaw, tabbouleh, couscous, quinoa and egg salads.</p> <p>Healthy tip: Use small amounts of balsamic or lemon juice-based dressings instead of cream or oil-based dressings.</p>

Lean meats include skinless chicken, steak, roast beef, turkey breast, low fat mince, lamb and pork. Trim visible fat from meat where possible. Ham may also be used in **Everyday** meals and snacks, preferably lean ham. For more examples of **Everyday** fillings, toppings and ingredients, see page 24.

Occasional cold foods



Food	Maximum portion size	Minimum HSR on packaged food	Examples and/or description
Sandwiches/ wraps/rolls/sushi/ frittata/salads with Occasional fillings	Needed for Occasional fillings only, see rows below	Needed for Occasional fillings only, see rows below	<p>Occasional fillings include processed meat and packaged crumbed/coated foods (see rows below). Examples include chicken roll sandwich, frittata or caesar salad with bacon, tempura prawn sushi and packaged crumbed chicken wrap.</p> <p>Note: Spreads from Tool 3. Fridge and Pantry Basics on pages 42-43, can also be used in Occasional sandwiches, wraps, rolls, sushi, frittata and salads.</p> <p><i>Healthy tip: Use multigrain or wholegrain bread, rolls and wraps and offer brown rice sushi options.</i></p>
Processed meats (excluding ham)	60g		<p>Examples include bacon, devon, salami, chorizo, prosciutto, chicken roll, mortadella, frankfurts, saveloys, hot dogs and all varieties of sausages. All varieties may be served hot or cold.</p>
Crumbed/coated foods (packaged)*	140g		<p>All packaged crumbed/coated foods are Occasional. Examples include chicken nuggets, crumbed or coated chicken fillets/strips/tenders, schnitzels, fish fingers, battered frozen fish, arancini balls, crumbed or coated meat alternatives, coated falafel/vegetable and patties, vegetable/prawn/tofu tempura and inari. All varieties may be served hot or cold.</p> <p>Some crumbed foods may be Everyday if freshly prepared with healthy ingredients and baked (not fried), see page 29.</p>

***Do not deep fry foods in the school canteen.**

Everyday hot foods



Food	Maximum portion size	Minimum HSR on packaged food	Examples and/or description
Hot sandwiches/ toasties/cheese melts	Not needed	Not needed	Everyday fillings include lean meats (see below), tuna, egg, cheese, vegetables, baked beans and tinned spaghetti.
Soup	Not needed	Not needed	Freshly prepared, packaged ready-to-eat, canned and packet varieties. Examples include pumpkin, tomato, mushroom, minestrone and chicken and corn. <i>Healthy tip: Use reduced-salt varieties where possible.</i>
Pasta	250g (primary) 350g (secondary)	Not needed	Examples include lasagne, ravioli, spaghetti bolognese, macaroni and cheese, pasta bakes and canned spaghetti. <i>Healthy tip: Use tomato-based instead of cream-based sauces.</i>
Indian meals with rice	250g (primary) 350g (secondary)	Not needed	Examples include chicken tikka masala, butter chicken, vegetable curry , rogan josh and lentil dahl. <i>Healthy tip: Use reduced-fat/light coconut cream or milk instead of regular coconut cream or milk.</i>
Mexican meals with soft tortillas or rice	250g (primary) 350g (secondary)	Not needed	Examples include burritos, burrito bowls with rice, fajitas and enchiladas. Mexican meals with hard shell tortillas/tacos or corn chips are Occasional , see page 31. <i>Healthy tip: Oven-bake flat bread or soft tortillas instead of corn chips for Everyday 'nachos'. Use plain yoghurt instead of sour cream.</i>

Lean meats include skinless chicken, steak, roast beef, turkey breast, low fat mince, lamb and pork. Trim visible fat from meat where possible. Ham may also be used in **Everyday** meals and snacks, preferably lean ham. For more examples of **Everyday** fillings, toppings and ingredients, see page 24.

