

**An independent review:  
Nutritional analysis support  
packages for school lunches  
A guide to current models**





**Disclaimer:** This guide contains details of many but not all companies providing nutritional analysis support packages for schools. The functionality and costs are correct at time of publication but are subject to change. Users are encouraged to contact the companies directly to find out what new services are being provided. **The School Food Trust does not endorse or recommend any companies providing nutritional analysis support packages.**

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# Introduction

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**This guide has been produced using feedback from local authorities, private catering service providers, menu planning and nutrient analysis software companies, existing advisory and technical support services, such as registered dietitians and nutritionists, and schools who have successfully accessed nutritional analysis support.**

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The School Food Trust is aware that there are a number of challenges for schools and their caterers in introducing the Government's final food-based and nutrient-based standards for school lunches. One of the key challenges is the nutritional analysis of recipes and the overall menu cycle to ensure that an average school lunch is compliant with the 14 nutrient-based standards.

Not all local authorities, schools and caterers have obtained access to the necessary software, personnel and support services needed to assess the compliance of their school catering provision with the standards. Schools and caterers may need to identify an appropriate nutritional analysis support package for their needs and gain access to the practical support that they require. To address this need, the Trust commissioned an independent review in May 2008 of nutritional analysis support packages currently available.

This guide will be particularly useful for head teachers, governors and school catering managers in schools providing catering in-house or using a small private caterer. The purpose of the guide is to enable schools and caterers to determine the type of technical nutritional support service they require, and how this can be accessed. Nine different models of support are described, seven of which are illustrated with case studies.

## **How to use this guide**

**Consult the decision guide:** to identify if your school caterer needs any additional nutrition support (see pages 3.1–3.2).

**Compare the different nutritional analysis support services:** to identify and access the most appropriate nutrition support services for your school (see pages 4.3–4.4).

**Consider each model of catering provision and nutritional analysis support services:** read the detailed descriptions and case studies (see pages 4.5–4.30).



# Background and context



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**The nutrient-based standards for school lunches aim to make the food offered healthier by increasing the vitamin and mineral content and decreasing the fat, sugar and salt content.**

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## **What are nutrient-based standards for school lunches?**

The Government's nutrient-based standards for school lunches became law in September 2008 for primary schools and will become mandatory for secondary schools, special schools and Pupil Referral Units (PRUs) in September 2009.

The nutrient-based standards for school lunches aim to make the food offered healthier by increasing the vitamin and mineral content and decreasing the fat, sugar and salt content.

There are **14 nutrient-based standards** including energy. The nutrient-based standards specify the nutrient content of an average school lunch. These are:

- **Maximum standards** for fat, saturated fat, non-milk extrinsic (NME) sugars, and sodium (salt)
- **Minimum standards** for carbohydrate, protein, fibre, vitamin A, vitamin C, folate, calcium, iron, zinc.

Schools must be able to demonstrate that their food provision meets the food-based standards and that an average school lunch meets the nutrient-based standards.

This involves menu planning and nutrient analysis. The school food regulations<sup>1</sup> detail these standards. For a summary of the food-based standards and information on how to implement the nutrient-based standards see the School Food Trust's 'A Guide to Introducing the Government's food and nutrient-based standards for school lunches'.<sup>2</sup>

## **Introduction to nutritional analysis support**

To carry out the nutrient analysis, you can use:

- **Professional support** (e.g. registered dietitian or registered nutritionist) and/or
- **Menu planning and nutrient analysis software.**

Nutrient analysis (with or without the use of software) requires some expertise and nutritional knowledge. Schools are advised to consider using professional support to ensure that the nutrient analysis is done correctly. In order to be confident in the quality of the support used to demonstrate compliance with standards, the Trust recommends using the following guidance and tools.



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**The School Food Trust has developed an online web-based interactive tool to help schools assess compliance with the food-based standards.**

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### **Food-based standards**

Evidence that the food-based standards are met is usually provided as a checklist.

### **School Food Checklist:**

The School Food Trust has developed an online web-based interactive tool to help schools assess compliance with the food-based standards at lunchtime and at times other than lunch. After entering all food and drink provision, a school can submit this information to receive an instantaneous traffic light report, evaluating food provision against the food-based standards. This online tool can be accessed at [www.schoolfoodtrust.org.uk/checklist](http://www.schoolfoodtrust.org.uk/checklist)

### **Nutrient-based standards**

Specify in your contract that your catering provider should provide:

- A copy of the full school lunch menu cycle (from 1 to 4 weeks) including all food and drink items provided
- Provision mix (an estimate of the number of portions of each item planned to be provided during the menu cycle). This may be detailed on the menu cycle
- Nutritionally analysed standardised recipes with portion sizes; product specifications for bought in items

- Results of nutrient analysis calculations for the menu cycle that demonstrate compliance with the nutrient-based standards. These are usually provided in a table or bar chart format.

**Note:** In practice, when substantial changes are made to the menu cycle it will need to be checked again to ensure it is still compliant.

### **How do I access nutritional analysis support?**

The School Lunch Grant (2008–2011)<sup>3</sup> is available to support the introduction of the nutrient-based standards for school lunches. This grant can be used to pay for menu planning and nutrient analysis software or for the professional support required to use the software. Funding for all schools, including opted-out schools, is delegated via the local authority and is allocated to schools providing school lunches as agreed by the School Forum. You could approach your local authority or catering provider for support, or set up a consortium to pay for the menu planning and nutrient analysis software and any associated professional help required to assess whether a menu is compliant with the standards.



### **Working as a consortium**

Joining with other opted-out schools and working together as a consortium can have a number of advantages:

- Cost savings in the purchase of services, menu planning and nutrient analysis software packages and/or training in the use of these packages
- The development of an efficient service that avoids duplication of effort.

There are some key questions that should be considered:

- Is there a shared vision and are there shared values with the other members of the consortium, e.g. if one standard menu cycle is to be used are you happy to use other schools' recipes?
- What is the optimum number of schools to be included in your consortium. It should not be too small so only minimal benefits are achieved, nor too large to be unmanageable
- What is the best organisational structure? Are all members equal partners? Which people from each school should be members?
- How is the consortium to be managed? Are there clear roles, responsibilities and delegation? What communication channels are best? How often should the consortium meet?

- What is the consortium's lifespan? When is the working agreement to be revised?
- What will happen if someone wants to leave the consortium? Will the consortium be viable with fewer members, and what might be the financial consequences?

With the development of electronic communication, such as web-based meetings, web-forums and conference calls, there is no longer the requirement to be geographically close to other members of the consortium. In reality however, members may wish to have face-to-face meetings to discuss issues. They may find direct communication more familiar, easier to manage and as a result feel like an integral member of the consortium.

Any costs incurred for the management of the consortium, in addition to the purchase of software and services, should therefore also be considered.

All models of support explored in this guide can be delivered using a consortium model.

# Decision guide

The decision guide has been developed into a 3-step checklist which identifies the key pieces of information required to demonstrate compliance. To help take appropriate action, use the resources listed to find additional information and support.

