



Manual on School Nutrition Programme



Ministry Of Education

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Preface

The main responsibilities of the Ministry of Education include; Enrollment of all school going age children to formal education at schools ensuring "Education for All" , Provision of quality Education and Create future generation with improved physical and psychological skills. Many surveys reveal that the physical, physiological and nutritional status of school going children make a direct or indirect impact on the students' attendance, participation in learning and performances. Therefore, it is essential to improve the nutritional level of the children of school going age.

Even-though it's expected to build school going children as a group with proper nutritional status, studies have revealed that children suffer from wasting, stunting, anemia and that adversely affects their health status and educational performances. Thus the main objectives of the School Nutrition Programme are; Provide healthy and active children to the Nation minimizing nutritional problems, Inculcate good dietary habits and Promote healthy habits and to improve school attendance.

Introduction

It is important to build a healthy society to win the future world and to face all the challenges of it successfully.

Education and Health are closely interconnected. Proper health is important to receive a better education. The basic platform of healthy life is nutrition.

Proper nutrition is indeed essential for better health. Accordingly, Health and Nutrition Branch of Ministry of Education has taken effective measures to provide balanced meal to school children.

Provision of wholesome food is necessary to improve the physical and mental balance and thereby increase the performance level of the school children. Therefore, the main objective of the government is to establish a healthy future generation through the school meal programme for primary school children.

The proposed "School Nutrition Programme" would be beneficial in improving the health status of school children who have already ruined their health due to improper dietary habits.

The School Nutrition Programmes were initially commenced in 1931 and it has gone through many changes in implementation process. The main challenges to the sustainability of food programmes are the difficulty in identifying the most suitable procedure and the scarcity of resources.

The schooling age is identified as a period where rapid physical, mental, social & spiritual growth are seen together with intellectual development. Therefore, it is important to fulfill the nutritional requirements of the children.

Breakfast is commonly referred to as "the most important meal of the day" as it's the first meal of a day breaking the fasting period of the prior night, where children start new day with new learning and activities. Necessary measures should be taken to include foods with higher fat and sugar content in lesser quantities even-though they provide energy.

As mentioned above optimum growth and development should be achieved in order to minimize the occurrence of food related diseases in adult life.

Therefore , it is our responsibility to inculcate the habit of consuming healthy and wholesome foods, promote better dietary habits and encourage practicing them. For that, children should be fed with energy dense and nutritious foods.

In 2002, the Government initiated a programme to provide meals to Grade one students of selected schools, with the objectives of ; minimizing nutritional problems, promoting local food consumption and popularizing healthy eating habits. Through the years, the programme has been developed into three major sections as seen today.

1. The government's programme to provide meals to school children
2. "Food for Education Programme" implemented jointly by the Ministry of National Policies and Economic Affairs and World Food Programme.
3. The programme to provide a glass or fresh milk /milk packets as an additional nutritional supplement

According to the statistics of the year 2017, 1,105,605 students of 7871 schools are benefited from the school meal programme while 112,088 students of 414 schools are benefited from the programme of providing fresh milk.

ඉහත වැඩසටහන සම්බන්ධයෙන් පහත සඳහන් ක්‍රියාමාර්ග අනුගමනය කළ යුතු වේ.

1. පෝෂණ වැඩසටහන් ක්‍රියාත්මක කිරීම පිළිබඳ වගකීම පළාත් මට්ටමේ, කලාප මට්ටමේ, පාසල් මට්ටමේ දී සෞඛ්‍ය ප්‍රවර්ධන කමිටුවලට, ආහාර කමිටුවට හා පාසල් සංවර්ධන සමිතියට පැවරේ.
 - a. 1980 අංක 26 දරණ ආහාර පනතේ විධි විධාන අනුව ද, 2003 අංක 09 දරණ පාරිභෝගික කටයුතු පිළිබඳ පනත සහ එහි විධි විධාන අනුව ද , සෑම පාසලක ම සිසුන්ට සෞඛ්‍යාරක්ෂිත ආහාර ලබා ගැනීමේ පහසුකම් හා පෝෂ්‍යදායී ආහාර ලබා ගැනීමේ පහසුකම් ඇති කිරීම හා ඒ පිළිබඳ සහතික වීම.
 - b. ආහාර සකස් කරන්නන්, ආහාර සපයන ස්ථාන හා භාවිත කරන උපකරණවල පවිත්‍රතාව පිළිබඳ සහතික වීම.
 - c. සෞඛ්‍යයට හිතකර ආහාර පමණක් ලබා දීම.
 - d. අධික තෙල්, අධික සීනි හා අධික ලුණු සහිත ආහාර ලබා දීමෙන් වැළකීම.

2. ආහාර හා කිරි ලබා දිය යුතු වේලාව

- පාසල ආරම්භ කර පළමු පැය තුළ, උදෑසන 7.30 න් 8.30 න් අතර ආහාර ගැනීම සඳහා වෙන් වේ.
නමුත් විශේෂ හේතු මත පමණක් මෙම කාලය තුළ ආහාර ලබා දීමට අපහසු වෙනම් විදුහල්පති විසින් පෙ.ව. 9.30ට ප්‍රථම ආහාර ලබා දීමට කටයුතු කළ යුතු ය.
- සැ.යු. : ආහාර ගැනීම සඳහා විනාඩි 15ක කාලයක් යොදා ගැනීම අනිවාර්ය වේ.
- කිරි ප්‍රධාන ආහාර වේලක් නොවන බැවින් කිරි ලබා දිය යුත්තේ උදෑසන 9.30 න් 10.30 න් අතර ය.

3. එමෙන් ම මෙම වැඩසටහන ආරම්භ කිරීමට පෙර විදුහල්පති ගිවිසුම හා ආහාර සැපයුම්කරු ගිවිසුම අත්සන් කර තිබීම අනිවාර්ය වේ.

4. පාසල් මට්ටමෙන්, අධ්‍යාපන කලාප මට්ටමෙන් හා පළාත් මට්ටමෙන් අධීක්ෂණ හා නියාමන ක්‍රියාවලිය සිදුකිරීම හා ඒ සම්බන්ධ වගකීම් නිසි පරිදි පැවරීම සිදු කළ යුතු ය.

5. පාසල් ආහාර ලබා දීම පිළිබඳ ඇගයීම හා නියාමනය සඳහා අධ්‍යාපන අමාත්‍යාංශය විසින් නිකුත් කර ඇති 35/2015 අංක දරණ 2015.12.31 දිනැති පාසල් ආපනශාලා චක්‍රලේඛයේ සඳහන් පරිදි පාසල් සංවර්ධන සමිතිය විසින් වගකීම පැවරීමට පත්කරනු ලබන අනු කමිටුව වන “පාසල් ආහාර කමිටුව”ට පැවරේ. එම කමිටුව පාසල් පෝෂණ වැඩසටහන් ඇගයීම හා නියාමනය සඳහා ද බලවත්කරණය කිරීමට කටයුතු කළ යුතු ය.

“පාසල් ආහාර කමිටුව” විදුහල්පති හෝ විදුහල්පති විසින් නම් කරනු ලබන නියෝජ්‍ය විදුහල්පතිවරයෙකුගේ ප්‍රධානත්වයෙන් පැවැත්විය යුතු අතර, එහි සාමාජික සංඛ්‍යාව සාමාජිකයන් 06න් 12න් අතර සංඛ්‍යාවක් විය යුතු ය. එහි සංයුතිය පහත පරිදි විය යුතු ය.

- විදුහල්පති / නියෝජ්‍ය විදුහල්පති (කමිටු ප්‍රධානී)
- පාසල් සෞඛ්‍ය ප්‍රවර්ධන කටයුතු භාර ගුරු මහතා හෝ මහත්මිය
- වෙනත් ගුරුභවතෙකු

- පාසල අයත් ප්‍රදේශයේ මහජන සෞඛ්‍ය පරීක්ෂක
- පාසල් සෞඛ්‍ය ශිෂ්‍ය සමාජයේ සාමාජිකයකු
- පරිසර හට කණ්ඩායමේ සාමාජිකයකු
- ආදි ශිෂ්‍ය සංගමයේ සාමාජිකයකු
- පාසල් සංවර්ධන කමිටුවේ සාමාජිකයකු
- ප්‍රධාන ශිෂ්‍ය නායක / නායිකාව හෝ වෙනත් ශිෂ්‍ය නායකයකු / නායිකාවක්
- පාසල් පාරිභෝගික කවයක සාමාජිකයකු

6. මීට අදාළව පහත සඳහන් තොරතුරු අධ්‍යාපන අමාත්‍යාංශය වෙත ලබා දීමට කටයුතු කළ යුතු ය.

