



## Catering Policy - St. Paul's School

### 1. Introduction

This document was drafted together with teachers, parents, employees and the contracted company, and aims to advise the school community on the catering service provided to the school.

Currently the catering service is provided through the company Sodexo do Brasil Comercial S/A, who is responsible for all necessary support in this area.

### 2. Staff

The staff body allocated to the dining room by the contracted company is composed of 37 employees, including nutritionists, a stockist, chefs, a dessert specialist, a butcher, general service officers and waiters.

### 3. Dining rooms

Pre-Prep: 176 seats

Prep and Senior School: 208 seats

Teachers and staff: 78 seats

### 4. Number of meals served

Considering lunch alone, the number of meals served every day, including teachers and staff, is 1400 on average.

### 5. Meals served and times

#### Pre Prep morning snack

- The morning snack is served from 8.30 am
- Location: Collected in the dining room and consumed in classrooms
- It is composed of
  - 1 drink (juice or milk drink);
  - 1 mini bread (various breads) with a protein filling such as: cheese, turkey, butter and cream cheese;
  - 1 portion of seasonal fruit.

Sample morning snack menus for Pre-Prep pupils:

Example 1

Example 2

- pão de queijo
- semi-skimmed chocolate milk
- apple
- mini bread with cream cheese
- juice
- banana

### Prep 1 morning snack

- The morning snack is served from 8.30 am.
- Location: Collected from the dining room and consumed in the playground
  - 1 drink (juice or milk drink);
  - 1 mini bread (various breads) with a protein filling such as: cheese, turkey, butter and cream cheese;

### Lunch

- Lunch is served from 11 am until 2 pm as follows:
  - Teachers and staff: 11 am – 2 pm
  - Pre Prep: 11.15 am – 12.50 pm
  - Prep School: 11.20 am – 12:30 pm
  - Senior School: 12.30 pm – 13.30 pm
- PP1 pupils are served at their tables with dividing trays that separate hot food, salad and fruit (desserts are only served following the teacher's authorization).
- PP2 and PP3 pupils serve themselves at the counter with the help of waiters and with the guidance of teachers. They are served hot food, salad and fruit (desserts are only served following the teacher's authorization).
- Prep 1 is served with dividing trays, and for the rest of the year groups, lunch is served on a flat tray with crockery.
- The menu offered daily is composed of:
  - 4 types of unseasoned salad (lettuce and tomato every day). At the counter there are dressings (salt, pepper, olive oil, vinager, lemon, soy sauce, etc.) for pupils to season their salad to their taste (for Pre-Prep, 4 types of unseasoned salad are served).
  - wholemeal bred / butter and margerine sachet
  - soup
  - wholegrain rice / white rice / beans (either 'carioca' or black beans)
  - protein option (already cut up into small pieces for Pre-Prep and Prep 1)
  - accompanying option (on days where high-calory options are served, cooked greens and vegetables are also offered as an option)
  - dessert (only served on Tuesdays and Fridays)
  - fruit (served every day. On days when a dessert is not served (Mondays, Wednesdays and Thursdays), 2 types of fruit are served).
  - water / sugar-free juice.

### Pre Prep afternoon snack:

- The afternoon snack is served to Pre-Prep at 2 pm
- Location: Collected from the dining room and served in classrooms
- The menu is composed of:
  - Monday: Savoury cracker and fruit
  - Tuesday: Plain cake
  - Wednesday: Savoury cracker and carrot sticks
  - Thursday: Plain cake
  - Friday: Savoury cracker and carrot sticks

### Prep 1 and Prep 2 afternoon snack:

- The afternoon snack is served at 2 pm
- Location: Collected from the dining room and served in classrooms
- The menu is composed of:
  - Fruit: 3 times a week
  - Carrot sticks: twice a week

## 6. Diets

In order to request special diets, parents must submit a medical prescription to the class teacher, who will send it to the nurse of the school or secretary of the school to which the child belongs. The request will then be sent to the dining room's nutritionists.

N.B. the medical prescription must be renewed every term. Except in the case of children with chronic illnesses, where renewal should be yearly.

Diets (lunch and snack) are served separately, as requested in the medical prescription, based on the menu offered by the school.

All diets are supervised by the dining room's nutritionists.

## 7. Supervision

In the dining rooms there are Sodexo managers (identified with badge and uniform) who supervise all handling and serving, and who are available for answering any user queries throughout meal periods. The intention is to respond to and resolve any problems that may arise as quickly and effectively as possible, remembering that the school is informed of all events that occur on a daily basis, so that they can monitor the situation and take any measures as necessary.

## 9. Time of stay in the dining room

The queue and time that pupils spend in the dining room is reviewed periodically in order to evaluate the service provided.

## 10. Preparation of menus

- The preparation of the menu is the responsibility of the nutritionists of the contracted company, however there are certain specifications made by the school..

