



HOLY GRACE EDUCATIONAL COMPLEX

Dumasua, Sunyani

Grace to learn, wisdom to lead.

SCHOOL MEALS & CANTEEN POLICY

2026/2027 Academic Year

Healthy Food • Safe Service • Healthy Body • Healthy Mind

Holy Grace Educational Complex is committed to providing pupils with safe, wholesome and enjoyable school meals in a structured environment that supports learning, wellbeing and good eating habits.

Our Commitment

The school aims to ensure that meals are served hygienically, portions are appropriate for pupils, drinking water is encouraged, and known allergies or relevant medical dietary needs are taken seriously. Parents and the school share responsibility for providing accurate health information and maintaining up-to-date records.

DAILY MEAL	WEEKLY PAYMENT
GH¢7.00	GH¢35.00

1. Weekly School Menu

The menu below follows the school's weekly canteen pattern, with the days reordered as requested. Dessert will rotate between cake and fruit to provide variety during the school week.

DAY	MAIN MEAL	DESSERT
MONDAY	Jollof Rice	Fruit
TUESDAY	Banku	Cake
WEDNESDAY	Waakye	Fruit
THURSDAY	Rice and Stew	Cake
FRIDAY	Spaghetti	Fruit

Menu Management

The school may make reasonable menu substitutions where an ingredient is unavailable, provided that food safety and the overall quality of the meal are maintained. Parents will be informed where a material or longer-term menu change is required.

2. Meal Charges & Payment

Each school meal costs GH¢7.00 per pupil per day. The standard weekly payment is GH¢35.00. Weekly payment is the normal payment arrangement and should be made in accordance with the school's payment instructions.

Payment option	Arrangement
Weekly	GH¢35.00 for five school days.
Monthly	Permitted. Please arrange the applicable amount with the Accounts Department.
Termly	Permitted. Please arrange the applicable amount with the Accounts Department.

3. Allergies, Medical Conditions & Special Dietary Information

IMPORTANT - PARENTAL DECLARATION REQUIRED

Every parent or guardian must complete the school's allergy and medical information form and clearly state any known food allergy, intolerance, dietary restriction or medical condition that may need to be considered when food is served to their child.

Parents and guardians must:

- Provide complete and accurate information before the child uses the school meal service.
- Inform the school immediately if an allergy, intolerance, medication, diagnosis or dietary instruction changes.
- Provide relevant medical guidance or documentation where requested by the school.
- Discuss significant dietary or medical needs with the school before relying on the standard menu.

The school will:

- Keep relevant allergy and medical information accessible to authorised staff who need it for pupil safety.
- Take reasonable steps to avoid serving a known allergen where the school has been properly informed.
- Promote safe food handling, clean serving practices and appropriate supervision at mealtimes.
- Contact parents where a pupil's dietary requirement cannot safely be met through the standard canteen menu.

4. Food Safety, Hygiene & Mealtime Standards

Food hygiene	Meals should be prepared, stored and served using appropriate hygiene and food-safety practices.
Clean environment	Food preparation, serving and eating areas should be kept clean and orderly.
Safe service	Staff should use clean utensils and minimise unnecessary handling of ready-to-eat food.
Supervision	Pupils should be appropriately supervised and encouraged to eat calmly and respectfully.
Hydration	Pupils should have access to safe drinking water and be encouraged to drink water regularly.
Respect & dignity	No pupil should be shamed or pressured because of a genuine allergy, medical need or dietary restriction.

5. Parent Partnership

The effectiveness of the school meals programme depends on cooperation between families and the school. Questions about meal payments should be directed to the Accounts Department. Questions about allergies, medical needs or dietary safety should be raised with the school administration before the child begins or continues using the canteen service.

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