- පාසල් නාම ලේඛන හා ශිෂ්‍ය සංඛ්‍යා තොරතුරු - සෑම වර්ෂයක ම ජනවාරි 20 වන දිනට පෙර
- පළාත් මට්ටමින්, කලාප මට්ටමින් හා පාසල් මට්ටමින් මාසික වියදම් විස්තර - සෑම මාසයක ම 10 වන දිනට පෙර
- සිසුන්ගේ දෛනික පැමිණීමේ සාරාංශය (වාරයකට වරක්)
- ආහාර සැපයුම්කරුවන් පිළිබඳ තොරතුරු (සැපයුම්කරුගේ නම, ගිණුම් අංකය, බැංකුවේ නම හා බැංකු ශාඛාව) - සෑම වර්ෂයක ම ජනවාරි 20 වන දිනට පෙර
- පාසල් සිසුන්ගේ පෝෂණ මට්ටම් පිළිබඳ තොරතුරු (වාරයකට වරක්)

7. අධ්‍යාපන අමාත්‍යාංශය විසින් අනුමත කර ඇති ආහාර වට්ටෝරුවලට අනුකූලව ආහාර ලබා දීමට කටයුතු කළ යුතු ය. එසේ වුව ද පාසල් සෞඛ්‍ය ප්‍රවර්ධන කමිටුවල නිර්දේශ මත ප්‍රාදේශීය මට්ටමේ අවශ්‍යතාවය අනුව ආහාර වට්ටෝරු වෙනස් කර ගත හැකි අතර, ඒ පිළිබඳ ලොග් සටහනක් යෙදීමට කටයුතු කළ යුතු ය.

8. පෝෂණ වැඩසටහන් සඳහා මුදල් වියදම් කිරීම පහත පරිදි සිදුකළ යුතු ය.

දෛනික පැමිණීම 100% හෝ 90%ට වැඩි අවස්ථාවල දී අනුමත සියලු ම සිසුන් 100% සඳහා වන මුදල ද, පැමිණීම 90% ට අඩු අවස්ථාවල දී සිසුන් 100% සඳහා වන මුදලින් 90% ක් ද ගෙවිය යුතු ය.

- පාසල් ළමුන් සඳහා ආහාර ලබා දීමේ රජයේ වැඩසටහන
- එක් ශිෂ්‍යයෙකුගේ එක් දිනක ආහාර වේල වෙනුවෙන් රු.28.00ක මුදලක් වෙන් කෙරේ. (ආහාර වේල සඳහා ලබා දෙන මුදල වෙනස් වන අවස්ථාවන්හි දී පළාත් අධ්‍යාපන කාර්යාල හරහා දැනුවත් කිරීමට කටයුතු කරනු ලබයි.)
- ජාතික ප්‍රතිපත්ති හා ආර්ථික කටයුතු අමාත්‍යාංශයේ හා ලෝක ආහාර වැඩපිළිවෙලේ සහාය ඇතිව ක්‍රියාත්මක වන “අධ්‍යාපනය සඳහා ආහාර වැඩසටහන”

ලෝක ආහාර වැඩසටහන යටතේ සිසුන් සඳහා ආහාර ලබාදීම ක්‍රියාත්මක කෙරෙන අතර, මෙම වැඩසටහන යටතේ ජාතික ප්‍රතිපත්ති හා ආර්ථික කටයුතු අමාත්‍යාංශය මගින් සහල්, තෙල්, පරිප්පු හා/හෝ ටීන් මාලු ලබා දෙන අතර, දිස්ත්‍රික් ලේකම් කාර්යාල මගින් එම ද්‍රව්‍ය පාසල් වලට ලබාදීම සිදු කෙරේ.

අමතර ආහාර වර්ග මිලදී ගැනීම වෙනුවෙන් ඒක ශිෂ්‍ය පදනම මත පහත දක්වා ඇති ආකාරයට මුදල් වෙන් කෙරේ.

පාසලේ ශිෂ්‍ය සංඛ්‍යාව	එක් ආහාර වේලක් සකස් කිරීමට අවශ්‍ය ද්‍රව්‍යමය භාණ්ඩ සඳහා එක් ශිෂ්‍යයකුට ලබා දෙන මුදල (Greenery Fund per meal)
ශිෂ්‍ය සංඛ්‍යාව 50 ට අඩු නම්	රු. 7.00
ශිෂ්‍ය සංඛ්‍යාව 50 – 100 ක් අතර නම්	රු. 5.00
ශිෂ්‍ය සංඛ්‍යාව 100 – 200 ක් අතර නම්	රු. 4.00
ශිෂ්‍ය සංඛ්‍යාව 200 ට වැඩි නම්	රු. 3.50

ආහාර ලබාදෙන දිනවල දෛනික පැමිණීම අනුව මෙම මුදල් ලබා දීම සිදුකෙරේ.

• **පෝෂණ අතිරේකයක් ලෙස “ නැවුම් කිරි වීදුරුවක් / කිරි පැකට් ලබා දීමේ වැඩසටහන ”**

- නැවුම් කිරි වීදුරුවක් ලබා දීමේ වැඩසටහන

පාසල පිහිටි ප්‍රදේශයෙන් නැවුම් කිරි ලබා ගැනීමට හැකියාවක් පවතී නම් අධ්‍යාපන අමාත්‍යාංශයේ පූර්ව අනුමැතිය සහිතව එම පාසල සඳහා නැවුම් කිරි ලබා දීම සිදු කළ හැකිය.

කිරි ලීටරයක් සඳහා කිරි සැපයුම්කරුවන්ට රු.70/-ක් හා අනෙකුත් ද්‍රව්‍ය වෙනුවෙන් පාසලට රු.5/- ලෙස රු.75/-ක මුදලක් වෙන් කෙරේ.

- කිරි පැකට් ලබා දීමේ වැඩසටහන

අධ්‍යාපන අමාත්‍යාංශය මගින් ග්‍රාමීය ආර්ථිකය පිළිබඳ අමාත්‍යාංශය හා මිලිකෝ ආයතනය සමඟ ගිවිසුම් අත්සන් කරනු ලබන අතර, පාසල වෙත ම කිරි පැකට් ලබා දීම සිදු කෙරේ.

9. ප්‍රගති සමාලෝචන රැස්වීම් පැවැත්වීම.

සෞඛ්‍ය ප්‍රවර්ධන කමිටු රැස්වීම් පහත සඳහන් පරිදි සිදු විය යුතු ය.

රේඛීය අධ්‍යාපන අමාත්‍යාංශ මට්ටමෙන්

- මෙහෙයුම් කමිටුව වර්ෂයකට දෙවරක්

පළාත් මට්ටමෙන් - වර්ෂයකට දෙවරක්

කලාප මට්ටම - පාසල් වාරයකට එක් වරක්

පාසල් මට්ටම - මාසික ව රැස්වීම් පැවැත්වීම අපේක්ෂා කෙරේ.

(මෙහි වාර්තා පවත්වා ගැනීම ද අවශ්‍ය වේ)

පළාත් හා කලාප මට්ටමේ රැස්වීම් සඳහා රජයේ අනුමත දීමනා ගෙවිය හැකිය.

} සාරාංශ වාර්තා
අමුණා එවිය යුතු ය.

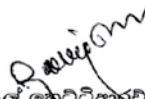
සැ.යු:

- දිස්ත්‍රික් ලේකම්වරුන් විසින් පවත්වනු ලබන මාසික රැස්වීම් සඳහා ජාතික ප්‍රතිපත්ති හා ආර්ථික කටයුතු අමාත්‍යාංශයේ හා ලෝක ආහාර වැඩපිළිවෙලේ සහාය ඇතිව ක්‍රියාත්මක වන "අධ්‍යාපනය සඳහා ආහාර වැඩසටහන" පිළිබඳ වගකීම දරන කලාප නියෝජ්‍ය අධ්‍යාපන අධ්‍යක්ෂ/ සහකාර අධ්‍යාපන අධ්‍යක්ෂ සහභාගී විය යුතු ය.

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Ministry of Education

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"Isurupaya"
Battaramulla.

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திகதி } 2017. 5/19
Date

- Circular No: 10/2017
- All Provincial Education Secretaries
- All Provincial Education Directors
- All Zonal Education Directors
- Divisional Deputy/Assistant Education Directors
- All Principals

Nutrition Programme Implemented For School Children

This circular covers the "School Nutrition Programmes" which are implemented directly by the Ministry of Education namely (1) The Government programme to provide meals to the school children (2) " Food for Education Programme" jointly implemented by the Ministry of National Policies and Economic Affairs and World Food Programme (3) Programme to provide a glass of fresh milk/ milk packets as an additional nutritional supplement.

The nutrition programme should be commenced on Monday of the 2nd week in the month of January each year and the following procedure should be followed.

The main theme of this programme is to establish a "Healthy and active younger generation" with the objective of generating effective and productive individuals to the Nation through minimizing the nutritional problems among school children, improving daily attendance of the students, promoting better dietary habits and healthy life style. Any food and nutrition programme implemented at school level should be aimed at achieving the above mentioned objective.

Henceforth the provisions of this circular supersede the circular no: 2015/01 dated 02.01.2015 issued by the Ministry of Education Services on the above subject.

