SCHOOL BREAKFAST PROGRAM

TOOLKIT
Sponsors

Foodbank WA would like to acknowledge the following Healthy Food for All® partners:

Department of Health
Department of Education
Department of Regional Development

Acknowledgements

Written by
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About the School Breakfast Program Toolkit

The School Breakfast Program Toolkit has been developed to provide prospective and existing School Breakfast Program schools with information, resources and tips for the successful implementation and maintenance of the Program.

The Introduction section provides background information on Foodbank WA and the School Breakfast Program. This section also briefly outlines existing research on why children and adolescents skip breakfast, the benefits of consuming a regular breakfast and outcomes from the annual School Breakfast Program survey.

Getting Started walks prospective schools through two important questions – ‘does my school need a School Breakfast Program?’ and ‘how do we go about implementing one?’ This section provides information and tips on identifying the need for the SBP, obtaining support for the program, suggestions about the resources that may be required, and a description of the free breakfast products supplied through the School Breakfast Program.

Accessing Foodbank WA outlines the School Breakfast Program registration process and how to access the free breakfast products from Foodbank WA.

The Your School Breakfast Program section provides general guidance, suggestions and tips around the actual delivery of the program in your school, with suggested preparation tasks grouped by approximate timeframe.

There is no one correct way to run the School Breakfast Program. Schools need to run the program according to the unique needs of the school community, in order for the program to produce successful outcomes. To illustrate this point, the Case Studies section outlines the experience of existing schools and the way in which their Program has developed and grown to produce the desired outcomes.

Food safety and nutrition for School Breakfast Programs outlines general information around food safety and the importance of safe food handling. The Recipes section contains several recipes that are suitable for use in a breakfast program setting.

Superhero Foods is an online resource available for teachers and health educators; this fun and fresh approach to nutrition education and cooking aims to empower children to make healthy lifestyle choices.

The School Breakfast Program Toolkit is intended as a ‘living document’. The ring binder design of the Toolkit allows schools to add information, such as new resources or updates to existing information, as updates become available over time. As well as providing further information about the topics covered in the Toolkit, the Appendices section is a building block which provides an area for schools to add relevant forms and information in an organised, central location.

Foodbank WA hopes that this resource will further support School Breakfast Program schools to achieve positive outcomes. Feedback on this resource is welcome – please direct feedback and suggestions to info@healthyfoodforall.com.au

For more information about the School Breakfast Program, please contact Miranda Chester (School Breakfast Program Coordinator) by email: miranda.chester@foodbankwa.org.au or phone (08) 9463 3213.
2.1 Foodbank WA

Established in 1994, Foodbank WA is a non denominational, charity organisation. Foodbank WA serves as a link between the food industry and community welfare agencies looking after Western Australians in need, many of whom are children. Since opening it has redistributed over 30 million kilograms of edible food to the people of Western Australia. Foodbank WA supports more than 1,200 community agencies and schools. Foodbank WA’s head office is located in Perth, with regional branches located in Albany, Bunbury, Geraldton, Kalgoorlie-Boulder and Peel (Mandurah).

2.2 Foodbank WA’s School Breakfast Program

The School Breakfast Program (SBP) is one of the most important and unique programs run by Foodbank WA. The program commenced in 2001, with 17 schools registering in response to a growing awareness that students were going to school most days without eating breakfast. During 2016, 449 schools were involved in the School Breakfast Program. The Program directly reached over 18,200 children, serving over 57,000 breakfasts and 22,600 ‘emergency’ meals per week. Of these, 190 (42%) were located in the metropolitan area, and 259 (58%) located across regional WA, stretching from Kalumburu and Kununurra in the north to Esperance and Albany in the south, to remote schools along the South Australia/Northern Territory borders.

Foodbank WA supplies quality School Breakfast Program food products to registered schools free of charge, to ensure that all students have an equal opportunity to receive a wholesome, nutritious breakfast on a regular basis. The School Breakfast Program would not be possible without the generous support of Foodbank WA’s government and corporate sponsors. These organisations provide funding so that Foodbank is able to purchase the breakfast food items and pay for the freight to deliver the breakfast product to outlying regional schools.

2.3 Why are children and adolescents skipping breakfast?

There are a number of reasons why children and adolescents do not consume breakfast on a regular basis, including:

- A lack of time
- Not being hungry in the morning
- Not wanting to eat alone
- A lack of food (or appropriate food) in the house
- Having to leave home early in the morning (O’Donoghue, Davies & Balson, 2010; Shaw, 1998)

Constraints such as low income, poverty and remoteness can also make children and families vulnerable to poor nutrition (Tapper, Murphy, Moore, Lynch & Clark, 2007).

Twenty five percent of Australian families receive welfare payments, which comprise 50% of their total weekly income. Such low-income families are less likely to purchase and consume healthy foods (Kettings, Sinclair & Voevodin, 2009). According to the Australian Bureau of Statistics, skipping meals in the last 12 months due to a shortage of money was experienced by 12% of low income households (Australian Bureau of Statistics, 2006). In particular, food insecurity is a major issue for Aboriginal and Torres Strait Islander populations in addition to new refugees in WA (Gallegos, Ellies & Wright, 2008). The 2008 Child and Adolescent Physical Activity and Nutrition (CAPAN) Survey reported that approximately 10% and 17% of primary school boys and girls along with 29% and 38% of secondary boys and girls do not consume breakfast on a daily basis (Martin et al., 2007).
2.4 Benefits of consuming a regular breakfast

Breakfast is one of the most important meals of the day, particularly for growing children. Studies suggest that memory function of under-nourished children (e.g. attention span, recall and concentration) is consistently benefited by the consumption of breakfast (Pollitt, 1995, as cited in O’Donoghue, Davies & Balson, 2010; Ruxton & Kirk, 1997; Shaw, 1998). Studies show that making SBP’s freely available to all students – regardless of socio-economic status – is associated with improved nutrient intake and academic, social and emotional outcomes (Kleinman, Korzec-Ramirez, Patton, Pagano & Murphy, 2002). SBP’s also provide the opportunity to model healthy breakfast food selection and eating behaviours among children that may not witness these behaviours elsewhere (Radcliffe, Ogden, Coyne & Craig, 2004).

SBP’s are successful at improving student nutrition and academic achievement as well as reducing student absenteeism and behaviour problems (Davies, 2012). They have also been shown to reduce food insecurity in low socio-economic families by reducing the strain on household budgets (O’Donoghue, Davies & Balson, 2010). Studies have shown that regularly eating breakfast positively contributes to natural growth and development in disadvantaged communities (Cueto 2001). SBP’s also have an important role in improving fruit and vegetable consumption rates for students, especially for those children with low fruit and vegetable consumption rates (Robinson-O’Brien, Burgess-Champou, Haines, Hannan & Neumark-Stainer, 2010).

Eating breakfast also positively influences the happiness and mental health of students. For more information, please see the ‘Feeding young minds’ fact sheet in Appendix D.

2.5 School Breakfast Program Impacts

The School Breakfast Program is evaluated annually, with schools reporting that the Program “positively impacts” students’ capability for learning across a range of factors (Hill, Byrne, Devine, Miller & Cross, 2016):

• Punctuality to school at the start of the day
• Punctuality to classes during the school day
• Attendance
• Behaviour
• Readiness for learning
• On task concentration
• Social skills
• Productivity in classwork

2.6 Foodbank WA’s Healthy Food for All®

School Breakfast Program registration is free of charge, and grants the school access to free breakfast products for use in a breakfast program setting. Registered SBP schools are also eligible to access complementary health promotion initiatives, through Foodbank WA’s Healthy Food for All® strategy:
Food Sensations®

Food Sensations® uses interactive nutrition activities and cooking workshops to teach people about healthy eating. The workshops are aligned to the Australian Health and Physical Education curriculum and offer knowledge and skills related to:

- The Australian Dietary Guidelines
- Food budgeting
- Meal planning
- Food purchasing, preparation & safe food handling

Workshops are available to:

- Student groups - either at your school or at Foodbank WA's new training kitchen
- Parent and community sessions (Adult groups)
- Professional Development days for educators and program facilitators

For more information on Food Sensations®, please contact Vanessa Bobongie on (08) 9463 3214 or via email vanessa.bobongie@foodbankwa.org.au

Superhero Foods

The Superhero Foods concept and characters have been developed to promote healthy eating among primary school aged children. The inspiration behind the Superhero Foods message is that we don’t need to eat fancy, expensive foods to enjoy good health. Everyday foods that are inexpensive and readily available can be Superhero Foods. The Superhero Foods live in Healthy Town and battle their arch villains Decay, Illness and Obesity and an army of Zombie foods.

A number of Superhero Foods resources have been developed including four double-sided breakfast placemats and collector/playing cards. The characters also feature in the second and third editions of our Food Sensations® ‘Healthy Recipes for All’ recipe books.

