

OBJECTIVES

MISSION STATEMENT

1. The school's mission statement is:

Values and Ethos Our RISE values encompass everything we do as a school. Our pupils have received RISE value wristbands in their house colour, choosing the RISE value that means the most to them. Our school aims, to be introduced school wide in September 2017 are: Be the Difference Create History Inspire the future Make it Count These values and ethos are backed up by our whole school reward system Class Charts. Our pupils are rewarded when demonstrating one of our core values in their school work or in and around the community. Equality As a school, we follow our Equality Accessibility policy and are an inclusive school. It is one of our core values to treat everyone, pupils, staff, visitors and partners of the school with respect. We work with the Equality Act 2010 (and updated Equality Act Guidance 2016) to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age (as appropriate), disability, ethnicity, gender, religion and sexual identity. See Equality Accessibility Policy.

SCHOOL FOOD POLICY

1. The school has a food policy.
2. The school's food policy does not take a 'whole school' approach. A 'whole school' food policy is one that is reflected in the curriculum and wider school strategy, as well as all aspects of food provision.
3. The key aims of the school's food policy are:

1. Other, please specify: We don't have one, wasn't sure what to put here

PROCUREMENT GOALS

1. The local authority provided, or provides, the school's previous catering service.
2. The school would like to maintain the following elements of the previous service, which have worked well:
 - Social impact in the local area
3. Here's some further information about what worked well:
 - Social impact in the local area:

It's the local authority providing it, so it's providing jobs in the local area and they try to use local produce where possible.
4. The school would like to improve on the previous service in the following areas, which have not worked well:
 - The way the contract was managed
 - Learning opportunities for pupils

- Learning opportunities for parents
- Number of meals bought (service uptake)

5. Here's some further information about what did not work well:

- The way the contract was managed:

We don't have much visibility of the metrics around the service, so we don't know what uptake is like, how much each meal costs, that kind of thing. It's difficult to get in touch with someone who can help deal with issues with the service.

- Learning opportunities for pupils:

There weren't any. We would like to link our catering service with how food topics are taught in school.

- Learning opportunities for parents:

There weren't any.

- Service uptake:

We don't have figures for uptake, but anecdotally we've heard that there's an increase in students bringing lunch. We've also seen more complaints recently from local residents about students being off site during lunch times. We're hoping to improve this by improving our catering provision.

SOCIAL VALUE

ENVIRONMENTAL SUSTAINABILITY

1. The supplier must adhere to the Government Buying standards (GBS). The considerations include, but are not limited to:
 1. The use of seasonal and ethically sourced produce
 2. Meeting of animal welfare standards
 3. Use of reduced or recyclable packaging
 4. The treatment of food waste
2. The supplier must not unduly waste gas, electricity, water, products or packaging.
3. The school does not have any specific environmental sustainability policy, programme or rules that the supplier must adhere to. The supplier must take all reasonable and practical steps to ensure environmental sustainability in delivery of the service.

MODERN SLAVERY

1. The school requires the supplier to adhere to a school policy, or take measures, or make assurances regarding modern slavery. The school describes their requirements as follows:

We would like them to have a modern slavery policy

OTHER SOCIAL VALUE

1. The supplier will need to support the school with the following initiatives designed to deliver social value:

We would like the catering supplier to suggest some ways to help improve links with the community and help with health and wellbeing in the school and in our community

2. The school would be interested in new ways to meet any of the following social value aims. The supplier may choose to include these as part of their proposal:

1. Helping communities manage and recover from the impact of COVID-19
2. Creating new businesses, jobs or skills
3. Increasing supply chain resilience and capacity
4. Fighting climate change
5. Reducing the disability employment gap
6. Tackling workforce inequality
7. Improving health and wellbeing
8. Improving community integration

CONTRACT MANAGEMENT

SERVICE REVIEW

1. The supplier must have clear policies in place for contract management, including contract review, performance monitoring and reporting, cost reporting, managing feedback from pupils, parents and staff, complaints management, and change management.
2. The school may carry out inspections, audits and random product sampling.
3. The school has the following requirements for the contract and service review meetings between the supplier and the school:

Every month

4. The school has the following requirements for how the supplier monitors and reports on performance or costs:

We want them to provide reports on all aspects of the service - take up by students and staff, cost per meal, wastage, queue times, sales for different aspects of the menu.

COST MODEL

1. The school expects to pay the supplier for meals regardless of whether or not pupils buy them.

OPERATIONAL OVERHEADS

1. The supplier will be required to cover the cost of the following overheads:
 - Disposal and recycling of dry waste, like bottles and cans
 - Disposal and recycling of wet waste, like food items
 - Purchasing single use cutlery, if applicable
 - Transportation, such as from an off-site kitchen, if applicable
 - Purchasing stationery
 - Printing and photocopying
2. The supplier will be required to arrange or manage the following tasks:
 - Disposal and recycling of dry waste, like bottles and cans
 - Disposal and recycling of wet waste, like food items
 - Purchasing single use cutlery
 - Transportation, such as from an off-site kitchen
 - Purchasing stationery
3. The supplier will be able to access:
 - An internet network – using their own devices
4. The supplier must arrange and cover the cost of any marketing activities. Effective marketing proposals, policies and techniques should be adopted and employed to:
 - Increase the uptake of meals
 - Encourage a healthy approach to eating
 - Maximise the use of catering facilities

These should be discussed and agreed with the school before implementation.

5. The supplier must arrange and cover the cost of any recruitment of catering staff. The supplier is also responsible for ensuring that all staff are aware of relevant policies, and comply with them at all times.

