

APPENDICES



APPENDIX 1

COVER LETTER TO SCHOOL PRINCIPALS

Dear Principal,

The *Munch & Crunch* healthy lunch project commenced in 1999 in the South Eastern Health Board region. The aim of this project is to encourage and support primary schools to develop and implement a healthy lunch policy that is unique to their school.

We are in the process of evaluating the effectiveness of the project with the assistance of the Waterford Institute of Technology. Part of this evaluation involves the completion of a questionnaire. Irrespective of whether or not your school is involved, we value your input and would appreciate it if you would complete the questionnaire.

Please return it to us in the enclosed stamped envelope by Friday, 24 January. Your feedback is vital for the further development of this project. All information and data will be treated in confidence. Results will be compiled collectively so that no individual or school can be identified.

If you would like to be entered into a draw for a €25 book token please fill in your name and address on the slip below and return with your questionnaire.

Many thanks for your co-operation in this evaluation.

Yours sincerely,

Susan Higgins
Dietitian Manager Community

Please enter my name in the draw for a book token.

Name:

Address:

APPENDIX 2

QUESTIONNAIRE TO BE COMPLETED BY SCHOOL PRINCIPAL

For Official use:

- School County
- Policy Intervention
- School No.

1. Is there a 'healthy lunch policy' in your school?

Yes No

If No, answer question 2 / if Yes, answer questions 3-9.

2. If you do not have a policy, what are the reason(s)?

- Not the responsibility of the school
- Too great a workload for members of staff
- Lack of participation from students
- Parental resistance
- Lack of support
- Too many policies/programs

Other (Please specify)

3. Who was involved in formulating the policy in your school?

- Principal
- Principal and teachers
- Principal, teachers and parents
- Principal, teachers and students

Other (Please specify)

4. What is the policy in your school? Tick the appropriate boxes below.

- Promoting healthy eating

- Prohibiting sweets
- Prohibiting crisps
- Friday 'treat' day
- Promoting fruit
- Prohibiting carbonated drinks

Other (Please specify)

5. How well is the policy being implemented (circle your answer from the scale below).

- | | | |
|------------------|--------------------|--------------------|
| Very Well | Fairly Well | Very Poorly |
| 1 2 3 | 4 5 6 | 7 8 9 |

6. Which of the following strategies do you use to sustain the policy in your school?

	Don't use at all	Always	Sometimes
Informing parents through newsletter			
Parents meeting			
Pupil suggestion box			
Nutrition education aimed at pupils			
Written school rule			
Unannounced lunchbox checks			
Informing children through notice boards and monthly newsletter			
Healthy eating week / Theme day			
Competitions			
Other (please specify)			

7. Did the input from the *Munch & Crunch* project influence your policy?

Yes **No**

If yes, how did *Munch & Crunch* influence your policy?

	Yes
Provided the impetus for a school policy	<input type="checkbox"/>
Helped you develop a formal written policy	<input type="checkbox"/>
Supported your school in sustaining the policy	<input type="checkbox"/>

Other (Please specify)

8. In your opinion, has there been a change in the nutritional quality of the food being brought to school since policy implemented?

Healthier	<input type="checkbox"/>
No change	<input type="checkbox"/>
Less healthy	<input type="checkbox"/>
Any other comments?	<input type="checkbox"/>

9. Which of the following statements would best describe your school's approach to the implementation of your healthy lunch policy?

Strict rules and disciplinary action enforced	<input type="checkbox"/>
Strict rules with sweets removed without penalty	<input type="checkbox"/>
Encourage healthy foods	<input type="checkbox"/>
Incentives given to promote healthy eating	<input type="checkbox"/>
Other (Please specify)	

What disciplinary action, if any, is taken?

10. Is there time devoted to creating awareness of healthy eating in the curriculum?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If yes, under what subject?

11. If yes, how frequently is healthy eating addressed in your school curriculum?

- Daily
- Weekly
- Monthly
- Yearly

Other (Please specify)

12. What would encourage students to adhere to this policy and which one(s) do you use?

	We would consider this a useful approach	Yes, we use this
Prizes and competitions		
Certificates		
Selection of music to play in classroom while eating		
Part of the educational curriculum		
Media influence		
Buddy system		
Subsidised healthy lunches, purchased in school		
Other (Please specify)		

13. What might prohibit parents from providing healthy lunches?

- Children's food preferences
- Perceived cost
- Too busy to prepare healthy lunches
- Other (Please specify).
-
-

14. In general, have you received any feedback from parents about the policy?

- No feedback from parents
- Positive reaction to policy
- Negative reaction to policy

15. How have you received this feedback?

- Informal feedback
- Through parent's council meetings
- Other (Please specify)

16. Do pupils have access to high fat/sugary foods during school hours from any the following?

- Vending machines in school
- Access to nearby shop/fast-food outlet
- Chip van
- Other (Please specify)

17. Is there any collaboration with local businesses for example, shops and supermarkets in subsidising healthy food?

Yes **No**

If **yes**, please elaborate

18. Is there support for such collaboration?

Yes **No**

19. How might the Health Promotion Department support you in the promotion of healthy eating in your school? Indicate your interest in the following list.