## Checklist

Step	Where to find support in School Food Trust resources	
<b>Step 1: What do I need to know?</b>		
<input type="checkbox"/>	<b>Roles and responsibilities</b> There are many people involved in school food provision so roles and responsibilities vary depending upon the nature of the catering service	For more information see 'Guide to nutrient-based standards' <sup>2</sup> page 4.2
<input type="checkbox"/>	<b>Food-based standards</b> The food-based standards for school lunches apply to all school lunch services, including hot, cold and packed lunch services provided on a school day	For a summary see 'Guide to nutrient-based standards' <sup>2</sup> pages 2.1–2.4
<input type="checkbox"/>	<b>Nutrient-based standards</b> There are 14 nutrient-based standards. The nutrient-based standards apply to an average school lunch	For a summary see 'Guide to nutrient-based standards' <sup>2</sup> pages 3.1–3.19
<b>Step 2: What information do I need to collect?</b>		
<input type="checkbox"/>	<b>Lunch menu cycle</b> Plan your school lunch menu cycle (from 1 to 4 weeks)	For examples of 3 primary and 3 secondary school compliant menus see 'Guide to nutrient-based standards' <sup>2</sup> section 4. To obtain nutritionally analysed standardised recipes associated with these menus go to <a href="http://www.schoolfoodtrust.org.uk/compliantmenus">www.schoolfoodtrust.org.uk/compliantmenus</a>
<input type="checkbox"/>	<b>Planned provision mix</b> Estimate your planned provision mix. For each food and drink item, estimate the number of portions you plan to provide during the menu cycle. Remember to include all food and drink items available at lunchtime in your analysis (except the extra bread)	For more information about how to estimate your planned provision, see 'Guide to nutrient-based standards' <sup>2</sup> page 5.7



Step	Where to find support in School Food Trust resources
<input type="checkbox"/> <p><b>Standardised recipes</b> Standard recipes should contain a descriptive title of the food item, measurement of each ingredient, specific ingredient details, detailed instructions for preparation and service, number of portions and portion size</p>	<p>For more information about how to standardise recipes see 'Step-by-step guide to calculating the nutrient content of school lunch recipes'<sup>4</sup> and 'Calculating the nutrient content of school lunch recipes: A Caterer's Guide'<sup>5</sup></p>
<input type="checkbox"/> <p><b>Nutrient content of recipes</b> Accurate analysis of the nutrient content of an average school lunch will depend on good recipe calculations</p>	<p>'Step-by-step guide to calculating the nutrient content of school lunch recipes'<sup>4</sup></p>
<input type="checkbox"/> <p><b>Product specifications</b> The nutrient content for all bought-in products provided during the menu cycle will also need to be collected in order to calculate the nutrient content of an average school lunch</p>	<p>'Step-by-step guide to calculating the nutrient content of school lunch recipes'<sup>4</sup></p>
<input type="checkbox"/> <p><b>Estimated number of pupils taking a school lunch</b></p>	<p>For more information on estimating the number of pupils taking a school lunch see 'Guide to nutrient-based standards'<sup>2</sup> page 5.9</p>
<input type="checkbox"/> <p><b>Nutrient content of an average school lunch</b> To determine the nutrient content of the average school lunch, total all the nutrients provided at lunchtime over the menu cycle and divide by the estimated number of school lunches you expect to provide over the menu cycle</p>	<p>For more information on how to calculate an average school lunch see 'Guide to nutrient-based standards'<sup>2</sup> page 5.7</p>
<p><b>Step 3: What needs to be evaluated?</b></p>	
<input type="checkbox"/> <p><b>Compliance with food-based standards</b> Evidence that the food-based standards are met is usually provided as a checklist</p>	<p>The Trust's School Food Checklist<sup>6</sup> is an online web-based interactive tool to help schools assess compliance with the food-based standards at lunchtime and at times other than lunch. See <a href="http://www.schoolfoodtrust.org.uk/checklist">www.schoolfoodtrust.org.uk/checklist</a></p>
<input type="checkbox"/> <p><b>Compliance with nutrient-based standards</b> Evidence that the lunch menu cycle is compliant with the nutrient-based standard is usually provided as table or bar chart</p>	<p>For more information on the outputs from menu planning and nutrient analysis software see Independent Review<sup>7</sup></p>

## Models of nutritional analysis support packages: details

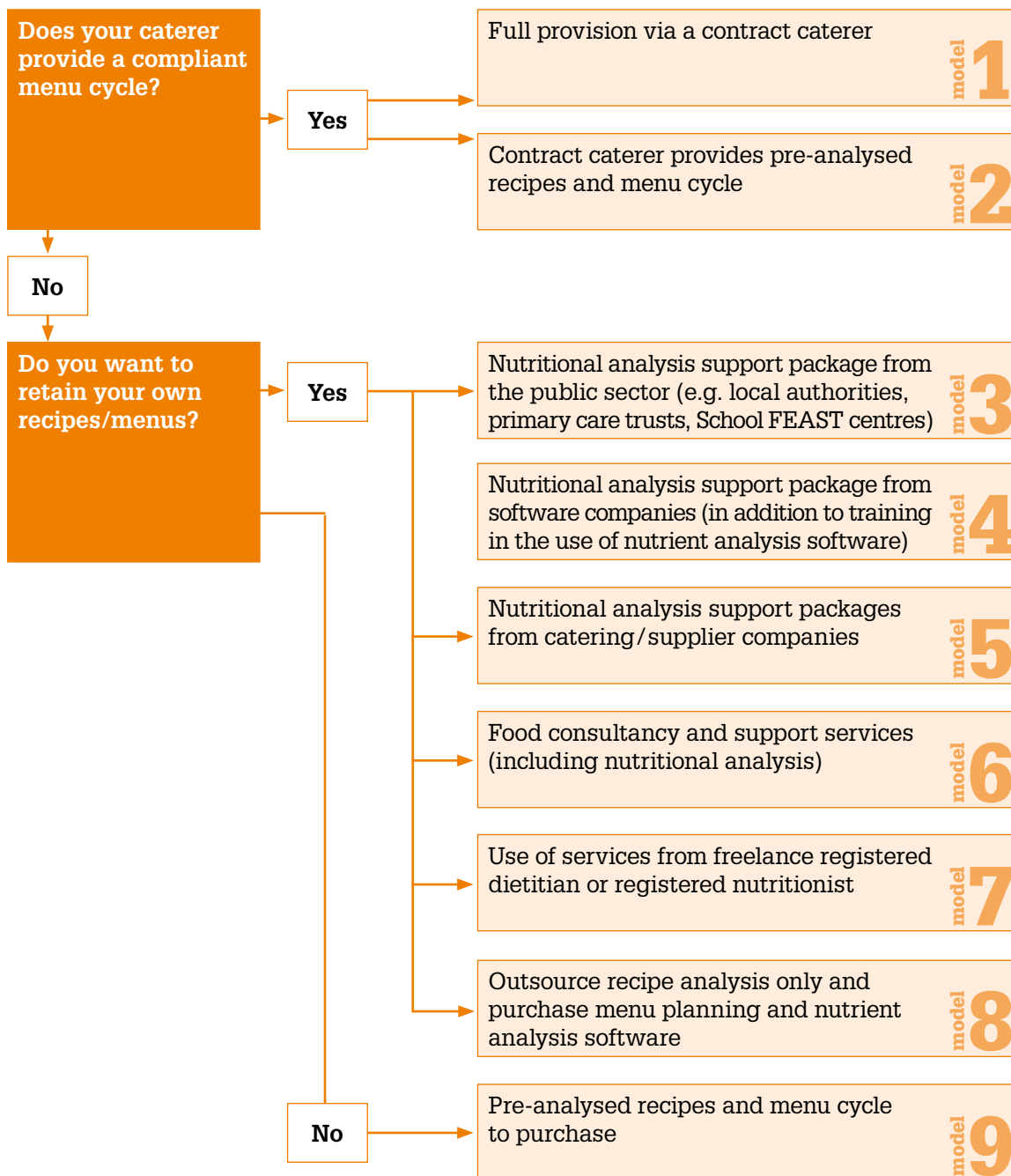
There is a variety of models of nutritional analysis support packages that schools and their caterers can access to evaluate whether their lunch provision is compliant with the nutrient-based standards.

