

# healthier lunches for children



## User Manual

This resources available at [www.healthylunch.org.uk](http://www.healthylunch.org.uk) will help you improve the nutritional quality of the food eaten at lunchtime by children in your school. These resources, and the programme for you to follow are designed to be flexible and easy to use, involve and motivate the school community, and lead to continuing improvements that you will be able to measure and reward.

This manual will tell you how to use the resources on the website most effectively, and will concentrate on the use of the online auditing tools, and the online publishing tools which enable your school to produce packed lunch leaflets.

## System Requirements

In order to customise, publish and print leaflets using this online resource, you will need to have the following minimum system requirements:

### Hardware

- A computer with a connection to the internet.
- A colour or monotone printer capable of printing on A4 sheets of paper.

### Software

- A modern web browser such as [Firefox](#) (version 1 and above), [Internet Explorer](#) (version 6 and above), [Opera](#) (version 6 and above) or [Safari](#) (version 2 and above).
- PDF reading and printing software, such as [Adobe Acrobat Reader](#) (version 6 and above) or [Sumatra PDF](#) (version 0.7 and above).

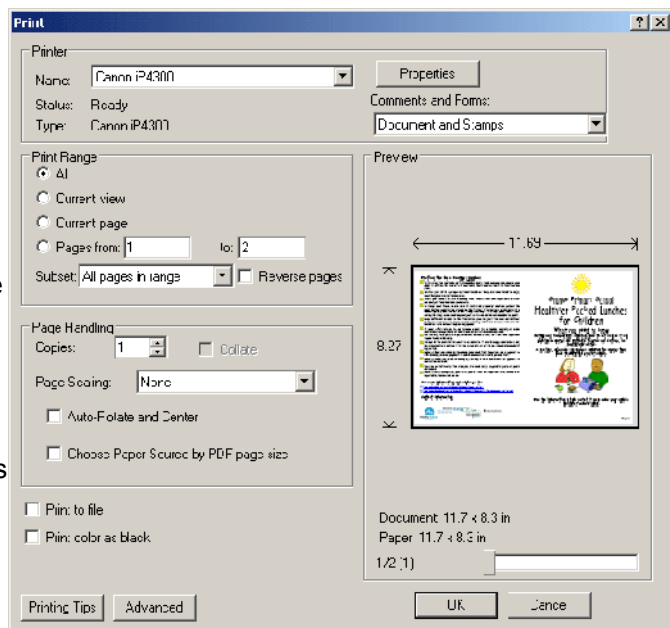
## Browser Settings

You will need Javascript turned on in your browser to see the forms as they are portrayed in the illustrations, and to be alerted of any mistakes you make before submitting them.

## Printing

The resources on this website, including leaflets, lesson plans and forms, are all produced as PDF documents in order to ensure that they print out consistently across different computer systems. However, PDF documents can be printed in different ways by using different settings when you send the documents to your printer. Most of the resources on this website have pre-set margins which must be respected in order to ensure that the documents print out correctly, so when you send them to your printer, you must adjust your print settings so they look similar to those in the screenshot on the right.

The most important part of this printing dialog box is the section labelled **Page Handling**. In this section, ensure that **Page Scaling** is set to **None** and that the “Auto-Rotate and Center” and “choose Paper Source by PDF page size” are both unchecked.



## Using the audit tools

The audit tools on the website can be accessed when you are logged in via the link on the left of the page (in the box with the heading “you are logged in”).

The first page will give you a range of options, from viewing, editing and downloading the data collected as a CSV file, to grouping the data into datasets, and comparing these datasets against each other. When you first visit the page, it will look like this:

### My Audits

#### Viewing your audit data

You have not collected any audit data yet, and don't have any audits set up yet - [please read the help pages to learn how to start.](#)

To add a new audit, fill out the form below:

Audit name:

#### Entering new audit data

If you would like to enter audit data for one or more of the pupils in your school, [please fill in the audit form here.](#)

#### Allowing pupils to enter their own audit data

If you would like pupils in school to fill out their own audit forms online, you will need to give them your school code, which is 4. When they navigate to [my.healthylunch.org.uk](http://my.healthylunch.org.uk), they will see the **Lunch-o-matic Memory Master**, a fun way for them to input the data you are collecting in your audit.