For more information about the Superhero Foods, please visit www.superherofoodshq.org.au

Regional Strategy

Regional and remote areas of Western Australia present unique problems due to distance, climate, sparse population and lack of community infrastructure. Children within these areas face associated challenges regarding limited access to healthy, affordable, quality food and hence suffer poorer education and health conditions.

The Regional Strategy focuses on the implementation of Food Sensations® and the support of the School Breakfast Program in regional and remote areas. Staff travel throughout WA in collaboration with partnering service providers, to deliver the initiatives and build capacity for teachers, health professionals and the community.

For information about the Regional Strategy, please contact Christal Houghton on (08) 9463 3211 or via email christal.houghton@foodbankwa.org.au

For more information about Foodbank WA's Healthy Food for All®, please visit: www.healthyfoodforall.com.au
3.1 Identify the need for a *School Breakfast Program*

Want to know whether a *School Breakfast Program* might benefit your school community?

Consider whether the following issues currently feature in the school:

- Lethargic children, unable to concentrate on tasks
- High rates of absenteeism
- Poor physical health
- Lack of engagement
- Misbehaviour in classrooms
- Bullying/fighting in the playground, and
- Food theft

Another good indicator is to survey the students themselves. This would involve teachers or other support staff asking students about breakfast intake over a period of days. Some schools have discovered that up to 50% of students were either not having breakfast at all, eating an inadequate breakfast, or eating an inappropriate breakfast, such as chocolate and soft or energy drinks.

3.2 Build positive relationships

It is important to build positive relationships to ensure the success of your SBP. Build relationships with:

- The school Principal, to obtain initial approval and ongoing support;
- Teachers and other school staff, to ensure understanding and support;
- Volunteers, to ensure satisfaction and retention;
- Students, to ensure enjoyment and participation; and
- Foodbank WA, to keep them up to date and obtain support where necessary.

3.3 Obtain support from Principal and school community

- Prior to implementation, discuss how the program will benefit the students, teachers, and wider school community in a clear and inclusive manner.
- Encourage teachers and other support staff to attend regularly, to help out or to simply interact with the students in a non-classroom setting. The eventual improvements in learning outcomes and behaviour will encourage staff to participate, which ultimately improves student-staff relations.
- Consider inviting all interested students to participate in the *School Breakfast Program*, rather than simply targeting specific students. This ‘open and inclusive’ format often works to overcome the ‘stigma’ some children experience in being ‘targeted’ for involvement in SBPs.
- Engage with the school’s ‘Parent and Community’ or similar association to gain their support and to promote the program through their networks. These committees may also be able to provide financial support to obtain products not supplied through Foodbank WA.
3.4 Consider your resources

**Human Resources**

Staff members, parents and volunteers are great people to run your School Breakfast Program.

**Finding volunteers**

- Promote ways that parents or community members can support the program other than physically helping at breakfast time – many parents are often unavailable at SBP time due to work and may wish to contribute by sourcing outside funding/products, sponsor the program through their workplace (if local), etc.
- Advertise in the school newsletter (an example newsletter article template is provided in Appendix B)
- Try not to rely on a couple of key volunteers. Involve as many people in the program as possible.
- Let parents know that they can be involved in the program as well as provide support. Reinforce their role in the program and the importance of their support. They do not need to volunteer every day, explain that a flexible roster can be developed.
- Highlight the benefits of the program to parents and encourage their involvement.
- Encourage parents to observe the program in action so they can provide feedback and understand how it works.
- Include volunteers in the school community as much as possible by:
  - Inviting them to attend school functions;
  - Providing them with the school newsletter;
  - Organising ‘thank you’ morning teas; and
  - Acknowledging volunteers at assemblies and in newsletters.

As well as helping the students, volunteers benefit personally from contributing their time and efforts, through increased happiness and improved mental health. For more information, please see the ‘Volunteering, not just for the people you serve’ fact sheet in Appendix D.

**If you are finding it hard to locate volunteers, the following organisations may be able to assist:**

**The School Volunteer Program:** a program providing mentoring and other support to schools and teachers.

Ph: (08) 9444 8646
Email: spvwa@svp.org.au
www.svp.org.au

**Lions and Rotary Clubs:** organisations dedicated to providing service and support to local communities.

Visit [www.lionsclubs.org.au/contact/wa](http://www.lionsclubs.org.au/contact/wa) to find your local Lions Club.

Volunteering WA: an organisation connecting volunteers to groups and organisations requiring assistance.

Ph: (08) 9482 4333
www.volunteeringwa.org.au

There are a number of Volunteer Resource Centres throughout Western Australia. Visit www.volunteeringwa.org.au/Contact/Volunteer-Resource-Centres.aspx to find the details of your nearest centre.

Go Volunteer: an initiative of Volunteering Australia, connecting volunteers to groups and organisations requiring assistance (free to register).

Ph: (08) 9482 4308 (WA office)
www.govolunteer.com.au
Physical resources

After obtaining support from the school community and/or wider community, considering your physical resources is the most important part of planning a successful School Breakfast Program. In addition to the SBP foods supplied by Foodbank WA, other arrangements need to be made to ensure that your SBP runs smoothly. Following are suggestions about some of the aspects you may need to organise, based upon feedback from existing SBP schools.

Venue

- Choose a suitable location within the school to run the program. Possible areas may include a home economics room, undercover area or multi-purpose wet area.
- Avoid locations such as the Staff Room for the program, as this should be dedicated to staff only.
- The canteen may not be suitable as this may interfere with food preparation and canteen workers duties.
- If possible, select a venue where desks and seats can be set-up to create a dining room style environment. This will encourage students to communicate and improve social interactions.

Crockery, appliances and storage

Recommended appliances and facilities include:

Cutlery and crockery

- Plates, bowls, cups, knives, forks, spoons
- Try to provide melamine cutlery which is washable but not breakable (suggestion only)

Larger items

- Tables and chairs.
- Toaster, microwave, fridge, electric fry pan, cupboard
- Safe access to power (if required)

Storage

- Cupboard or other secure area to store food and other resources
- Fridge (whether a dedicated SBP fridge or fridge space in an existing fridge)
- Storage containers for cutlery and serving dishes
- Bread board

Cleaning

- Detergent
- Wash-up bowel
- Tea towels, hand towels
- Cleaning cloths
- Plastic gloves

Other Equipment

- Knives
- Pots and pans
- Wooden spoon and spatula
The examples below indicate the sort of physical resources that may be useful for your breakfast program:

• Spare corner of a classroom  
• Basic room set-up  
• Room set-up

• Small cupboard  
• Good quality crockery in a dedicated SBP cupboard  
• Basic refrigeration

• Freezer for term supply of bread  
• Facilities to heat food  
• Food serving suggestion
Extra funding

Whilst School Breakfast Program foods are supplied free of charge by Foodbank WA, schools often need extra funds for crockery, consumables and foods not supplied through the program, such as margarine. Existing SBP schools have suggested a number of ways to access extra funding, including:

- **Local business support**: Most businesses (especially small business) are very interested in supporting good causes in their local communities. Approach your local IGA or community store, tell them about your SBP and the benefits it will have (or has already had) for the school community. Explain that whilst most of the food is supplied by Foodbank, the SBP needs other incidentals to run, and that their support would be greatly appreciated and publicised in the school community. Existing SBP schools have accessed consumables (paper towel, gloves) and other food products (left-over bread or fruit, margarine) through both one-off and continuing support from local business, which may involve outright donation or discounts.

- **Community interest or philanthropic groups**: Including retiree associations, Lions Clubs, Rotary Clubs, etc. Types of support may include a donation of funds, equipment (such as a toaster, microwave or fridge) or in-kind volunteer help (for more information about finding volunteers, please see Section 3.4).

- **Grants**: Over the years, SBP schools have applied for and received grants, such as a $1000 Woolworths community grant (for which the application was driven and submitted by the volunteers).

Remember, support may come from the most unlikely sources. One SBP recently received a one-off donation of $500 from their local tavern, who heard via word of mouth about the enormous success of the program.

3.5 What does a SBP ‘look’ like in practice?

There is no one ‘correct’ method of running a School Breakfast Program. The ongoing sustainability of this type of program within a structured environment such as a school is largely dependent on the flexibility of the program. Foodbank WA has always seen its role as a facilitator of the SBP and a resource provider, providing the food products and a network of information and resources to support the growth of the program within the school.

Some schools do not hold an ‘official’ program, but keep product on hand and provide to students on an as-needs basis. Other schools provide the program to certain groups of students, and others open the SBP to all students who wish to participate. Schools have reported that the ‘open’ version promotes positive relationships between students and staff, and provides pastoral care staff the opportunity to freely mix and chat with students in a non-threatening atmosphere.