1. The responsibility of the implementing nutrition programme will be vested with the health promotion committee, food committee and school development committee. These committees will take the responsibility at provincial, zonal and school level,
 - a. To ensure that students of every school will be provided with healthy and wholesome foods, under the regulations of the Food Act 1980 No.26 and the Consumers Affairs Authority Act No 09 of 2003.
 - b. To ensure the cleanliness of the equipment, food handlers and food preparatory premises.
 - c. To provide only healthy and wholesome foods.
 - d. To refrain from providing fatty foods, high sugar foods and salty foods.
2. Scheduled time for giving meals and milk.
 - The recommended time to provide meals and milk is, the first hour after commencing the school that is from 7.30 a.m. to 8.30 a.m.If it's difficult to provide the meals at given time, under special circumstances, the principal has the authority to change the time. However the meals should be given before 9.30 a.m.

N.B. 15 minutes should be allocated to consume meals.

 - As milk is not a main meal, it could be given from 9.30 a.m. to 10.30 a.m.
3. It is compulsory for the school principal to enter into an agreement with the food supplier before the commencement of the food programme.
4. The monitoring and supervision of the programme and the delegation of responsibilities should be done properly at school, zonal and provincial levels.
5. In accordance with the circular No.35/2015 dated 31/12/2015 issued by the Ministry of Education, the evaluation and monitoring of the school meal programme are vested to the "School food committee" ; a sub committee under the School Development Committee. This committee should be empowered also to evaluate and monitor the school nutrition programmes.

“The school food committee” should be headed by the Principal or Deputy Principal. The number of committee members is between six to twelve. The committee should be comprised of ;

- ▶ Principal/ Deputy Principal (Head of the committee)
- ▶ Teacher in charge of School Health Promotion
- ▶ Another teacher
- ▶ Public Health Inspector of the area
- ▶ Member of School Health Society.
- ▶ Member of Environment Pioneers Team
- ▶ Member of Old Boys/Girls Association
- ▶ Member of School Development Committee
- ▶ Head Prefect/ or any prefect representing the Head Prefect.
- ▶ Member of School Consumer Circle.

6. In relation to this the following information should be provided to Ministry of Education.

- ▶ School name list and number of students – before 20th of January each year
- ▶ Monthly expense details at provincial, zonal and school level – before 10th of each month
- ▶ Students’ attendance summary – once in a term
- ▶ Information on food suppliers (Name of the supplier, Account number, Name of the bank and the branch)– before 20th of January each year
- ▶ Information on Nutritional status of school children (once in a term)

7. The meals should be provided according to the menus approved by the Ministry of Education. However, the menus can be changed based on the recommendations of School Health Promotion Committee considering the regional requirements. Under such situations, the principal should keep a note in the log book.

8. The funds should be spent for the nutrition programme based on the following criteria. The total approved amount for all the students should be paid when the attendance of students lies from 90% to 100%. 90% of the total approved amount for all the students should be paid when the attendance of students falls below 90%.

▶ **The Government Programme to provide meals to school children.**

- The allocated amount for each student per one day meal is Rs.28.00. (When this amount is changed it will be informed via Provincial Education Offices.)

▶ **"Food for Education Programme" jointly implemented by the Ministry of National Policies and Economic Affairs and World Food Programme.**

The food distribution programme for students is carried out by World Food Programme. The Ministry of National Policies and Economic Affairs provide rice, dhal, oil and canned fish to the District Secretariat offices. From which then those items are distributed to the schools.

The table of fund allocation for each student for the purchase of additional food.

Number of students in the school	Fund allocated for commodities required to prepare one meal for one student (Greenary Fund per meal)
Less than 50 students	Rs. 7.00
Between 50 – 100 students	Rs. 5.00
Between 100 – 200 students	Rs. 4.00
More than 200 students	Rs. 3.50

These funds will be provided based on the attendance of the students during the food distribution days.

• **"Providing a glass of fresh milk / milk packets programme"**

- Programme to provide a glass of fresh milk.

If there is a facility to obtain fresh milk in the nearby area, with the prior approval of the Ministry of Education, the fresh milk programme can be implemented in that particular school. The supplier is paid with Rs.70.00 per liter of milk and the school is given Rs.5.00 for other expenses. Thus total of Rs 75.00 is paid.

- Programme to provide milk packets.

Under this programme, milk packets are given directly to the schools and the Ministry of Education enters into an agreement with the Ministry of Rural Economic Affairs and MILCO company.

9. Conducting the progress review meeting.

The health promotion committee meetings should be conducted as follows.

Line Ministry Level – Steering Committee Meeting twice a year	} Summary reports should be attached and sent
Provincial Level – twice a year	
Zonal Level - one per school term	
School Level - monthly meeting.	
(The meeting reports should be maintained.)	


The approved payments can be done for provincial and zonal meetings.

N.B:

- Zonal Deputy Director/ Assistant Director responsible for coordination of “Food for Education Programme” jointly implemented by the World Food Programme and the Ministry of National Policies and Economic Affairs should participate in the monthly meeting conducted by the District Secretaries.
- A report should be sent to the Ministry of Education with regard to the progress review meeting conducted at provincial or zonal level. Meanwhile, a report on progress review meeting at school level should be sent to the zonal education office.

The necessary guidance to implement this programme is included in the “Manual of School Nutrition Programme” to be followed at all levels.

This circular is released in agreement with the Ministry of National Policies and Economic Affairs and Ministry of Health, Nutrition and Indigenous Medicine.



Sunil Nettiarachchi
Secretary
Ministry of Education

- Copy:
- Secretary to the President
 - Secretary – Ministry of National Policies and Economic Affairs
 - Secretary – Ministry of Health, Nutrition and Indigenous Medicine
 - Secretary – State Ministry of Education
 - Secretary – Ministry of Rural Economic Affairs
 - Auditor General
 - All Provincial Chief Secretaries
 - All District Secretaries
 - Country Representative – United Nations World Food Programme
 - All staff officers of Ministry of Education

1.0 Nutrient Requirements

It is indeed essential to provide school children with a wholesome, balanced diet as they are in a life stage of rapid physical and mental development and have an active lifestyle. Further the resistance to diseases is enhanced through proper nutrition. Thus it is important to provide meals with all nutrients on daily basis.

Accordingly, the main objective is to provide 1/3 of the required energy and nutrients for a school going child through school meal programme. The Recommended Dietary Allowances of students from Grade 6 to 11 differ from each other. The daily energy requirement of these students ranges from 1725 to 2250 calories, protein requirement 34-50 grams, iron requirement 16-23 milligrams, Calcium requirement 700-1000 milligram, Vitamin-A requirement 500-600 microgram, Vitamin-C requirement 35-40 milligram. (RDA table for Sri Lankans 2007-MRI)

It is essential to provide meals with nutrients mentioned below.

- ▶ Even though, carbohydrate, protein and fat provide energy, the main energy source should be Carbohydrate and thus it is necessary to include it in required quantities.

Carbohydrate Rich Foods

- * Grains varieties - rice, kurakkan , maize



- * Tubers varieties - sweet potato, manioc, kiri ala, hingurala and local tuber varieties



* Starchy fruits - jak fruit, bread fruit,



* Rice and wheat flour preparations - bread, string hoppers, dosa, rotti, kurakkan pittu



If the necessary energy is not obtained from the meals,

- Physical and psychological development will be retarded
 - Lack of activeness
 - Fatigue and drowsiness
 - Lethargy
 - Brain activities will be affected and absorbing ability will also be affected.
- Protein is the major component required for the growth of the body . Therefore it is important for the growing age group to take sufficient amount of food containing protein daily for the physical and mental development. Protein is also important for the active process of metabolism and production of hormones and enzymes.

Two major sources of proteins.

* Plant Protein - Legumes such as Soy, Cowpea, Green gram and Chick pea



* Animal Protein - Meat, Fish, Dried Fish, Sprats, eggs, milk and curd, yoghurt & milk products



Animal originated foods are good sources of high quality protein and better absorbed compared to plant proteins. Therefore it is important to include at least small portion of animal originated foods on daily basis. Those who do not take meat protein should take additional plant protein sources daily. In order to complete the daily requirement of proteins, vegetarians can add 1 portion of legumes to 3 portions of cereals.

- ▶ Fat provides necessary energy to the body. Further fats are important to obtain essential fatty acids (Omega 3 and 6) and to enhance the absorption of fat soluble vitamins (Vitamin A,D,E and K)

Fat rich foods

* Coconut, Coconut oil, Soya oil, Sesame oil and Olive oil



* Cheese, Butter and Margarine



* Oily nuts like Cashew , Peanut , Almond



N.B. :- Coconut oil is the best oil for deep frying. Therefore, only coconut oil should be used for school meal programme.

- ▶ Micronutrient deficiencies are common among Sri Lankans. Therefore , it is important to include foods rich in Iron, Calcium and Iodine to the meals of school age children.

- The production of hemoglobin is lowered when iron intake is low. As a result,
 - Anemia
 - Faintishness
 - General weakness
 - Loss of memory retention
 - Lethargy
 - Weakened immunity

Children will find it difficult to study due to the effects mentioned above. Therefore, sufficient amount of Iron should be included in their meals.

Meat, fish and dried fish are rich in Heme iron. Legummes, cereals and dark green leaves like Gotukola, Sarana, Thampala, Kangkung contain Non-heme iron. The Heme Iron is absorbed better than Non-heme iron.