Nine models are described and the case studies illustrate how schools used the support package to meet the standards. These examples will help schools and their caterers decide which model of nutritional support might be appropriate for their needs.

For a list of companies providing nutritional analysis support packages see the pullout chart.



### Summary of models of nutritional analysis support packages



# Nutritional analysis support packages

The summary chart provides an overview of the different nutritional analysis support services that are currently available and links them to models of support. For a more detailed explanation of each of these models of support see pages 4.5–4.30.

Summary Chart of Nutritional Analysis Support Packages available						
Model	Management of catering service	Catering staff supplied	Access to menu planning and nutrient analysis software	Training in the use of software	Training in basic nutrition	
1 Full provision via a contract caterer	✓	✓	Via caterer	For some staff	✓	
2 Contract caterer provides pre-analysed recipes and menu cycle	✓	✓	Via caterer	✗	✓	
3 Nutritional analysis support package from the public sector (e.g. local authorities, primary care trusts, School FEAST centres)	✗	✗	Via public sector provider	?	✓	
4 Nutritional analysis support package from software companies (in addition to training in the use of nutrient analysis software)	✗	✗	Via company	✓	✓	
5 Nutritional analysis support packages from catering/supplier companies	✗	✗	Via company	?	✓	
6 Consultancy and support services (including nutritional analysis)	✗	Sometimes	Via company	?	✓	
7 Use of services from freelance registered dietitian or registered nutritionist	✗	✗	Via dietitian or registered nutritionist	✓	✓	
8 Outsource recipe analysis only and purchase menu planning and nutrient analysis software	✗	✗	School / caterer purchase	?	?	
9 Pre-analysed recipes and menu cycle to purchase	✗	✗	✗	✗	✗	

## Key to symbols

✓ Available ✗ Not provided ? Possible if required and requested



Individualised bespoke menu planning	Standard ready-prepared compliant menus already created by providers	Provision mix	Pre-analysed standardised lunch recipes	Nutrient calculations of recipes	No. pupils buying lunches	Nutrient calculations of bespoke menus	Support to ensure lunch provision is compliant with food-based and nutrient-based standards*
✓	Optional	✓	✓	✓	✓	✓	✓
Limited	✓	✓	✓	✓	✓	✗	Limited
?	?	?	?	?	?	?	✓
✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓
✓	?	✓	✓	✓	✓	✓	✓
?	?	?	✓	✓	✓	✓	✗
✗	✓	✗	✓	✓	✗	✗	✓

# 1

## Model one

### Full provision via a contract caterer



**Full catering provision is provided via a contract catering service.**

Full catering provision is provided via a contract catering service. This comprehensive service usually includes staff, the management of the service (in consultation with the school), the menu (designed specifically for school needs), and nutritional analysis of standardised recipes and the menu cycle to ensure compliance with the standards. The costs of the nutritional analysis support services are normally included within the contract.

#### Reasons to select

- Costs of nutritional analysis and demonstrated compliance with the standards are all included within the contract
- Only need to deal with one provider
- Evidence of compliance is provided each time the menu changes
- No need to purchase a menu planning and nutrient analysis software package
- Contract caterers will also support development of the school meals service to increase school meal take up.

#### Points to consider

- Dependence on one provider during the contract period
- Whether menu cycles exclusively for your school can be requested.

#### Independent reviewers' verdict

A good working relationship can be established with contract caterers to provide a quality service compliant with the standards and to help support the school in the development of the school meals service. The contract details and the choice of an appropriate contractor that suits the needs of the school are crucial.

## Case study

### Moss Hall Schools, Barnet, London

Moss Hall Nursery School



#### Description of the school, pupils and lunchtime provision

Moss Hall Schools is a group of three schools (Nursery, Infant and Junior), each with separate head teachers, with a total of 763 pupils. The schools have a large multicultural population.

The three head teachers work together to form a consensus on the catering provision, but each has individual responsibility for their school including reporting to their Governing Body.

Moss Hall Schools opted out of local authority catering in 1996 and a contract caterer, ISS Caterhouse, now supplies their food provision. Meal provision for the three schools is supplied from one kitchen.

The contract caterer supplies a full catering service (including the kitchen manager and staff) and uses a 3-week menu cycle with three main hot choices (meat, fish, vegetarian) plus sandwiches on offer each day. Desserts include one main choice plus fresh fruit, yoghurt or cheese and biscuits daily. The menu is changed twice per year (February and October).

All three schools have Healthy Schools status and they expect to work closely with their caterer to provide school meals that meet the needs of their pupils. The kitchen manager meets regularly with pupils from the School Council to receive feedback and ideas about the menu.

One of the catering company's senior managers is a member of the School Meals Working Party. This group supports the development of the menu using a whole school approach.

Moss Hall Junior School had a recent OFSTED inspection (July 2008) where the 'extent to which learners adopt healthy lifestyles' was graded Outstanding (Grade 1).

#### How the schools have demonstrated compliance with the final food-based and nutrient-based standards

The schools specify the provision of healthy meals as part of their catering contract and hence require the caterer to provide menus that comply with the standards. The caterer supplies schools with details of current legislation to enable monitoring by the school. The School Meals Working Party also reviews the menus and provides feedback.

In planning for the introduction of nutrient-based standards in September 2008, the schools confirmed that the caterer had a menu planning and nutrient analysis software package (Nutmeg™<sup>7</sup>) and that their staff were competent in using the package. They checked that the caterers had access to a registered dietitian who was involved in recipe analysis and the calculation of the nutrient content of the menu cycle.

The 'Step-by-Step guide to calculating the nutrient content of school lunch recipes'<sup>4</sup> has been used to calculate the nutritional content of recipes and the current menu cycle has been entered and analysed in Nutmeg™.<sup>7</sup>

It has been agreed that each head teacher receives a copy of the menu cycle (including the provision mix) and a graph and a table showing compliance with the standards. All other documentation (e.g. recipe details) is available from the kitchen manager. All documentation is updated at each menu change.