## Collecting audit data

There are two ways to collect data for your audit:

### Allowing pupils to enter their own audit data

If you would like pupils in school to fill out their own audit forms online, you will need to give them your school code, which you can find on the main audit page when you are logged in. When a pupil navigates to <http://my.healthylunch.org.uk/>, they will see the **Lunch-o-matic Memory Master**, a fun way for them to input the data you are collecting in your audit.


### Filling in the school's audit form

You can fill in a simple form on the website when you are logged in as a school. If you follow the link from the main audit page in the section “Enter new audit data”, you will see a form like the one below:

#### My Audits » Valley Primary School audit form

To view the results of the current audit so far, [click here.](#)

Pupil name:

Packed Lunch   School Dinner 

- Starchy food:** Bread, pasta, rice, crackers
- Sandwich Fillings - Protein food:** Meat, fish, egg, beans, nuts, seeds
- Sandwich Fillings - Dairy:** cheese
- Sandwich Fillings - Sweet:** jam, honey, chocolate spread
- Other dairy:** yoghurt, fromage frais, custard, cheese, milk
- Protein foods:** Meat, fish, egg, beans, pulses, lentils, nuts
- Vegetables:** salad, sandwich filling, carrot sticks, celery
- Fruit:** fresh, dried, tinned and 100% fruit juice
- Salted snack:** crisps, quavers, tortilla chips
- Sweet snack:** chocolate, muesli bars, cakes, biscuits
- Drinks - Sweet:** fizzy drinks, juice drinks such as ribena, calypso, fruit shoot
- Drinks:** Water

## Organising your data






























Whenever someone fills out the audit form online, or completes **Lunch-o-matic Memory Master** using your school code, the data is stored in a database, and is automatically assigned to an audit. You can use the form on the main audit page to manage these audits and create new ones.

### Creating new audits

You can create new audits on the main audit page - if this is the first one you have created, all data already collected by you will be assigned to it. Once you have set up your first audit, any data collected either by the school's audit form or from **Lunch-o-matic Memory Master** will be assigned to that audit.

### Managing multiple audits

You can create multiple audits to collect different sets of data, but only one of these can be active at any one time. Once you have set up multiple audits, they will be displayed in a table like this:

Compare	View	Edit	Audit name	Entries	Activate	Delete	
<input type="checkbox"/>				yr 6	13		
<input type="checkbox"/>				yr 5	23		
<input type="checkbox"/>				yr 4	9		
<input type="checkbox"/>				yr 1	11		
<input type="checkbox"/>				yr 3	12		
<input type="checkbox"/>				yr 2	11		






compare selected

In this example, the school has decided to collect audit data for each year group separately by creating a separate audit for each one. You can see from the figure that the school is currently collecting data for Year 4. The links on each table row enable you to view, edit, activate, delete and compare the data for each group.

### Viewing and analysing your audit data

Data can be viewed in two different ways - as a summary in a bar chart, and as a table containing all the details of each piece of audit data collected. You can also download the data you have collected as a CSV file, which you can then open in a spreadsheet.