Food With Heme Iron



Foods With Non-heme Iron



- ▶ School going age is a period where there is a rapid growth of teeth and bones. Moreover during this period the bone mineral density reaches its peak value. Thus it is very important to have Calcium rich foods. If not the risk of getting Osteoporosis in later adult life is increased.

Calcium rich foods

- Milk products – Dairy Products such as Milk, Yoghurt and Cheese



- Animal originated foods – Meat , Fish, Sprats



- Green leaves - Katurumurumgā, Murunga , Mukunuvenna.



- Legumes varieties - Gram , Cowpea



- Oily seed varieties - Sesame, Cashew, Peanuts



- Fruits – Guava, Soursap, Anoda, Wood apple



- ▶ The growth and immunity of children are adversely affected by the Zinc deficiency.

- **Foods rich in Zinc**

- * Legumes and nuts



- Meat, fish, liver and small quantities in green leaves



- ▶ Iodine is required to synthesis Thyroxin hormone which is essential to keep all the metabolic processes in proper phase

The following problems arise due to lack of Iodine ,

- Reduction of retention of memory, lethargy and fatigue are seen with Iodine deficiency and they adversely affect learning abilities
- Dwarfism
- Goiter

Foods rich in Iodine

- Drinking water, Sea foods, Iodized salt



▶ Vitamin A

Vitamin A is important for good vision. Vitamin A deficiency starts from low vision in reduced light and progress to the blindness. Vitamin A is an essential micro nutrient for school going children as vision impairment adversely effect on studies. The combination of Vitamin A deficiency with Iron deficiency leads to retardation of growth of children. Moreover they have low immunity against diseases.

Foods Rich in Vitamin A

- Milk, Meat, Egg yolks, Liver



- Yellow color vegetables and fruits - carrot, pumpkin , papaya, lavulu etc.



- Dark green leaves - beetroot leaves, katurumurūṅā, Amaranthaceae, spinach, murunga



- ▶ Besides above mentioned micronutrients with commonly found deficiencies, Vitamin B and C are also required for growing children.
- Vitamin B is found in cereals with bran and animal originated foods.



- Fresh vegetables and fruits have vitamin C
- Fruits-Nelli, Weralu, Tamarind, Star fruit (Kabaramka), and Guava



- Dark Green Leaves With Vegetables - Gotukola, Kankun, Radish Leaves, Capsicum, Bitter Gourd, Tomato



The school going children should consume variety of foods in order to fulfill the requirements of nutrients.

Eating vegetables and fruits in a variety of colors and taste not only provide the necessary nutrients but also give the protection from diseases.

Drinking water

Water is required for disposal of body waste, control of body temperature, maintenance of metabolic processes and staying active. Therefore, School children should drink 5-8 glasses of water daily.

2.0 Implementation of the School Nutrition Programme

The aim of the School Nutrition Programme is to improve the physical and mental development and activeness of children through proper nutrition and then guide them to achieve maximum possible from their learning environments.

The programmes implemented under the "School Nutrition Programme"

1. Government's programme to provide meals to school children
2. "Food for Education Programme" jointly implemented by Ministry of National Policies and Economic Affairs and World Food Programme.
3. Providing a glass of fresh milk/milk packet an additional nutritional supplement



Out of above mentioned three programmes only one programme is conducted at a given time in a particular school.

Objectives

- Minimize the nutritional problems among school children
- Improve the daily attendance of the students
- Inculcate good dietary habits
- Promote healthy habits
- Produce productive citizens to the country through building national food culture.
- Promoting active participation of the students in the learning process
- Guide students to consume a balanced diet

Responsibility of implementing the Nutrition Programme

The responsibility of implementing the Nutrition Programme is vested to the Health promotion committee, Food committee and School development society at Provincial, Zonal and School level .

An agreement should be made between School Principal (Chairman of School development society /School health promotion committee) and the Zonal Education Director, assuring that the programme will be implemented based on the conditions and the number of students. One copy of this Agreement should be retained by the school, while another copy should be sent to Deputy/Assistant Divisional Director and Zonal Education Director. **(Annexure 02)**

Before the commencement of the programme, the agreement should be signed. A copy of this agreement should be kept in the relevant school.

The Government programme to provide meals to school children

The programme should be implemented according to the procedure mentioned below.

Procedure to select school and students

- All the students of schools with total number of students less than 100. (If a school with less than 100 students was selected previously and the number of students increases, that school has to be retained with the programme. But this is not applicable when two schools are combined together to form one school.)
- Students from Grade 1- 5 of selected schools.
- Students of special education unit.

Procedure to select the food suppliers

- The parents or Samurdhi beneficiaries have to be selected as food suppliers. Any other candidate nominated by the committee could be selected if no any parent or Samurdhi beneficiary is interested in being food supplier.
- The maximum no of students, per a supplier should be limited to 100. If it is a small school then authority to decide on the supplier will be vested with the zonal committee.
- An agreement should be signed between the school principal (Chairman of School development committee) and the relevant supplier. In case, when there are more than one supplier, agreement should be made with each and every supplier separately. Upon receiving the recommendations from the public health inspector, Divisional Deputy/ Assistant Education Director and Deputy/Assistant Director in charge for the School Nutrition Programme, the agreements should be then submitted for the approval of Zonal Education Director. While a copy of the agreement should be retained with the school, copies of the agreement should be sent to the Divisional Director and Zonal Education Director. **(Annexure 3)**

Scheduled time to provide meals

- The recommended time to provide meals is, the first hour after commencing the school that is from 7.30 a.m. to 8.30 a.m.

If it's difficult to provide the meals at given time, under special circumstances, the principal has the authority to change the time. However the meals should be given before 9.30 a.m.

N.B.:- 15 minutes should be allocated to consume meals

Money Allocation

- Rs.28.00 is allocated for one meal, for one student a day.

The meals for both primary and secondary students should be provided according to the approved menus. Substitute foods are permitted only in the case of non-availability of prescribed food items (**Annexure 01**).

The menus could be modified based on the decision taken by zonal and provincial committee. Prior-approval from the Ministry should be sought for this purpose. However, **providing two eggs per week is mandatory.**

N.B.:-

- If the day for eggs falls on a holiday, then it could be neglected.
- Only in Hindu schools eggs can be substituted with 50 g of tofu, soya, mushroom or paneer.

The procedure to provide meals

- The foods should be provided according to the approved menus.
- Parents or Samurdi beneficiaries should be sought as food suppliers.
- The recommended time to provide meal is from 7.30 to 8.30 a.m. (Under special circumstances the time could be changed however at 9.30 a.m. as the latest)
- The meals should be prepared according to the prescribed recipes.
- Two eggs should be provided to each student a week.
- For every 100 students one supplier should be allocated.
- The following participants should be engaged for signing the agreement.

- ✓ Principal
- ✓ Food suppliers
- ✓ Public Health Inspectors
- ✓ Divisional Education Director
- ✓ Zonal Education Director

- The public health inspector’s recommendation is mandatory for selection of food suppliers.
- The payments to the suppliers should be made through bank accounts.
- A daily inspection should be done by the school food committee.
- Food should be supplied according to the standard quantities mentioned in the circular.
- Food should be supplied through out the year.
- Arrangements should be made to provide meals in the respective classrooms themselves.
- Meals should not be provided in packets or plastic packages.
- The specified quantity recommended to children should be provided.
- Local fruit has to be given after each meal.
- Limit the use of polythene as much as possible.

Inspection on food supply

The provincial and zonal officers who monitor the programme should make sure that,

- The food is supplied by the same supplier who has signed the agreement. **(Annexure 3)**
- The hygienic conditions of the food preparatory premises and food suppliers are satisfactory.

The factors to be considered by the school principals

- Sign an agreement with food suppliers.
- Select the parents and Samurdi beneficiaries as the food suppliers.
- Limit the maximum number of students , per a supplier to 100.
- Check whether the food is supplied according to the approved menu or not.
- Check whether the food is distributed at the stipulated time or not.
- Ensure that foods are provided in sufficient quantities and expected quality.
- Check whether 2 eggs are given to the students every week.
- Inform the food suppliers about the menus.
- Display the menus in each class room.
- Instruct the students to wash their hands before and after the meals.
- Provide the meals inside the respective class room.
- Guide the students to use a serviette to keep the food container.
- Use a dish and a cup when serving the meals.
- Initiate a waste management mechanism.
- Inspect the provision of food at least twice a week.
- Maintain the relevant documents with regard to the programme.
- Appoint a teacher-in-charge for this programme and delegate the responsibility of maintaining the relevant documents.
- Educate the food suppliers about the use of hats and gloves when preparing and serving the meals.
- Obtain the certification from the Public Health Inspector to ensure the proper hygienic conditions of the food preparatory premises and food suppliers.
- Seek for the support of the public health inspector once in four months.
- Maintain the documents relating to all inspections.

- Inform the Zonal Education Director on changing of food suppliers.
- Obtain the approval from the zonal health promotion committee when modifying the menus.
- Inform the Ministry through zonal education office when there is a change in the number of students selected for the programme.
- Submit the monthly expense details, relevant documents and vouchers to the zonal education office on or before the 5th of the following month.
- Provide necessary instruction to cultivate crops in the school premises which could be consumed by students.