### **Key decision points in this case**

- The schools had an established relationship with their contract caterer and were happy with their catering provision. They had already worked together to ensure the interim food-based standards were met
- The responsibilities within each individual school were clear
- The contract caterer was able to demonstrate the necessary knowledge and skills to provide menus that comply with the nutrient-based standards
- An agreement how this compliance was to be conveyed to the schools was reached.



# 2

## Model two

**Contract caterer provides pre-analysed recipes and menu cycle**



**Model two is similar to Model one except that a standard menu cycle that complies with the standards is provided.**

Model two is similar to Model one offering a full catering provision via a contract catering service except that pre-analysed recipes and a standard menu cycle that complies with the standards are provided.

The costs of the nutritional support services are normally included within the contract.

### Reasons to select

- The costs of nutritional analysis and compliance with the standards are all included within contract
- Only need to deal with one provider
- Evidence of compliance is provided each time the menu changes
- No need to purchase menu planning and nutrient analysis software package.

### Points to consider

- A standard menu cycle is provided and there may not be the opportunity to modify the menu to suit the school's needs
- Dependence on one provider during contract period.

### Independent reviewers' verdict

The lack of opportunity to individualise the menu cycle to suit the school could be a limitation. Centralised menu development may result in lower overall costs. The contract details and the choice of a contractor appropriate for school needs are crucial.

# 3

## Model three

### Nutritional analysis support package from the public sector (e.g. local authorities, primary care trusts, School FEAST centres)



**The School FEAST network will, over time, develop training opportunities for school catering staff.**

#### Local authorities

Local authorities have historically employed a school meals team. In some areas these school meals teams have hired additional professional and technical staff and developed their skill set. These local authorities are now able to offer schools who have opted out of the local authority catering contract a nutritional analysis support service. This service is often at no cost or at a minimal cost to opted out schools in the local authority area. To find out if this nutritional analysis support service is available, contact the local authority School Meals Service in your area.

#### Primary care trusts/hospital trusts

A small number of dietetic departments within primary care trusts (PCTs) and hospital trusts may offer nutritional analysis support packages for schools. It is important to ensure that they have experience within the school meals sector and to check that the timescale for the service is manageable within the departments' overall work schedule.

#### School FEAST centres

The School FEAST network has been set up to offer training to the school food workforce. There are 26 centres across England, many of them working in partnership with other organisations. More information about coverage can be found at [www.schoolfeast.co.uk](http://www.schoolfeast.co.uk).

Every organisation that is a member of the network provides core training in delivering a healthy school meals service. The centres also provide comprehensive packages of training and qualifications, from hands-on cookery lessons to formal qualifications at NVQ Level 2 and above.

Nutritional analysis support training is currently not routinely provided by all School FEAST centres. However several centres such as School FEAST in Kent do offer this training. Blue School, Somerset, St. Helens College, Merseyside, and Northamptonshire are currently considering offering this training in the future. Each School FEAST centre aims to deliver training that is adapted to the needs of the local school food workforce.

### Reasons to select

- National network of public and private sector organisations working in partnership offering nutritional analysis support services adapted to local needs
- Schools can retain their own catering staff
- There may be no need to purchase menu planning and nutrient analysis software package if the nutrient analysis is calculated centrally.

### Points to consider

- The timeframe for the delivery of the support must be appropriate
- The public sector organisation needs to employ an appropriately qualified and skilled person to undertake the nutritional analysis support service
- The service must be purchased each time a menu cycle requires change, or a contract must cover a set period of time with changes included
- Details regarding the compliance with standards need to be made available.

### Independent reviewers' verdict

The provision of services within this model is dependent on locality. In future, as more public sector organisations develop, these services will be easier to access. It is worth checking whether any such local organisations currently provide a nutritional analysis support service.



## Case study

### Montsaye Secondary School, Rothwell, and Moulton Primary School, Moulton, in Northamptonshire

#### Moulton Primary School



*Excellence in Education*

#### Montsaye Community College



#### Description of the school, pupils and lunchtime provision

Montsaye Secondary School and Moulton Primary School are located in Northamptonshire and run in-house catering services. Montsaye School produces meals for approximately 1,200 pupils daily. The school offers a main meal (including a vegetarian option), a pasta dish, a snack and a dessert. A sandwich bar and salad bar are also available daily. Moulton Primary School produces meals for approximately 420 pupils daily. Both schools have engaged the support services offered by the Healthy Food and Drink Team in Northamptonshire local authority.

The Healthy Food and Drink Team includes two school meals managers, two nutritionists, two development officers and four technical officers. The technical officers work with all the schools in Northamptonshire that sign up to a service level agreement (97% of schools), including a substantial number of opted out schools. The support includes health promotion in schools, development of menus that are compliant and local audit of compliance.

Each school also has access to nutritional analysis software (Saffron™<sup>7</sup>) that has been purchased centrally. Schools with in-house catering were prioritised by the local authority for Saffron™<sup>7</sup> as they were considered to have the greatest need. The technical officers work closely with catering personnel and school management teams. Individual schools can retain their own menus and the technical officers assist by suggesting modifications to ensure the menus are compliant with the standards.

#### How the school demonstrated compliance with the standards

At Moulton Primary School, the face-to-face guidance gave the school cook the confidence to make the necessary changes to ensure that school lunch provision was compliant with the standards. Over the past year the technical officer has continued to support the school by nutritionally analysing their recipes and successfully developing a lunch provision compliant with the nutrient-based standards. Much of the nutrition analysis work has been undertaken centrally at the local authority offices rather than at the school site. However, all the menu modifications have been done in full consultation with the catering manager and the school governors.

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**At Moulton Primary School, the face-to-face guidance gave the school cook the confidence to make the necessary changes to ensure that school lunch provision was compliant with the standards.**

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Montsaye Secondary School has received technical support from the local authority to understand the requirements of meeting the standards. The school is continuing to receive on-going technical support as it is working towards meeting the nutrient-based standards.

**Key decision points in this case**

- The local authority had a School Meals team prior to the introduction of the 2006 School Food Legislation. After the new school food regulations were introduced, it was decided to expand the team into the Healthy Food and Drink Team

- The local authority decided that the Healthy Food and Drink Team would offer support to all primary and secondary schools in Northamptonshire, not just those with catering services provided by the local authority. Schools can make use of this service for a nominal fee
- The local authority prioritised small opted out in-house schools as requiring most technical support
- The schools valued the technical input and appreciated the supportive nature of the local authority service and staff. The schools felt they had an accessible service that understood their needs and were able to provide information and support that enabled them to develop a food provision compliant with the standards. The schools particularly welcomed the health promotion support they received.



## 4

## Model four

### Nutritional analysis support package from software companies



Some software companies which provide menu planning and nutrient analysis packages also provide a nutritional support service for schools. In some cases, schools do not need to purchase menu planning and nutrient analysis software as the nutritional assessment of the menu cycle can be provided as an independent service.

The companies may use their own in-house registered dietitians or registered nutritionists to analyse the recipes and menus or will suggest a registered dietitian or registered nutritionist that they have worked with before. For a list of software companies providing nutritional analysis support packages see the pullout chart.

