

OBJECTIVES

MISSION STATEMENT

1. The school's mission statement is:

For every student, regardless of background or circumstance, to achieve the grades and develop the qualities which will open the door to the future of their choice.

SCHOOL FOOD POLICY

1. The school does not have a food policy.

PROCUREMENT GOALS

1. A private catering supplier 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:

- Number of meals bought (service uptake)

3. Here's some further information about what worked well:

- Service uptake:

We had a good number of pupils and staff choosing to eat school meals.

4. The school would like to improve on the previous service in the following areas, which have not worked well:

- The quality of food provided
- The way the contract was managed
- Environmental friendliness
- Social impact in the local area
- Other

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

- The quality of food provided:

The current supplier is a large company and we don't always get the service we want from management. We would prefer to work with someone who understands our local community. While we have a good uptake of school meals, the food on offer isn't always very healthy and we're concerned about the amount of packaging.

- The way the contract was managed:

The staff in the school are lovely but demotivated. Management take too long to respond to our enquiries. We don't get much visibility of the per meal costs.

- Environmental friendliness:

We see a lot of packaging waste being produced. It would be good to support local food producers.

- Social impact in the local area:

There are a lot of food producers in the local area, we would prefer to support them rather than national companies.

- Other:

That's it

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 the supplier 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 don't have this now, but we would like to do better at it in the future with a new supplier

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:

We would want regular review meetings (every 2 weeks) in the first few months of the service. These could be less regular in future if the contract is going well.

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

We would like per meal costs and sales by sitting every week

5. The school has the following requirements for how complaints are managed:

We expect to get a response to complaints within 1 working day

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
 - An internet network – using the school's devices
 - A member of school staff who can print and photocopy on the supplier's behalf on request
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 HR and facilities manager for our school. We are part of a multi academy trust but there is an HR and facilities manager dedicated to our school.

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

The HR and facilities manager

6. The school requires a supplier who pays their employees the [UK 'real' Living Wage](#) as a minimum.
7. The school will not consider suppliers who employ people on zero hour contracts for this service.
8. The school has the following requirements for the rights or benefits of workers employed by the supplier:

We expect suppliers to offer paid leave and pension contributions. We would also like to hear suggestions for training and benefits for our kitchen staff.

SERVICE PARAMETERS

SERVICE DATES

1. The school's existing catering contract ends on:
31 Aug 2021
2. The school needs the new supplier to start providing catering services to the school on:
5 Sep 2021
3. The service will need to operate for a maximum of 210 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, Year 12, Year 13
2. The school has the following pupil numbers:

1485 in total

Year 7 257Year 8 263Year 9 251Year 10 254Year 11 260Sixth form 200

3. There are 65 members of staff working at the school.
4. The school has 150 pupils who are eligible for free school meals (in year 3 or above).
5. The school has 1335 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 are over capacity at the moment, pupil numbers should be max 1350 rather than 1485

EVERYDAY SERVICES, TIMES AND CUSTOMER NUMBERS

1. The school is open to the new supplier proposing the following everyday catering services:
 1. Breakfast
 2. Lunch
 3. After school
2. The school currently provides the following catering services:

AUXILIARY SERVICES

1. On occasion, the school will require the following catering services:
 1. Packed lunches for trips – of equivalent nutritional value to hot meals
 2. Catering for staff and governor meetings
 3. Catering for staff events and training days
 4. Catering for parents evenings
 5. Other, please specify: Catering for external events, for example when we hire out the gym
2. The school requires the supplier to provide vending machines.

The supplier will be responsible for the operation of any vending machines they provide, including managing the contents, handling any cash taken, and arranging maintenance and repairs.

3. The school has the following requirements about the contents of any vending machines:

Healthy choices in all vending machines - low sugar, fruit. As little non-recyclable waste as possible. We would also like water stations. We'd be interested to hear suppliers' ideas for our 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: 410

2. **Kosher**

Approximate number of customers: 30

3. **Vegan**

Approximate number of customers: 120

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.

PRE-ORDERING

1. The school does not currently have a process in place for pupils to pre-order meals.
2. The school wants the supplier to provide a process for pre-ordering meals.

PAYMENT

1. The school expects pupils to be able to pay for food on site.
2. Pupils must be able to pay for food on site using the following methods:

We don't have prepaid account cards at the moment but we would like to try them

3. The school expects pupils to be able to pay for food in advance.
4. Pupils must be able to pay for food in advance using the following methods:

Online payments, we don't want to keep cash on the premises

5. The school will take responsibility for and bear the potential cost of any meals that pupils receive but fail to pay for. 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 20 Aug 2019.

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
- Serving counter equipment
- Other heavy equipment

2. The school describes the heavy equipment available as follows:

- Fridges or freezers:

Three large fridges, two large freezers. All replaced the last time the kitchen was refurbished in 2019.

- Ovens or hobs:

8 hob rings, 3 large ovens. All replaced when the kitchen was last refurbished in 2019.

- Dishwashers:

3 large industrial dishwashers.

- Serving counter equipment:

We have hot serving hatches which help keep the food warm, don't have any other details sorry

- Other:

Trolleys, bins

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.
6. The school has the following requirements for any catering equipment provided:

We have some pupils with disabilities who need specialist trays and cups

DINING AREAS

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

We have a large dining area that can cater for 450 pupils at a time. We have staggered lunch breaks to get everyone through. The kitchen is attached.

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

CLEANING

1. The supplier will be responsible for the daily cleaning of the following areas. This includes cleaning up to the height of 6 feet, spot cleaning, prompt removal of debris and attending to spills:

- Kitchen areas
- Dining areas

2. The supplier will be responsible for cleaning the following areas:

- Toilets used by catering staff
- Staff changing rooms

3. The supplier will be responsible for the following cleaning related costs:

- Cleaning products and materials
- Deep cleaning of the kitchen
- Other, please specify: Cleaning uniforms

4. The supplier will be responsible for the following cleaning related tasks:

- Buying cleaning products and materials
- Deep cleaning of the kitchen
- Other, please specify: Making sure staff have clean uniforms