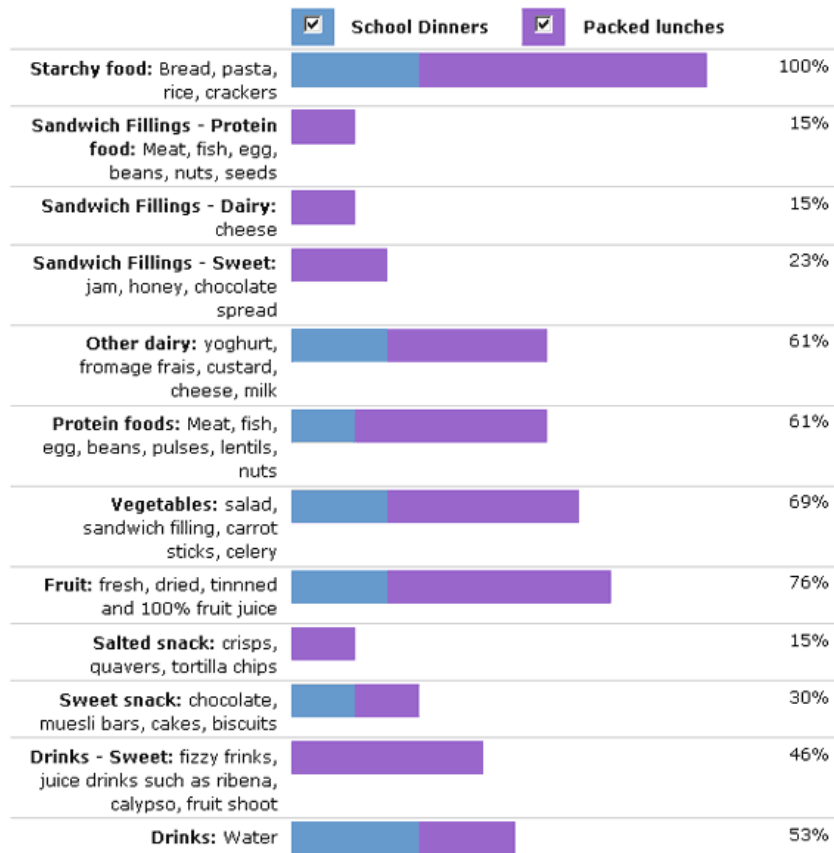
When you have set up different audits, you will be able to view and manipulate the data contained in your audits by clicking on the icons in the table pictured above. Here is a summary of what they do:

-  View a summary (bar chart) of the audit data.
-  View the data in a printable table, similar to the printed version available in the downloads section.
-  Edit the audit – change the name, move data from one audit to another, and delete entries.
-  Activate the audit (to start collecting data for it)
-  Delete the audit (along with all the data collected in it) – you will be warned before doing this!

In addition, you can compare the data collected in each audit by ticking the checkboxes on the left, then clicking on the “compare selected” button. This will show you a composite bar chart where you can view the audit data side by side.

## Viewing a summary of your data

When you view your data as a summary in a bar chart, the chart shows all the food groups which are counted as part of the audit process, a bar representing how many pupils taking part in the audit have chosen these food groups, and a percentage score.




The chart also allows you to compare the data for school dinners and packed lunches by showing the data together or separately (if you uncheck the boxes at the top of the chart, you will see the chart change accordingly).

## Viewing details for your audit data

You can also download the data presented in a table, showing each entry in the audit as a row in the table. This is similar to using the printable sheets in the downloads section of the website.

Valley Primary School - Audits - yr 6



Date	Name	Lunch	Starchy food bread, pasta, rice, crackers	Protein food meat, fish, egg, beans, nuts, seeds	Sandwich fillings every cheese	Sweet jam, honey, chocolate spread	Yoghurt, Fromage Frais, custard, cheese, milk	Protein foods meat, fish, egg, beans, pulses, lentils, nuts	Vegetables salad, sandwich filling, carrot sticks, celery	Fruit fresh, dried, tinned and 100% fruit juice	Salted snack crisps, quavers, tortilla chips	Sweet snack chocolate, muesli bars, cakes, biscuits	Drinks Sweet: fizzy frinks, juice drinks such as ribena, calypso, fruit shoot	Drinks Water
09-02-2009			X	✓	✓	✓	X	X	X	X	✓	✓	X	X
24-01-2009			X	✓	✓	X	✓	X	✓	X	✓	✓	X	✓
24-01-2009			X	✓	X	✓	X	X	✓	X	✓	✓	X	✓
24-01-2009			X	✓	✓	✓	X	X	✓	X	✓	✓	X	X
24-01-2009			X	✓	✓	✓	X	X	✓	X	✓	✓	X	X
24-01-2009			X	✓	✓	✓	X	X	✓	X	✓	✓	X	X
24-01-2009			X	✓	✓	✓	X	X	✓	X	✓	✓	X	X
24-01-2009			X	✓	✓	✓	X	X	✓	X	✓	✓	X	X
24-01-2009			X	✓	✓	✓	X	X	✓	X	✓	✓	X	X
24-01-2009			X	✓	✓	✓	X	X	✓	X	✓	✓	X	X
24-01-2009			X	✓	✓	✓	X	X	✓	X	✓	✓	X	X
24-01-2009			X	✓	✓	✓	X	X	✓	X	✓	✓	X	X

