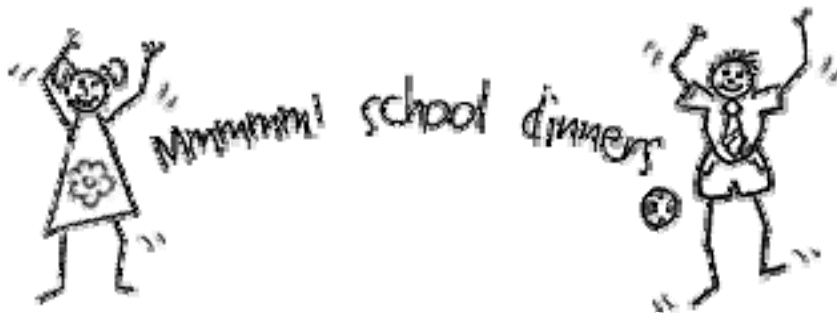




**Bangkok Patana School**  
*The British International School in Thailand*  
*Established 1957*

## **A Guide to School Catering Services at Bangkok Patana School**

**2009/2010**



### **Introduction**

The Catering Services at Bangkok Patana School are run entirely in house by Bangkok Patana School staff. We operate this service as a non profit making part of school services.

With all of our catering services, we aim to offer a wide range of healthy, nutritious and attractive food options for the whole Patana community.

The purpose of this document is to outline the various services that we offer and will hopefully help you understand some of the guidelines that we operate within.

Please take the time to read this document and explain it to your child(ren). Patana is a large school with some 2,100 students. Break time and lunch time can be daunting for new pupils, if they do not understand the processes involved.

Please remember that parents are always welcome to use the canteen facilities and enjoy lunch or a quick snack whilst at school. We welcome any comments and suggestions that you may have to make our service better.

The goal of the Canteen Department is to provide good, balanced meals using quality produce, which is served in a clean and friendly environment. Your child is encouraged to talk the Canteen Staff about the food served, be it about likes or dislikes.

## **General Principles**

We have a number of general principles that guide the service that we provide; it is these principles that dictate much of the overall selection and type of food that we supply.

## **Healthy Eating**

The school has a responsibility to ensure that wherever possible we provide healthy eating choices for all students. In practice, this means that we have taken a number of steps to ensure that we serve the minimum amount of 'Junk Food'. We regularly work with academic staff to ensure that healthy eating is also promoted within the classroom and children understand the food choices that we give them.

As a result of this policy, we will not sell canned drinks such as Coke or similar from the regular snack shop. These products are only available to senior studies students, who have a vending machine within their common room. We will also not serve ice cream or other high sugar products to Primary students unless they are accompanied by an adult who makes the request..

Foods such as Chips (French fries), burgers, pizza and other junk food will only be served once a week, most often on a Friday.

No food served at Bangkok Patana should contain MSG.

## **Range of Dishes**

The school is has over 50 Nationalities represented within its student body. We will aim to offer both Asian and Western dishes on a daily basis and will not favour particular Nationalities eating habits over another. However, some well known Western dishes will need to be altered to allow us to use local ingredients.

## **Non-Meat Food**

The Canteens offer at least one meat-free main meal option daily. Unfortunately **it is not possible for the School to provide strictly vegetarian food**, nor to serve Halal or Kosher food from the current kitchens as we do not have the equipment or space to segregate food properly. The meat-free dish is always served with a **yellow spoon**. Please inform your child(ren) of this colour coding and explain its significance.

## **Food Suppliers**

Ingredients are one of the most important parts of catering. We monitor our suppliers and will only source products from reputable companies. Wherever possible we try and ensure our ingredients are pesticide and additive free.

## **Allergies and dietary restrictions**

It is extremely important that you officially inform the school of any allergies or of special dietary restrictions associated with your child(ren). When applying for the Set Lunch Programme, please fill in the details in the area on the form which requests such information. These details will be added to the Set Lunch Card.

**Only meals and snacks served in the Primary Canteen are nut-free. The Noodle Bar and Secondary Canteen may serve certain food products that contain nuts. The school nurse should be informed if your children have any serious food allergies.**

## **Water**

Water fountains are located throughout the school. All students are encouraged to drink water regularly. Pupils in the Primary Years (Year 3 to Year 6) may bring a clearly labelled bottle of water into school to keep in their classrooms and drink from during lessons.

