



St Joseph's School  
Kingswood

# TUCKSHOP POLICY

# ST JOSEPH'S SCHOOL KINGSWOOD

## **Rationale**

St Joseph's Kingswood is a Catholic school in the Josephite tradition. We create and uphold a nurturing environment for our children, families, teachers, volunteers, and the wider parish. We are a Catholic community of educators and learners who strive for excellence in education, and we are innovative and collaborative in our approach. Our life long purpose is to maintain a sense of belonging for all our children encouraging them to reach their full potential.

## **CONTEXT**

St Joseph's School will provide an opportunity for students and staff to purchase meals, snacks, lunches and drinks at appropriate times throughout the school day.

## **RATIONALE**

- The tuckshop will support the school curriculum in the promotion of the physical well-being of the students as well as the provision of healthy food choices. The tuckshop will also support all co-curricular promotional activities, where appropriate.
- Parents / Grandparents / others are volunteers within the school tuckshop. It is important that the parents / grandparents / others are supported in this role and recognized for their integral part in the functioning of the smooth running of the tuckshop.
- The tuckshop will demonstrate a commitment to using environmentally friendly products as much as possible.

## **AIMS AND OBJECTIVES**

The main functions of the school tuckshop are to:

- Provide healthy, nutritious and enjoyable foods and drinks to the students and staff of the school at affordable prices
- Investigate and use additive-free alternatives where available.
- Provide an opportunity for parents / grandparents to participate, in a valued and positive way, in the life of St Joseph's school.
- Support the school curriculum as requested and suggested by the teaching staff via the tuckshop committee.
- Provide a self-funded service for the school, including the purchase of some small appliances / equipment.
- Comply with WHS guidelines to ensure that the safety of all staff members and volunteers is safeguarded.

- Demonstrate high standards of hygiene in relation to the preparation, storage and serving of food.
- Encourage the recycling of drink cartons and the like, as a practical means of educating students on environmental issues.

**In support of this policy, St Joseph's School, will:**

- Provide suitable tuckshop facilities for student and staff use.
- Employ a tuckshop co-ordinator to oversee the running of the tuckshop and volunteer staff.
- Induct all staff and volunteers in WHS procedures and practices
- Provide all new parents with a tuckshop price list and tuckshop policy.

**The Tuckshop co-ordinator will:**

- Oversee the day-to-day running of the tuckshop with the volunteer staff
- Determine what foods will be sold in the tuckshop, updating the committee, where appropriate
- Be responsible for the promotion of foods sold by:
  - Publishing the tuckshop price list in the Parent Newsletter, as required
  - Pricing foods to enable cost recovery
  - Being responsible for point of sale promotions
- Support the volunteer staff by:
  - Making sure the tuckshop is a welcoming environment
  - Ensuring that all items are clearly priced and easy to find
  - Maintaining and updating the roster for volunteer staff
  - Ensuring that they are trained in the day-to-day procedures, e.g. cash management
  - Ensuring that each volunteer has undergone a WHS induction and obtained a National Police Check.
  - Liaise, through the Principal and / or the Tuckshop Committee and with the teaching staff to address problems / issues regarding foods, new ideas, marketing products, recycling, etc.
- Open the tuckshop during the recess and lunch breaks on designated school days.
- Ensure that Food and Safety regulations are met by:
  - Maintaining knowledge and skills in the area of food safety
  - Offering pre-packaged foods to limit the risk of food being handled
  - Auditing the temperatures of refrigerators, ovens, etc as required
  - Choosing specific suppliers from whom to order supplies for the tuckshop
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**The Volunteers will:**

- Assist the tuckshop co-ordinator with daily and general-listed duties as per list of duties held in the tuckshop.
- Be offered lunch and a warm beverage on the day of service.

**The Principal and Leadership Team will:**

- Support the tuckshop co-ordinator, and all volunteers.
- Be responsible for the implementation of the Food and Safety regulations.
- Provide opportunities for in-service, when required.
- Ensure that the tuckshop co-ordinator is informed of relevant Catholic Education SA (CESA) or Government policies, regulations and curriculum developments that will affect the tuckshop.
- Be responsible for the canteen financial statements, with the assistance of the bursar, Finance Committee and School Board members.
- Strongly encourage and liaise with all volunteers.
- Provide teacher support and supervision at recess and lunch times, when required.

**The staff will:**

- Support the process for ordering snacks, lunches, drinks, etc from the tuckshop by ensuring all lunch orders are posted to the tuckshop by no later than 9.15 am each day.
- Support the process for students to order snacks, lunches, drinks, etc from the tuckshop.
- Provide adequate supervision of the tuckshop area during recess and lunch breaks.
- Encourage students to be courteous and considerate when using the tuckshop.

- Send lunch monitors to collect their class baskets no more than 10 minutes prior to the lunch siren sounding.
- Receive copies of the updated tuckshop menu and price list, when necessary.

**The students will:**

- Place orders for snacks, lunches, drinks, etc using the identified procedures, that is, to have lunch orders posted to the canteen letter box by no later than 9.15 am each day the tuckshop is operational, or ordering via QKR!
- Present lunch order bag/s at the Front Desk for a staff member to sign, when signing in for a Late Slip. Students will then hand deliver their lunch order bag/s to the tuckshop co-ordinator or volunteer. Legitimate reasons for presenting a late lunch order could include dental appointment, Doctor's appointment, car trouble, saying goodbye at airport to family members, etc.
- Act in a courteous and orderly manner when using the tuckshop.
- Use the tuckshop during the designated periods only.
- Place all rubbish in the bins provided.
- Recycle where appropriate, placing all recyclable items in the bins provided.

**The parents will:**

- Support the students in using the tuckshop according to school procedures.
- Be encouraged to participate as a volunteer for the tuckshop.
- Be given a copy of the adjusted / updated tuckshop price list, as appropriate, via the School Newsletter.

**The Bursar will:**

- Consult with the tuckshop co-ordinator and committee on relevant matters.
- Prepare financial reports for the Finance and School Board meetings. These reports will be audited at the same time that the school's accounts are audited.

**The School Board will:**

- Monitor the running of the tuckshop facilities in conjunction with the Principal and the tuckshop committee.
- Monitor the viability of the canteen on a regular basis.

**BASES OF DISCRETION**

- Opening hours are subject to change due to school requirements and the availability of volunteer staff.
- However, the tuckshop will usually be open on Wednesdays and Fridays at recess and lunch times each week.

**SUPPORTIVE DOCUMENTS**

- *The School Canteen Manual: A Hands-On Approach for South Australian Schools – Children's Health Development Foundation*
- Food Safety regulations
- A list of duties for volunteers is posted on the canteen notice board

**Review**

This policy will be reviewed every 3 years, or earlier if information becomes available that significantly affects the content of the policy.