

POLICY DOCUMENT:

Bli Bli State School Busy Bee Tuckshop

Policy Name:	Forgotten Lunch Policy
Date Published:	07/08/26
Authorized by:	• P&C President on behalf of the Bli Bli State School P&C Association • Bli Bli State School Principal
Policy Purpose:	This policy outlines the procedure to follow when a student arrives at school without food for the day. The aim of this policy is to ensure students are supported appropriately while maintaining clear processes for the tuckshop, school administration and parents. It also ensures that decisions about what food a student receives are made by a parent or guardian wherever possible, as students may have allergies, dietary requirements or cultural food restrictions.
Scope:	This policy applies to: • All Tuckshop staff and volunteers • School administration staff • School leadership and teachers • Parents and carers of students.
Definitions:	Forgotten Lunch: A situation where a student arrives at school without food for the day and does not have money or an order placed with the tuckshop. Emergency Meal: A simple food item provided to a student if a parent cannot be contacted and the student has no lunch.
Policy Actions:	When a student presents to the tuckshop stating they have forgotten their lunch or have no food: 1. Refer the student to the school administration office. The tuckshop should not independently provide food to the student without direction from the school administration or parent. 2. Administration staff will attempt to contact the parent or guardian. 3. The parent or guardian may choose one of the following options: a. Place a late lunch order with the tuckshop (from a limited menu such as a sandwich, fruit or basic snack). Payment must be made via the school's ordering system or over the phone. b. Deliver food to the school for the child. c. Authorise the school to provide an emergency meal. 4. Emergency meals may include simple items such as: a. Plain sandwich (e.g. cheese or spread) b. Piece of fruit c. Basic snack item 5. Emergency meals may be stocked and funded by the School or P&C/Chaplaincy.

Policy Actions (cont.):	6. If a meal is provided by the tuckshop following parental approval, payment must be made on the same day or via the school's payment system. Credit is generally not provided unless authorised by the school administration. 7. The tuckshop convenor and staff should not determine food choices for the student due to potential allergies or dietary restrictions.
Contact Information:	<i>For questions about this policy, contact:</i> • <i>Tuckshop Manager:</i> • <i>School Administration Office:</i> • <i>P&C Association Representative:</i>
Review Date:	07/08/27