Everyday hot foods



Food	Maximum portion size	Minimum HSR on packaged food	Examples and/or description
Asian meals with rice or noodles	250g (primary) 350g (secondary)	Not needed	All varieties with rice or noodles (udon/egg/rice) and meat, vegetables or tofu. Examples include curries, stir fries, pad thai, fried rice, nasi goreng, noodle soups and wonton soups.
Dim sum/ dumplings/ steamed buns (bao)	250g (primary) 350g (secondary)	Not needed	Steamed or boiled (not fried) with Everyday fillings including pork, tofu, fish, prawns and vegetables. Pan fried dumplings are Occasional .
Jacket (baked) potatoes	250g (primary) 350g (secondary)	Not needed	Everyday fillings/toppings include lean meats (see below), tuna, baked beans, vegetables, sweet corn and cheese.
Roasts/cottage pies/fish pies	250g (primary) 350g (secondary)	Not needed	Meat or fish, potato and vegetable meals. Pies with pastry are Occasional , see page 27. <i>Healthy tip: Use salt-reduced gravies.</i>
Risotto and flavoured rice	250g (primary) 350g (secondary)	Not needed	Everyday ingredients include lean meats (see below), seafood, mushrooms, pumpkin, spinach and other vegetables. <i>Healthy tip: Use tomato-based instead of cream-based sauces.</i>
Burgers	250g (primary) 350g (secondary)	Not needed	Everyday burgers (including the bun, patty and other fillings) have uncoated patties such as uncoated fish, meat, vegetable or falafel patties and Everyday fillings including vegetables, salad, pineapple, egg and cheese. Burgers made with packaged crumbed/coated foods or processed meat are Occasional , see page 30.

Lean meats include skinless chicken, steak, roast beef, turkey breast, low fat mince, lamb and pork. Trim visible fat from meat where possible. Ham may also be used in **Everyday** meals and snacks, preferably lean ham. For more examples of **Everyday** fillings, toppings and ingredients, see page 24.

Everyday hot foods

(Canteen-made or freshly prepared)

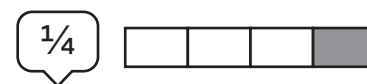
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Food	Maximum portion size	Minimum HSR on packaged food	Examples and/or description
Crumbed/coated foods (freshly prepared)	140g	Not applicable Packaged varieties are Occasional , see page 30.	Crumbed foods (e.g. crumbed chicken or fish) are Everyday when prepared in the canteen or by a butcher and baked (not shallow fried) in the canteen. These foods can be used in Everyday meals such as wraps, rolls, burgers and salads. <i>Healthy tip: Use egg, flour, breadcrumbs, herbs and garlic.</i>
Pizza (canteen-made)	250g (primary) 350g (secondary) OR 1-2 slices from a large pizza	Not applicable. Packaged varieties are Occasional , see page 31.	Pizza is Everyday when made in the school canteen using only Everyday toppings including lean meats (see below), vegetables , ham, pineapple and/or cheese. <i>Healthy tip: Use pita bread/English muffins/Lebanese bread/wraps/tortilla bread as the pizza base.</i>
Garlic bread/ Za'atar/herb bread (canteen-made)	75g	Not applicable. Packaged varieties are Occasional , see page 31.	Garlic bread, herb bread and Za'atar bread are Everyday when made in the school canteen using a thin spread of margarine or oil, fresh or dried herbs, garlic and/or seeds. <i>Healthy tip: Use multigrain or wholegrain bread and limit portion size to 1 slice of bread/bread stick or ½ an English muffin/pita bread/flat bread.</i>

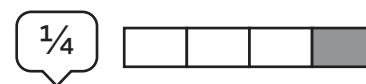
Lean meats include skinless chicken, steak, roast beef, turkey breast, low fat mince, lamb and pork. Trim visible fat from meat where possible. Ham may also be used in **Everyday** meals and snacks, preferably lean ham. For more examples of **Everyday** fillings, toppings and ingredients, see page 24.







Occasional hot foods



Food	Maximum portion size	Minimum HSR on packaged food	Examples and/or description
Hot sandwiches/toasties/wraps/rolls and burgers with Occasional fillings	250g (primary) 350g (secondary)		Occasional fillings include processed meat and packaged crumbed/coated foods (see rows below). Examples include sausage sandwich, bacon and egg roll, hot dogs, burgers with packaged crumbed chicken/vegetable patties and burgers with added bacon.
Hot meals with Occasional fillings	250g (primary) 350g (secondary)		Occasional fillings include processed meat and packaged crumbed/coated foods (see rows below). Examples include pasta carbonara with bacon, jacket potato with bacon topping, sausage hotpot, risotto with bacon.
Processed meats (excluding ham)	60g		Examples include bacon, devon, salami, chorizo, prosciutto, chicken roll, mortadella, frankfurts, saveloys, hot dogs and all varieties of sausages. All varieties may be served hot or cold.
Crumbed/coated foods (packaged)	140g		All packaged varieties are Occasional . Examples include chicken nuggets, crumbed or coated chicken fillets/strips/tenders, schnitzels, fish fingers, battered frozen fish, arancini balls, crumbed meat-alternatives and coated falafel/vegetable patties. All varieties may be served hot or cold. Some crumbed foods are Everyday if prepared with healthy ingredients and baked (not fried), see page 29.
Hot potato products	100g		All varieties baked and not fried. Examples include hot chips, hash browns, wedges, gems, skins and potato bakes. Do not deep fry foods in the school canteen.
Cheese and bacon roll or savoury rolls with processed meats	75g		All rolls or pull-apart bread with processed meat such as bacon or pepperoni. May be served hot or cold. Examples include cheese and bacon roll or spinach and pepperoni twist.

