



### SPECIFICATION OF REQUIREMENT

#### 1. Introduction/Background

King Athelstan is a happy and diverse community school focused on providing excellent outcomes and opportunities in the local community. We are two-form entry school from Reception to Year 6 and have a nursery. The current pupil numbers for Reception to Year 6 is 417 with 54 in Nursery.

The school site consists of the main school two storey building, a separate Specialist Resources Provision (SRP) that is in a demountable classroom and the King Athelstan Centre (KAC), which is used for pre and post school clubs. The school has a purpose built, fully equipped catering kitchen with serving stations.

Kingston Town Children's Centre (KTCC) is located on the main schools site but is in a separate building and does not form part of this tender.

#### 2. Purpose and Scope

King Athelstan Primary School is a LA maintained community primary school for pupils aged 3 to 11 situated in Villiers Road, Kingston upon Thames. The school caters for a diverse community, 34% of pupils have English as an additional language with 43 different languages spoken. 28% of the pupils in the school are entitled to free school meals (30% Pupil Premium/Ever 6) and some come from challenging home circumstances.

The Contractor will be required to supply midday meals during term time to pupils, staff and visitors in the school. The policy will be to supply a home-cooked nutritious meal with an emphasis on healthy eating (based on the balance of good health) that meets the National Nutritional Minimum Standards, using fresh ingredients as much as possible. However, the meals provided for some of the pupils will form their only hot meal of the day and therefore there must be an emphasis on ensuring that the meals are child friendly in terms of content and presentation.

The Contractor should note that the school population could fluctuate over the course of the contract. They also may fluctuate because of the introduction or removal of government initiatives and guidelines including lockdowns because of COVID 19. Numbers may also fluctuate due to classes or 'bubbles' having to close or isolate for particular reasons e.g. due to COVID 19. These fluctuations shall be at the risk of the Contractor. At present, 117 pupils are entitled to free school meals. In general, daily numbers are between 210 and 225, which includes those entitled to Universal Infant Free School Meals. At the start of each school year, numbers are lower due to the staggered start of new Reception pupils. The school may also consider wrap around care or a flexible nursery provision in the future and therefore the capacity for nursery-aged children to have their meal in their setting in the future must be taken into consideration.

The Contractor must also be aware that the kitchen area and facilities forming part of this contract must be available to third parties outside normal kitchen hours. Except where indicated, the users of the kitchen can prepare and if necessary, cook their own food using the kitchen equipment and utensils that are available to the Contractor. The users are expected to leave the kitchen in the same condition in which the Contractor left it. If the kitchens are not left in the same condition, the Contractor should speak to the School Office immediately.

In addition, a number of activities take place outside normal school hours for which a catering service maybe required by the organisers of the activities. Tenderers are invited to indicate

whether and to what extent they are interested in providing meals and other refreshments for such activities.

To ensure a fair and worthwhile tender, certain standards have been predetermined. It is not the school's intention to stifle or hamper the successful Tenderer after the appointment and to this end; the school would welcome any proposals for the improvement of the catering service.

### **3. Contract Period**

- 3.1 Subject to the provisions of the default clauses in the Conditions of Contract, this Contract shall remain in force for a period of three (3) years.
- 3.2 At the end of the initial contract period, the School may choose to extend the Contract for a further period of up to two (2) years at yearly intervals. This shall be according to the performance of the supplier/s during the initial Contract period, prevailing market conditions and School requirements. Any such extension shall be at the originally tendered prices.

### **4. Summary of Requirement**

- 4.1 The Service will be provided to pupils, staff and visitors to the school.
- 4.2 The Contractor will be required to provide special diets or to provide food that meets the requirements of pupils, staff or visitors who have food allergies or intolerances. This will be on the recommendation of the medical/hospital dietician and/or the Headteacher of the school. All food used for these individuals must conform to the requirement of the diet.
- 4.3 Pupils with special diets do, on occasion, bring small quantities of food from home because of the nature of their dietary requirements. The Contractor will be required to cook this food for the pupils concerned at no additional cost to the school.
- 4.4 The school will purchase appropriate tableware and cutlery in consultation with the Contractor. The Contractor will not use disposable tableware or cutlery unless instructed to do so because of Health and Safety guidance received from the Government or Local Authority. The Contractor must ensure that any additional plates, dishes, beakers and cutlery conform to the requirements of the Headteacher.
- 4.5 The Contractor will set out tables, jugs of drinking water and beakers and freshly baked bread for the use by pupils/staff taking a school meal at no extra cost.
- 4.6 This school operates a system in which the pupils collect their own meal from the hatch. This meal is to be served individually (not pre-plated) as requested by the each pupil.
- 4.7 A 'Home-Like' atmosphere is encouraged at this school and at the discretion of the Headteacher; pupils are permitted to assist in the dining areas. If the Headteacher permits a pupil to endeavour to assist in this way, the Contractor shall allow the pupils to do so and shall not obstruct or discourage them in any way. Alternative service arrangements may be required in extreme circumstances e.g. Covid 19
- 4.8 The menu is based on a three weekly plan, which must be varied, during each six-month period. The parent/carers will select and book from a multi choice menu, which must provide a well-balanced meal. The type of food served at the school is dependent on the involvement of the school in the Healthy Eating Programme on the proviso that the national nutritional minimum standards are met. The menu should contain meals that are popular with the pupils to ensure that there is minimum waste and that all pupils taking a school meal will eat a good amount.
- 4.9 The contractor must provide a salad bar and fruit options each day in addition to the main menu.
- 4.10 The contractor is responsible for monitoring the success of the meals provided and giving regular