Depending on the facilities and resources available to run the program, schools can choose to serve the full range of food products, or a select few.

The responsibility for running the SBP varies from school to school. Upon registration each school nominates a SBP Coordinator who acts as the main contact point between Foodbank and the school. The role of the SBP Coordinator varies and in some schools simply acts as the contact person, with other staff members or volunteers actually ordering the product and providing the breakfasts to students. In other schools, particularly remote, the Principal is also SBP Coordinator, with some even handling the food service themselves.

Please contact Foodbank WA if you need some assistance or suggestions about how to coordinate a breakfast program which best meets the needs of your school.
3.6 Available SBP foods

The following School Breakfast Program products are available to registered schools free of charge, and comply with the WA Department of Education’s Healthy Food & Drink Policy (Department of Education, 2010):

- Canned fruit in natural juice;
- Wheat biscuits;
- Oats;
- Vegemite;
- Canned spaghetti;
- Canned baked beans; and
- Reduced fat UHT milk.

Where possible (subject to availability), Foodbank WA makes the following produce available to schools free of charge:

- Bread;
- Fresh fruit and vegetables;
- Yoghurt.

When attending Foodbank WA to collect School Breakfast Program products, registered schools are permitted to purchase other products from general Foodbank stocks for a set handling fee.

(Please ensure that the purchase of additional stock has been approved by the school).

All products supplied through the School Breakfast Program comply with the Department of Education’s Healthy Food and Drink Policy. All purchases from general Foodbank WA stock must also comply. For more information about the policy, please see Appendix D.

Further information about the purchase of general Foodbank stock is provided upon registration.
4.1 School Breakfast Program Registration

Applications for the School Breakfast Program are accepted throughout the year.

Application: For New Schools

- Visit the Healthy Food for All® website: www.healthyfoodforall.com.au
- Click the School Breakfast Program logo, then choose ‘SBP Registration’ from the drop-down menu.
- Click the ‘Online Registration Form’ link to access the form.
- Complete all the required fields of the form.
- Principal Authorisation: Download the ‘Terms of Registration’. This document outlines the SBP agreement between Foodbank WA and your school. Please ensure it is read and understood by both the SBP Coordinator and Principal.
- Have the Principal sign Page 3 of the Terms of Registration, scan the page and upload to the online form.
- Letter of Support: Upload your letter of support to the online form.
- Check the form to ensure all information has been completed, then click ‘Submit’

Contact Miranda Chester (School Breakfast Program Coordinator) on (08) 9463 3213 or email miranda.chester@foodbankwa.org.au with any queries about the Program, or requests for assistance with the registration process.

Renewal: For Existing Schools

Existing SBP schools are required to renew their membership each calendar year. A renewal link for the following year will be emailed to the nominated SBP Coordinator during the second half of Term 4.

What Happens Next?

Please allow up to a week for processing – if you do not receive a response within a week of submission, please contact Foodbank WA. Following registration approval, a confirmation email will be sent to the Principal and SBP Coordinator. Please read this email and any attachments carefully, as they contain important instructions and information.

- New SBP schools: a hardcopy SBP Toolkit will be forwarded to the school by mail.
- Existing SBP schools: the current SBP Certificate of Participation, order form and other resources will be forwarded to the school by mail.
4.2 How do we order and access SBP products?

The process for accessing School Breakfast Program products depends upon the location of the school. Upon registration, schools are advised of which Foodbank WA branch to access, and supplied with the relevant order form.

Metropolitan and Regional Schools

For schools located in the Perth metropolitan area, Albany, Bunbury, Geraldton, Kalgoorlie-Boulder or Peel (Mandurah), an authorised cardholder is required to attend the nearest Foodbank branch to collect the SBP products. (Authorised Cardholders are nominated upon annual registration - to amend the listing, please contact Foodbank WA). Schools are able to pick up a week, fortnight or month of product at a time, or on an ‘as needs’ basis. Instructions for ordering and collecting SBP product from each of the Foodbank branches are outlined on the following pages.

Remote Schools

Some schools in regional Western Australia are located too far away to access a Foodbank branch in person. For these schools, Foodbank arranges for quantities of School Breakfast Program product to be delivered to the school. Arrangements for these schools are made on a case-by-case basis at the time of registration. To allow for transport arrangements, please submit the remote order form at least 2 weeks before desired delivery date. If you require an urgent order, please contact Foodbank WA to make arrangements.

Foodbank WA coordinates four main ‘rounds’ of remote orders during the year, with schools receiving product during the first few weeks of each school term. Mid-term orders are also available upon request. Upon submission of the remote order form, remote schools will receive a ‘term pack’. A standard term pack weighs approximately 420kg. Quantities of the seven non-perishable products have been calculated to provide a hot and cold meal for 24 students, 5 times a week for five weeks (thus either a hot or cold meal for 24 students, 5 days a week for 10 weeks). Increased or decreased quantities to suit the size of individual schools can be arranged through Foodbank.

Where possible, Foodbank WA will supply a quantity of fresh bread and fresh fruit and/or vegetables along with the term pack (if ordered). Due to diverse factors such as school location, time of year and freight company delivery schedules, transport arrangements are made on an individual school-by-school basis. Whilst every effort will be made to provide fresh products if requested, please note that the availability, variety and quantity of fresh produce are subject to daily availability from Foodbank WA stocks.

Foodbank WA organises and covers the reasonable cost of transporting SBP product to remote schools.
4.3 How to order SBP products

Opening hours and ordering processes differ for each Foodbank WA branch. Please refer to the following pages for detailed instructions for each branch.

Foodbank Perth Centre for Food Relief

Address: 23 Abbott Road
Perth Airport WA 6105
Phone: (08) 9258 9277
Opening Hours:
• Monday to Wednesday 9am – 3pm
• Thursday 7.30am - 3pm (during school term only - ‘holidays’ opening hours 9am - 3pm)
• Friday 9am – 3pm

All orders must be lodged at least one day prior to intended collection.

Note: The pickup of fresh produce only (bread, yoghurt, fruit & veg) does not require lodgement of an order. Upon arrival at Foodbank Perth, please ask the agency counter staff for an SBP ‘fresh product’ form.

STEP 1: Access the Web Ordering Portal
• Select ‘SBP Online Ordering’ from the drop-down menu.
• Click the ‘Order Online now’ link to log into the web ordering portal.
• Click the ‘Step-by-Step Web ordering User Guide’ link for detailed instructions on how to use the ordering portal.

STEP 2: Lodge the Order
• Follow the instructions in the ‘Step-by-Step’ user guide to access the web portal and lodge the order. The ‘UserID’ and ‘password’ required to log into the portal can be found in the Registration Confirmation email sent to your school’s SBP Coordinator.

STEP 3: Arrival at Foodbank WA
• Upon arrival at Foodbank Perth, advise the agency counter staff that you are picking up a School Breakfast Program order that was lodged for your school.
Foodbank Albany
Address: Unit 2a, 5-7 Cockburn Road
Albany WA 6330
Phone: (08) 9842 6645
Fax: (08) 9842 6645
Email: albany@foodbankwa.org.au
Opening Hours:
Monday to Thursday 9am - 3pm
Friday 9am - 1pm

All orders must be received at least one day before intended collection.

STEP 1
The Foodbank Albany SBP order form is in Appendix A. Please photocopy and keep original.

STEP 2
Fill out the box at the top of the form: School Name, Order & Collection dates, and a contact name & phone number for the order. You will find out your school’s ‘User ID’ upon your first visit to Foodbank.

STEP 3
Part 1: For each of the seven core SBP products listed in Part 1, please circle the amounts required.

Parts 2 and 3: You do not need to fill out these sections – this will be completed at the time of pickup. (Please note that these non-core SBP products are subject to availability).

STEP 4
Fax or scan & email order form to Foodbank Albany.

STEP 5
Upon arrival at Foodbank Albany, tell the front desk staff that you are picking up SBP product on behalf of your school, and that an order form has been faxed in.
Foodbank Geraldton
Address: 31 Webberton Road
Geraldton WA 6530
Phone: (08) 9964 8011
Fax: (08) 9964 8022
Email: geraldton@foodbankwa.org.au
Opening Hours:
Monday to Friday 7.30am - 2pm

All orders must be received at least one day before intended collection.

STEP 1:
The Foodbank Geraldton SBP order form is in Appendix A. Please photocopy and keep original.

STEP 2:
Fill out the box at the top of the form: School Name, Order & Collection dates, and a contact name & phone number for the order. You will find out your school’s ‘User ID’ upon your first visit to Foodbank.

STEP 3:
Part 1: For each of the seven core SBP products listed in Part 1, please circle the amounts required.

Parts 2 and 3: For each of the fresh products listed, please write the number of kilograms required. (Please note that these non-core SBP products are subject to availability).