Occasional hot foods



Food	Maximum portion size	Minimum HSR on packaged food	Examples and/or description
Pies	180g (except potato-top pies 250g)		Pastry-containing pies including meat, chicken, vegetable, party pies and potato-topped pies. See page 28 for cottage pies and shepherd's pies.
Savoury pastries	120g		All meat, cheese and vegetable varieties. Examples include sausage rolls, quiche, spring rolls, samosas, empanadas, Cornish pasty, cheese and spinach triangles and cheese pastry sticks.
Mexican food with corn chips or hard taco shells/bowls	250g (primary) 350g (secondary) Corn chips or hard taco shell 30g		Examples include nachos and tacos with hard taco shells or corn chips. To make this food Everyday use soft tortillas or rice instead of corn chips/hard taco shells, see page 27. Healthy tip: Use Everyday ingredients such as low fat mince, beans, salad, avocado and cheese. Use plain yoghurt instead of sour cream.
Pizza (packaged) or with Occasional toppings	250g (primary) 350g (secondary) OR 1-2 slices from a large pizza		All packaged, commercial and ready-to-eat pizza regardless of toppings. Includes pizza pockets. Includes all canteen-made pizza with Occasional toppings for example, pepperoni, bacon, sausage and prosciutto. Healthy tip: Add Everyday toppings such as mushrooms, tomatoes, capsicum, pineapple and only a small amount of cheese.
Garlic bread/ Za'atar bread/herb bread (packaged)	75g		All varieties which are packaged, commercial and ready-to-eat (not made in school canteen). See page 29 for Everyday canteen-made version. Healthy tip: Scrape off excess spread before heating.
Instant flavoured noodles	1 individual packet (75g dry pack weight)		All flavours. Do not serve dry. Healthy tip: Add some vegetables to serve such as peas, corn and carrot.

Everyday snacks

3/4



Food	Maximum portion size	Minimum HSR on packaged food	Examples and/or description
Fruit	Not needed	Not needed	All fresh, frozen, puréed and canned fruit in juice (not syrup).
Dried fruit	Not needed	Not needed	All plain dried fruit with no coating. Confectionery-covered dried fruit (for example chocolate or yoghurt-coated sultanas) should not be sold in school canteens (see page 35).
Vegetables	Not needed	Not needed	All fresh, frozen and canned vegetables. Healthy tip: Boil, steam, microwave or bake vegetables to avoid using oil and do not add salt or butter/margarine to corn or other vegetables.
Dips – vegetable or yoghurt based	Not needed	Not needed	Examples include hummus, tzatziki, beetroot or eggplant-based dips, avocado/guacamole and salsa. Dips may be served with or without plain crackers (preferably wholegrain) and/or cut vegetables for example, carrot sticks, celery, capsicum or cucumber. Healthy tip: Use vegetable-based dips instead of oil based dips (such as pesto).
Cheese and dairy-free cheese alternatives	Not needed	Not needed	Examples include colby, tasty, cheddar and ricotta cheese. Cheese may be served with plain crackers. Healthy tip: Serve bite size pieces of hard cheese (preferably reduced-fat) alone or with crackers (preferably wholegrain) and vegetable sticks.
Plain savoury biscuits/crackers and crispbreads	Not needed	Not needed	Examples include plain, unsalted crackers, breadsticks, crispbreads, rice and corn cakes. Flavoured varieties are Occasional snacks, see page 35. Healthy tip: Serve (preferably wholegrain) varieties with Everyday toppings such as cheddar, tuna, tomato or hummus.