Generated on Tuesday 26th of January, 2010 at 10:53am at [www.healthylunch.org.uk](http://www.healthylunch.org.uk)

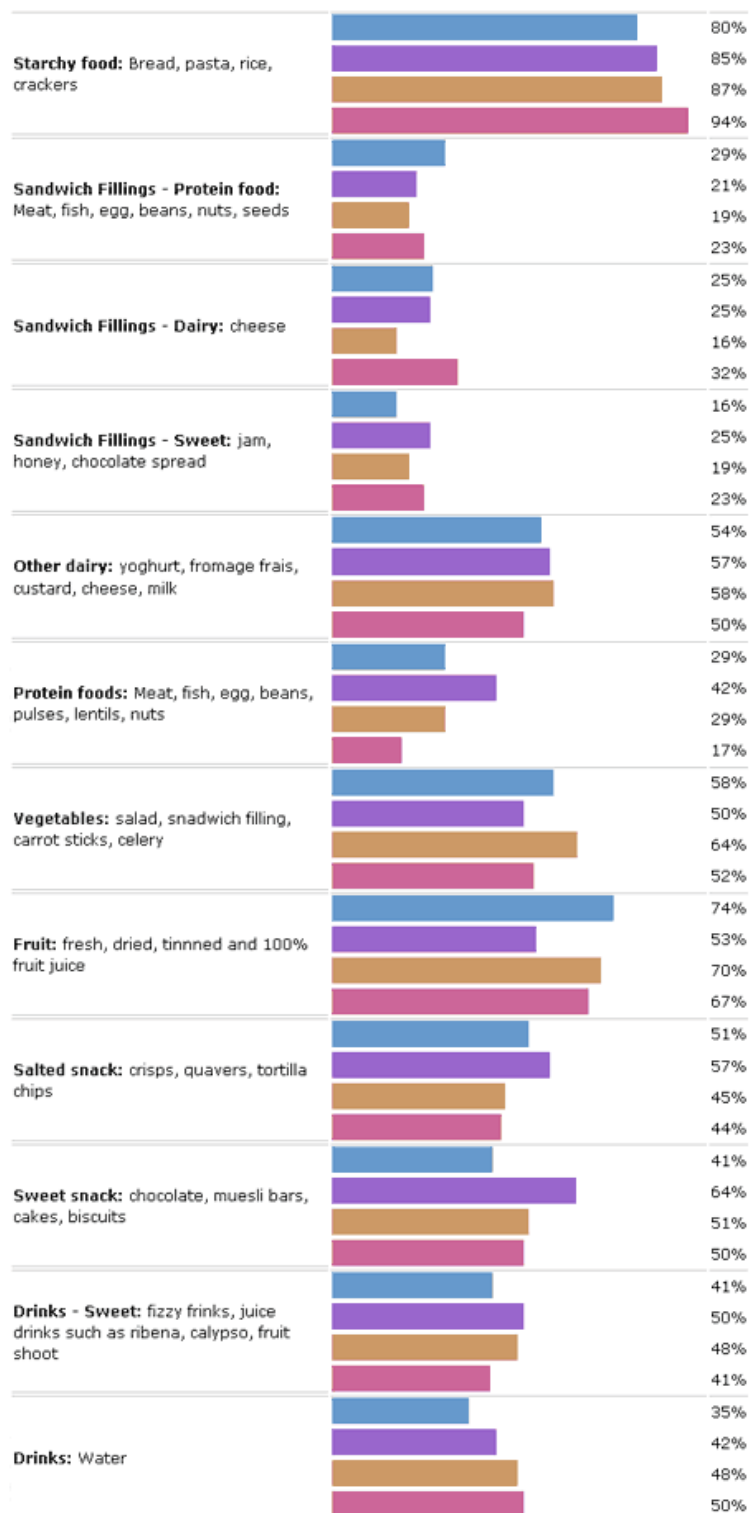
## Comparing data between different audits