feedback to the Headteacher about proposed alterations to the menu.

- 4.11 The menu must be approved by the Headteacher prior to publication.
- 4.12 Meals are to be available for serving to pupils at the time specified and agreed with the contractor. These times may be subject to change as a result of Health and Safety advice from the Government or the Local Authority e.g. regarding social distancing.
- 4.13 The Contractor is required to serve all foods, wash up, and sterilize all equipment, crockery, cutlery and utensils used in providing this service.

## **5. The Operation**

- 5.1 Each day pupils must be provided with a nutritionally balanced meal. This must consist of a hot main course and a dessert and be at a fixed price as stated in the price schedule of the Tender documentation.
- 5.2 The Contractor must ensure that all pupils are catered for and particular attention given to pupils requiring a medically recommended special diet or those who have a vegetarian or religious dietary requirement, including the school's no pork policy.
- 5.3 The Contractor must display the three weekly menu plan and a daily menu in the kitchen and dining hall and a second copy must be supplied to the school office. The Contractor must also provide a menu to be displayed on the school notice board and electronic copy for the school website.
- 5.4 On the first teaching day of each week the Contractor will receive notification of the approximate daily numbers of meals required for that week from the school office. Any daily variations will be notified to the Contractor by 10.30 a.m. on the day the meals are required.
- 5.5 At the end of each week a printout from the booking system recording the number of meals served that week must be signed by the Contractor and then passed to the school office to be countersigned.
- 5.6 For the avoidance of doubt, it is the Contractor's responsibility to provide sauces such as tomato ketchup, salad and other dressings in suitable table sized containers. These are for the use of pupils/staff at each mealtime and must be sited on each individual table.
- 5.7 The Contractor must take account that on occasions pupils arrive late for their meal. Any pupil arriving after the agreed time must be provided with a meal. On some occasions, pupils arrive for a meal after a visit to the dentist and they may require a 'soft meal', the Contractor must provide such a meal at no additional cost. All efforts will be made by the school to inform the Contractor if a pupil will arrive after the agreed time, however in the event that no notice has been given the pupil will still be entitled to receive a meal. If food is left after all the meals have been served, children must be offered "seconds" and the Contractor must check with the School Meals Supervisory Assistant that any remaining food may be disposed of as all the children have had their meals. This will normally be at the end of the lunch.
- 5.8 When pupils are off site on a school trip, the contractor will be required to supply a packed lunch for all children who have booked a school lunch for that day. A minimum of a week's notice will be given to the Contractor of the number of packed lunches required.

The lunch should consist of the following:

- One round of sandwiches for primary pupils
- All sandwiches to be of wholemeal bread and have a varied content
- Vegetarian and non-vegetarian should not be packed together
- (Sandwiches should contain a vegetable as part of the filling, or this may form an additional side item)
- A drink of either a carton of pure fruit juice or a small bottle of mineral water
- Piece of fresh fruit or yoghurt (with spoon)
- Biscuit / cake product

Each packed lunch must be clearly labelled on the outside with all of the ingredients.

- 5.9 The Contractor may be required to provide meals or refreshments for special occasions, such as:
- Appointments of Teaching Staff
  - Christmas lunch
  - Special sports function
  - Prize days
  - Parent/carer meetings
  - In service training course
- Prior notification of any additional costs must be given to the organiser of the function for his/her agreement before the Contractor provides the said meals and it will be the responsibility of the organiser of the function to reimburse the Contractor the additional cost involved.

## **6. Nutrition/Healthy Eating Policy**

- 6.1 All schools must meet the School Food Standards published by the Government (Document 11) and the Contractor will be responsible for ensuring that all menus comply with these standards or any such future standards. As part of the Operational Plan, Contractors will be expected to provide a breakdown of how they will meet, monitor, and maintain nutritional standards.