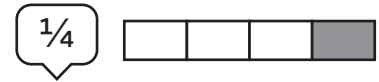
Everyday snacks

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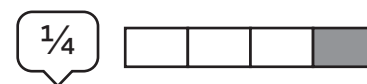
Food	Maximum portion size	Minimum HSR on packaged food	Examples and/or description
Popcorn (plain, air popped)	Not needed	Not needed	Plain, air popped popcorn only. Salted and/or flavoured popcorn is Occasional , see page 34.
Plain unsalted legume snacks	Not needed	Not needed	Examples include unsalted roasted chickpeas and fava beans. Salted and/or flavoured legume snacks are Occasional , see page 35.
Scones, pikelets, pancakes, savoury muffins and un-iced buns	Not needed	Not needed	Examples include fruit, cheese or plain scones, pikelets, pancakes, un-iced fruit buns, hot-cross buns and savoury muffins. No added confectionery or icing (see page 35). Do not serve with whipped cream or chocolate spread. Small amounts of honey or maple syrup may be used. <i>Healthy tip: Serve with fresh or frozen fruit such as berries, banana or kiwi fruit and reduced-fat plain yoghurt.</i>
Savoury scrolls/ bread	Not needed	Not needed	Examples include cheese, spinach and cheese and cheese and ham scrolls. Scrolls with processed meat (excluding ham) are Occasional snacks, see page 29.
Breakfast cereal and muesli	Not needed		All varieties served with or without milk. Dairy-milk alternatives such as soy, oat or rice milks should have calcium added (check the ingredients list). No added confectionery (see page 35). <i>Healthy tip: Serve wholegrain cereals.</i>
Jelly made with ≥99% fruit juice	250ml OR 1 small cup	Not needed	≥99% fruit/vegetable juices set with gelatine or other setting agents and no added sugar. Jelly with natural or artificial sweetener is Occasional , see page 35.
Yoghurt and custard	Not needed	Not needed	All plain and flavoured varieties of yoghurt for example, Greek, natural and soy yoghurts. Coconut-milk-based yoghurts are Occasional desserts, see page 35. Yoghurt and custard with added confectionery should not be sold in school canteens (see page 35).



Occasional snacks



Food	Maximum portion size	Minimum HSR on packaged food	Examples and/or description
Salty snacks	30g		All chips and crisps (e.g. potato, corn, grain, vegetable), extruded snacks (e.g. cheese, bacon or BBQ flavoured puffed snacks), soy crisps, flavoured or salted rice snacks, flavoured crackers, noodle snacks, pretzels, popcorn (plain, salted or flavoured) and salted legume snacks (e.g. salted wasabi peas, roasted fava beans or chickpeas).
Cheese spread and cream cheese/sour cream-based dips	60g total dip/spread and crackers		All cheese and cream cheese-based dips, including those packaged with biscuits or crackers, for example, cheese spread and French onion dip.
Muesli bars/snack bars/balls	50g		Examples include cereal bars, dried fruit bars, breakfast bars, bliss balls and protein balls. Yoghurt and confectionery-containing muesli and snack bars should not be sold in school canteens (see page 35).
Desserts	100g		Examples include mousse, cheesecake, puddings, rice pudding and coconut-milk-based yoghurt. Confectionery-containing desserts should not be sold in school canteens (see page 35).
Sweet biscuits	50g		Confectionery-containing biscuits should not be sold in school canteens.

Occasional snacks



Food	Maximum portion size	Minimum HSR on packaged food	Examples and/or description
Cakes/donuts/sweet pastries	80g		<p>Examples include cakes, sweet muffins, banana bread, slices, Danishes, croissants, slices, donuts, waffles, muffin bars, cake bars and oat slices.</p> <p>Confectionery-containing or icing-topped cakes and sweet pastries should not be sold (see below).</p> <p>Healthy tip: Bake cupcakes and muffins in patty cases to avoid greasing.</p>
Diet jelly	250g (primary) 500g (secondary)	Not needed	<p>Diet or no-sugar jelly, sweetened with natural or artificial sweeteners such as stevia or aspartame.</p> <p>Jelly with added sugar is classified as a Sugar-sweetened drink and should not be sold in school canteens (check ingredients list).</p>
Confectionery	50g		<p>Examples include chocolate bars, fruit gummies, lollies, cough lollies, eucalyptus drops, chewing gum, liquorice, carob confectionery and yoghurt-type confectionery.</p> <p>Note: Most confectionery will not have a HSR of 3.5 stars or above and therefore should not be sold in school canteens.</p>

ADDED CONFECTIONERY

Foods and drinks with added confectionery should not be sold in school canteens.