The supplier must provide copies of its safeguarding and recruitment policies that set out and meet the required standards in accordance with Keeping Children Safe in Education 2016.

6. The supplier must arrange and cover the cost of staff uniforms and PPE equipment as required.

STAFF

1. The school does not employ its own head cook or catering manager.
2. The school is unsure whether the supplier will need to recruit any new kitchen staff.
3. There are existing catering staff who may be transferred to the new contract, in which case Transfer of Undertakings (Protection of Employment) regulations (TUPE) will apply. Details of the existing staffing pay conditions and job descriptions will be provided on request.
4. When the service is in operation the supplier will work most closely with the following roles in the school:

The school business manager

5. The following team or role in the school is responsible for updating and enforcing food hygiene and health and safety policies:

The school business manager and deputy head teacher

SERVICE PARAMETERS

SERVICE DATES

1. The school's existing catering contract ends on:

31 Dec 2021
2. The school needs the new supplier to start providing catering services to the school on:

5 Jan 2022
3. The service will need to operate for a maximum of 190 days per year. This includes expected periods of school closures, such as snow days, inset days and polling days. It does not include unexpected periods of closure.

PUPIL AND STAFF NUMBERS

1. The school has pupils in the following year groups:

Year 7, Year 8, Year 9, Year 10, Year 11

2. The school has the following pupil numbers:

762 pupils on roll at the moment

3. There are 52 members of staff working at the school.

4. The school has 280 pupils who are eligible for free school meals (in year 3 or above).
5. The school has 482 pupils who would need to pay for school meals (in year 3 or above).
6. The school believes that pupil numbers will change significantly in the near future. A brief description of the change has been provided:

We're expecting a lower number of entries into year 7 over the next three to four years, based on numbers from our feeder primaries

EVERYDAY SERVICES, TIMES AND CUSTOMER NUMBERS

1. The school is open to the new supplier proposing the following everyday catering services:

1. Lunch

2. The school currently provides the following catering services:

AUXILIARY SERVICES

1. On occasion, the school will require the following catering services:

1. Catering for staff and governor meetings

2. The school does not require the supplier to provide vending machines.

MENUS AND ORDERING

Food

1. It will be the supplier's responsibility to ensure that all food served within the school day complies with both current and future government legislation and guidelines on the provision of healthy school meals.

Healthy eating should be promoted to pupils wherever practical and desirable.

It will be the supplier's responsibility to comply fully with the Department for Education's food and nutrient based standards, and to promote and comply with this policy throughout the contract term through effective menu planning.

2. The supplier will need to cater for the following cultural dietary requirements:

1. **Halal**

Approximate number of customers: 15

2. **Kosher**

Approximate number of customers: 5

3. **Vegan**

Approximate number of customers: 35

3. The supplier must work with the school to provide safe and enjoyable meals for any pupils with allergies, intolerances or medical conditions such as diabetes. The supplier must ensure that the ingredients, preparation and handling of food for children with allergies and intolerances are completely allergen-free.
4. The supplier must track the 14 allergens used as ingredients in any food they make or sell and must be able to provide allergen information to customers on request. It is important that all staff receive training and information on the 14 allergens contained in food.
5. All ingredients, handling and preparation of food and drink provided by the supplier must be free from:

Peanuts

PRE-ORDERING

1. The school does not currently have a process in place for pupils to pre-order meals.
2. The school would like to keep their options open on whether to have a pre-ordering process – the supplier may choose to include pre-ordering as part of their proposal.

PAYMENT

1. The school expects pupils to be able to pay for food on site.
2. The school does not expect pupils to be able to pay for food in advance.
3. The school expects the supplier to take responsibility and bear the potential cost of any meals that pupils receive but fail to pay for, unless the pupil is eligible for free school meals. This is sometimes referred to as dinner money debt.

FACILITIES

KITCHENS

1. The supplier must comply with the Health and Safety Executive guidelines for catering and hospitality.
2. The supplier will prepare food on site at the school.
3. The kitchen or kitchens used to prepare food are in working condition and ready for service.
4. The kitchen or kitchens were last renovated around 1 Aug 2005.

EQUIPMENT

1. From a list of heavy equipment including fridges, freezers, ovens, hobs, dishwashers and serving counter equipment, the school has the following available for the supplier to use:
 - Fridges or freezers
 - Ovens or hobs

- Dishwashers
2. The school describes the heavy equipment available as follows:
 - Fridges or freezers:

3 large fridges, 1 freezer
 - Ovens or hobs:

2 gas hobs, 3 industrial electric ovens
 - Dishwashers:

2 dishwashers, they have been breaking a bit recently
 3. The school does not have funds available in the coming year for the maintenance or replacement of heavy equipment.
 4. The supplier will be responsible for insuring, maintaining, repairing or replacing any equipment they provide and must keep a service record.
 5. The school does not have any light equipment for the supplier to use, such as pots, pans, cooking utensils, trays, plates, bowls, cups or cutlery.

DINING AREAS

1. The school's dining area or areas are described as follows:

We have a dining area which is close to the kitchen but not directly connected. There is space for 300 pupils at a time. We have some outdoor areas where students like to take their food on dry day days.

2. The school's dining areas are used exclusively for catering service.

CLEANING

1. The supplier will not be responsible for the daily cleaning of kitchen and dining areas.
2. The supplier will not be responsible for cleaning any other areas, such as staff toilets or changing rooms.
3. The supplier will not be responsible for any cleaning related costs, including cleaning products and materials, and deep cleaning of the kitchen.
4. The supplier will not be responsible for arranging or managing any cleaning related tasks, including buying cleaning products and materials, and arranging deep cleaning of the kitchen.