## **Methods of Payment and the Coupon System**

There are two ways to purchase meals and snacks on the school campus – firstly is the coupon system and secondly there is the Set Lunch Programme.

## **Coupons**

Coupons come in several formats and denominations, either for lunch or for the Snack Shop. They can be purchased from the School Shop (near the front of school) the Cashier (at the Front Office) or at the Primary Snack Shop (only for use at the Snack Shop) the Secondary School corridor during school breaks. They are also sold at the Smoothie Bar from 6:45am to 4:30pm.

For lunch, there are two different coupons:

- A single, one off lunch coupon bought at 60 baht on the day of use.
- A five day lunch coupon at 300 baht valued for a week.

Coupons for use at the Snack Shop come in denominations of 20, 50 and 100 baht. The value of the card is presented in units of 5 and 10 baht. The cost of each snack is punched out of the card at the time of purchase until the card is exhausted. Under no circumstances is food to be purchased with the use of money. Snack Coupons are not transferable and coupons that still have value should not be left with the canteen staff for future use.

None of these coupons are refundable.

## **Set Lunch Programme**

The Set Lunch Programme is charged on a termly basis in advance. The Set Lunch application form is available from the reception desk or you can apply via the school website (Parents Gateway). Your child will be issued a photo ID Lunch Card. This card is to be brought to lunch each day and shown to the canteen staff. The Set Lunch Programme is available for K2 to Year 13 students. The service continues automatically for subsequent terms, unless written notification of cancellation is sent to the Canteen Department.

Please ensure that your children look after their lunch card, you will be charged an administrative fee 100 baht should it be necessary to issue a replacement.

## **Catering for your children**

The location in which lunches and snacks are served and the type of food provided is dependent on year group, so for ease of reference, the following information is presented by these year groups.

There are two canteens on the campus – the Secondary Canteen and the Primary Canteen. All pupils eat in their respective canteens. Lunches are produced every day on site in the two canteens using fresh ingredients.

Wherever possible, parents are encouraged to send their children into school having had breakfast. However, breakfast is available on request in the Primary Canteen from 6:30.

### **Lunch and snack timetable**

The teaching day begins at 7.40 and the table below shows the times for First Break and for Lunch Break.

<b>Year Group</b>	<b>First break</b>	<b>Lunch break</b>
<b>N – K1</b>	Flexible	11.30
<b>K2 – Y2</b>	9.10 – 9.30	11.30 – 12.30
<b>Y3 – Y6</b>	9.50 – 10.10	12.10 – 1.05
<b>Y7 – Y13</b>	9.10 – 9.30	12.10 – 1.05

## **Nursery to K1**

Children in Nursery and K1 are served their morning snack in their classrooms. Plain, chocolate or strawberry flavoured milk is offered together with a biscuit, or a piece of cake or fruit, depending on the day of the week. (Fruit is served at least twice a week.)

A light lunch is served in the classroom before the school day finishes at 11.50 am. A menu for this lunch is posted in the classroom and parents are encouraged to read this.

## **Early Years – K2 to Year 2**

Children in the Early Years classes are served their morning snack in their classrooms. Plain, chocolate or strawberry flavoured milk is offered together with a snack, such as a biscuit, a piece of cake or fruit, depending on the day of the week. (Fruit is served at least twice a week.)

K2, Year 1 and Year 2 children eat lunch in the Primary Canteen. The children are accompanied to the Canteen by their teacher or Classroom Assistant, who will remain with them for the duration of their time in the Canteen. There is a choice of Western, Asian and non-meat food each day. There is also an extensive salad bar. The portions served are small to discourage waste but children may go up to the counter as many times as they wish. Water is served with lunch. Children with a packed lunch go with their class to the Canteen and eat with their peer group.

### **Primary Years – Year 3 to Year 6**

At the start of the First Break, pupils are given plain milk chocolate or strawberry flavoured milk in their classrooms. A snack to eat may either be brought in from home or pupils can purchase a snack from the Snack Shop.

Lunch is served in the Primary Canteen. Year 3 and 4 pupils are served first, followed by Year 5 and 6. The pupils are not accompanied to the Canteen. There is a choice of Western, Asian and non-meat food each day along with an extensive salad bar. The portions served are small to discourage waste but children may go up to the counter as many times as they wish. Water is served with lunch. Pupils who bring in a packed lunch are asked to eat their lunch at the same time as their year group.

