



# The Healthy Food Information Service

Support for your school and licensed canteens

A one stop shop for the support and tools you need to meet the NSW Healthy School Canteen Strategy.

- ✓ Tools about healthy food and drink choices
- ✓ Answer your questions about the Food and Drink Criteria and the NSW Healthy School Canteen Strategy
- ✓ Link you with local support
- ✓ Help make changes to your canteen
- ✓ Support you to fill in your Menu Check form
- ✓ Copy of your school canteen's last Menu Check form
- ✓ Menu check

**Please call or email the Healthy Food Information Service**

Phone. **1800 930 966** between 9 am and 5 pm from Monday to Friday

Email. [healthyfood@health.nsw.gov.au](mailto:healthyfood@health.nsw.gov.au)



# How to make changes to your canteen and do a menu check to meet the NSW Healthy School Canteen Strategy



## How do I know that my menu check is due?

We will send you an email when you are due to do your menu check. A school canteen menu check will last for three years.



## What do I need to do to get ready for a menu check?

Use the Food and Drink Criteria (<https://education.nsw.gov.au/student-wellbeing/whole-school-approach/healthy-canteens/food-and-drink-criteria>) and follow the six-steps to a healthy school canteen. Make any changes you need to your canteen to make the healthy choice the easy choice for students.



## When do I need to finish my menu check?

You have one (1) school term to fill in and send your Menu Check form to the Healthy Food Information Service. Email: [healthyfood@health.nsw.gov.au](mailto:healthyfood@health.nsw.gov.au).



## How do I fill in and send the form for a menu check?

Follow the list in the Menu Check form to fill in the school and canteen contact and menu details.

Ask your Principal or their delegate to sign the School and Canteen details page.

Send your finished form and a copy of your menu to the Healthy Food Information Service.



## Who do I call or email for support with my menu check?

The Healthy Food Information Service can answer your questions and support you to fill in your form.



## What happens after I send my Menu Check form?

We will send you an email to let you know we have your form. The Healthy Food Information Service will check your Menu Check form and canteen menu and give you a results report.



## What about licensed canteens?

Licensed canteen providers can email or call the Healthy Food Information Service to learn more about their menu check process. Schools can check with their provider on how to finish the menu check for the school.



## When you pass the menu check your school will get a Great Choice badge, certificate and letter of achievement.

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