The cost will vary and will largely depend on the work already covered by the school and their caterer (see Decision Guide on pages 3.1–3.2).

#### Reasons to select

- The nutritional support is provided by a registered dietitian or registered nutritionist who is working with schools on a daily basis
- Support from the registered dietitian or registered nutritionist can be provided face-to-face
- The school retains their own recipes and menus, as long as the menu cycle is compliant

- Software package includes a databank of pre-analysed recipes
- Training courses in basic food and nutrition may be provided in addition to training in the use of software
- Contracts can be negotiated for a specific period or project
- There may be no need to purchase the menu planning and nutrient analysis software.

#### Points to consider

- Not all software companies currently offer this service
- The registered dietitians or registered nutritionists are employed by the software company
- Support will end with the contract and so the school will need to re-engage at each menu change.

#### Independent reviewers' verdict

Schools receive a personal nutritional support service from a registered dietitian or registered nutritionist for a fixed contract period to help with nutritional analysis of recipes and the menu based on school's existing recipes and menus. The costs of this service will vary depending on the amount of nutritional support required. This service is not independent as the registered dietitian or registered nutritionist is employed by a software company.

## Case study

### Inscape House, Cheadle and Salford



#### **Description of the school, pupils and lunchtime provision**

Under the name Inscape House, the Together Trust runs two special schools and a sixth form for children and young people with autistic spectrum disorders (ASDs). Inscape House Cheadle has male and female pupils between the ages of 5–16 years. Inscape House Salford includes a sixth form with pupils up to the age of 18. Both are day special schools.

The catering manager is responsible for food provision across the three sites. The menu currently runs on a two-week cycle and changes seasonally. It offers two main meal options, as well as meals for numerous special dietary requirements.

#### **How the schools demonstrated compliance with the final food-based and nutrient-based standards**

Inscape Schools have chosen to use the software programme Relish™<sup>7</sup> (powered by NutriPlan IT) to assess their lunch menu against the standards. Relish™<sup>7</sup> is the web-based menu planning and nutrient analysis software tool offered. The schools selected Relish™<sup>7</sup> because it is a web-based programme which includes full training and support from registered dietitians. A registered dietitian visits each purchaser and spends

the day training the caterer at their computer using their menus. After the day's training, ongoing telephone and e-mail support is provided. Relish dietitians can log onto a school's cookbook in 'real time' to provide advice and support through the process of nutritionally balancing their menus. The catering manager states that being able to 'log in' alongside the registered dietitian is useful as it allows meaningful discussions about how to improve the nutritional content of Inscape's menus.

All the product specifications and nutritional information for the foods being used on Inscape's school menus were already on the system so the school did not have to contact manufacturers directly for this data.

Having used this tool, the catering manager at Inscape said 'it is important to find a tool designed for use by caterers rather than IT technicians, with the language in English rather than 'computer jargon', which makes it much easier to follow'. Following training, her confidence has increased and she able to enter recipes and menus independently. Whenever she requires reassurance there is ongoing support available via phone or e-mail. Post-training support

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**It is important to find a tool designed for use by caterers rather than IT technicians, with the language in English rather than 'computer jargon', which makes it much easier to follow.**

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is also included in the first year to help caterers through the difficult process of balancing the nutrient content of the overall menu cycle.

To date, the catering manager has invested 25 hours of school time and the school is still working towards meeting the nutrient-based standards. The catering manager will continue to use the nutritional support provided by the registered dietitian to assist her in selecting appropriate recipes from the analysis tool. Children with autistic spectrum disorders find change difficult. This was one of the reasons why Inscape Schools chose to nutritionally analyse their own menus. The pupils are involved in the menu design and choices. Being able to analyse their own menus allows a degree of familiarity and greater control.

**Key decision points in the case**

- The schools received one-to-one nutritional support service from a registered dietitian who understood the catering challenges
- The schools received on-going follow up support
- There was direct communication in non-jargon language.

## 5

## Model five

### Nutritional analysis support packages from catering/supplier companies



**Some contract catering companies and suppliers provide a nutritional analysis support service to opted-out schools without requiring them to take the 'full catering/supplier package'.**

Some contract catering companies and suppliers provide a nutritional analysis support service to opted-out schools without requiring them to take the 'full catering/supplier package', i.e. schools can retain their own catering service/supplier but companies will provide a bespoke service to nutritionally analyse the school's recipes and menu cycle. The companies use their own in-house registered dietitians and registered nutritionists to analyse the recipes and menu cycles.

For a list of companies providing nutritional analysis support packages see the pullout chart.

#### Reasons to select

- It offers a bespoke service that ensures flexibility for the schools to retain their own recipes and menu cycles as long as these are compliant with standards
- Schools retain their own catering staff
- Training for staff in all areas of nutrition support can be purchased in addition to service
- There is no need to purchase menu planning and nutrient analysis software package.

#### Points to consider

- Costs can be higher due to bespoke nature of service, so joining with other schools may be worth considering
- The nutritional support will need to be purchased each time the menu cycle is changed
- Details regarding compliance with the standards need to be made available.

#### Independent reviewers' verdict

Costs will vary for this package depending on the extent of services required. It is flexible and can be tailored to individual schools (or groups of schools), while retaining the services of a school's catering staff. It may be useful to consider incorporating this with a training programme for staff so that they are able to then undertake more of the required work themselves in the future and so reduce costs.

# Case study

## Consortium of five primary schools, Sunderland



### Description of the school, pupils and lunchtime provision

Five primary schools in the Sunderland area that have their own catering staff and provision, offering a school meals service to over 1,200 pupils per day.

In order to comply with the standards, one head teacher contacted the school food supplier Green Gourmet about their nutritional analysis support package. To help to minimise costs and maximise value for money, she recruited four other primary schools to form a consortium.

An initial meeting was held with representatives from all five schools (head teachers, cooks and kitchen staff) to develop standardised recipes from which one 3-week menu cycle was developed. At the meeting all staff agreed to follow the standardised recipes selected.

The daily offer consisted of a meat or fish main course, a vegetarian option, a jacket potato with a choice of fillings, a starchy food, a choice of three vegetables, and/or salad. There was one dessert option (either hot or cold), fresh fruit and yoghurt. In addition one school requested that soup was included and agreement was reached for this to appear once per week.

The supplier, using one of the nutrient analysis software packages, nutritionally analysed the menu cycle, making any required changes in consultation with the consortium schools to ensure compliance, and then circulated the compliant menu cycle to all schools with the associated standardised recipes. Details of the nutrient analysis in bar chart format were also sent to the schools to demonstrate compliance with the legislation.

The consortium is planning to 'see how this system works' before deciding on future plans.

### How the schools demonstrated compliance with the final food-based and nutrient-based standards

The burden of calculating a compliant menu cycle was taken over by Green Gourmet. They ensured that all five schools were engaged in the development of a standardised, compliant menu cycle and were happy to accept a consensus decision on its content. This was important as the schools' kitchen staff were generally 'scared' of working with the software, had insufficient time or skill, and had limited information about the financial burden of the process.