- Not interested
- Setting up breakfast clubs
- Presentation/Workshops for parents
- Presentation/Workshops for teachers
- Videos for use in class

- Printed worksheets for classroom use
- Regular contact on how to sustain interest amongst pupils and teachers
- Information leaflets for parents
- Other (Please specify)

Any additional comments?

APPENDIX 3

QUESTIONNAIRE TO BE COMPLETED BY SCHOOL TEACHERS (1ST AND 5TH CLASSES)

For Official use:

School Count Policy Intervention School No.

1. Does your school have a healthy lunch policy?

Yes **No**

2. If yes, in your opinion, has there been a change in the nutritional quality of the food being brought to school since policy was implemented?

Healthier No change Less healthy

Any additional comments?

3. From your observations, approximately what percentage of pupils drink the following? Please tick relevant box

Drinks	None (0%)	Few (25%)	About half (50%)	Most (75%)	All (100%)
Carbonated drinks					
Fruit <u>drinks</u> (e.g. Capri Sun)					
Fruit juice (e.g. orange juice)					
Milk					
Yogurt drinks					
Squash (e.g. Ribena)					
Sugar free squash					
Water					
Other (Please specify)					

4. Is there water available for pupils for drinking purposes in the school, for example a water fountain?

Yes **No**

5. Approximately how many pupils would bring the following food in their lunchbox? Tick relevant boxes from the table.

Drinks	None (0%)	Few (25%)	About half (50%)	Most (75%)	All (100%)
Bag of crisps					
Carton of yogurt					
Sandwich					
Chocolate					
Sweets					
Fruit					
Other (Please specify)					

6. On average, how many pieces of fruit would you see in each pupil's lunchbox/week?

- > 4 pieces a week
- 2-4 pieces a week
- 1 piece a week
- 0 pieces a week
- Other (Please specify)

7. Are any of the following foods prohibited in the school?

- Carbonated drinks
- Sweets
- Crisps
- Chocolate bars
- Biscuits
- Other (Please specify)

8. What are the main reasons for prohibiting these foods?

- Nutritional quality

Litter

Other (Please specify)

9. How long do pupils have to eat their lunch? Tick the relevant box below.

Time	10-20 minutes	20-30 minutes	30+ minutes

10. Is there time devoted to creating awareness of healthy eating in the curriculum?

Yes

No

If **yes**, under what subject?

If **yes**, how frequently is healthy eating addressed in your school curriculum?

Daily

Weekly

Monthly

Yearly

11. What, in your opinion, would encourage pupils to adhere to a healthy lunch policy and which one(s) do you use?

	Yes, we would consider this a useful approach	Yes, we use this
Prizes and competitions in schools		
Certificates		
Selection of music to play in classroom while eating		
Part of the educational curriculum		
Media influence		
Buddy system		
Subsidised healthy lunches, purchased in school		
Other (Please specify)		

12. What might prohibit parents from providing healthy lunches?

- Pupil's food preferences
- Perceived cost
- Too busy to prepare healthy lunches
- Other (Please specify)

13. In general, have you received any feedback from parents about the policy?

- No feedback from parents
- Positive reaction to policy
- Negative reaction to policy

14. How have you received this feedback?

- Informal feedback
- Through parent's council meetings
- Other (Please specify)

15. How might the Health Promotion Department support you in the promotion of healthy eating in your school? Indicate your interest in the following list.

- Not interested
- Setting up breakfast clubs
- Presentation/Workshops for parents
- Presentation/Workshops for teachers
- Videos for use in class
- Printed worksheets for classroom use
- Regular contact on how to sustain interest amongst pupils and teachers
- Information leaflets for parents

Other (Please specify)

Any additional comments?

APPENDIX 4

REPLY FORM FOR SCHOOL PRINCIPALS

Principal:

School Name:

Address:

Tel. Number:

Willing to Participate: Yes No Days Available: Mon. Tues. Wed. Thurs.