STEP 4:
Fax or scan & email order form to Foodbank Geraldton.

STEP 5:
Upon arrival at Foodbank Geraldton, tell the front desk staff that you are picking up SBP product on behalf of your school, and that an order form has been faxed in.
Foodbank Peel (Mandurah)
Unit 1, 68 Reserve Drive
Mandurah WA 6210
Phone: (08) 9581 9200
Fax: (08) 9581 9211
Email: peel@foodbankwa.org.au
Opening Hours:
Monday to Friday 9am - 3pm

Refer to Peel order form for ‘prior notice’ period instructions.

STEP 1:
The Foodbank Peel SBP order form is in Appendix A. Please photocopy and keep original.

STEP 2:
Fill out the box at the top of the form: School Name, Order & Collection dates, and a contact name & phone number for the order. You will find out your school’s ‘User ID’ upon your first visit to Foodbank.

STEP 3:
Part 1: For each of the seven core SBP products listed in Part 1, please circle the amounts required.

Parts 2 and 3: For each of the fresh products listed, please circle the products required and write the amount required in the adjoining box. (Please note that these non-core SBP products are subject to availability).

STEP 4:
Fax or scan & email order form to Foodbank Peel.

STEP 5:
Upon arrival at Foodbank Peel, tell the front desk staff that you are picking up SBP product on behalf of your school, and that an order form has been faxed in.
**Foodbank Bunbury**

5 Clifford Street  
Bunbury WA 6230  
Phone: (08) 9726 2362  
Fax: (08) 9726 2363  
Email: bunbury@foodbankwa.org.au  
Opening Hours:  
Monday to Thursday 9am - 3pm

*All orders must be received at least one day before intended collection.*

**STEP 1:**  
The Foodbank Bunbury SBP order form is in Appendix A. Please photocopy and keep original.

**STEP 2:**  
Fill out the box at the top of the form: School Name, Order & Collection dates, and a contact name & phone number for the order. You will find out your school’s ‘User ID’ upon your first visit to Foodbank.

**STEP 3:**  
**Part 1:** For each of the seven core SBP products listed in Part 1, please circle the amounts required.

**Parts 2 and 3:** You do not need to fill out these sections – this will be completed at the time of pickup. (Please note that these non-core SBP products are subject to availability).

**STEP 4:**  
Fax or scan & email order form to Foodbank Bunbury.

**STEP 5:**  
Upon arrival at Foodbank Bunbury, tell the front desk staff that you are picking up SBP product on behalf of your school, and that an order form has been faxed in.
Foodbank Kalgoorlie-Boulder
Address: 175 Forrest Street
Boulder WA 6430
Phone: (08) 9093 0284
Fax: (08) 9093 0284
Email: sandy.king@foodbankwa.org.au
Opening Hours:
Tuesday to Friday 9.30am - 2.30pm

All orders must be received at least one day before intended collection.

STEP 1
The Foodbank Kalgoorlie-Boulder SBP order form is in Appendix A. Please photocopy and keep original.

STEP 2
Fill out the box at the top of the form: School Name, Order & Collection dates, and a contact name & phone number for the order (in case Foodbank has a query about your order). You will find out your school’s ‘User ID’ upon your first visit to Foodbank.

STEP 3
Part 1: For each of the seven core SBP products listed in Part 1, please circle the amounts required.

Parts 2 and 3: You do not need to fill out these sections – this will be completed at the time of pickup. (Please note that these non-core SBP products are subject to availability).

STEP 4
Fax or scan & email order form to Foodbank Kalgoorlie.

STEP 5
Upon arrival at Foodbank Kalgoorlie-Boulder, tell the front desk staff that you are picking up SBP product on behalf of your school, and that an order form has been faxed in.
Remote WA

**STEP 1:**
The SBP remote order form is in Appendix A. Please photocopy and keep original.

Foodbank WA will send out an email ‘call’ for remote orders to all schools three weeks before the end of the previous term, along with a blank order form.

**STEP 2:**
Please complete all requested information on the form and fax to Foodbank WA by the cut-off date advised in the accompanying email. Please read the email carefully, as it may contain additional important information and instructions.

**STEP 3:**
Upon receipt of the completed form, Foodbank will process the order and arrange departure details. If further clarification is required, we will contact the person listed on Page 1 of the order form.

**STEP 4:**
Foodbank will contact you regarding expected time of arrival of freight, and will liaise with you regarding perishable produce to ensure the shortest possible transit time (if required).

For any queries regarding the remote ordering process, please contact Miranda Chester (School Breakfast Program Coordinator) on (08) 9463 3213 or email: miranda.chester@foodbankwa.org.au
5.1 Prior to start date

1. Choose a start date
   - Discuss with staff and volunteers about an appropriate start date for the breakfast program.

2. Ensure school staff are on board
   - Conduct a meeting with school staff and encourage them to participate and promote the program to their students. Highlight the importance of eating breakfast and program benefits and obtain their support for the program.

3. Organise a suitable location to hold the School Breakfast Program
   - It may be more appropriate to hold the program in the school’s wet area or under-cover area for weather protection.
   - Holding the program in the school canteen area can cause congestion with other students ordering their days lunch and delays preparation time needed for school recess set up.

4. Submit forms/place orders
   - Please see Sections 4.2 and 4.3 for further information about submitting and collecting SBP product orders.

5. Promotion of the School Breakfast Program
   - Advertise in the school newsletter (an example newsletter article template is provided in Appendix B)
   - Display the SBP certificate in a prominent location
   - Create a letter to send home to parents/guardians

5.2 Start of the term

1. Remote schools – liaise with Foodbank WA to organise delivery of Term Pack ((please see instructions in Sections 4.2 and 4.3’)

2. Send out a reminder to volunteers with a brief list of requirements and check availabilities. This can be done via email or telephone.

3. Promotion of the School Breakfast Program
   a) Weekly/fortnightly newsletter
   b) Announcement at the school assembly
   c) Launch
   d) Announcement over the PA system
5.3 The week before

1. Remind volunteers of the days and times they are participating in the program. If there are any cancellations organise a volunteer replacement for that day.

2. Ensure all the required food products and equipment is available for the start of the program

3. Work out a morning plan by designing some ground rules, processes and room/area set up.

4. Order and collect required SBP products from Foodbank WA.

5.4 On the day

1. Volunteer arrival and briefing
   • Ensure that there are jobs for each volunteer and that volunteers clearly understand what is required.

2. Set-up
   • Put food, cutlery, and plates out on the serving table.
   • Fill sink or washing-up bowl with water and detergent.

3. Student arrival
   • Instruct all students of the ground rules of your SBP eg all students wash their own plates and bowls.

4. Serving and Eating
   • Serve food products and encourage students to sit down and eat together.

5. Clean up
   • Encourage students to get involved in the cleaning process.
   • Ensure that the cleaning tasks allocated to students are age appropriate.
   • Volunteers need to help safely clean up food products.

6. Take stock – reflection and volunteer de-brief (written and verbal)
   • Record on paper:
     What went well?
     What did not go well?
     How can we do better in future?

Note that reflections do not need to be taken after every breakfast, it is recommended that this is conducted after the first breakfast implemented in your school to ensure that problems are highlighted and addressed.
5.5 Maintenance tips for your SBP

- Nominate a coordinator to arrange rosters, ensure the ongoing running of the program and to organise food delivery.
- Roster students on dish washing.
- Roster volunteers to assist with food preparation.
- Provide food on a rotational menu so that students are encouraged to try unfamiliar foods.
- Display the menu in a prominent location.
- Get parents/volunteers to cook specialty dishes (beware of health aspects e.g., anaphylaxis).
- Encourage mothers/dads/grandparents to attend.
- Invite sports stars (e.g., AFL players) or other successful community members (e.g., police, emergency service representatives) that can act as role models for the children. Ask them to conduct a motivational speech on topics such as how to believe in yourself and/or be successful and to explain the benefits of a good breakfast for endurance activity and for a healthy mind to learn, think and grow.
- Give your breakfast club a name.
- Display the School Breakfast Program participation certificate.
- Use the club to teach students cooking skills.
- Occasionally write a Breakfast Club newsletter with pictures of students and activities that have grown from it.
- Thank sponsors and volunteers and keep them informed about the positive outcomes of the program (a certificate of appreciation template is provided in Appendix B).
- Identify tasks that are suitable for children to complete, such as washing their dishes. This will empower the child to take responsibility of their belongings and create an environment which students can develop independent living skills.
- Encourage children of all ages to participate in the program and interact with each other, building social skills.
- Set ground rules and display on a sign, so students can see at all times.
Food safety and nutrition for School Breakfast Programs

Food safety and safe food handling is important to understand and follow to ensure the health and safety of all participants. Caring for your food is important to avoid food poisoning from bacteria which can grow to dangerous levels in the wrong environment. Storing food carefully can reduce waste and can save money and shopping time. Food poisoning is easily preventable by cleaning equipment well and cooking, chilling and separating foods effectively.