The factors to be considered by the teachers

- Check whether scheduled menu for the day is provided.
- Train the students to wash their hands before and after the meals.
- Check whether the plates are cleaned, before serving the meal.
- Inspect the usage of gloves by food handlers when serving meals.
- Train students to use servittee to keep the containers.



- Use a plate and a cup to receive the food.
- Share the experience on good table manners when eating food. (don't talk while eating, don't spit foods on the table and floor)
- Take meals along with the students.
- Make arrangement to wash the plates and cups after meals and to keep in the respective places.
- Manage the drainage system properly.
- Make use of the used water for cultivation purpose.
- Dig a grove to bury food remnants in order to prevent the spreading of dogs.
- Establish a proper waste management system.
- Consume only safe drinking water.
- Arrange a suitable place for the School Medical Inspection and provide the necessary information to the doctors during the inspection.



The factors to be considered by the food suppliers.

► Preparation and serving of meals

- Sign the relevant agreement to provide food.
- Provide meals according to the menu mentioned in the circular.
- Substitutes could only be given when the prescribed items are not available. However rice flour preparations should be given and bread should not be given as the substitute.
- Assist in serving meals to students from 7.30a.m. – 8.30a.m.
- Provide two eggs per week per student.
- Provide local fruit varieties.



- Meals should be provided as per the recommended quantities.
- Meals should be prepared in a safe hygienic manner.
- Meals should be provided through out the year.
- The food preparing place should be a cleaned area, and the public health inspector's recommendation is required to ensure the maintenance of hygienic environment. (kitchen, utensils, surroundings)
- The use of hats, gloves during preparation and serving of meals to the students.
- The public health inspector should certify the kitchen and food preparing place as hygienic after inspecting site. Thereafter, there cannot be any factors contribute to unhygienic conditions.
- Fullest co-operation should be given to the public health inspector during his visits and follow the instructions.
- Pay attention to the cleanliness and nutritional values of cooked food.
- Keep the kitchen and meal preparatory place clean.
- The menu for another day could be given when it is absolutely difficult to provide the recommended meal for the day, with the prior approval of the principal.
- The voucher relating to food supply should be submitted to the principal without any delay.
- Pay attention on the cleanliness and preserving nutritional values of prepared meals.
- Use clean water for food preparation.

- Any artificial flavoring agents should not be used for cooking. (sauce, soup cubes, Mono Sodium Glutamate - MSG)
- The utensils, equipment used for cooking, food preparation and serving should be washed with soap.
- Meals should be prepared at a place which is close to the place for serving meals.
- Coconut scrappers should be kept clean.
- Use separate spoons for different pots when cooking and serving meals.
- The cooked food should be kept at a higher safer place covering with lids till they are taken to the school to protect from insects and other animals.
- Cooked and raw food should be stored separately.
- Ensure that the food handlers are healthy and confirm their proper hygienic status.
- The meal programme should not be halted when food supplier fall sick or under any other emergency situations. Actions should be taken to ensure the continuity of the programme.
- Stainless steel equipment or utensils with lids should be used for cooking food.
- Raw food storage area, food preparatory area, cooked food storage area and meal serving place should be cleaned after the use.
- The kitchen should be free of smoking and stinking and free of flies, cockroaches, ants, dogs, cats and rats.
- Kitchen and nearby area should be pleasant without grass and weeds.
- The water drainage system should be maintained properly to allow the ease flow of water and easy cleaning of pots/dishes.
- Proper safety measures should be taken for the protection if the kitchen is located at risk area for floods, garbage accumulation and in an area abundance with insects.

Through the Nutrition Programme it is expected to train the students to wash their hands before and after the meals. In this regard there is a millennium goal and thus, the following points should be considered to achieve the objective of "Train all students in all schools to wash their hands as a habit"

- Establish a hand washing system to keep student healthy.
- Safe drinking water should be made available to school children and it is compulsory to have a procedure to clean the water tanks and the distribution system once in each term.



- If safe drinking water is not available in school, make arrangements to provide drinking water from students' homes, Local government supply and Water supply and drainage board or from any other alternative supply.
- Public health inspector should inspect the water supply of the school once a year to ensure it is protected from the water borne diseases.



- The waste water should be used for the cultivations and flower beds.
- Monitoring of the procedure by the principal, teacher in-charge school health promotion committee and members of the committee.
- Make soap available at hand washing stations and toilets.
Conduct an awareness programme on hand washing with the support of public health inspectors.
- If the water and sanitation facilities need minor repairs, those should be done with the support of parents and guardians.

Role of Ministry of Health

- Provide recommendations to select suitable food suppliers for the meal programme (quality of raw materials, cleanliness of the location and the food handlers,wholesomeness of foods, cleanliness of equipment and utensils & pay attention to the environment, transportation of cooked meals, storage etc...).
- Provide advices according to the Food Act and monitor the relevant process.
(Annexure 13)
- Inspect the cleanliness of food served to the children.
- Educate and inspect the use of various equipment and vessels and spoons suitable for different food items.
- Inspect the waste management system and the school premises and introduce most suitable methods to make the school premises more pleasant.

- Make school community aware on recyclable items such as papers and news papers.
- Inspect the drainage system and the hand washing stations to examine their suitability.



- Make arrangement to conduct School Medical Inspection and hand over report to the respective school.
- Decide a date and a place for School Medical Inspection after discussing with the principal.
- Ensure the participation of Medical officer of health, public health inspector, public health nurse and public health midwife to School Medical Inspection.
- The public health inspector should meet the principal two weeks before the scheduled date and decide on the date for School Medical Inspection.
- School Medical Inspection card should be given to the class teacher. (it is expected to be filled by the respective teacher)
- If the number of students of a school has more than expected, then another date should be assigned to measure the height and weight of the students by public health inspectors.
- Should visit the school the day before the School Medical Inspection and give relevant instructions and prepare the place.
- Public health inspector has to check the teeth, skin, heart, hair, nails, eye, ear and stomach and decide the nutritional status of students based on weight and height.
- The students who are identified with deceases should be directed for further treatment.
- Tablets for worms, Immunizations, vitamins and minerals should be given (as necessary).
- The public health inspector has to prepare a report including the information gathered and will submit it to school principal through Medical officer of health.
- Observe whether students have suitable places for sports and hand washing purposes.
- Conduct a special awareness to educate the school children, parents, teachers and principals upon completion of every School Medical Inspection.



“Food for Education Programme” implemented in collaboration with Ministry of National Policies and Economic Affairs & World Food Programme

This programme is implemented under the World Food Programme to provide meals to students of Northern Province.

The programme should be implemented according to the procedures mentioned below.

Procedure to select schools and students

- **Students of Grade 1-9 from selected schools**

Inclusion or removal of a school from Food for Education Programme jointly implemented by Ministry of National Policies and Economic Affairs & World Food Programme can be done by the approval of the Ministry of National Policies and Economic Affairs based on the recommendations of relevant province/zonal education directors, Ministry of Education and agreement of World Food Programme.

The school development society and health promotion committee’s responsibility is to obtain necessary quantity of food from district secretariat, use those food items effectively making arrangement to receive food in suitable manner.

Under this programme, Ministry of National Policies and Economic Affairs provides rice, oil, dhal/or canned fish. The district secretariat distribute these food items to the respective schools.

The Divisional Director and Zonal Education Director are entrusted with the responsibility of inspecting and ensuring the proper management of these food stocks.

The meals should be provided based on the menus given by Ministry of National Policies and Economic Affairs. The requirement of animal protein should be fulfilled by canned fish.

The coconut oil should be used and make sure at least three vegetable varieties are included in the meal.

Spending funds for this purpose

Under this programme, Ministry of National Policies and Economic Affairs provides rice, oil, dhal/or canned fish. The district secretariat distributes these food items to the respective schools. The table of fund allocation for each student for the purchase of additional food is given.

No of students in the school	Amount provided to each student for necessary commodities for a meal (Greenery Fund per meal)
No of students Less than 50	Rs. 7.00
No of students between 50 – 100	Rs. 5.00
No of students between 100 – 200	Rs. 4.00
No of students more than 200	Rs. 3.50

These funds are provided based on the daily attendance of students on meal serving days. The school principal should submit the MSR (**Annexure 3B**) given by Ministry of National Policies and Economic Affairs relevant forms to obtain funds (**Annexure C**) attached with completely filled vouchers and bills to the respective zonal education office on or before 5th of following month.

The monthly school report should be consisted of the original copy and three other copies.

Office	Copy/Version
Divisional education office /Zonal education office / (The place MDR is prepared)	Original Copy (White Colour)
District Management Unit (DMU)	First Copy (Blue Colour)
WFP – Sub Office	Second Copy (Pink Colour)
School	Third copy (Yellow Colour)

Two Monthly Divisional Reports(MDR) for a month and 4 copies of that should be prepared and sent to relevant offices on or before 7th of the following month.

Office	Copy / Version
1 st set	
Project Management Unit (PMU) Ministry of National Policies and Economic Affairs	Original Copy (White Colour)
District Management Unit	First Copy (Pink Colour)
Zonal Office	Second Copy (Blue Colour)
2 nd set	
Provincial Implementation Unit (PIU)	Original Copy (White Colour)
WFP – Sub Office	First Copy (Pink Colour)
Divisional Education Office	Second Copy (Blue Colour)

Provision of a glass of fresh milk / milk packet as nutritional supplement.