## **7. Menus**

- 7.1 Menus must meet the School Food Standards published by the Government (Document 11) and any amendments made by central Government during the life of the contract.
- 7.2 The Contractor must be aware that due to the seriousness of allergies associated with nut products the school requires that no nuts or nut products be incorporated in meals supplied by the Contractor.
- 7.3 Due to the high numbers of Muslim children, the school operates a no pork policy.
- 7.4 The Contractor will operate on a three-week menu cycle using a multi choice menu that will be submitted to the Headteacher 4 weeks in advance. The school shall be entitled to make reasonable alterations to the menu cycle up to 4 weeks prior to the commencement thereof. All vegetarian meals should specifically state they are such. Any changes or substitutions to the published menus must fulfil the requirements of the original standard of food in all aspects and advance written approval for their use must be given by the Headteacher before the preparation of food commences
- 7.5 The Contractor must include in all daily menus a jacket potato option and a varied vegetarian meal of equal quantity to the non-vegetarian main meal. Vegetarian meals must not be predominately cheese based and should not contain any dead flesh of fish, fowl or animal origin or any derivatives of the same. All meals should be varied with a variety of available menus and be suitable for pupils with cultural or religious requirements and none should contain nuts.
- 7.6 The Contractor must supply portion sizes for Infant, Junior and Adults. These portion sizes should be treated as the minimum acceptable.

## **8. Multi Choice menu**

- 8.1 A multi - choice menu is designed to incorporate foods acceptable to the Healthy Eating concept, whilst at the same time allowing the pupils the freedom of choice. As such, the vegetarian meals

should also be available to non-vegetarians.

## **9. Standard of Food**

- 9.1 The Contractor must ensure that they will only supply foods to a standard that will be deemed by the school to be of good commercial quality and that all ingredients of such foods shall be warranted and meet all relevant statutory requirements relating to the composition and quality of food and statutory hygiene laws and practices.
- 9.2 For all meals it is essential that the food used be kept at a safe temperature and that the methods of cooking promote minimal loss of nutrients especially if several separate sittings are required at the school.
- 9.3 Standards of raw material and prepared food must satisfy a nominated Council representative, who must be afforded the necessary access and assistance to carry out inspections without giving prior notice. If any doubt arises as to whether any raw material foods are acceptable for consumption, the opinion of the Authority's Environmental Health and or Trading Standards Department shall be acted upon.
- 9.4 The Contractor must follow recognised handling procedures for high-risk foods.
- 9.5 The Contractor must keep for 72 hours refrigerated sample of all meals provided and must make it available for inspection or analysis if required.
- 9.6 Any foods containing protein must not be recycled.

## **10. Condition of Food**

- 10.1 All food must be stored at the correct temperatures and in the correct conditions and The Contractor must ensure that the maximum storage times are not exceeded as required by the Food Safety Act 1990 or any subsequent re-enactments or amendments thereof and by all other relevant legislation.
- 10.2 At the point of service, all hot food must be maintained at a minimum temperature of 68°C.
- 10.3 Cold foods must be kept refrigerated at the correct temperatures appropriate for that particular food until required for service.

## **11. Dining Room Service**

- 11.1 The Contractor must ensure that dining furniture is set to the school's requirements.
- 11.2 The service of the meal to the Pupils and Staff must satisfy the requirements of the school.
- 11.3 Drinking water is available for all Pupils and Staff taking a meal, either provided by the Contractor or supplied by pupils and staff from home or elsewhere.
- 11.4 Cold food must be kept refrigerated and placed in a position agreed by the School until required for serving.
- 11.5 Food specified under this Contract must be wholesome, properly prepared and cooked, and attractively presented.
- 11.6 Suitable floor cloths should be made available in the dining areas to enable spillages to be removed.
- 11.7 All dining tables used for the consumption of food and drink should be wiped immediately prior to laying and between sessions according to the school's requirements.

- 11.8 Suitable containers are available for the disposal of any plate waste.
- 11.9 Suitable containers are available in the dining area for the collection of used cutlery during and after the meal.
- 11.10 Suitable containers are available in the dining areas for the disposal of wrapping, etc. for meals brought from home or elsewhere.
- 11.11 At the conclusion of the meal it is the responsibility of the Contractor's staff to wipe and dry all tables in the dining area, spot wash chairs, wash down the containers used to collect waste, plates and cutlery, sweep and spot wash dining room floor and remove all refuse containers to the requirement of the school.
- 11.12 The dining area should be left free from any soiling resulting from the dining process. Particular attention is to be paid to the serving hatch area including the wall and shutter, the floor below and around the service area, and the wall behind the salad bar and clearing trolley. This should be done as quickly as possible but concluded no later than 1.30 p.m., unless the school has had to implement alternative sitting arrangements e.g. due to COVID-19.
- 11.13 The Contractor's staff must wash up, and if necessary sterilize all items used in providing the dining service.
- 11.14 The Contractor must monitor the use of cutlery and crockery and as far as is reasonably possible and keep losses / breakages to a minimum.
- 11.15 All dining room furniture is cleaned regularly and maintained in good condition. It will be the responsibility of the school to provide annual maintenance checks for the dining furniture, where necessary