### **Secondary School – Year 7 to Year 13**

At the start of the First Break, plain, chocolate or strawberry flavoured milk is made available near the Secondary Canteen. A snack may either be brought in from home or students can purchase a snack from the Snack Shop.

Secondary School students eat in the Secondary Canteen. The timing of lunch is staggered and changes daily so that year groups eat at a different time each day. There is a choice of Western, Asian and non-meat food each day and a large salad bar. Students must help themselves to the food they want at their first visit to the counter – unlike the Primary Canteen, they are not allowed unlimited servings. Orange cordial, Grape cordial and water are served with lunch. In the Secondary Canteen there is also a Noodle Stall which serves secondary

students from first break (9.10 a.m. – 3.00 p.m.). Noodles are paid for with Snack Shop coupons. Ice-cream, snacks and additional drinks can be purchased from the Snack Shop.

Occasionally, we will invite outside caterers from well known restaurants in Bangkok into the school to offer a variety of additional special dishes. The cost for these meals will not be included in the set lunch program but will be priced at 100 baht a dish.

### **Where to find information....**

Every Friday, a menu for both the Primary and Secondary students (printed on yellow paper) is put into the Patana Newsletter and placed for download on the Parents Gateway and this shows the dishes available, on a daily basis, for the following week. Please take the time to look at this with your child so as to help the process of choice. New children unfamiliar with a self-service system may find the Canteen overwhelming initially.

### **The Snack Shop**

There are two Snack Shops at School situated in each of the Canteens. Snacks are available for purchase during First Break for both the Primary and Secondary Division, at Lunchtime for Secondary students only and for a limited time after school. Only pupils in Year 3 and above are allowed to use the Snack Shop. The Snack Shop Coupon is used to buy food from the Snack Shop (see Method of Payment and the Coupon System below for information on where to purchase the correct coupon). Prices and the variety of items are subject to change.

The Snack Shop is operated at cost – it does not generate income for the school. Each item is rounded up or down to the nearest five baht to accommodate the coupon baht denomination of five and ten baht. It is not possible to have coupons with the smaller denomination of one baht – this has been tried in the past and was found to be too time consuming to administer effectively. During break times, hundreds of pupils go to the Snack Shops and with the time constraint of the break, it is important that there is free flow of those who wish to buy a snack.

Many of the Snack Shop items are prepared at School on a daily basis. These items are marked with an asterisk (\*)

Items on sale in the Snack Shop are clearly labelled.

Parents are welcome to buy food from the Snack Shop with the appropriate coupon.

### The Snack Shop Price List

Item	Price (Baht)
* Cakes (chocolate, butter, carrot, banana and marble)	10-20
* Cookies (butter, chocolate and marble)	10
* Hot dogs	20
* Brownies	15
* Pizza (large and small slices)	10-20
* Sandwiches - white bread (ham, bacon, egg)	20
* Sandwiches – whole wheat bread (ham, bacon egg and vegetable)	25
* Fruit (guava, pineapple, watermelon, banana)	5 - 15

* Fruit (apple, mango)	15-25
Cereals	10
Doughnut (shell, ring)	15-20
Pretzel	20
Crisps / chips	15-25
** Ice cream	5-35
Yoghurt, drinking yoghurt	5-15
Juice	15
Drinking Water	10
Milo beverage	25

\* Snacks prepared by the Canteen Department on site at school

\*\* Ice cream is only available in the Secondary Canteen, Ice Cream will not be sold to any unaccompanied Primary Children at the Secondary Snack shop.

### Get Involved!

If you share an interest in food and would like to learn more about catering operations and influence what we provide, we would welcome your participation. Just get in touch with Canteen Manager (contact details below) and we will put you in touch with the present canteen committee chair from the PTG.

## **Ordering from us**

We have a large number of items that can be ordered from our school bakery. If you would like to order products for your function, please contact Canteen Manager whose contact details are below.

## **Contact Us**

If you have a specific query about school catering, please talk to Canteen Manager at [canteen@patana.ac.th](mailto:canteen@patana.ac.th).

If you would like to raise any other issue please contact Steve Roberts, Services Manager, [stro@patana.ac.th](mailto:stro@patana.ac.th) who is responsible for the complete range of School Services.