The programme is implemented in two ways

1. Providing fresh milk
2. Providing milk packets



The following instructions should be followed in implementing this programme.

Procedure to select the school and students

- Students from grade 1-5 of selected school

Time to provide milk

- Milk has to be given, between 9.30a.m. – 10.30a.m.

Provision of milk packets

- 150 ml milk packet should be provided to a student for 5 days in a week.
- Milk packets are provided as per the agreement signed among Ministry of Education, Ministry of Rural Economic Affairs and MILCO.

N.B. :- No financial allocation will be made to schools for milk packets and action should be taken to maintain inventory books and to document milk packets consumed daily.

Programme to provide a glass of fresh milk

If there is a facility to obtain fresh milk in the nearby area, with the prior approval of the Ministry of Education, the fresh milk programme can be implemented in that particular school.

The supplier is paid with Rs.70.00 per liter of milk and the school is given Rs.5.00 for other expenses. Thus total of Rs 75.00 is paid. The school development society should decide the required volume of milk per day. Accordingly, the volume of milk should be distributed daily to the school.

Glass of milk cannot be considered as a full meal but as an additional meal since it gives less than 500 calories.

► **Model of the milk packet**



Nutrients	Per Fresh milk 100ml	Per Fresh milk 150 ml
Energy	68.05 Kcal	102.08 Kcal
Protein	3.4 g	5.1 g
Fat	3.25 g	4.87 g
Carbohydrate	6.3 g	9.4 g
minerals	0.7 g	1.05 g

N.B. :- If available better to provide fresh milk rather than milk packets.

► **Procedure to provide milk packets to School**

MILCO Company distributes required number of milk packets every week for the schools approved by the Ministry of Education.

► **Storage of milk packets in school**

- Should be stored at suitable temperature in a correct and safe manner.
- Dry, cool and fully ventilated environment should be maintained.
- The box with milk packets should be stored on a rack constructed at a height of 15 cm from ground. Number of boxes stacked together should not exceed 6 boxes.
- No other commodities should be stored at the place where milk packets are stored.(chemicals, soap, powders and oil)



- The storing place should be inspected properly to ensure the protection from animals.
- Extra care should be taken when transporting the milk packet boxes. Pulling, throwing or pushing should be avoided.



- Extra care should be taken when unpacking or opening boxes without damaging the milk packets. First stored milk packet should be used first. (FIFO).
- After opening the box, the remaining milk packets and straws should be stored without in contact to dust

► **Identifying the spoiled milk packets**

- Milk packets which are swollen and bloated
- Bad odour once the packet is opened
- Milk is sour tasted



- ▶ **The procedure to follow when milk packets are found unsuitable for consumption**
 - Immediately remove from the use.
 - Take steps to destroy the relevant milk packet upon inspection of the public health inspector.
 - Make a record on relevant documents.
 - It is mandatory to inform the Director-in-charge (Nutrition) in writing about the incident to deduct the payments and inform the MILCO company in this regard.
- ▶ **Procedure to obtain fresh milk**

Milk suppliers or providers should be selected based on the document consisting the registered suppliers provided by the Ministry of Education, prepared by the District Secretariat office and District Veterinary Investigation Centres.
- ▶ **Factors to consider when providing fresh milk**
 - Principal of the school is entrusted with the responsibility of certifying the quality of fresh milk and relevant inspections should be done to ensure the hygienic condition of the milk.
 - Parents support can be sought to boil and distribute milk.
 - Always make sure that providing, boiling and distribution of milk are done in a safe manner.

Common factors to consider during the implementation of the Nutrition Programme

Scheduled time to provide meals

- The recommended time to provide meals is, the first hour after commencing the school that is from 7.30 a.m. to 8.30 a.m.
If it's difficult to provide the meals at given time, under special circumstances, the principal has the authority to change the time. However the meals should be given before 9.30 a.m.

N.B. :- 15 minutes should be allocated to consume meals.

Attending schools without having breakfast, adversely affect the educational performances and extra curricular activities of the students. Because of that and to gain active participation for the learning process above time for serving meals has proposed. It is the responsibility of the school principal to decide the meal time without disturbing the teaching learning process. It is mandatory to wash the hands before and after the meals.

N.B. :- Home science teacher or other suitable teacher from the school should be appointed to inspect and certify the quality of the meals/milk.

The schools, zonal education offices and provincial departments could seek for the necessary assistance and guidance regarding the programme from the Health and Nutrition Branch of the Ministry of Education.

Procedure to allocate money for this purpose

- Rs 28/- will be allocated to a student per day's meal.
- The total approved amount for all the students should be paid when the attendance of students lies from 90% to 100%. 90% of the total approved amount for all the students should be paid when the attendance of students falls below 90%

Procedure to obtain the approval for the number of students for the Nutrition food programme

- Inclusion or removal of a school from the government's programme to provide meals and programme to provide milk packets/a glass of milk, is done by the Ministry of Education based on the recommendations of relevant Province/Zonal Education Directors. The approval for the number of students should be given based on the general attendance and not based on the student registers. If there is a change in total number of students, the school principal should inform the nutrition coordinating officer at zonal education office without any delay. **(Annexure 12A/12B)**

N.B.:- The details about the number of students in student registers should be entered to the database and the nutrition programme should be implemented based on this information.

- Inclusion or removal of a school from the "Food for Education Programme" implemented with the support of World Food Programme can be done by the approval of the Ministry of National Policies and Economic Affairs on the recommendations of relevant Provincial/Zonal Education Directors and Ministry of Education.

Inclusion of expense details

- The school principal should submit the relevant monthly document relating to the expenses **(Annexure 4A/4B)** and vouchers to zonal education office on or before 5th of the following month.

N.B.:- The monthly expense details collected at provincial, zonal and school levels should be entered into the database on or before the 10th of the following month.

Co-ordination and report preparation

Each Provincial Education Department and Zonal Education office should appoint a Deputy Education Director/Assistant Education Director in charge for nutrition programme. Assist in preparing monitoring plan, conduct the progress review meeting and assist in preparing financial progress report, send the report to the relevant sections, include financial data to the database, monitor the implementation the programme, take necessary action to solve the problems faced during the implementation of the programme are some of the responsibilities of this officer. **(Annexure 11B)**

If the Provincial Education Director, Zonal Education Director, Director-in-charge (Nutrition Programmes), Provincial Department Accountant and Zonal Accountant have to report to duty on a week-end or government holiday, to do the tasks of ; allocating administrative expenses, ensuring the payment on time and preparing financial reports, they are eligible to 1/20 payment.

Monitoring and evaluation of the programme

School level

In accordance with the circular No.2015/35 issued by the Ministry of Education, regarding the promotion of healthy canteens at schools, the evaluation and monitoring of the school canteens are vested to the “School food committee” a subcommittee under the School Development Committee. The same committee should be empowered to monitor and evaluation of the school nutrition programme.

The school food committee should be headed by the principal or deputy principal. The number of committee members is between six to twelve. The committee should be comprised of ;

- Principal / Deputy Principal (Committee Chairman)
- Teacher in-charge School health promotional committee
- Another teacher
- Public Health Inspector of the school area
- Member of School Health club
- Member of environment pioneers team
- Member of Old Boy’s/Girl’s Association
- Member of School Development Committee
- Head Prefect or any prefect
- Member of the School Consumer Circle

The school food committee should meet monthly and prepare an evaluation report on school nutrition programme each term. This report is then should be presented to the Divisional Deputy/Assistant Director and Zonal Committee for Health promotion.

A teacher in charge of nutrition programme should be appointed by the respective principal of each school. The teacher has the responsibility to maintain the relevant documents regarding the nutrition programme.

The principal and the teachers should inspect and ensure the suitability of meals qualitatively and quantitatively. **(Annexure 6A/6B)**

The public health inspector should certify the hygienic condition of food/milk supplier and hygienic condition of the food/milk preparation place. This report should be obtained by the school health promotion committee.

The inspection of public health inspector should be conducted once in 4 months. The report on the hygienic condition of the food/milk (**Annexure 10**) should be obtained by school principal during the inspection process. Any problem not solved at school level, should be informed to the President of Zonal health promotional committee. In this inspection, provision and preparation of milk/meal and storage of them should be inspected.

Zonal level

At zonal level monitoring should be done by Zonal Director, Accountant, Primary Director, Health and Physical Science Director, Home Science Director, Non formal Education Director, Director-in-charge for Nutrition Programmes and Divisional Directors. In addition, the assistance of the In Service Advisers of Primary Education, Non formal Education, Home Science and Health and Physical Science could be obtained for the monitoring. For every ten schools an officer should be appointed and if there are no such relevant officers, other officers could be used as decided by the Zone (**Annexure 11A**). After the inspection, above officers should submit a monitoring report. (**Annexure 7**).