- Below is the frequency of foods served:

MAIN MEAL	FREQUENCY/YEAR
Red meat	40%
Chicken	27%
Pork	6%
“Chester”	3%
Pasta (dry or filled)	15%
Fish	6%
Pizza	1%
Hotdogs	1%
Hamburgers	1%

DESSERT	FREQUENCY/YEAR
Pie (passionfruit and lemon)	12%
Ice-cream	10%
Pavê	7%
Pudim / Brigadeirão	7%
Cake	6%
Bruxinha	12%
Pavlova	5%
Mille feuille	3%
Mousse	9%
Swiss roll	3%
Donuts	3%
Apple pie	3%
Cocada	1%
Jelly / blamanche	12%
Doce de leite surprise	2%
Strudel	1%
Cheesecake	1%
Açaí	1%

**N.B.**

- Wholegrain rice, white rice and beans are served every day (‘Carioca’ beans twice a week and black beans twice a week).
- When hotdogs are served, pork sausages are offered, and bread is offered separately.
- When hotdogs or pizzas are offered as a main meal option, beef stir-fry is also offered as a protein option.
- Processed foods: hotdogs, pastas (filled, dry and layered), ice-cream and pão de queijo.
- Fried foods: Only items such as rice balls, tempura and battered fish are fried. All other options are baked or grilled.
- The hamburger served is prepared at school and is not offered as a sandwich. Bread is served separately.

**9. Brand restrictions**

The contracted company buys specific products with the brands determined by the school. Below are some examples:

PRODUCTS	BRAND

RICE	CAMIL / TIO JOÃO
SUGAR	UNIÃO / BARRA
REFINED SALT	CISNE / LEBRE / ITA
SOYBEAN OIL	LIZA / SOYA
CREAM	NESTLÉ / ITAMBÉ
CONDENSED MILK	NESTLÉ / GLÓRIA
SWEETENER	GOLD (SUCRALOSE)
TOMATO EXTRACT	CICA / ARISCO / ETTI
SWEETCORN	QUERO
KETCHUP	CICA / ARISCO / HELLMAN'S
MAYONNAISE	HELLMAN'S
OLIVE OIL	CARBONEL / GALO
FLOUR	SOL / DONA BENTA
COCOA POWDER	NESTLÉ
CHOCOLATE	NESTLÉ / GAROTO / LACTA
MIXED HOTDOGS AND TURKEY BREAST	SADIA / PERDIGÃO

## 10. Standards and procedures

In relation to catering, food safety is a basic principle in the administration of meal services to large groups. To ensure this safety, the contracted company ensures that the processes and methods used in the handling of food are validated from a sanitary point of view, following developments in accordance with legislation.

### Staff

- Selection and assessment
- Health Control (exams upon admission and periodically)
- Training (daily and termly)

### Processes

- Control of water for consumption;
- Disinfection and sanitization (food, environments, equipment, utensils and staff);
- Monthly ordering program;
- Receipt of goods;
- Assessment upon receipt (taking temperature, samples, completing controls, assessing suppliers);
- Storage of perishable items (3 refrigeration chambers, 1 freezer chamber, 2 freezers);
- Storage of non-perishable and disposable items (in a specific stock room);
- Storage of cleaning products (in a specific room);
- Storage of utensils (in a specific room);
- Storage of waste (in a chamber located outside between 0°C and 10°C);
- Equipment maintenance;
- Continuous supervision;
- Technical audits;
- Equipment temperature control (twice a day) and prepared foods;
- Tasting;
- Collection of samples from foods (stored for 96 hours in the freezer at a temperature of -1°C, drinks such as juices and water is stored in refrigeration between 0°C and 10°C);
- Collection of samples from fresh products (stored for 72 hours in the freezer at a temperature of -18°C);
- Integrated pest control.

### Examples of Procedures

- Nothing is served with raw egg;
- Palm heart is cooked at a high temperature for 15 minutes;
- Boxes from suppliers do not enter the kitchen area;
- No food remains at room temperature for more than 30 minutes;
- All hot options must have a temperature of at least 60°C.

### Leftovers

A daily control is performed with the amount of prepared food not served.

Leftovers are disposed of due to there being no guarantee in terms of transport, storage and product quality.

### Industrial equipment

- 2 self-cook centre ovens
- 1 combined oven
- 1 mixer
- 1 semi-industrial mixer
- 1 food processor
- 3 hobs
- 3 hot plates
- 2 horizontal freezers
- 7 counter-top fridges
- 6 cold distribution counters
- 5 hot distribution counters
- 1 food chiller
- 5 chambers
  - 1 for fruit and vegetables with a temperature of 6 to 8°C
  - 1 for chilled and milk products and drinks with a temperature of 6 to 8°C
  - 1 for meats with a temperature of 0°C
  - 1 freezer with a temperature of -18°C
  - 1 for waste with a temperature of 0°C located outside the dining room
- 2 dishwashers
- 4 coolers
- 2 boilers
- 2 blenders
- 1 mixer
- 2 sets of electronic scales
- 2 cold meat and cheese cutters
- 2 meat mincers
- 1 hot “pass-through”
- 2 cold “pass-throughs”
- 3 deep fat friers
- 1 coffee machine