Clean and Prepare

- Remove any jewellery or band-aids. Wash hands for approximately 20 seconds (or as long as it takes to sing ‘happy birthday’) with warm soapy water, paying particular attention to your palms, back of hands, around the wrist and in between fingers. Rinse with warm water and dry thoroughly using a clean cloth or paper towels. Repeat frequently, especially after handling food such as raw meats and poultry, and after visiting the toilet, touching your hair, clothes, skin or equipment.
- Ensure all food preparation areas, equipment and utensils are cleaned before and after use. Use separate chopping boards for raw meat products and other ingredients.
- Wash fruit and vegetables thoroughly before preparing.
- Defrost frozen poultry, minced, rolled and stuffed meats thoroughly before cooking.
- Defrost food in the fridge, not on the sink or bench. Place the food items into a covered container on the bottom of the refrigerator. Remember to do this the day before so it is properly defrosted before use. Thoroughly clean up any spilled meat juices, to reduce the risk of bacteria growth.
- If using a microwave to defrost foods, thaw using the appropriate defrost setting.
- Protect kitchen areas and food from pests, insects and other animals.
- Use safe, treated water.

Cook

- Cook poultry, hamburger, minced and stuffed meats and sausages until juices run clear.
- Always follow cooking instructions on packaged foods.
- Reheat foods to steaming hot all the way through before eating.
- Cooked foods (including vegetables and rice) should never be reheated more than once.
- Keep hot foods steaming hot, at or above 60°C
- Do not leave cooked food at room temperature for more than two hours.

Chill

- Keep your fridge at 5°C and your freezer at -18°C.
- Keep cooked and perishable foods in the refrigerator.
- Transfer any uneaten tinned food into another container before refrigerating.
- Refrigerate hot foods as soon as they stop steaming.
- Refrigerate leftovers promptly.
- If in doubt, throw it out.
Separate

- Keep raw meat and poultry from touching other food.
- Keep raw meat and poultry in the bottom of the fridge or in a sealed container so it can’t drip onto other food.
- Cover all stored food.
- Use separate equipment and utensils for handling raw foods.

Storage life of foods

- ‘Best before date’ - signifies the end of the period under any stated storage conditions during which the intact package of food will remain fully marketable. Beyond the date, the food may still be perfectly satisfactory.
- ‘Use-by date’ - indicates the end of acceptable storage life. Foods that should be consumed before a certain date because of safety reasons must be marked with a ‘use-by’ date.
- Bread with a shelf life of fewer than seven days may include its ‘baked-on’ or ‘baked-for’ date instead of a ‘best-before’ date.
- Store foods in cool cupboards - away from heat sources such as refrigerators or ovens.
- Store foods in dark cupboards - especially if they have transparent packaging.
- Store food in moisture and airtight containers where possible.
- Use up older packets and cans before more recently purchased ones.
- Canned foods have a storage life of up to four years. As a general rule, the lower the storage temperature, the longer the storage life will be.
- Frozen foods do not become unsafe to eat even when held for years at -18°C. The changes affect the sensory and nutritional properties of the food rather than its safety.

For more information regarding food safety, please visit:

This section contains a collection of simple, healthy recipes suitable for use in both School Breakfast Program and lunch settings.

If your school has a recipe they would like to share with the rest of the School Breakfast Program community, please email it to: info@healthyfoodforall.com.au
Vegetable Baked Bean Bonanza

Serves: 15
Estimated Cooking time: 40 minutes

Ingredients:
1 capsicum
1 small broccoli
1/4 Cauliflower
2 onions
1 medium sweet potato
3 tins of baked beans
1 tin whole tomatoes
3 Chicken breast
3 cups of rice
1 small packet bacon
1 tbsp olive oil

Equipment:
• 2 pots
• 3 Chopping boards (1 for bacon, 1 for chicken & 1 for vegetables)
• Sharp Knives
• Sieve
• Measuring cup
• Peeler
• Small bowls

Tips and Variations
• You can use any vegetables available at the shop.

Method:
1. Pull off all the fat and rind and dice the bacon.
2. Remove all fat from chicken. Dice chicken into squares.
3. On a different chopping board to the meat, dice the onions.
4. Dice capsicum.
5. Cut broccoli and cauliflower into small pieces.
6. Peel and slice the sweet potato.
7. Fry the bacon, onion and chicken in a small amount of oil until it is brown.
8. Add the sweet potato and stir
9. Put the cauliflower, broccoli and capsicum in the pot and mix.
10. Pour the tinned tomato and baked beans into the pot and stir until vegetables are soft.
11. Wash the rice and put in a pot with 4 and a half cups of water. Cook on a low heat until all the water is gone.
12. To serve the rice, put it in cups and turn it onto the plate.
Breakfast Banana Split

Serves: 1  
Estimated Cooking time: 10 minutes

Ingredients:  
1 banana  
200g low fat yoghurt  
1/2 cup untoasted muesli (nut free)  
Mixed fresh fruit, to taste

Equipment:  
• Serving bowl  
• Chopping board  
• Knife

Tips and Variations  
• Use tinned fruit if fresh fruit is unavailable  
• Use rolled oats if untoasted muesli is unavailable  
• Frozen berries can be sprinkled on top or mixed with yoghurt on hot days

Method:  
1. Peel and cut banana lengthways and place in serving bowl.  
2. Tip yoghurt over banana.  
3. Sprinkle with muesli.  
4. Garnish with fresh fruit.
Banana & Malt Shake

Serves: 4
Estimated Cooking time: 4-5 minutes

Ingredients:
1L low fat milk
2 tbs malted milk powder
2 large ripe bananas, peeled
2 tbs low fat yoghurt
3 weetbix

Equipment:
• Blender
• Tablespoon
• Cups

Method:
1. Blend milk, milk powder, bananas, yoghurt, and weetbix and until smooth
2. Pour into cups and serve.

Tips and Variations
• Use long life milk if fresh milk is unavailable
• Ensure the milk is chilled
• Add ice before blending to reduce the temperature further on a hot day
• Use Milo instead of malted milk powder for a tasty choc-banana shake
Fruit Salad and Yogurt

Serves: 4
Estimated Cooking time: 10 minutes

Ingredients:
250g strawberries, quartered
2 medium bananas, peeled & sliced
2 oranges, peeled, chopped
1 apple, chopped
200g low fat yoghurt

Equipment:
• Mixing bowl
• Chopping board
• Knife
• Serving bowls

Tips and Variations
• Use tinned fruit if fresh fruit is unavailable
• Frozen berries can be added on hot days
• Add rolled oats for a bit of extra crunch

Method:
1. Combine chopped fruit in mixing bowl
2. Serve fruit into bowls & top with yoghurt.
Mexican Bean Toasties

Serves: 4
Estimated Cooking time: 15 minutes

Ingredients:
- 8 slices bread
- 1/2 cup baked beans
- 2 tomatoes, sliced
- 1 cup grated reduced fat cheese

Equipment:
- Sandwich press
- Cheese grater
- Knife
- Chopping board
- Tablespoon
- Plates to serve

Tips and Variations
- Use wholegrain or wholemeal bread if available
- Use a non-stick frypan if a sandwich press is unavailable
- Halved cherry tomatoes can also be used
- Experiment by adding avocado or tomato salsa before toasting

Method:
1. Preheat sandwich press. Spread 2 tablespoons of beans over 4 bread slices, leaving a 1cm border.
2. Top with tomato, cheese, and remaining bread.
3. Place in sandwich press. Cook for 2 - 3 minutes either side or until toasted and heated through.
4. To serve, cut each toastie into quarters.
Wholemeal Hotcakes

Serves: 4-6
Estimated Cooking time: 30 minutes

Ingredients:
- 1 cup fruit
- 200g low fat vanilla yoghurt
- 1 1/2 cups wholemeal self raising flour
- 1 tsp caster sugar
- 3 eggs, separated
- 500ml milk

Equipment:
- Chopping board
- Knife
- Electric beater
- 2 mixing bowls
- Spatula
- Non stick frying pan
- Egg flip
- Teaspoon
- Plates to serve

Method:
1. Chop fruit and set aside.
2. Combine the flour and sugar in a large bowl. Combine the egg yolks and milk in another bowl. Add to the dry ingredients until just combined.
3. Use an electric beater to beat the egg whites until firm peaks form. Fold through the pancake mixture.
4. Heat a large non-stick frying pan over a medium heat. Place a level 1/3 cup of the mixture in the pan and spread slightly to make a 12cm pancake. Cook for 2-3 minutes each side or until golden and cooked through. Transfer to a plate. Cover with foil. Repeat with remaining mixture to make 12 pancakes.
5. Stack 2 pancakes on each plate. Top with fruit and a large dollop of yoghurt.