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**Working in a consortium reduced the costs to individual schools as well as facilitating the sharing of knowledge and skills.**

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**Key decision points in this case**

- Schools wanted to retain their own kitchen personnel and were aware that they needed support to achieve the standards
- The supplier ensured that all schools had input into the new menu cycle and as such, took 'ownership' of the shared provision. It was also agreed at the outset that all cooks would accept and follow the standardised recipes that would be provided
- Working in a consortium reduced the costs to individual schools as well as facilitating the sharing of knowledge and skills. A school business manager was identified as the link person
- School kitchens wanted to retain some of their 'own' recipes, but were happy to share these with the other kitchens and receive new recipe ideas
- Kitchen staff did not want to work with computers, as well as having insufficient resources to do so.



# 6

## Model six

### Consultancy and support services (including nutritional) analysis



**Food consultancy companies, that offer support in areas such as food safety, health and safety, and customer service, may also offer a nutritional analysis support service.**

Food consultancy companies, that offer support in areas such as food safety, health and safety, and customer service, may also offer a nutritional analysis support service. Costs will often depend on which other services are purchased. The service may provide ready-analysed compliant menu cycles or a bespoke service that is individualised for the school.

It is important to ensure that the company employs appropriately qualified and skilled personnel that have experience in the nutritional analysis of school menu cycles.

For a list of companies providing nutritional analysis support packages see the pullout chart.

#### Reasons to select

- Costs can be reduced if additional services are purchased
- Schools can retain their own catering staff
- There is no need to purchase a menu planning and nutrient analysis software package.

#### Points to consider

- The company needs to employ an appropriately qualified and skilled person to undertake nutritional analysis
- Either the service needs to be purchased each time the menu cycle is changed, or a contract covering a set period (including all menu changes) is required
- Details regarding the compliance with standards need to be made available.

#### Independent reviewers' verdict

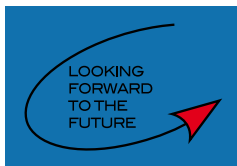
Companies that have appropriately qualified and skilled personnel can provide support and flexibility to schools. Costs can be reduced if schools purchase additional support services.

## Case study

### Part of Consortium of Birley Family of Schools, Sheffield



Birley Spa Community Primary School  
City of Sheffield



#### Description of the school, pupils and lunchtime provision

The Birley Family of Schools is a consortium of schools in Sheffield. Five primary schools (Birley Spa Primary School, Charnock Hall Primary School, Intake Primary School, Woodthorpe Primary School, and Woodhouse West Primary School) and one secondary school (Birley Community College) opted out of the local authority catering provision and, as a consortium, engaged the support services of EATdot in 2006.

The consortium produces school meals for approximately 2,000 primary school children and 1,200 secondary school children daily. All the schools have been awarded National Healthy Schools status.

The schools employ EATdot as advisors to work alongside the school catering personnel and school management to give support in running the catering provision.

The support includes the development of menus that are compliant with the standards, as well as food safety, health and safety and marketing and promotional support.

After a 2-year period this support package has changed slightly to a 'shopping basket' approach, where individual school strengths and limitations are identified and support is selected as required (although the obligatory legislative areas of food safety, health and safety and compliance with school food legislation are always retained within the licence agreement).

The schools follow a 3-week menu cycle that is changed every term. The offer consists of a main meat or fish choice, a vegetarian option, and jacket potato with a different filling daily. The dessert choices include a hot or cold fruit-based option, yoghurt and fresh fruit.

#### How the schools demonstrated compliance with the standards

Sheffield local authority provides extra subsidies to schools whose menus achieve the nutrient-based standards so there was an incentive to achieve these ahead of the mandatory deadline (September 2008 for primary schools; September 2009 for secondary and special schools).

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**The school consortium liked the versatility of structured support that could be tailored to the specific needs of each school.**

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EATdot works in consultation with the schools to provide a nutritionally compliant menu. Schools have a minimum of two visits per term within their contract agreement, and there is consultation with both the head teachers or bursars and the kitchen team about the menu. Networking days facilitate this process allowing the catering and school management team to interact as well as receive an update on the latest catering developments.

The schools are provided with pre-analysed standardised recipes to support their menus. Catering practices are reviewed randomly to ensure that these are followed.

The menus are nutritionally analysed by EATdot's consultant dietitian and each school is issued with evidence (in the form of a table) and a certificate of compliance with the standards when this has been achieved.

**Key decision points in this case**

- The school consortium wanted control and ownership of the school meals service and the freedom to make their own decisions and not be part of a large group
- The schools wanted to be the benefactors of their own decisions (including the financial aspect) and were aware of the risks involved in taking control of the service. They mitigated these risks by employing the qualified advisors
- The schools aimed to enable all staff to gain self-confidence by making independent decisions in the day to day running of the school meal service
- The school consortium liked the versatility of structured support that could be tailored to the specific needs of each school
- The schools also appreciated the ability to reduce the support, along with the associated costs in year three of the agreement.

## 7

## Model seven

### Use of services from freelance registered dietitian or registered nutritionist



**Freelance registered dietitians or registered nutritionists who have experience in menu and recipe analysis in schools can be employed to analyse the recipes and menu cycle.**

Freelance registered dietitians or registered nutritionists (i.e. not employed by a specific company) who have experience in menu and recipe analysis in schools can be employed to analyse the recipes and menu cycle to check compliance with the standards. They will also have the skills to provide nutritional advice on how to modify menus to ensure that they are compliant.

This is a fully bespoke service and means that, in general, individual menus and recipes that the school request can be retained.

The cost will vary and will largely depend on the work already covered by the school and their caterer (see Decision Guide on pages 3.1–3.2). For example, if recipes have been standardised and the nutrient content already calculated, the cost would reflect this and the charge will only be for the menu analysis (although it will be necessary to ensure the recipes are sufficiently clear and detailed to support nutritional analysis).

To access freelance registered dietitians or registered nutritionists, see [www.dietitiansunlimited.co.uk](http://www.dietitiansunlimited.co.uk) or [www.nutritionistsociety.org.uk/membership/register](http://www.nutritionistsociety.org.uk/membership/register)

For guidance on the essential and desirable skills required and the evidence that an employer should look for to ensure a quality service, see Person specification in the Appendix.

#### Reasons to select

- Contracts can be negotiated for a specific time period or project
- Dedicated one-to-one support from a qualified independent professional
- Schools' own recipes and menus can be retained as long as they enable a compliant menu cycle to be developed
- Training in food and nutrition can also be provided
- A registered dietitian can advise on special diets as necessary
- The purchase of menu planning and nutrient analysis software to nutritionally analyse recipes and menus may not be necessary.

### Points to consider

- The school needs to understand what services can be provided by the professional
- Knowledge, skills, experience and costs will vary between qualified professionals. Schools need to ensure that they are getting value for money
- Schools will need support each time the menu cycle changes.

### Independent reviewers' verdict

Schools receive a personal, independent advice and support service for a fixed period to help with a variety of nutritional issues. The costs of this service will vary depending on the amount of nutritional support required.



# Case study

## King Edward the Sixth Schools, Birmingham



### Description of the school, pupils and lunchtime provision

King Edward the Sixth Schools, Birmingham, comprise five voluntary aided grammar schools which cater for boys and girls aged 11–18 years. These schools opted out of local authority catering provision and, as a group, have their catering provided by a contract caterer.