Dates Available:

Signed: _____

If you have any specifications to make regarding the interview please provide the relevant information below:

Please return to the Health Promotion Department in the envelope provided. Thank you.

APPENDIX 5

INTERVIEW GUIDE

Munch & Crunch Healthy Lunch Project

Background

- Where idea for a healthy lunch policy originated

Policy Development

- Who was involved in formulating policy
- Factors facilitating development and implementation
- Barriers preventing/ hindering development and implementation

Policy Implementation

- Methods used to implement policy
- Issues overlooked in implementation phase
- Tangible ways policy was seen to be working

Feedback

- Response of, and specific feedback from children/ parents/ teachers

Support

- Adequacy of the support from the SEHB (Is further support needed/ what type of support?)
- The usefulness of the printed materials

Sustaining the Policy

- Plans for enhancing and sustaining policy in the future
- Difficulties envisioned in sustaining policy

APPENDIX 6

GUIDELINES FOR A HEALTHY LUNCH POLICY

A healthy lunch policy which has the backing of parents, teaching staff, Boards of Management and pupils enables the promotion of the Department of Health's Healthy Eating Guidelines, and additionally provides support to both parents and teachers in improving the nutritional quality of school lunches.

The following are strategies that have worked well in other schools:

Development

- Set up a working group and ensure involvement by all who will be affected by the policy. Open discussion and participation will enhance ownership and increase commitment to making the policy work.

Consultation

- Circulate the draft policy for comment and amendment to staff, parents, Board of Management and sixth class students.

Dissemination

- Circulate amended policy to everyone who is affected by it.
- Decide best how to inform those concerned about the policy. Some ideas include a launch day, an induction evening for parents and staff, a newsletter, displaying the guidelines throughout the school.

Implementation

- Ensure that the whole staff team is familiar with the policy and is prepared to work within it.
- Ensure that everyone is aware of changes that the policy will make in practice.
- Invite the community dietitian to speak at a meeting of parents and staff.

Monitoring

- Highlight the positive aspects of individual lunches in the classroom.
- Discuss the contents of school lunch boxes in class.

Sustaining and strengthening your Policy within the school and home

- Praise and affirmation.
- Reminders on school letters/ newsletters throughout the year.
- A "fun event" to highlight healthy lunches. This could include a competition, artwork or display.
- Inform all new staff of the policy.
- Ensure that the guidelines are clearly displayed.
- Display the Food Pyramid poster and any other relevant posters.
- Use national campaigns, for example National Healthy Eating Week, to highlight awareness.
- Link in with local shops to promote healthy lunch choices (i.e. sandwich and fruit for sale at special low price).

APPENDIX 7

SAMPLE HEALTHY LUNCH POLICY

Through this policy the school aims to help all those in our school community; children, staff and parents in developing positive and responsible attitudes to eating and to appreciate the contribution that good food makes to health.

Nutrition, i.e. what people eat, is known to be one of the key factors influencing their health and well-being. All children bring a packed lunch to school in addition to a snack for the morning break. Food is also a feature of school celebrations. The taught curriculum provides an opportunity to teach about food and healthy lifestyles.

It is the agreed policy of our school that:

- Healthy lunches be encouraged and fizzy drinks, sweets, bars, chocolate and crisps be discouraged.
- A healthy lunchbox includes a piece of food from each of the bottom four shelves of the Food Pyramid. e.g. ham sandwich, carton of orange juice and strawberry yogurt.
- Friday is treat day. On this day one piece of food from the top shelf of the Pyramid may be included.
- Cans and glasses are not permitted for safety and litter reasons. Healthier choices for drinks include water, milk and unsweetened fruit juice.
- Foods, which have wrappers, are best kept to a minimum and disposed of properly to protect the school environment.

To help highlight awareness of healthy school lunches the following will take place:

- The Healthy School Lunches guidelines (SEHB) will be displayed in every classroom and the staff room and will be referred to by the teachers.
- At the beginning of each school term teachers and pupils will discuss healthy eating.
- During the year all classes will receive a minimum of two lessons on healthy eating.
- Parents will be offered the opportunity to attend a healthy eating information evening facilitated by a dietitian.
- Teachers will provide positive modelling and supportive attitudes to encourage healthy eating.
- The leaflet '*Munch & Crunch - Eat a Healthy Lunch*' (SEHB) will be distributed to the parents of all incoming pupils.
- In May, this policy will be reviewed and a Healthy Eating Awareness week will be held.

Adapted from Healthy Eating Guidelines - A Resource Pack for Primary Schools, Health Promotion Service, NWHB, 2002.

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