You can compare the results from up to six different audits by checking the boxes in the table showing the audits, then clicking on the “compare selected” button.

The chart below shows the data collected online for the groups: **Ebony Class Spring Term 2009, Ruby Class Spring Term 2009, Emerald class Autumn Term 2008, Ebony class Autumn Term 2008.**

### Key

- Ebony Class Spring Term 2009
- Ruby Class Spring Term 2009
- Emerald class Autumn Term 2008
- Ebony class Autumn Term 2008



## Editing you audits

When you click on the edit button next to an audit, you will be present with this screen:

Change the name of this audit to:

Move data from this audit to:

Download all the data in this audit as a [CSV](#) file to import it into a spreadsheet such as Excel or OpenOffice Calc.

To delete individual entries, use the table below to select them, then click on the delete button.

Delete?	Date / Time	Name	School Dinner	Packed Lunch
<input type="checkbox"/>	26.01.2010 09:40:00	James	X	✓
<input type="checkbox"/>	26.01.2010 09:40:18	Jemima	✓	X
<input type="checkbox"/>	26.01.2010 09:40:38	Arthur	X	✓
<input type="checkbox"/>	26.01.2010 09:41:01	Malik	X	✓
<input type="checkbox"/>	26.01.2010 09:41:18	Kathryn	✓	X
<input type="checkbox"/>	26.01.2010 09:41:35	Keith	X	✓
<input type="checkbox"/>	26.01.2010 09:41:57	Zahira	X	✓
<input type="checkbox"/>	26.01.2010 09:42:20	Dhillon	X	✓
<input type="checkbox"/>	26.01.2010 09:42:34	Graham	✓	X
<input type="checkbox"/>	26.01.2010 09:42:51	Justin	X	✓
<input type="checkbox"/>	26.01.2010 09:43:04	Mary	X	✓

Use the forms on this screen to change the name of the audit, move all the data in the audit to another audit, or delete individual entries from the audit.

## Activating/deactivating and deleting audits

There must always be one active audit to collect data from the audit form or the children's game. You can use the audit tools to collect data during different terms for the entire school, and when the next term arrives, create a new audit for it (the new audit will automatically be activated).

However, you can also change which audit is active to conduct multiple audits in your school simultaneously (to split the data into year groups, for example). To achieve this, set up all your audits, and make sure you activate the audit you want to collect data for **before** you start to collect the data. You can then compare the results for different groups across the school using the audit comparison tools. If, when you have collected data from all your groups, you want to see the data all together, you can move data from each audit into a single audit for this purpose using the audit editing page (this process is not reversible!).

When you delete an audit, **all the data for that audit will be deleted as well**

## Using the Leaflet Publishing Tools

This resource is designed to help schools publish multi-lingual advisory leaflets to support the provision of healthy packed lunches for children. In order to make this resource applicable to as broad a range of settings as possible, the text can be customised so it accurately reflects each school's policies. The leaflet can include the school name and contact details, and can be customised with logos and a custom image for the cover.