The contract caterer decided to engage a registered dietitian to assess the compliance of the lunch provision with the standards, and to provide nutrition support to modify the provision where necessary.

### How the schools demonstrated compliance with the final food-based and nutrient-based standards

Initial assessment of the menus was carried out by the registered dietitian on site at each of the schools. Each school received a detailed report of the results, together with the actions needed to improve the nutritional profile of the recipes and the menus. The registered dietitian developed and delivered a training workshop for head cooks and catering managers.

The training workshop aimed to provide:

- Basic knowledge of healthy eating
- Rationale for the standards
- Menu planning principles to achieve compliant menus
- Interpretation of food labels in order to choose healthier ingredients
- An opportunity for each school's catering team to identify areas that required changing
- An opportunity for each school's catering team to anticipate problems likely to be encountered in the implementation of the standards and develop techniques to problem solve
- Each member of staff with at least one thing to 'take away and action' in their workplace.

Certificates were provided for attendance and level of competency achieved.

The dietitian revisited each of the schools and assessed the extent to which the catering managers had applied the knowledge and skills acquired in the training workshop.

To help support the changes, the dietitian also provided classroom teaching, as requested, on nutrition and making healthy lunchtime choices. A written booklet specific to the school and each age group was developed and given to the pupils who were encouraged to discuss healthy eating with their parents or carers.

The school has now changed the contract for their catering services and is currently working towards compliance.

### **Key decision points in this case**

- The contract caterer employed a freelance registered dietitian to help ensure that the menus supplied met the standards
- The registered dietitian offered a personal service to the school consortium with initial assessment and recommendations for menu changes
- Nutrition workshops were developed and delivered to increase the awareness and understanding of the staff of the school food regulations
- Classroom teaching and printed supporting materials were also provided.



## 8

## Model eight

### Outsource recipe analysis only and purchase menu planning and nutrient analysis software



**There may be recipes that the school wants to use that are not included in the recipe databank of the menu planning and nutrient analysis software. In these cases the school's standardised recipes would need to be nutritionally analysed.**

The purchase of menu planning and nutrient analysis software typically includes full training, including calculating the nutrients provided over a menu cycle and thus assessing compliance with the standards see Menu Planning and Nutrient Analysis Software Independent Review.<sup>7</sup>

There may be recipes that the school wants to use that are not included in the recipe databank of the nutritional analysis software. In these cases the school's standardised recipes would need to be nutritionally analysed. A recipe analysis service is available as a support package from a number of different sources (Models 4, 5, 6, 7 and 8).

For a list of companies providing nutritional analysis and support packages see the pullout chart.

#### Reasons to select

- It incurs a one-off cost for the purchase of a menu planning and nutrient analysis software package
- It offers control over the process of developing a nutritionally compliant menu cycle
- Catering staff acquire new IT skills in developing a compliant menu cycle, with support from nutrient analysis software companies
- There are lower on-going costs as only some recipe calculations may require outsourcing.

### Points to consider

- Which menu planning and nutrient analysis software package to purchase
- Which staff members are to be trained in the use of the menu planning and nutrient analysis software package
- Time needs to be allocated regularly for staff members to undertake nutritional analysis of the menu cycle and to keep updated on the use of the software package
- Additional costs may be incurred due to extra requirements such as calculations of specific recipes or nutritional support and advice on achieving compliance with the standards.

### Independent reviewers' verdict

If the staff are willing to undertake training in the use of a menu planning and nutrient analysis software package, this is a long-term solution to provide compliance with the standards. It must be noted, however, that there are initial costs to consider plus the requirement of additional paid time for staff to train, keep up to date in the use of the package, and to calculate the nutrient analysis for each menu cycle. Also, it needs to be recognised that additional support for staff (such as specific recipe calculations or support on achieving compliance with the standards) may also need to be purchased occasionally.

# 9

## Model nine

### Pre-analysed recipes and menu cycle to purchase



**Pre-analysed recipes and menu cycles are available to purchase 'off the shelf'.**

Pre-analysed recipes and menu cycles are available to purchase 'off the shelf'. The menu cycle complies with the standards.

There is generally no opportunity to individualise the menu for the school. In practice this would mean that the estimated planned provision mix would need to be similar to what is provided within the school, and the pre-analysed recipes would have to be followed exactly, which may mean the school have to purchase specific brands and ingredients.

The cost of the purchase varies, with some being available free of charge from the web and through the Trust's 'Guide to introducing the Government's food-based and nutrient-based standards for school lunches'.<sup>2</sup>

No other support service is included in the cost but other services, such as training, can be purchased independently.

#### **Reasons to select**

- Purchased menus are compliant with standards eliminating the need to purchase menu planning and nutrient analysis software packages. These menu cycles will be compliant with the nutrient-based standards provided that the ingredients, recipes, products, portion sizes and provision mix are similar to those specified
- Some compliant menus are available free of charge, so this can be a low cost option
- This support service may be an ideal short-term solution to provide time for schools to develop their own compliant menu cycles.

### Points to consider

- To offer variety over the school year more than one menu cycle needs to be purchased (or obtained)
  - It is important to ensure that standardised recipes are included in the package so that the menus can be followed accurately
  - Schools may have to purchase specific brands and ingredients
  - A cook's own recipes cannot be used
  - Limited opportunity to individualise the menu cycle to suit the school, apart from in the initial choice of which menu cycle to purchase
- No other support services (e.g. training) are included in the cost
  - It is important to ensure that all details regarding compliance with standards are available before purchase (see Introduction to nutritional analysis support on pages 2.1–2.2).

### Independent reviewers' verdict

A low cost option but can lack flexibility in areas such as recipes and individualising the menu cycle to suit the school needs. This could be an ideal short-term solution to give 'breathing space' and experience in developing individualised compliant menu cycles.



## Case study

### St Peters Church of England Primary School, Nottinghamshire



#### Description of the school, pupils and lunchtime provision

St Peters is a rural primary school with 208 pupils located in East Bridgford, Nottinghamshire.

The school opted out of the local authority catering provision to allow freedom, flexibility and greater creativity within the school meal service, with complete ownership by the onsite catering staff. The focus on freshly prepared balanced meals, using local suppliers wherever possible, means that the pupils enjoy a varied range of vegetables and fruit with their meals.

#### How the school demonstrated compliance with the final food-based and nutrient-based standards

The school knew they were already providing a balanced and varied menu. To demonstrate compliance the school considered purchasing their own menu planning and nutrient analysis software or buying into the local authority service on offer.

Being a relatively small school, the option to buy ready-made fully compliant menus appealed as the most cost efficient choice.

The school decided to purchase a pre-analysed menu cycle from the Health Education Trust (HET). They were confident in using these tried and tested recipes and menus. The menus had also been nutritionally analysed by HET's registered dietitian and nutritionists to ensure compliance with the standards. The school was involved in piloting this pre-analysed menu cycle.

The school cook was provided with wipeable recipe and menu cards in advance, allowing time for clarifying any queries and ordering ingredients from the usual suppliers.