Tips and Variations
- Use any fruit available—fresh or tinned
- White flour can be used if wholemeal flour unavailable
- For a snack size, serve one pancake per person
- Use a small amount of oil such as canola or olive oil if pancakes are sticking to the pan
Minestrone

Serves: 6
Estimated Cooking time: 30 minutes

Ingredients:
- 1/2 cup water
- 2 onions, peeled and chopped
- 3 carrots, finely chopped
- 1 potato, peeled and chopped
- 3 sticks celery, chopped
- 2 zucchinis, chopped
- 1/4 cabbage, shredded
- 1/3 cup red lentils
- 3 cups beef stock
- 2 x 400g cans peeled tomatoes

Equipment:
- Microwave
- Large microwave safe bowl
- Cutting boards
- Knives (Only with adult supervision)
- Measuring jug

Tips and Variations
- Serve hot with Bread

Method:
1. Chop vegetables.
2. Add the finely chopped onions and ½ cup of water to the bowl. Cover and cook in the microwave for 3 minutes on HIGH.
3. Stir with wooden spoon.
4. Add the finely chopped carrots, lentils and potato
5. Cover and cook for 5 minutes on HIGH. Stir with wooden spoon.
6. Add the finely chopped celery, zucchini and cabbage.
7. Cover and cook for 3 minutes on HIGH. Stir with wooden spoon
8. Add stock and undrained tomatoes.
Sweet Chilli Chicken Pockets

Serves: 2
Estimated Cooking time: 10 minutes

Ingredients:
1 wholemeal pita pocket
1 tbs cream cheese
1 tbs sweet chilli sauce
1/2 Lebanese cucumber, cut into matchsticks
2 tbs cooked chicken, shredded
1 tbs carrot, grated
1 tbs low fat cheese, grated
2 iceberg lettuce leaves

Equipment:
• Chopping board
• Knife
• Grater
• Mixing bowl
• Mixing spoon
• Plates to serve

Tips and Variations
• Chicken can be substituted for ham, tuna or other low fat meats
• Add other salad vegetables that are in season, such as capsicum, baby spinach and tomato
• Try using avocado instead of cream cheese

Method:
1. Cut pita pocket in half crossways. Use your fingers to gently open up each half to make a pocket.
2. Combine cream cheese and sweet chilli sauce in a small bowl. Spread evenly over the inside of each pocket.
3. Divide lettuce, cucumber, chicken, carrot and cheddar between the pockets. Serve.
**Tuna, Corn and Egg Pies**

**Serves:** 12

**Estimated Cooking time:** 30 minutes

**Ingredients:**
- 12 slices of bread
- 425g can tuna in springwater, drained
- 15g baby spinach leaves, roughly chopped
- 125g can corn kernels, drained
- 6 eggs
- 2 egg whites (extra)

**Equipment:**
- Oven
- Muffin pan
- Chopping board
- Rolling pin
- Mixing bowl
- Whisk
- Jug
- Refrigerator
- Plastic wrap

**Tips and Variations**
- Tuna can be substituted for ham, chicken or other low fat meats
- Use wholemeal or wholegrain bread if available
- Frozen spinach can be used after thawing if baby spinach leaves are unavailable

**Method:**
1. Preheat oven to 160 °C.
   Grease 12 holes of a 1/3 cup-capacity muffin pan.
2. Place bread on a chopping board. Using a rolling pin, flatten slightly.
   Line muffin holes with bread slices.
4. Divide tuna mixture between bread cases. Pour egg mixture over fillings.
   Bake for 20 to 25 minutes or until egg has set. Stand for 5 minutes.
**Corn Fritters**

**Serves:** 12  
**Estimated Cooking time:** 10 minutes

**Ingredients:**
- 1/4 cup of parsley
- 4 spring onions
- 6 Corn cobs
- 4 eggs
- 1 cup SR flour
- 300 ml low fat milk
- 250g ‘light’ cream cheese
- 1 tsp vegetable oil

**Equipment:**
- Non-stick electric Frying pan
- Hand beater/whip
- 2 large mixing bowls
- Colander
- Potato masher
- Chopping board
- Knife

**Tips and Variations**
- Use tinned corn if garden fresh isn’t available.
- Great additions are grated carrot or grated pumpkin, use any available fresh veggies.
- We used school grown corn, parsley and onions, but you can easily buy them.
- Add different herbs for other flavors, experiment.
- We used sunflower oil because we are growing sunflowers. Vegetable and canola oil are also appropriate.

**Method:**
1. Finely chop 1/4 cup of parsley and 4 spring onions.
2. Cut the corn off each cob. Add to bowl with parsley and spring onions.
3. Break 4 eggs into the other bowl, beat with hand beater.
4. Slowly beat in 1 cup SR flour and 300 ml low fat milk.
5. Add the milk slowly until mix is consistency of a pancake mix.
6. Add 250g ‘light’ cream cheese.
7. Stir in the corn, parsley and onion.
8. Heat oil for frying. Using a large spoon, place spoonfuls of mixture into the pan, turn over when bubbles appear on the top (just like pikelets). Cook in batches.
Zucchini Fritters

Serves: 4
Estimated Cooking time: 10 minutes

Ingredients:
3 medium zucchini, grated
1/2 cup self raising flour
1/2 cup low fat cheese
3 shallots, thinly sliced
1 egg, whisked
1/4 cup fresh parsley, chopped
2 tsp dried oregano
1 tsp nutmeg
1 tbs olive oil

Equipment:
• Chopping board
• Knife
• Grater
• Large mixing bowl
• Mixing spoon
• Non-stick frying pan
• Egg flip

Method:
1. Trim the ends from zucchini. Coarsely grate the zucchini. Place in a colander and squeeze out as much excess moisture as possible. Transfer to a bowl.
2. Stir in self-raising flour, shallots, egg, parsley, oregano, salt and nutmeg.
3. Heat 2 tsp olive oil in a non-stick frying pan over medium-high heat. Drop four 2-tablespoonful measures of zucchini mixture into pan. Cook for 1 1/2 minutes each side or until golden and cooked through.
4. Transfer to a plate lined with paper towel. Repeat with 2 tsp olive oil and remaining zucchini mixture.

Tips and Variations
• Use wholemeal flour if available
• If shallots are unavailable, finely chopped onion can be used
• Replace one zucchini with a large carrot for a different flavour
• Canola oil can be used instead of olive oil
Ham and Veg Rice Paper Rolls

Serves: 4-6
Estimated preparation time: 10 minutes

Ingredients:

Rice paper rolls
- 4 pieces of rice paper
- 1 carrot
- 1 red capsicum
- 1 cup lettuce
- 2 slices of salt-reduced ham

Dipping sauce
- 1 tbs salt-reduced soy sauce
- 1 tbs sweet chilli sauce

Equipment:
- Chopping board
- Knife
- Tea towel
- Large platter
- Large shallow bowl
- Tablespoon
- Teaspoon

Tips and Variations
- Other salad vegetables can be used if in season
- Replace ham with other low fat meats such as chicken, tuna, turkey or beef
- Can be refrigerated and consumed cold the next day

Method:

1. Cut ham into thin strips and grate carrot. Cut sides from capsicum and discard seeds and membrane. Cut capsicum into thin strips. Tear lettuce into small pieces. Place ham and vegetables in piles on a large platter.

2. Place a clean, dry tea towel on the work-bench. Half fill a large, shallow bowl with warm water.

3. Dip a rice paper wrapper in the water. Soak for 10 to 20 seconds, or until it starts to soften. Remove from water and hold over bowl to allow excess water to drain. Lay rice paper flat on tea towel.

4. Place lettuce, capsicum, carrot and ham on 1 edge of rice paper, leaving about 2cm at each end (don’t overfill or rice paper wrapper will split). Fold edges in and roll up to enclose filling. Place roll, seam side down, on a plate. Cover with a damp tea towel. Repeat with remaining rice paper and filling to make 12 rolls.

5. Combine dipping sauce ingredients in a small bowl.

The Superhero Foods Program

Foodbank WA has developed a range of fun and exciting nutrition education resources for teachers and students which are linked to the Australian Guide to Healthy Eating.

‘Everyday foods’ are secretly ‘Superhero Foods’ in disguise. Superhero Foods live in Healthy Town and battle their arch villains ‘Decay, Illness and Obesity’ and an army of ‘Zombie’ food characters which represent discretionary or extra foods.

What teachers are saying...

‘We were extremely impressed by the quality of the resources provided, including their suitability for engaging school aged children, who responded extremely well to the concept of ‘Superhero vs Zombie’ foods.’