Common examples of foods with added confectionery include: muesli bars with chocolate or sweet yoghurt toppings, fruit mixes with chocolate pieces, chocolate-coated fruit, chocolate or sugar-coated popcorn, sweet biscuits with choc chips or icing, muffins or cakes with choc chips or icing, 100s and 1000s or sprinkles on cakes or sweet buns, sweet pastries or buns with icing or chocolate spread, chocolate spread in cakes such as lamingtons, yoghurt or custard with added chocolate or toffee pieces, ice cream with chocolate coating.

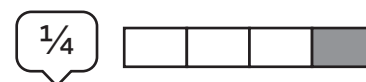
For information on ingredients that can be used when making snacks in the school canteen, see **Tool 3. Fridge and Pantry Basics** on pages 42-43.



Everyday drinks



Drink	Maximum portion size	Minimum HSR on packaged drink	Examples and/or description
Water	Not needed	Not needed	<p>Still, spring, mineral or sparkling water. Also includes plain waters infused with fruit/herb essence or flavouring.</p> <p>Do not add sugars to freshly prepared varieties. Packaged varieties should not contain added sugars or natural or artificial sweeteners (check ingredients list).</p>
Plain milk and dairy-free milk alternatives	Not needed	Not needed	<p>Examples include plain dairy milk, and dairy-free alternatives such as soy, oat or almond milks with added calcium (check the ingredients list).</p> <p>Preferably choose reduced-fat varieties.</p>
Flavoured milk/ hot chocolate/ milkshakes/ smoothies (without ice cream/gelato/sorbet/frozen yoghurt)/breakfast drinks/drinking yoghurt	300ml (primary) 500ml (secondary)	Not needed	<p>All flavoured milk and flavoured dairy-free milk alternatives (see row above) made with no added ice cream, gelato, sorbet, or frozen yoghurt. Drinks may be served frozen or blended with ice.</p> <p>Examples include flavoured milk, hot chocolate, iced chocolate, breakfast drinks and protein drinks. For drinks containing real coffee, see page 37.</p> <p>Healthy tip: Use no more than 1 level tablespoon of milk flavouring powder, syrup or honey per serve.</p>
≥99% Fruit/ vegetable juices and coconut water	250ml	Not needed	<p>All ≥99% fruit juice frozen drinks and slushies.</p> <p>Do not add sugars to freshly prepared varieties. Packaged varieties should not contain added sugars or natural or artificial sweeteners (check ingredients list).</p> <p>May be served diluted with plain or sparkling water. When diluted, the amount of juice included in the drink served should not exceed 250ml.</p>

Occasional drinks



Drink	Maximum portion size	Minimum HSR on packaged drink	Examples and/or description
Coffee (secondary school only)	500ml		<p>All coffee-containing drinks made with or without milk or dairy-free milk alternatives.</p> <p>Examples include latte, cappuccino, mocha, iced coffee, black coffee and packaged real coffee drinks.</p> <p>Healthy tip: When choosing packaged coffee drinks, choose regular strength versions (avoid double and triple strength).</p>
Milkshakes/thick shakes/smoothies made with ice cream/gelato/sorbet/frozen yoghurt	300ml (primary) 500ml (secondary)		<p>Use no more than 1 level tablespoon of milk flavouring powder, syrup or honey and no more than 125ml of ice cream/gelato/sorbet per portion. Drinks may be served frozen or blended with ice.</p> <p>If using dairy-free milk alternatives such as soy, oat or rice milks, choose varieties with calcium added (check the ingredients list).</p>
Diet drinks and no-sugar drinks	250ml (primary) 500ml (secondary)	Not needed	<p>Drinks sweetened with natural or artificial sweeteners such as stevia or aspartame. Should not contain added sugars (check ingredients list of packaged varieties).</p> <p>Examples include diet soft drinks, diet iced teas, diet fermented beverages (including kombucha), diet flavoured mineral waters, diet sports drinks, diet cordials and no-sugar slushies.</p> <p>Diet drinks containing caffeine should not be sold in primary schools.</p>

Sugar-sweetened drinks and energy drinks (including diet energy drinks) should not be sold in school canteens or vending machines. Refer to page 9 for more information about Sugar-sweetened drinks.

PACKAGED COFFEE DRINKS

Any packaged coffee drinks containing real coffee are classified as **Occasional** and can only be sold in secondary schools.

Coffee drinks containing de-caffeinated coffee powder or coffee flavouring only are classified as **Everyday** flavoured milks and can be sold in primary and secondary schools.

For packaged real coffee drinks, check the ingredients list for 'coffee', 'coffee beans', or 'coffee powder' or use the online look-up tool **Healthy Food Finder**.