#### Key decision points in this case

- Using 'ready-to-go' menus seemed a cost-efficient way for a small primary school to achieve compliance with the standards
- Knowing that a registered dietitian and nutritionists had nutritionally analysed the recipes and menus gave the school confidence in the menu cycle
- Using tried and tested recipes that have been developed in a school seemed a sensible approach.

# Future nutritional analysis support

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**The means by which nutritional analysis support is provided is continually being developed and enhanced.**

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## **Areas under current development**

The means by which nutritional analysis support is provided is continually being developed and enhanced. Below are some examples of developments expected in 2009.

- Several menu planning and nutrient analysis software companies will provide additional software and services that will include pre-analysed recipes and menus that meet the standards
- Several menu planning and nutrient analysis software companies will encourage sharing of tried and tested recipes between users of the same software programme, i.e. recipe libraries will be developed
- Examples of dishes within food groups that are sufficiently similar to enable them to be swapped will be available. This will provide flexibility without the need to recalculate the menu cycle
- User support for menu planning and nutrient analysis software will improve. This will include communication between schools via website forums and newsletters.

## **Possible future support**

The capacity for schools to meet nutrient-based standards for school lunches will continue to develop. Possible future support includes:

- Training programmes run by registered dietitians and registered nutritionists to develop skills and knowledge in nutritional analysis are under development. These will provide knowledge and skills training for professional cooks and catering staff and additional specialised training for registered dietitians and registered nutritionists who are supporting schools to introduce and implement the standards
- Card-based cashless systems and cafeteria purchasing systems currently available will be connected to nutrient analysis software to maximise the opportunity to gather and provide information. These will include additional details about: Guideline Daily Amounts/traffic lights; individual purchases; information that can inform marketing; information that can provide feedback to parents.

## References

- 1 The Education (Nutritional Standards and Requirements for School Food) (England) Regulations 2007 (SI 2007/2359) as amended by the Education (Nutritional Standards and Requirements for School Food) (England) (Amendment) Regulations 2008 (SI 2008/1800)  
[www.opsi.gov.uk/si/si2007/uksi\\_20072359\\_en\\_1](http://www.opsi.gov.uk/si/si2007/uksi_20072359_en_1)  
[www.opsi.gov.uk/si/si2008/uksi\\_20081800\\_en\\_1](http://www.opsi.gov.uk/si/si2008/uksi_20081800_en_1)
- 2 School Food Trust, (2008). School Food Trust Guide to Introducing the Government's food and nutrient-based standards for school lunches  
[www.schoolfoodtrust.org.uk/nutrientbasedstandards](http://www.schoolfoodtrust.org.uk/nutrientbasedstandards)
- 3 The School Lunch Grant 2008-2011  
[www.schoolfoodtrust.org.uk/UploadDocs/Contents/Documents/schoollunchgrant2008funding\\_note.pdf](http://www.schoolfoodtrust.org.uk/UploadDocs/Contents/Documents/schoollunchgrant2008funding_note.pdf)
- 4 Step-by-step guide to calculating the nutrient content of school lunch recipes:  
[www.schoolfoodtrust.org.uk/UploadDocs/Contents/Documents/step\\_by\\_step\\_nutrient\\_calculation\\_guide.pdf](http://www.schoolfoodtrust.org.uk/UploadDocs/Contents/Documents/step_by_step_nutrient_calculation_guide.pdf)
- 5 Calculating the nutrient content of school lunch recipes: A Caterer's Guide  
[www.schoolfoodtrust.org.uk/resources/caterersguide](http://www.schoolfoodtrust.org.uk/resources/caterersguide)
- 6 School Food Trust (2007) School Food Checklist tool  
[www.schoolfoodtrust.org.uk/checklist](http://www.schoolfoodtrust.org.uk/checklist)
- 7 School Food Trust, (2007). Menu Planning and Nutrient Analysis Software – An Independent Review  
[www.schoolfoodtrust.org.uk/softwarereview](http://www.schoolfoodtrust.org.uk/softwarereview)



## Person specification

Registered dietitian or registered nutritionist

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**This person specification is set out so that a school or organisation can identify an appropriately qualified skilled professional.**

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The person specification provides details of the essential and desirable attributes of any individual employed to undertake nutritional analysis. This person specification is set out so that a school or organisation can identify an appropriately qualified skilled professional.

If the person is to work directly with children they will need an enhanced Criminal Records Bureau (CRB) check. For more information see [www.crb.gov.uk](http://www.crb.gov.uk)

Local experienced registered dietitians/registered nutritionists who provide nutritional analysis support services can be found on the websites [www.dietitiansunlimited.co.uk](http://www.dietitiansunlimited.co.uk) and [www.nutritionistsociety.org.uk/membership/register](http://www.nutritionistsociety.org.uk/membership/register)

If a school has pupils with specialised, medical dietary requirements it is recommended that a registered dietitian be engaged as their training includes the specifics of specialised medical, dietary needs.



Person Specification: Registered dietitian or registered nutritionist			
	Essential	Desirable	Evidenced by
1	A registered dietitian or registered nutritionist.	The registered dietitian is a member of the British Dietetic Association, the specialist group Food Counts, Community Nutrition Group, or Freelance Dietitians Group.  The registered nutritionist is a member of the Nutrition Society.	Registered dietitian, RD. Current Health Professions Council certificate of registration. <b>www.hpcheck.org</b>  Registered nutritionist or public health nutritionist <b>www.nutritionistsociety.org</b>
2	Has experience of using menu planning and nutrient analysis software programmes for recipe and menu analysis.  Understands the strengths and limitations of database(s).	Has used a nutrient analysis programme developed specifically for school lunches.	Comments on the software programme used.  Can give examples of pitfalls, e.g. missing nutrients that will affect the accuracy of the resulting data.
3	Calculates standardised recipes following the School Food Trust's 'Step-by-step guide to the nutrient calculation of school lunch recipes' <sup>4</sup>	Understands the pitfalls of recipe calculation, e.g. differences between ingredients listed in the database and foods actually used in the kitchen.	Answers to questions at interview regarding the existence of this guide and the process detailed.
4	Possesses knowledge of the Government's food-based and nutrient-based standards for school lunches.	Has practical experience of implementing the Government's food-based and nutrient-based standards to achieve compliant menu cycles.	Establish at interview an understanding of the practical challenges in implementing standards in both a primary and secondary setting.
5	Has experience of working in schools/school catering.	Shows an understanding and appreciation of catering logistics, kitchen facilities and staffing.  Has undertaken continuing professional development (CPD) in school food.  Any relevant postgraduate training, such as the Recipe Analysis courses.  CPD in catering, particularly in the Education sector related to nutrient analysis of school lunches.	References  Certificate(s) of attendance or equivalent.
6	Proven ability to communicate well with all members of the catering team; teaching staff, governors and pupils.  Proven ability to complete tasks on time and to the degree of accuracy required.		References  References

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Sheffield  
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**E-mail** [info@sft.gsi.gov.uk](mailto:info@sft.gsi.gov.uk)

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FOODTRUST**  
Eat Better Do Better