‘Positive, clearer understanding of healthy foods and what they do for our body. Improved engagement levels particularly when working with a group that may have learning, behavioural difficulties’
Resources

The Superhero Foods resources support the WA Curriculum: Health & Physical Education, and include:

- Lesson plans for K-10, including the Achievement Standards for each year level
- Recipe booklets quick, easy, tasty and healthy!
- Breakfast placemats can be used in the classroom too!
- Collector/game cards fun & educational games and great for student incentives
- Storybook Joe’s Epic Breakfast Adventure – 36 page book and a host of other useful resources including clip art and posters
- A wide range of posters, with topics such as hand washing, knife safety and Superhero Foods key messages

FREE and easy to use! superherofoodshq.org.au

To find out more:

www.superherofoodshq.org.au
superherofoods@foodbankwa.org.au
(08) 9258 9277
### Foodbank WA Contact List

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
<th>Operating Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PERTH (Head office)</strong></td>
<td>23 Abbott Rd Perth Airport WA 6105</td>
<td>(08) 9258 9277</td>
<td>(08) 9258 5177</td>
<td><a href="mailto:info@healthyfoodforall.com.au">info@healthyfoodforall.com.au</a></td>
<td>Mon to Wed 9am - 3pm, Thurs 7:30am - 3pm, Fri 9am - 3pm</td>
</tr>
<tr>
<td><strong>KALGOORLIE-BOULDER</strong></td>
<td>175 Forrest Street Boulder WA 6430</td>
<td>(08) 9093 0284</td>
<td>(08) 9093 0284</td>
<td><a href="mailto:sandy.king@foodbankwa.org.au">sandy.king@foodbankwa.org.au</a></td>
<td>Tues to Fri 9.30am - 2.30pm</td>
</tr>
<tr>
<td><strong>PEEL (Mandurah)</strong></td>
<td>Unit 1, 68 Reserve Drive Mandurah WA 6210</td>
<td>(08) 9581 9200</td>
<td>(08) 9581 9211</td>
<td><a href="mailto:peel@foodbankwa.org.au">peel@foodbankwa.org.au</a></td>
<td>Mon to Fri 9am - 3pm</td>
</tr>
<tr>
<td><strong>ALBANY</strong></td>
<td>Unit 2a, 5-7 Cockburn Rd Albany WA 6330</td>
<td>(08) 9842 6645</td>
<td>(08) 9842 6645</td>
<td><a href="mailto:albany@foodbankwa.org.au">albany@foodbankwa.org.au</a></td>
<td>Mon to Thurs 9am - 3pm, Fri 9am - 1pm</td>
</tr>
<tr>
<td><strong>BUNBURY</strong></td>
<td>5 Clifford St Bunbury WA 6230</td>
<td>(08) 9726 2362</td>
<td>(08) 9726 2363</td>
<td><a href="mailto:bunbury@foodbankwa.org.au">bunbury@foodbankwa.org.au</a></td>
<td>Mon to Thurs 9am - 3pm</td>
</tr>
<tr>
<td><strong>GERALDTON</strong></td>
<td>31 Webberton Road Geraldton WA 6530</td>
<td>(08) 9964 8011</td>
<td>(08) 9964 8022</td>
<td><a href="mailto:geraldton@foodbankwa.org.au">geraldton@foodbankwa.org.au</a></td>
<td>Mon to Fri 7.30am - 2pm</td>
</tr>
</tbody>
</table>
References


Appendix A: SBP Forms and Information
Appendix B: Templates and Resources
Appendix C: Healthy Food and Drink Policy
Appendix D: Fact Sheets
Appendix E: Physical Activity
File a copy of the current SBP order form here for future use. You may also like to keep other documents here, such as editions of *The Morning Toast* newsletter.
Templates and relevant resources for *School Breakfast Programs* are located in this section. Future updates can be added as they become available.
Dear parents and guardians,

Primary School needs your help!

Next term Primary School will be introducing a School Breakfast Program which will run every Monday, Wednesday and Friday morning before school at 8am. This is to encourage all students to eat a healthy and nutritious breakfast and will provide students with a social environment to make new friends.

The school is seeking volunteers to help run the program each morning. We require assistance with breakfast set up, serving of food and pack up.

If you are available to help out any morning please contact the School Breakfast Program co-ordinator, ________________.

Phone: ________________

Email: ________________

Your help will be greatly appreciated and will ensure that the students are able to participate in this important program.
Certificate of Appreciation Template

The following Certificate of Appreciation can be used as a template for thanking volunteers and helpers of your SBP.

(School name & logo)

Certificate of Appreciation

is hereby granted to

(VOLUNTEER NAME)

for outstanding performance and contribution to

(school name) School Breakfast Program

Awarded: .........................................................

(date)

Signed: ..............................................................

(Presenter name and title)
Information pertaining to the Department of Education's Healthy Food and Drink Policy.
**Department of Education’s Healthy Food & Drink Policy**

The Foodbank WA School Breakfast Program values the provision of nutritious foods to disadvantaged children in WA. In light of this, all schools involved in the School Breakfast Program should supply foods that comply with the Department of Education’s Healthy Food and Drink (HFD) policy. The department’s website states that:

The HFD policy applies to food and drinks in public school canteens as well as areas where the Principal is directly responsible for the supply of food and drinks e.g. school breakfast programs. A ‘traffic light’ system is used to categorise food and drinks as Green, Amber or Red.

**GREEN** food and drinks should be encouraged and promoted. **AMBER** food and drinks should be selected carefully and limited. **RED** food and drinks are not available in public schools.

<table>
<thead>
<tr>
<th>GREEN – FILL THE MENU</th>
<th>AMBER – SELECT CAREFULLY</th>
<th>RED – OFF THE MENU</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Encourage and promote</strong></td>
<td><strong>Do not let these foods dominate the menu and choose small serves. These are LIMITED</strong></td>
<td><strong>NOT AVAILABLE</strong></td>
</tr>
<tr>
<td><strong>These are EVERYDAY choices</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fruit, preferably fresh but may include frozen, canned (in natural juice)</td>
<td>Reduced fat pastry items*</td>
<td>Full-fat pastry items of any description</td>
</tr>
<tr>
<td>Vegetables and legumes, fresh, e.g. stuffed potatoes, corn-on-cob, or canned varieties e.g. baked beans, 3 bean mix. Salads (using reduced fat dressings only), all salad mixes</td>
<td>Frankfurts and sausages for hot dogs and/or sausage sizzles or special events organised by the canteen*</td>
<td>Deep fried food of any description</td>
</tr>
<tr>
<td>Cereal foods – wholegrain cereals, pasta, noodles, rice</td>
<td>Savoury commercial products, e.g. fish, chicken, potato portions, pizza*</td>
<td>Sweet sandwich fillings including jam, not spreads, honey, or confectionary sprinkles</td>
</tr>
<tr>
<td>A variety of bread types including wholegrain/wholemeal</td>
<td>Hamburger patties*</td>
<td>High fat sandwich meats including polony and salami</td>
</tr>
<tr>
<td>A variety of sandwich/roll fillings that are all available with salad, e.g. egg, reduced fat cheese, skin-free chicken, tuna, lean meats, yeast spreads, hommus</td>
<td>Assorted cake3s/biscuits or muffins*</td>
<td>Confectionary (including liquorice, cough lollies and fruit juice based jellies)</td>
</tr>
<tr>
<td>Lean meats, fish, poultry and alternatives e.g. skin-free chicken meat, lean meats, fish (tuna, salmon, sardines)</td>
<td>Sweet and savoury snack foods*</td>
<td>Sweet or savoury snack items not approved by WASCA or FOCiS</td>
</tr>
<tr>
<td>Reduced fat dairy products including plain milk (no serve size restriction), flavoured milk (less than 375mL), cheese and yoghurt</td>
<td>Ice creams and icy poles*</td>
<td>Chocolate confectionary</td>
</tr>
<tr>
<td>Plain water, plain mineral water</td>
<td>Reduced fat flavoured milks (larger than 375mL)</td>
<td>Soft drinks, cordial, sports drinks</td>
</tr>
<tr>
<td></td>
<td>Full fat dairy foods, e.g. plain milk, yoghurt, low fat dairy desserts, cheese</td>
<td>High caffeine drinks (e.g. drinks containing Guarana)</td>
</tr>
<tr>
<td></td>
<td>99% fruit juices, small sizes (250mL or less) and no added sugar</td>
<td>Chocolate coated and premium style ice-creams</td>
</tr>
<tr>
<td></td>
<td>NOTE: Full fat dairy products cannot be registered. Reduced fat dairy products are recommended for children over the age of 2 years. Only choose the full fat varieties if reduced fat is not available.</td>
<td>Croissants, doughnuts, cream filled or iced buns/cakes, sweet pastries, slices</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fruit juices – large sizes (250mL or greater) and/or with added sugar or sweetener</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Water flavoured with fruit juice and/or sweetener</td>
</tr>
</tbody>
</table>

*Or meets the criteria for registration as defined by the Star Choice™ Registered Products Database.

