



National School Nutrition Programme

A Guide for Secondary Schools

NUTRITION PROGRAMME



education

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Nutrition Programme

National School Nutrition Programme

Foreword

We welcome all secondary schools to the National School Nutrition Programme (NSNP).

The NSNP aims to enhance the learning capacity of learners through the provision of a healthy meal at schools. Where it is implemented, the programme has shown to improve punctuality, regular school attendance, concentration and the general well-being of participating learners.

This manual is intended to clarify important information to the secondary schools that will be implementing the school nutrition programme. The Department of Education officials and schools that are already involved in the activities of the programme can also use it to update their information.

We hope that you will use this manual as a guide and resource document in your work as you provide school meals. We trust that it will encourage healthy eating habits and contribute to the growth, development, learning and overall achievement of learners in your school.

We wish you all the best.

Ms GT Ndebele
Deputy Director-General: Social and School Enrichment
January 2009

Nutrition Programme

National School Nutrition Programme

Table of Contents

Background to the National School Nutrition Programme	3
Why provide meals at schools?	3
Who gets the meals?	4
What should be included in the meal?	4
When to feed?	5
Management structure	5
How should the programme be implemented?	6
Communication and reporting	7
Advocacy	8
Training and development	8
Inside back cover: Contact details	

Nutrition Programme

National School Nutrition Programme

Background of National School Nutrition Programme (NSNP)

The National School Nutrition Programme (NSNP) was introduced in 1994 by government as part of the Reconstruction and Development Programme of the newly founded democratic Republic of South Africa. Since its inception, the programme has covered only learners in primary school.

The 2006 survey by the Fiscal and Finance Committee confirmed that there was a need to extend the programme to secondary schools. In October 2008 the Minister of Finance announced a budget for the inclusion of secondary schools in the programme.

The programme is funded through a conditional grant that is transferred to provinces on a quarterly basis. Guided by the relevant legislation and policies, National and Provincial Departments of Education are accountable for the management and utilisation of the funds as well as the monitoring of implementation.

The objectives of the NSNP are to:

1. contribute to improving the learning capacity
2. promote self supporting school food gardens and other production initiatives
3. promote healthy lifestyles amongst learners



Why provide meals at schools?

The National School Nutrition Programme aims to provide meals to the most needy learners. Good food provides energy for the brain. The meals which are provided at schools are, therefore, intended to give energy for mental and physical activities for the body and brain to function and to make the learners alert and receptive during lessons.

Nutrition Programme

National School Nutrition Programme



Who gets the meals?

Currently meals are provided to all learners in Quintile 1, 2 and 3 public primary schools from Grade R to Grade 7. The programme will be extended to Quintile 1 secondary schools in April 2009. All Quintile 2 and 3 public secondary schools will be included in 2010 and 2011 respectively. All learners in the schools must be provided with daily meals.



What should be included in the meal?

The Department of Education in conjunction with the Department of Health provides a variety of menu options from which the schools may choose. The District office will make this available to schools.

School menus should offer tasty and adequate meals which must fulfill at least 30% of the daily nutritional needs of learners per meal. It is important to serve a balanced meal which is composed of:

- Protein:
 - vegetable protein e.g. Soya products, dried beans, lentils, nuts and dried peas or
 - animal protein e.g. meat, milk, eggs and fish (depending on affordability)
- Starch: e.g. maize meal, samp, mealie rice, rice, bread, potatoes
- Vegetables: at least one green and one red or yellow or orange vegetable per meal

Fats and Oils must be used in moderation.

Iodated/iodized salt and seasoning must be used in moderation.



Very important

- Selected menus should be socially acceptable.
- Use of indigenous food in menus is encouraged.
- Specifications of new menu option inclusions are obtainable from the District/Circuit NSNP officer.
- **Peanut butter** may **only** be used if quality assurance standards by the **Department of Health** have been met.

Nutrition Programme

National School Nutrition Programme

- **Maize meal, bread or flour and flour products** should have the logo depicting that they have been **fortified** with essential macro nutrients.



- Learners must drink at least 8 cups/glasses of water daily.



When to feed?

It is important to feed learners before 10h00 so as to give them energy to concentrate and be alert in class.

Getting started

A. Management structure

1. The **School Principal**, as the Accounting Officer, will be responsible for the overall management of the programme and for ensuring its success.
2. The school principal will identify and nominate an Educator/Administrator as a **NSNP School Coordinator** to assume operational responsibility for the NSNP. S/He will supervise the day-to-day activities of the programme including receiving and recording stock, keeping updated record of all invoices, meals served and number of learners fed per day. All important training workshops must be attended.
3. The school shall establish a **Nutrition Committee** comprising the NSNP School Coordinator, Administrator, School Management Team (SMT), a School Governing Body (SGB) member, a Food Handler, and/or a Food gardener.
4. The **SGB** will give support in addressing any additional requirements of the programme and ensuring that the

- programme is implemented effectively. It is also responsible for identifying unemployed parents¹ from the community to be recruited as Volunteer Food Handlers.
5. **Volunteer Food Handlers** will be responsible for the preparation, cooking, serving of meals and for cleaning the cooking area. They are expected to maintain a high level of personal hygiene. One Food Handler should be appointed for every 200 learners. For example, the school may appoint 3 food handlers for 600 learners. Food Handlers will be paid a monthly honorarium at a minimum of R500 per month.