To make a leaflet which is appropriate to your setting, you must first adjust the options presented in a series of forms. These enable you to set options which reflect the school's packed lunch policy, and customise the content of your leaflet by selecting different foods from lists to provide examples of the healthy foods which should be present in a packed lunch.

When setting publishing options, you will be presented with a set of options which have been chosen for you by your PCT. These choices will represent what your PCT believes are realistic, achievable targets, and careful consideration should be made before changing them.

## Using the Forms

There are two types of controls to enable you to customise the content of your leaflet:

1. Here you are given the choice of a number of different statements, and you may choose one or more of them to include in your leaflet. To choose your preferred statement, simply click on the box to the left of the statement. Sometimes you will be able to choose more than one statement.

### Allergies

Please choose from the following:

<input checked="" type="checkbox"/>	The school does not allow <b>nuts</b> [Change...] in packed lunches.
<input type="checkbox"/>	The school has a no <b>nuts</b> [Change...] policy as some children are allergic to these.

2. Where there is a list of different types of food and drink which you can use to illustrate the types of things which could be included in - or must be excluded from – packed lunches, these lists are presented as small pop-ups. To choose items from these lists, first click on the link to [Choose...] or [Change...] an existing list. A small scrollable list of items will appear, and items in the list can be selected by clicking on the boxes to their left, or by clicking on the text itself. When you have finished making your choices, click on the [close] button to close the list – the choices you have made will now form part of the sentence.

### Allergies

Please choose from the following:

<input checked="" type="checkbox"/>	The school does not allow <b>nuts</b> [Change...]	close
<input type="checkbox"/>	The school has a no <b>nuts</b> [Change...]	peanuts
	these.	<input checked="" type="checkbox"/> nuts
		<input type="checkbox"/> seeds

## Setting the school name and contact details

The first part of the publishing process presents you with the opportunity to customise the leaflets with your school name, contact details, and some images for the cover.

When you first use the publishing system, your school name and contact details may be pre-filled with the details we were provided with by your PCT.

Please Check your School Name and contact details below and enter/amend them as necessary.

School Name: Grange Primary School

Contact Information:

These can be amended as you see fit, but please be aware that the length of the text you enter here is restricted, due to space restrictions on the leaflet cover. Whenever you change the school name and/or contact details, make sure you preview the leaflet before printing to make sure what you have entered fits on the cover.


## Uploading your Logo

You can upload your school logo which will be printed on the front cover of the leaflet. The maximum size for a logo is 1000 x 1500 pixels - logos which are larger than this will be resized automatically so that they are a maximum of either 1500 pixels wide or 1000 pixels high (depending on the orientation of the logo). Logos which are smaller than this will be scaled automatically to fit. Logos can be in either JPEG, PNG or GIF format.

To upload your logo, click on the Browse button next to the input field – this will open a file chooser which you can use to locate your logo on your computer. Once you have located the logo, click on the Open button, and the filesystem path of the logo should appear in the input field.

file:  Browse...  
update logos

When you have uploaded a logo, you will be presented with a thumbnail of the logo on the page. If you wish to change the logo for another one, simply repeat the process for uploading a logo, and the new image will overwrite the old one. If you want to delete the logo, check the box underneath the logo and click on the update logos button.

  
If you would like to replace the above logo, please use the form below to upload a new one. You can delete this logo by checking this box:   
file:  Browse...  
update logos

When you publish your leaflet, you can do so in colour or black and white. When colour logos are uploaded, a greyscale derivative of the logo will be generated automatically for inclusion in the black and white leaflet.

## Uploading a new image for the cover

You can further personalise the leaflet with a new image to place on the cover. If you do not replace the cover image by uploading your own, the following image will be displayed on the cover:



The maximum pixel size for this image is **1000 x 550** pixels - images which are larger than this will be resized automatically so that they are a maximum of either 1000 pixels wide or 550 pixels high (depending on their orientation). Images which are smaller than this will be scaled automatically to fit. Images can be in either **JPEG, PNG** or **GIF** format.