Nuts and savoury nuts do not appear in the table. Schools are advised to refer to the Departments School Health Care Policy and Anaphylaxis Advice paper before deciding whether or not to include nuts and nut spreads on the canteen menu.

To access the database go to: [http://bitly.com/starchoiceproductdatabas](http://bitly.com/starchoiceproductdatabas)
Breakfast Foods that comply with the Healthy Food and Drink HFD Policy

The core foods supplied by Foodbank to School Breakfast Program schools all comply with the HFD policy and are categorised as Green or Amber. In addition, the free bread (preferably wholemeal) and fresh fruit that schools can access from Foodbank when available are categorised as Green.

Schools are welcome to value-add to the School Breakfast Program, by purchasing additional food items to provide variation. However, purchased food items must also comply with the HFD Policy. Choosing breakfast cereals that comply with the HFD policy is easy. Look for wholegrain cereals and those with added fruit; avoid refined cereals and those with lots of added sugar.

Breakfast Cereals:

There are surprisingly few breakfast cereals that comply with the policy; many have too much salt and/or sugar. Breakfast cereals that comply include the following:

<table>
<thead>
<tr>
<th>Wheat Biscuits</th>
<th>Muesli (not toasted)</th>
<th>Plus (Fibre Lift or Sports Lift only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quick Oats (plain only)</td>
<td>Healthwise</td>
<td>Shredded wheat</td>
</tr>
<tr>
<td>Mini Wheats</td>
<td>Guardian</td>
<td>Fruity Bites</td>
</tr>
<tr>
<td>Weeties, Oat flakes</td>
<td>Sultana Bran</td>
<td>Light ‘n’ tasty (triple berry or apricot only)</td>
</tr>
<tr>
<td>All Bran</td>
<td>Sustain</td>
<td>Cheerios</td>
</tr>
</tbody>
</table>

Breakfast cereals that **DO NOT** comply (i.e. are RED foods) include:

<table>
<thead>
<tr>
<th>Fruit Loops</th>
<th>Nutri Grain</th>
<th>Nut Feast</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coco Pops</td>
<td>Anything with chocolate</td>
<td>Honey O’s</td>
</tr>
<tr>
<td>Frosties</td>
<td>Crispix</td>
<td>Cocoa Bombs</td>
</tr>
<tr>
<td>Crunchy Nut</td>
<td>Toasted Muesli</td>
<td>Granola Clusters</td>
</tr>
<tr>
<td>Corn Flakes</td>
<td>Rice Bubbles</td>
<td>Nesquik / Milo Cereal</td>
</tr>
</tbody>
</table>

If you have further questions about the Healthy Food & Drink Policy and Foodbank WA, please contact the Healthy Food for All® team on info@healthyfoodforall.com.au
Frequently Asked Questions

Can we use butter or margarine on toast?

- Margarine for use on toast complies with the policy – choose polyunsaturated margarine if possible, and use sparingly
- Butter is a RED food, it cannot be used. This includes blends and spreadable butter.

What about other spreads such as honey, peanut butter and jam?

- All sweet spreads such as honey, jam and Nutella are RED foods, as they are very high in sugar.
- Peanut butter is high in both fat and sodium; choose low fat, no added salt varieties, and refer to your school's allergen policy first.
- Alternative spreads that comply and are categorised as Green include Vegemite avocado (try adding fresh tomato), cream cheese (choose reduced fat varieties), egg, creamed corn, any vegetables, cheese (reduced fat) and tinned spaghetti or baked beans.

Is Milo OK?

Milo complies with HFD policy. When prepared as per the directions on the tin with reduced fat milk, it is ‘Green’.

But the students don’t like these foods.

Firstly, children will eat it if they are hungry. Foodbank aims to provide breakfast to children in need, and these children will eat most foods.

Secondly, there are a range of foods that can be offered to the students, it just might take some creativity (see below).

The students are getting bored with the food.

Remember, when preparing breakfast at home, most of us eat the same or similar items on most days. Try varying the program, by offering different foods on different days e.g. hot food Fridays, porridge Wednesdays etc.

Try introducing some different foods, or prepare the same foods in different ways, i.e. freeze the tinned fruit and then blend it roughly to provide an icy treat in summer. Offer porridge with banana in the winter, make scrambled eggs, vege pikelets or fruit muffins for a treat. Email us your favourite breakfast recipes and we can make them available to other schools.

If you have further questions about the Healthy Food & Drink Policy and Foodbank WA, please contact the Healthy Food for All® team on info@healthyfoodforall.com.au
Previously FAQ's re Breakfast Cereals that comply.
Fact sheets about the importance and benefits of *School Breakfast Programs*. 
Feeding young minds

As a Coordinator of Foodbank’s School Breakfast Program, you not only educate students about the importance of good eating habits so that they can perform to their best during the school day, you’re also helping them to keep happy and mentally healthy.

There is a growing body of evidence that outlines the strong link between a well rounded diet and good mental health. In fact, research shows that our brains are sensitive to what we eat and drink, which affects the way we feel, act and behave.

More specifically, eating breakfast everyday leads to improved mood and better mental well being. Immediate benefits include improved memory and a sense of calm under stressful or challenging conditions. This indicates how important it is for young people to start the day with a healthy breakfast to enable them to concentrate throughout the full school day, feel happy and confident about being at school and contribute to a positive learning environment for themselves and fellow students.

Mood and mental wellbeing

Research indicates that good nutritional intake may be linked to academic success. A number of studies report that providing children with breakfast improves their daily and long-term academic performance. Just like the other organs of the body the brain needs different amounts of carbohydrates, essential fatty acids, amino acids, vitamins and minerals to remain healthy.

You may not know that some foods have a lasting influence on mood and mental wellbeing due the impact they have on the structure and function of the brain. A sufficient balance of nutrients from a wide variety of healthy foods is essential for good mental health, as they are influential in maintaining feelings of contentment, anxiety memory and cognitive function.

Diet and mental health problems

There is growing evidence that diet also plays an important role in some mental health problems including Attention Deficit Hyperactivity Disorder (ADHD) and Depression, as well as affecting as general behaviour in the classroom and levels of antisocial behaviour.

Since brain development is linked to receiving adequate nutrients through diet, a child lacking in particular nutrients, or poor nutrition in general, may be at more risk of developing mental health problems.

Overall a healthy, nutritious diet comprising of plenty of fruit and vegetables, cereals and wholegrains, legumes, lean meat, dairy and plenty of water, improves children's capacity for learning, which keeps them alert and mentally active. These outcomes contribute to an all-round mentally healthy and happy student, who has the capacity to work to their full potential and be prepared for the transition into adulthood and later life responsibilities.

www.actbelongcommit.org.au

References:


Volunteering, not just for the people you serve

As a Coordinator of Foodbank’s School Breakfast Program, you are contributing to a healthier, happier community. Apart from the obvious benefits of a healthy breakfast, the program offers students the opportunity to share food in a positive environment, interact with fellow students, learn healthy eating habits and develop life skills.

For most of you, your role as Coordinator goes above and beyond your ordinary responsibilities. Like most volunteers, you are committed to the School Breakfast Program because you see the direct benefits to your students. You may not be consciously aware of the tremendous benefits that being involved in programs such as this can have on your own mental health and wellbeing.

Why volunteer and how does it contribute to wellbeing?

Volunteers do things that make a difference to the lives of others – whether it's helping disadvantaged kids, lending a hand in school canteens, weeding nature strips, helping injured wildlife or coaching junior sport. It is no wonder volunteers feel good about themselves and are proud of what they do.

Volunteering provides the opportunity to feel part of the community and meet like-minded people with similar interests and goals. This gives us a sense of belonging which helps to keep us mentally healthy.

Most volunteers will tell you that not only is it great to know they are helping those in need, but there is a tremendous sense of personal satisfaction and achievement gained from volunteering.

Everyone has different motivations to volunteer. Some people get a buzz out of knowing that they have made a difference to people’s lives. For others, volunteering gives them a chance to step outside their comfort zone and challenge themselves. Others are passionate about a cause and want to contribute to making a positive change in the community.

Whatever the reasons, it is clear that engaging in volunteer work improves our self esteem, confidence, provide us with a sense of achievement and greater control over our lives. All these things contribute to good mental health.

“There seems to be something naturally satisfying about knowing you have made a difference by helping someone else.”

• learn something new • maintain and develop skills • meet new people
• gain personal fulfilment • learn more about our community • have fun!

www.actbelongcommit.org.au
Superhero Foods information and resources