Everyday breakfast

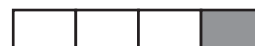
3/4






Food	Maximum portion size	Minimum HSR on packaged food	Examples and/or description
Cereals	Not needed		Confectionery-containing cereals should not be sold in school canteens (see page 35).
Bread/toast	Not needed	Not needed	Examples include wholemeal, multigrain, white, rye, Turkish, Lebanese, lavosh, focaccia, pita, tortillas, rolls, bagels, English muffins, un-iced fruit bread and buns. Includes gluten-free varieties. Small amounts of honey, jam or maple syrup may be used, see Tool 3. Fridge and Pantry Basics on pages 42-43. <i>Healthy tip: If using margarine, spread lightly.</i>
Pancakes/pikelets	Not needed	Not needed	Small amounts of honey, jam or maple syrup may be used. Do not serve with confectionery, whipped cream or chocolate spread. If you add an Occasional topping such as ice cream the food becomes Occasional . <i>Healthy tip: Serve with fresh or frozen fruit such as berries, banana or kiwi fruit and reduced-fat plain or flavoured yoghurt.</i>
Yoghurt	Not needed	Not needed	All plain and flavoured varieties for example, Greek, natural and soy-based yoghurts. Coconut-milk-based yoghurts are Occasional desserts. Yoghurt with added confectionery should not be sold in school canteens (see page 35).
Fruit	Not needed	Not needed	All fresh, frozen and canned in juice (not in syrup).
Eggs	Not needed	Not needed	Examples include boiled, poached, scrambled, pan-fried and omelettes.
Baked beans	Not needed	Not needed	Canned or homemade varieties. Preferably reduced-salt varieties.

Occasional breakfast

1/4



Food	Maximum portion size	Minimum HSR on packaged food	Examples and/or description
Hot breakfasts containing Occasional foods such as processed meats or hot potato products	60g processed meat AND 100g hot potato products		Examples include bacon and egg roll, hash browns, potato triangles/gems and sausage sandwich.
Breakfast-type sweet biscuits	50g		Confectionery-containing biscuits should not be sold in school canteens (see page 35).
Waffles	80g		Waffles with confectionery added such as chocolate sauces or spreads should not be sold in school canteens (see page 35). <i>Healthy tip: Serve with fresh or frozen fruit such as berries, banana or kiwi fruit and reduced-fat plain or flavoured yoghurt.</i>

Everyday frozen ice snacks

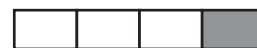
3/4




Food	Maximum portion size	Minimum HSR on packaged food	Examples and/or description
≥99% juice frozen/ blended with ice	250ml	Not needed	All varieties of frozen drinks, drinks blended with ice, ice blocks and slushies made with ≥ 99% fruit or vegetable juice. Do not add sugars to canteen-made varieties. Packaged varieties should not contain added sugars or natural or artificial sweeteners (check ingredients list).

Occasional frozen ice snacks

1/4



Food	Maximum portion size	Minimum HSR on packaged food	Examples and/or description
Ice cream/gelato/ sorbet/frozen yoghurt	125ml		Individually packaged or scooped on site. No added confectionery or coating (see page 34).
≥99% fruit ice blocks and frozen drinks with added sweeteners	250ml (primary) 500ml (secondary)	Not required	Ice blocks and frozen drinks/slushies with added natural or artificial sweeteners such as stevia or aspartame. Should not contain added sugar (check ingredients list of packaged varieties).



Sugar-sweetened ice blocks and jellies should not be sold in the school canteen. They are classified as **Sugar-sweetened drinks** because they are sweetened liquids that have been either frozen or set.

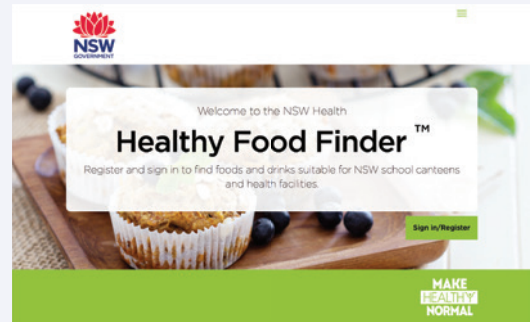
Tool 2. Healthy Food Finder

Healthy Food Finder is a free online food and drink look-up tool for packaged products developed to help implement the NSW Healthy School Canteen Strategy.

How can I access Healthy Food Finder?

Healthy Food Finder can be accessed for free at: <https://foodfinder.health.nsw.gov.au/>.