Arrangements should be made to inspect each school once a term. Zonal monitoring summary report should be submitted by health promotion committee to the Ministry of Education and provincial health promotion committee once a term. (**Annexure 8**)

Provincial level

At provincial level, monitoring should be done by Provincial Director, Accountant, Primary Director, Health and Physical Science Director, Home Science Director, Non formal Education Director and Director-in-charge for Nutrition Programmes. After the inspection, above officers should submit a monitoring report (**Annexure 7**). The monitoring plan should be prepared in such a way that at least one school from each Education Zone should be covered in each term.

Line Education Ministerial level

This is done by the officers of the Ministry of Education and then they make Zonal and Provincial officers aware about the identified problems.

The schools, zonal education offices and provincial departments could seek for the necessary assistance and guidance regarding the programme from the Health and Nutrition Branch of the Ministry of Education.

Factors to be considered during monitoring process

- Washing hands with soap (before and after meals)
- Quality of the given meal/milk
- The hygienic status of the meal/milk and preparatory process
- Supply meal according to the given menu
- Adequacy
- Providing meal/milk on scheduled times
- Following good dietary habits and healthy practices
- Mechanism to dispose the garbage
- Maintaining of the documents properly

N.B:-

- The normal daily attendance of the students of the schools coming under the purview should be certified, accordingly the accurate number of students should be confirmed for food supply. If there is a mistake, then steps should be taken to rectify the relevant mistakes in the database as well.
- The details of daily summary of the students and information regarding nutritional level of the students should be updated to the database once in a term.
- The monitoring of the " Food for Education Programme" should be done by Ministry of Education, Provincial Education Department along with officers from District Management Unit and Sub-office for United Nations Food programme.

Payment for monitoring :-

Combined allowances can be provided to the officers of respective Provincial Education Department and Zonal Education Office appointed as monitoring officers for the school nutrition programme. There is no maximum approved days per month for inspection, however relevant transport cost also can be added. One officer is allowed only a single payment per month for visiting a school. A copy of the regulation report should be submitted for payment purposes. **(Annexure 7)**.

Progress Review:

The health promotion committee meeting should be conducted as mentioned below.

Line Ministry Level - Steering Committee Meeting twice a year
Provincial Level- twice a year
Zonal Level - one per in a school term
School Level- monthly meetings
(The meeting reports should be maintained)

Summary Report should be attached and sent

The government approved payments can be provided for conducting provincial/zonal level meetings.

N.B :-

- The responsible zonal / provincial, Deputy / Assistant Director for the “Food for Education programme ” jointly implemented by Ministry of National Policies and Economic Affairs and World Food Programme should participate for the monthly meetings conducted by District Secretaries.
- A copy of report on progress review meeting conducted at provincial/zonal level should be submitted to the Ministry of Education. Meanwhile, a report on progress review meeting at school level should be submitted to the respective zonal education office.

Documents to be maintained at school level

- Copy of the school monthly financial report (**Annexure 4A**)
- Copy of the report on Student’s nutritional level (**Annexure 5**)
- Regulatory log book of officers
- Regulatory log book of public health inspectors
- Copy of the agreement on food suppliers
- A copy of agreement with principal
- Maintaining the book on providing food daily at class room level
- Principals and relevant teachers should ensure and certify the quality and quantity of food provided to children daily (**Annexure 5 A**)

The documents mentioned above with regard to “Food For Education Programme” should be maintained, meanwhile the documents provided by the ministry of National Policy and Economic Affairs also should be maintained.

(CR books can be used to maintain these documents, the books maintained during previous year should be used (if there is enough space to continue)

Awareness Programmes

District level

- Special awareness programme should be conducted to Deputy / Assistant Divisional Directors, principals and teachers in charge of the programme. Approved payments can be provided for this purpose.

Zonal level

- One day workshop on food supply should be conducted to food suppliers. Resource persons' payment and expenses for the refreshments can be provided. The zonal health promotion committee members can participate as resource persons to workshops. Officers of the Ministry of Health should also be taken as resource persons.

Submit Financial Progress Report

The school principal should submit monthly financial progress report to zonal education office on or before the 5th of next month. Meanwhile , the relevant data should be included to the database by Zonal Education Office before the 10th of the month.

The payable amounts for food suppliers based on the database, should be certified by zonal accountant and sent to the provincial office and upon certification of the chief accountant of the province, it should be sent to the ministry.

Accordingly, based on the database details, the ministry will make the payment to the suppliers directly.

N.B:- If it is found that false information has been given by the school, then the relevant amount will be charged from the school principal.

Overtime Payment For Management Assistants / Development Assistants

In Provincial Education Departments and Zonal Education Offices, the over time payment could be made to Management Assistant/ Development Assistant of Development Branch for preparation of vouchers and monitoring reports and Management Assistant/ Development Assistant of Account Branch for preparation of cheques, financial reports and entering financial progress into the database. Similarly, overtime payments for two office assistants also could be made.

The maximum number of hours for overtime payment is 15 hours monthly per officer. The overtime payment should be recommended by the deputy /assistant education director/accountant and should be approved by provincial education director/zonal education director. The provincial education department should enter this summary report and financial progress report to the database before 20th of every month (**Annexure 9 B**).

Role of Education Sector

1. Ministry of Education (Health and Nutrition Branch)

- Planning the policy and implementation.
- Implementation of Nutrition Programme in all provinces with the coordination of provincial education office.
- Make arrangements for payments to the food suppliers.
- Supervision and Monitoring
- Maintenance of database and update the database .
- Training of resource persons for various programmes which are being implemented.

- Preparation and distribution circulars and guides
- Conduct of progress review meeting.

2. Role of Provincial Department of Education

- Coordination with zones/school and Ministry of Education.
- Supervision and Monitoring.
- Sending the monitoring reports to the Ministry.
- Obtaining the progress reports at zonal level.
- Updating the database.
- Implementation of awareness programme with resource persons.
- Distribution of circulars, and guides.
- Conduct progress review meeting with the zonal offices.
- Value of vouchers, which are approved by zonal education office.

3. Role Of Zonal Education Office

- Coordination with Provincial Education Office and schools with meal programme.
- Certifying the value of the food supplier's vouchers.
- Signing the agreement with school , supervision and monitoring.
- Conducting awareness programmes.
- Reporting the progress.
- Maintaining the database properly.

4. Role of Principal

- Sign the agreement on time.
- Sending the vouchers of food suppliers and monthly financial report to zonal education office without delay.
- Coordinating with zonal education office.
- Implementing the School nutrition programme properly and providing the guidance and monitoring of relevant programme.
- Maintaining the documents at school level.
- Conducting the Food committee/Health promotion committee/Health club properly.
- Implementing the programme effectively with the support of Community and Ministry of Health and other institutes.

Implementation of awareness programmes

1. Health and Nutrition Directors of Provincial Department of Education.
2. Health and Nutrition Directors of Zonal Education Office
3. Divisional Directors
4. Monitoring officers appointed per 10 schools
5. Principals
6. Teachers
7. Food suppliers

Factors to emphasize in awareness programmes

1. Signing the relevant circular/agreement
2. School selection criteria
3. Documents to maintain
4. Factors to consider during monitoring and maintenance of reports
5. Establishing the Health promotion/Food committees at school level
6. Maintenance of the reports at school level

3.0 Nutrition Messages

- Let's take breakfast early in the morning.
- Let's have at least two vegetables and greens per day.
- Let's eat at least two fruit varieties each day.
- Let's reduce the use of salt and sugar as much as possible.
- Let's get used to natural foods and refrain consuming processed food.
- Let's consume unpolished rice as rice bran contains vitamins and minerals.
- Let's include murunga leaves to our meals as they have Protein, Iron, Vitamin C, Carotene, Zinc.
- Let's drink kolakenda as snacks.
- Let's include Jak, Breadfruit, Yams, Sweet Potatoes to our meals.
- The best drink is safe clean water.
- Let's refrain from drinking artificial drinks such as soft drinks.
- Let's avoid taking food while watching television or involve in entertainment activities.
- Let's involve in sports activities at least for an hour daily.