Leaflets can be published in colour or black and white - when colour images are uploaded, a greyscale derivative is generated automatically for inclusion in the black and white leaflet.

## Policy options

The policy options form allows you to customise the contents of your leaflet so it reflects your school's packed lunch policy. If your school does not have a packed lunch policy, you could base it on the example packed lunch policy which can be downloaded from the School Food Trust website [<http://www.schoolfoodtrust.org.uk/content.asp?ContentId=509>].

## Schools Food Trust guidelines

You can indicate whether your school's packed lunch policy conforms to the guidelines outlined by the Schools Food Trust by checking the first box in the Policy Options form.

These guidelines can be downloaded from the packed lunches section of the School Food Trust Website [<http://www.schoolfoodtrust.org.uk/content.asp?ContentId=505>], or a checklist showing the main points can be downloaded here

[[http://www.schoolfoodtrust.org.uk/UploadDocs/Contents/Documents/ticks&crosses\\_a4final.pdf](http://www.schoolfoodtrust.org.uk/UploadDocs/Contents/Documents/ticks&crosses_a4final.pdf)]

When you check this box for the first time, you will be warned that making this choice will result in some parts of the form being pre-filled, and other parts being disabled. The statements which will be included are as follows:

- Other healthy drinks such as milk, pure 100% juice, sparkling water, fruit smoothie or yoghurt or milk drink can also be included.
- Packed lunches should not contain chocolate, items containing chocolate, sweets, salted savoury snacks or crisp-like products.
- All packed lunches should contain at least one portion of fruit and one portion of vegetable or salad.
- Include oily fish, such as [up to 3 different types of fish chosen from a list...] at least once every three weeks.
- Meat products such as sausage rolls, sausages and chipolatas, pies and pastries, fried foods should not be included more than once a fortnight.

In addition, Cheese will not be included as an example of "meat and alternatives."

If at any time in the future you wish to change any of these pre-selected options, you will first need to un-check the box next to the text "The information in this leaflet follows the government's packed lunch guidelines," or choose one of the other options in this section.

## Drinks

You can select one of these four statements which most accurately reflects your school's policy on including drinks in – or excluding drinks from - packed lunches. The text of the leaflet will indicate that water is the best option, and that it is freely available in school. If you do select one of these, other options in the content of the leaflet will be automatically set to reflect this policy.

### Drinks

Please choose from the following:

<input checked="" type="checkbox"/>	The school has a water-only policy so please do not put any other drinks in the packed lunch.
<input type="checkbox"/>	Another drink can be included in the lunchbox, however please do not include <b>fizzy drinks or juice drinks</b> [ <a href="#">Change...</a> ].
<input type="checkbox"/>	Only <b>water or pure fruit juice</b> [ <a href="#">Change...</a> ] should be included in the lunchbox.
<input type="checkbox"/>	Other healthy drinks such as <b>milk, pure 100% juice or fruit smoothie</b> [ <a href="#">Change...</a> ] can also be included.

## Snacks

You can select a maximum of three from these five statements which most accurately reflects your school's policy on including/excluding snacks in packed lunches. The option to include particular snacks on particular days, and the option to exclude certain types of sandwich filling, can be chosen along with one of the remaining three options.

### Snacks

Please choose from the following:

<input type="checkbox"/>	We only allow <b>sweets</b> [Change...] on <b>Friday</b> [Change...] .
<input type="checkbox"/>	Please do not put <b>biscuits or fizzy drinks</b> [Change...] in packed lunches.
<input type="checkbox"/>	Please do not give your child items which contain <b>chocolate</b> [Change...] .
<input type="checkbox"/>	Packed lunches should not contain <b>chocolate, items containing chocolate, sweets, salted savoury snacks or crisp-like products</b> [Change...] .
<input type="checkbox"/>	Please do not include <b>jam or chocolate spread</b> [Change...] filling for sandwiches.