You will need to register for an account and confirm your email address before you can use the tool.

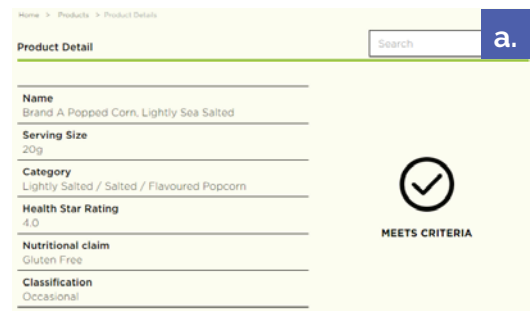


You can use Healthy Food Finder to:

a. Look up a packaged food or drink product and find its classification, Health Star Rating and portion size

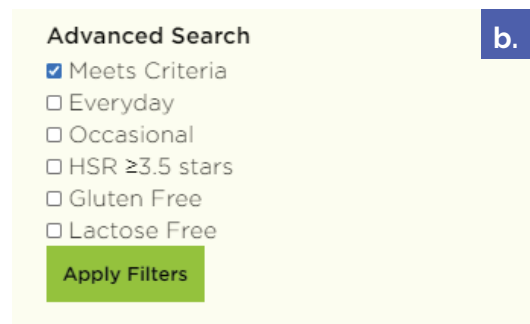
Type the product or brand name into the search bar and select 'Primary Schools' or 'Secondary Schools' in the search options. Search results will tell you the product's classification (**Everyday**, **Occasional** or **Sugar-sweetened drink**). It will also tell you if the product meets the requirements of the Strategy, such as HSR, portion size limits and if it has added confectionery (where relevant).

If you click on a product, it will take you to another window that gives you more information about the product.



b. Search by food category to find suitable alternatives

Type the food category in the search bar (e.g. frozen yoghurt, muffins etc.) and use the 'Advanced Search' filters, such as 'Meets Criteria' to find suitable alternatives.



c. Request a new product be added to the tool

If you cannot find the product you are looking for in Healthy Food Finder, you can use 'Item Request' to request the product be added. Include the details of the product in the request window and hit 'Submit'.



For more information: Check out the **Healthy Food Finder's FAQ page** including a detailed User Guide with instructions on how to register for an account, search for products and add products www.foodfinder.health.nsw.gov.au/FAQs.

Tool 3. Fridge and pantry basics

To make meals, snacks and drinks in your canteen you will need to have some pantry and fridge basics on hand that are commonly used in cooking and food preparation. These items do not have an **Everyday** or **Occasional** classification as they are used to make other foods, rather than be eaten on their own. They include:

Healthy spreads and oils*	Salad dressings*, vinegars and mayonnaise*	Herbs, spices, seasonings and marinades
Stocks, recipe bases and soup bases	Flavourings*, powders* and syrups*	Sauces*
Baking ingredients, such as flour, sugar*, baking sweeteners, essences, baking powder, food colouring, gelatine, agar, yeast, bread crumbs and desiccated coconut*		Sweet and savoury spreads, such as jam*, honey*, and yeast spreads* and vegetable extracts*

*These items should only be used in small amounts or offered in portion packs.



When it comes to fridge and pantry ingredients that you would use in canteen recipes, some are healthier choices than others. Choose the healthier 'Buy this' types shown in the table below:

Buy this	Instead of this
Margarine made with mono or polyunsaturated oils below	Butter, including lemon, garlic and dairy-blends
Mono or polyunsaturated oils including canola, sunflower, olive, grapeseed, corn and soybean oils	Fats and oils high in saturated fat including palm, coconut and palm kernel oils Solid coconut oil used in baking Animal fats such as lard or duck fat
Spreads such as jam, marmalade, honey, golden syrup, maple syrup, yeast spreads and vegetable extracts	Chocolate or caramel spread Icing, frosting, sprinkles, sweet dessert sauces
Sauces such as tomato sauce, BBQ sauce, brown sauce; preferably choose reduced-salt varieties Mayonnaise or aioli; preferably choose reduced-fat Hot sauce, sweet chili sauce Chutneys, relishes, mustard, salsa, pesto	Cream-based sauces, butter-based sauces or white sauces
Red, white and balsamic vinegar Lemon or lime juice Salad dressing (e.g. French, Ranch, and Caesar) made from healthier oils listed above	Dressings that contain cheese or cream
Fresh and dried herbs, curry powders and spices	Salt – including Himalayan, rock, table, sea, chicken and popcorn salt
Salt-reduced varieties of seasonings, stocks, marinades, pastes and cooking sauces	Regular seasoning, stocks, soup bases, marinades, pastes and cooking sauces
Plain yoghurt or ricotta cheese (preferably reduced-fat)	Cream, sour cream, whipped cream or crème fraiche or cream cheese
Reduced-fat or lite coconut milk	Regular coconut milk (cooking style) Coconut cream
Ice cream cones with a Health Star Rating of 3.5 stars or above	Ice cream cones with a Health Star Rating of less than 3.5 stars