B. How should the programme be implemented?

1. Equipments and utensils

The provincial/district office and/or school will be allocated funds for the procurement of equipment and utensils. When the province/district/school procures equipment and utensils, the following items are required to prepare and serve meals:

- 3 burner gas stove
- 20 litres cooking pots (3 pots per 500 learners)
- Stainless steel or heavy duty melamine eating spoons, plates and mugs/cups



NB: Any procurement of gas equipment should include installation fees and provision of gas per consumption.

2. Storage of food

Food must be stored in an area with adequate ventilation. Food **must not be placed on the floor** but on an elevated palette/unused desk to avoid food contamination. The school must ensure that

¹ Unemployed, responsible women with children at the school, good personal hygiene, leadership roles and good standing in the community have been successfully used as food handlers in the programme in primary schools

Nutrition Programme

National School Nutrition Programme

the last food items are completely utilized before the newly delivered items are consumed. (First-in first out: FIFO).

3. Receiving and checking food delivered

The nominated NSNP School Coordinator will receive and verify that all supplies delivered are reconciled with the delivery note and/or invoice. The delivery note/invoice must be signed with a school stamp and a copy kept in the NSNP file. All goods must be checked for expiry date. **Schools should not accept any expired food items or food which expires within 3 months.**

4. Cooking/Preparation area

A school needs to select an area for cooking, preparation and serving of meals with adequate ventilation. When choosing a cooking area, schools should ensure that it is hygienic and is clear of any potential for food contamination. The cooking area must always be kept in a neat and hygienic condition.

5. Gas safety

All gas equipment should comply with gas safety regulations and standards as stipulated by in the Occupation Health and Safety Act (Vessels under pressure regulations). A gas cylinder should be installed outside the cooking area. Gas safety regulations are obtainable from the district/ circuit office. For more information on Gas Safety, contact Mr Tedd Parrett on 011 476 5242.

C. Communication and reporting

1. A monthly report should be submitted to the District/Circuit Office. A copy of the report should be kept on the school file for records.

Nutrition Programme

National School Nutrition Programme

2. The School Coordinator must report all complaints/queries for assistance and support by telephoning or completing a Complaints Form obtainable from the nearest District Office.
3. Regular meetings between the appointed District official and school coordinator(s) will be held to keep abreast of developments of the programme.

D. Advocacy

Developments and information on the NSNP will be communicated through newsletters, radio broadcasts, local newspapers and community forums to the following role players:

- SGBs
- Community
- Parents
- Non-Governmental Organisations (NGOs)
- Private sector

E. Training and development

A series of training workshops will be conducted throughout the year on the following:

1. **NSNP implementation guidelines** – will target School Coordinators, District officials and SGBs in clarifying further requirements of the programme, roles and responsibilities.
2. **Hygiene and Food Safety** – Volunteer Food Handlers will be trained on health and hygienic standards to improve on the quality of meals.
3. **Sustainable Food Production** – A nominated educator, SMT and SGB members will be provided with training in food production. Each school will be expected to initiate a food garden or food production project.

Nutrition Programme

National School Nutrition Programme

Contact details:

- Getting in touch with the NSNP office

Province	Name	Address	Contacts
National	Ms N Rakwena	Department of Education Sol Plaatje House, 123 Schoeman Street, PRETORIA,0002	T : (012) 312 5081 F : (012) 324 0260
Eastern Cape	Mr T Mtyida	Steve Tshwete Education Complex, Zone 6, ZWELITSHA, 5608	T : (040) 608 4711 F : (040) 608 4710
Free State	Ms P Legoale	Trustfontein Building St Andrews Street, BLOEMFONTEIN. 9300	T : (051) 448 2738 F : (086) 540 3917
Gauteng	Ms H O Molapo	African Life Building 111 Commissioner Street, JOHANNESBURG, 2001	T : (011) 355 0556 F : (011) 355 0153
Kwazulu-Natal	Ms N Ngcobo	2nd Floor Davis Alexander Building, 145 Church Street, PIETERMARITZBURG, 3201	T : (033) 264 1504/5 F : (033) 264 1607
Limpopo	Mr T A Sharp	113 Biccard Street, POLOKWANE. 0700	T : (015) 290 9319 F : 086 545 55185
Mpumalanga	Mr J Moya	Extension 5 Government Boulevard, NELSPRUIT. 1200	T : (013) 766 5458 F : (013) 753 3870
Northern Cape	Ms A K Mompoti	156 Barkley Road Homestead, KIMBERLEY. 8300	T : (053) 839 6329 F : (053) 839 6329
North West	Mr K Modisane	Executive Block, East Wing, Chief Albert Luthuli Drive, MMABATHO. 2735	T : (018) 389 8064 F : (018) 384 3316
Western Cape	Mr P Swart	Atterbury House/Old Shell House, 9 Riebeck Street, CAPE TOWN, 8000	T : (021) 467 2297 F : (086) 617 0377