## Allergens

You can select one of these statements if your school does not allow nuts or seeds in packed lunches. If you do select one of these, other options in the content of the leaflet will be automatically set to reflect this policy.

### Allergies

Please choose from the following:

<input checked="" type="checkbox"/>	The school does not allow <b>nuts</b> [Change...] in packed lunches.
<input type="checkbox"/>	The school has a no <b>nuts</b> [Change...] policy. Allergic to

peanuts  
 nuts  
 seeds

## Healthy Options

These options seek to encourage parents to include portions of fresh fruit and vegetables in packed lunches. The option preferred by the School Food Trust guidelines is the last one – shown selected below.

### Healthy Options

Please choose from the following:

<input type="checkbox"/>	The school expects all packed lunches to contain at least one piece of fruit, vegetable or salad.
<input type="checkbox"/>	All packed lunches should contain at least one item of fruit, vegetable or salad.
<input type="checkbox"/>	Aim to include at least one portion of fruit and one portion of vegetable or salad.
<input checked="" type="checkbox"/>	All packed lunches should contain at least one portion of fruit and one portion of vegetable or salad.

## Foods bought within the school

If you sell portions of fruit or vegetable in your school, you can indicate the price of these portions here. If you sell portions of fruit or vegetable, but the price varies, then choose the third, more general option. If none of these options is selected, this will be omitted in the published leaflet.

### Foods bought within the school

Please choose from the following:

<input checked="" type="checkbox"/>	A salad can be bought from school for <input type="text" value="25"/> pence
<input type="checkbox"/>	A piece of fruit can be bought from school for <input type="text"/> pence
<input type="checkbox"/>	A piece of fruit or salad can be bought from school.

## Content Options

The content options for your leaflet enable you to choose from different types of healthy foods which you recommend people to put in packed lunches. This is done by using the pop-up lists in the forms activated by the [Change...] or [Choose...] keywords.

**Starchy Foods**

Breads: **pitta bread, wraps or bread rolls** [Change...]


Other starchy foods: **pasta or rice** [Change...]

**Meat and alternatives**

Lean meats: **chicken, turkey or ham** [Change...]

Please choose from the following:

<input type="checkbox"/>	Fish, such as <b>sardines, mackerel or salmon</b> [Change...].
<input checked="" type="checkbox"/>	Include oily fish, such as <b>sardines, mackerel or salmon</b> [Change...] at least once every three weeks.



Please note that some of the content options may be set by your PCT, in which case you will not be given the chance to edit them here, and your form may appear different to the one pictured above.

Some of the content options are preset if your school policy conforms to the guidelines outlined by the Schools Food Trust. These include the "Include oily fish..." option and the statement about only including meat products such as pies and pastries once a fortnight. The option to use cheese as a source of protein is disabled as well. If you are not happy with these choices, you will need to return to the Policy Options page, and select a different option under the heading "Policy Conformance."

## Publishing Your Leaflet

When you have finished setting your preferences for your leaflet, you will be able to preview the text of the leaflet to make sure it is correct and accurately represents your school's policy.

The preview shows you the complete text of the leaflet, in the order in which it will be presented in your finished leaflet, but does not include the formatting or images which will be present.

Leaflets are generated on the website as PDF documents, so you will need to have some software installed on your computer capable of displaying and printing these types of files (see System Requirements for more details). One leaflet can be downloaded at a time by first choosing the publishing options, then choosing the language you wish to download.

There are several printing options for all languages:

- You can choose whether to include colour illustrations or line drawings (suitable for black and white printing and photocopying). Please note that for black and white printing, greyscale versions of any uploaded images will be used.
- You can choose whether or not to include all the content which suggests different types of foods to include in a lunchbox. If you choose the abridged version of the leaflet, these will be left out of the final text, but all your policy options will be included.

Underneath these options, you will see a list of languages with checkboxes to their left. Check the box next to the language you would like to download, then click on the download button to start the download process.