Pastry can be used in a similar way to the products on the Fridge and Pantry Basics list in the school canteen, but all pastry-containing foods are **Occasional**. For example, savoury and sweet pastries, sausage rolls, quiches, pies and tarts. Pastry includes pastry sheets, pastry cases, and pastry made in the canteen, for example, short crust pastry. If you would like to select a healthier packaged version, choose reduced-fat varieties or use healthy oils (as listed above) when preparing filo.

Nut and seed butters, such as peanut butter or cacao and nut butter spreads, are required to meet a Health Star Rating of 3.5 stars or above to be provided in school canteens. Check your school's policy regarding food allergens and please refer to your relevant education anaphylaxis procedures, see page 21.

Tool 4. Counting the menu

Do count	Don't count
<p>All different portion sizes and flavours offered for each item, even if some flavours are not mentioned on the menu.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Sandwich - cheese sandwich, cheese and tomato sandwich, cheese and ham sandwich = 3 counts • 4 flavours of chips = 4 counts • Wrap offered as a full and half wrap = 2 counts • Large and small salad tub = 2 counts. 	<p>Items that are repeated on your menu.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Garlic bread offered both as a separate snack and in a meal deal = 1 count only • A cheese and bacon bun sold at recess and at lunch = 1 count only
<p>Wraps, rolls or subs that have fillings not already listed under sandwiches.</p> <p>Count each option as a separate item.</p> <p>For example chicken tender wrap = 1 and chicken caesar wrap = 1.</p>	<p>The option to toast a sandwich or wrap that is already listed on the menu.</p>
<p>Extras available for sandwiches, rolls, wraps and salads.</p> <p>See table on next page.</p>	<p>Condiments/ sauces.</p> <p>Examples: tomato sauce, mayonnaise</p>
<p>Breakfast items that are offered at recess and/or lunch.</p>	<p>Breakfast items if they are only offered at breakfast time.</p>
<p>Gluten-free and other special dietary items that are listed on the menu and offered to all students.</p>	<p>Gluten-free and other special dietary items that are not listed on the menu and are only offered to students who need them.</p>
<p>Each day separately if you offer different items on different days.</p> <p>Note: The entire menu available each day must have at least $\frac{3}{4}$ (75%) Everyday items.</p>	

Counting 'make your own' food and extras

Count 1 for each salad, wrap, roll, pizza and sandwich listed on the menu and then count 'extras' or optional items as shown in the table below. If there are no salads, wraps, rolls, pizzas or sandwiches listed on the menu, and students can 'make their own' selecting from ingredients only, then count the ingredients as per the table below.

Fillings	Examples
<ul style="list-style-type: none"> Each meat (includes seafood) option = 1 count each (count each additional flavour or type) 	<ul style="list-style-type: none"> teriyaki chicken = 1 count roast chicken = 1 count crumbed chicken = 1 count ham = 1 count tuna = 1 count roast beef = 1 count
<ul style="list-style-type: none"> Each vegetarian/meat-alternative option = 1 count each (see below for cheese) 	<ul style="list-style-type: none"> falafel = 1 count tofu = 1 count egg = 1 count hummus = 1 count
<ul style="list-style-type: none"> Each type of cheese = 1 count each 	<ul style="list-style-type: none"> cheddar = 1 count halloumi = 1 count feta = 1 count ricotta = 1 count
<ul style="list-style-type: none"> All salad options = 1 count in total All cooked vegetable options = 1 count in total (excludes avocado) 	<ul style="list-style-type: none"> tomato, lettuce, cucumber, olives, beetroot, carrot, mushrooms and any fruits such as pineapple = 1 count for everything grilled/roasted vegetables such as sweet potato, eggplant and grilled capsicum = 1 count for everything
<ul style="list-style-type: none"> Other fillings/spreads = 1 count each 	<ul style="list-style-type: none"> yeast extract spread = 1 count avocado = 1 count jam = 1 count honey = 1 count

