






Fact Sheet

Managing the transition of Year 7's to high school

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In 2015, Year 7 public school students will move from primary school to high school. Many Catholic and Independent schools have already gone through the transition. This will mean a decrease in student orders for primary school canteens and an increase in numbers for high school canteens. The challenge facing school canteens is to identify opportunities to effectively manage this change and continue to maximise profitability.

What can primary school canteens do?

Options	
Review your current ordering system	<p>Consider setting up a pre-order service (if not currently using)</p> <ul style="list-style-type: none"> • Include both students and staff; offer the service for recess and lunch • Benefits: <ul style="list-style-type: none"> • Reduce time spent serving at the counter • Less wastage <p>Consider an online ordering system</p> <ul style="list-style-type: none"> • Less time spent sorting, counting orders, cash handling and serving at the counter • More secure - less cash on premises, less trips to the bank • Editing the menu and prices online is quick and easy • The system can automatically produce reports e.g. daily tally sheets • Orders can include 'allergy alert' information • Parents can have more control over what children order <p> More information about online ordering companies can be found in the Star Choice™ Buyers Guide</p>
Increase volunteers	<p>Greater volunteer support means a reduction in staff wage expenses</p> <ul style="list-style-type: none"> • Promote it as a 'Girls/Mums' or 'Boys/Dads' day out • Consider an incentive scheme • Advertise that any help is appreciated, even 1 hour is helpful <p> Volunteers Welcome Kit from waschoolcanteens.org.au</p>
Increase profits	<ul style="list-style-type: none"> • Review all prices and ensure mark-ups are specific to your overheads • Complete a mark-up schedule and introduce a slight increase where appropriate • Increase prices on items made in the canteen as they have a greater profit margin • Check prices on all stock and source a better deal from a different supplier • Look out for discounts; buy in bulk and freeze items • Keep an eye out for specials from local suppliers • Use seasonal produce <p> Management \$ense, Food Sense Manual, Ch 7, p 16-17, available from waschoolcanteens.org.au</p>
Increase sales	<ul style="list-style-type: none"> • Consider implementing a staff menu and convenient ordering system (if not currently available) • Offer lunch orders to kindy students • Add a new menu item or theme day to the slowest sales day • Add an incentive to purchase e.g. raffle prize or canteen vouchers • Create meal deals/combo as they can be cost effective • Advertise specials or new items in several ways e.g. menu board, newsletter, form notices for the classroom • Offer a food service to other local primary schools (great way to increase your volunteer pool as well) <p> Theme Day Planner available from waschoolcanteens.org.au</p>
Review hours of operation	<ul style="list-style-type: none"> • Consider current operating hours and increase/decrease accordingly (i.e. generally schools require at least 100 students per day of operation e.g. 350 students; open no more than 3 days to be financially viable) • Can hours be extended to catch extra sales or include kindy students? • Could a breakfast service be added before school?
Decrease wastage	<ul style="list-style-type: none"> • Encourage pre-ordering of both recess and lunch items • Utilise left-over ingredients • Consider ways to reduce packaging • Streamline menu choices; use seasonal produce
Review portion sizes	<ul style="list-style-type: none"> • Ensure portion sizes are standardised and clear instructions are provided for staff/volunteers e.g. recipe cards • Adjust portion sizes e.g. smaller serves for kindy students
Catering service for events	<ul style="list-style-type: none"> • Provide a catering service for internal events, such as staff meetings, AGM, school development days, graduation, end of year functions, student/staff birthdays, excursions, discos, camps • Consider extending a catering service for whole school events such as sports days, fundraisers, end of year functions • Consider extending a catering service further for outside of school events such as Christmas parties, birthdays, christenings, business lunches