Meal Programme for school children 2017 Menus

Annexure 01

First week / Third week		Primary		
		Amount of food		Kilo calories
		Raw food	Cooked food	
1 st Day	Rice , Green leaves malluma , Fried dried fish, Chick pea , Cow pea / Green gram / Mysore dhal curry, Local fruit from the region Rice (Kekulu / Naadu / Parboiled rice) Katurumurungā/Mugunuvanna /Gotukola/Murunga leaves Dried fish Chick pea / Cow pea / Green gram /Dhal Coconut (scraped coconut) Oil	75 g 20 g 15 g 15 g 20 g (1 ½ tbsp) 5 g (1 tsp)	120 g / 1 ½ Cups 1 ½ tbsp 1 inch cube 1 tbsp	500
2 nd Day	Vegetable rice (carrot, cabbage, murunga leaves, leeks), Egg curry, Local fruit from the region Rice (Samba) Carrot Cabbage Murunga leaves / Leeks Egg curry Coconut (scraped coconut) Oil	75 g 15 g (1 tbsp) 15 g (1 tbsp) 15 g (1 tbsp) 50 g 30 g (2 tbsp) 5 g (1 tsp)	120 g / 1 ½ Cups	500
3 rd Day	Rice, Tempered dried fish / sprats , Green leaves malluma, Potato white curry, Local fruit from the region Rice (Kekulu / Naadu / Parboiled rice) Katurumurungā / Mugunuvanna/ Gotukola / Murunga leaves Yams (Potatoes, innala, hondala, sweet potatoes, manioc) Fish / Small sprats Oil Coconut	75 g 20 g 30 g 15 g 5 g (1tsp) 20 g (1 ½ tbsp)	120g / 1 ½ Cups 1 ½ tbsp 2 tbsp 1 inch cube/ 1tbsp	500
4 th Day	Rice, Egg curry with murunga leaves , Mixed vegetable curry, Local fruit from the region Rice (Kekulu, Naadu, Parboiled rice) 3 types of vegetables common to the region Egg curry Coconut Oil Vegetables may differ according to the region, but at least there should be three vegetables from different varieties.	75 g 45 g 50 g 35 g (2 ½ tbsp) 5 g (1 tsp)	120 g / 1 ½ Cups 3 tbsp	500
5 th Day	Coconut Rotti with vegetables, Onion sambol (onion, chilies, lime, maldive fish),Local fruit from the region Rice flour/Millet flour Aata flour (unrefined flour) Carrot Red onion/Bombay onion Leeks/Murunga leaves Coconut Oil (At least three vegetables should be included.)	40 g 40 g 10 g (2tsp) 10 g (2tsp) 10 g (2tsp) 45 g (3tbsp) 5 g (1 tsp)	2 Rotti 2 Rotti	500

Second week / Fourth week		Primary		
		Amount of Food		Kilo Calories
		Raw Food	Cooked Food	
1 st Day	Yellow rice with leeks/murunga leaves, Tempered potatoes, Egg curry, Cucumber and tomato salad, Local fruit from the region Rice (Samba / Sudu kekulu) Egg curry Potatoes Coconut Oil Cucumber Tomato	75 g 50 g 30 g 30 g (2 tbsp) 5 g (1 tsp) 10 g 10 g }	120 g / 1 ½ Cups 2 tbsp 1 ½ tbsp	500
2 nd Day	Rice, Mixed vegetable curry, Fried small fish / sprats, Carrot sambol, Local fruit from the region Rice (Kekulu) Fried small fish / sprats 3 types of vegetables in common Carrot Coconut Oil (At least three different vegetables should be included.)	75 g 20 g 30 g 15 g 30 g (2 tbsp) 5 g (1 tsp)	120 g / 1 ½ Cups 1 ½ tbsp 1 ½ tbsp 1 tbsp	500
3 rd Day	Tempered chick pea (with murunga leaves, curry leaves, coconut pieces) Local fruit from the region Tempered chick pea Murunga leaves Chopped pieces of coconut Oil	75 g 10 g (2 tsp) 10 g (2 tsp) 7 g (1 ½ tsp)	120 g / 1 ½ Cups	500
4 th Day	Mung kiribath, Katta sambol, Sprats / dried fish curry, Local fruit from the region Red /Kekulu Rice Green gram Sprats / Dried fish Onions Coconut Oil	55 g 20 g 20 g 05 g (1tsp) 40 g (2 ½ tbsp) 5 g (1 tsp)	120 g / 1 ½ Cups 1 inch cube/ 1 tbsp	500
5 th Day	Rice flour string hoppers, Tempered onions, Boiled egg, Dhal curry, Local fruit from the region String hoppers Egg (boiled) Dhal Red onions / Bombay onion / Leeks Coconut Oil	75 g 50 g 30 g 10 g (1tsp) 20 g (1 ½ tbsp) 5 g (1 tsp)	7 String Hoppers 1 ½ tbsp	500

Substitutes

1. Ulundu - Dosai or idli, dhal and mixed vegetables sambar with coconut chutney
2. Rice - with hatmāluva
3. Porridge - with fish or dried fish curry
4. Uppuma – with dhal, soya or mushroom curry
5. Sweet potatoes/Manioc, sprats malluma, lunu miris, dried fish/small fish curry
6. Milk Rice – with katta sambol and fish curry

**N.B :- As greens include murunga and gotukola leaves as much as possible
When supplying local fruit varieties.**

Weralu fruits - 5

Ugurassa /lovy Fruits - 5

Plantain - 1

Mango - ½ (Normal Size)

Jak Fruit - 3

Slime apple / Wood apple - ½

Sweet lime - 3

Papaya / Pineapple / Water Melon –1 Slice (Normal Size)

First week / Third week		Secondary		Kilo Calories
		Amount of food		
		Raw food	Cooked food	
1 st Day	Rice, Green leaves malluma, Fried dried fish, Chick pea / Cow pea / Green gram / Mysore dhal curry, Local fruit from the region Rice (Kekulu / Naadu / Parboiled rice) Katurumurungā / Mugunuvanna / Gotukola / Murunga leaves Dried fish Chick pea, Cow pea, Green gram, Dhal Coconut (scraped coconut) Oil	100 g 30 g 20 g 30 g 30 g (2 tbsp) 10 g (2 tsp)	160 g / 2 Cups 2 tbsp 1 inch cube 2 tsp	700
2 nd Day	Vegetable rice (carrot, cabbage, murunga leaves, leeks), Egg curry, Local fruit from the region Rice (Samba) Carrot Cabbage Murunga leaves / Leeks Egg curry Coconut (scraped coconut) Oil	100 g 30 g (2 tbsp) 30 g (2 tbsp) 30 g (2 tbsp) 50 g 40 g 10 g (2 tsp)	160 g / 2 Cups	700
3 rd Day	Rice, Tempered dried fish / sprats , Green leaves malluma, Potato white curry, Local fruit from the region Rice (Kekulu / Naadu / Parboiled rice) Katurumurungā / Mugunuvanna / Gotukola / Murunga leaves Yams (Potatoes, innala, hondala, sweet potatoes, manioc) Fish / Small sprats Oil Coconut	100 g 30 g 30 g 30 g (2 tbsp) 10 g (2 tsp) 30 g (2 tbsp)	160 g / 2 Cups 2 tbsp 2 tsp 1 inch cube / 2 tbsp	650
4 th Day	Rice, Egg curry with murunga leaves , Mixed vegetable curry, Local fruit from the region Rice (Kekulu, Naadu, Parboiled rice) 3 types of vegetables common to the region Egg curry Coconut Oil Vegetables may differ according to the region, but at least there should be three vegetables from different varieties.	100 g 55 g 50 g 45 g (3 tbsp) 10 g (2 tsp)	160 g / 2 Cups 4 tbsp	700
5 th Day	Coconut Rotti with vegetables, Onion sambol (onion, chilies, lime, maldive fish), Local fruit from the region Rice flour / Millet flour Aata flour (unrefined flour) Carrot Red onion / Bombay onion Leeks / Murunga leaves Coconut Oil (At least three vegetables should be included.)	50 g 50 g 20 g (3tsp) 20 g (3tsp) 20 g (3tsp) 65 g (5tbsp) 10 g (2 tsp)	70 g / 1 Cup 70 g / 1 Cup	700

Meal Programme for school children 2017 Menus

Annexure 01

Second week / Fourth week		Secondary		
		Amount of Food		Kilo Calories
		Raw Food	Cooked Food	
1 st Day	Yellow rice with leeks/murunga leaves, Tempered potatoes, Egg curry, Cucumber and tomato salad, Local fruit from the region Rice (Samba / Sudu kekulu) Egg curry Potatoes Coconut Oil Cucumber Tomato	100 g 50 g 30 g 30 g (2 tbsp) 5 g (1 tsp) 20 g 20 g }	160 g / 2 Cups 2 tbsp 2 tbsp	700
2 nd Day	Rice, Mixed vegetable curry, Fried small fish / sprats, Carrot sambol, Local fruit from the region Rice (Kekulu) Fried small fish / sprats 3 types of vegetables in common Carrot Coconut Oil (At least three different vegetables should be included.)	100 g 25 g 40 g 25 g 30 g (2 tbsp) 10 g (2 tsp)	160 g / 2 Cups 2 tbsp 2 tbsp 2 tbsp 2½ tbsp	700
3 rd Day	Tempered chick pea (with murunga leaves, curry leaves, coconut pieces) Local fruit from the region Tempered chick pea Murunga leaves Chopped pieces of coconut Oil	100 g 20 g (4 tsp) 20 g (4 tsp) 14 g (2½ tsp)	120 g / 1½ Cups	650
4 th Day	Mung kiribath, Katta sambol, Sprats / dried fish curry, Local fruit from the region Red /white kekulu Rice Green gram Sprats / Dried fish Onions Coconut Oil	60 g 20 g } 30 g 10 g (2 tsp) 60 g (4tbsp) 10 g (2 tsp)	160 g / 2½ Cups 2 tbsp / 1inch cube	700
5 th Day	Rice flour string hoppers, Tempered onions, Boiled egg, Dhal curry with Local fruit from the region String hoppers Egg (boiled) Dhal Red onions / Bombay onion / Leeks Coconut Oil	100 g 50 g 40 g 20 g (4 tsp) 30 g (2 tbsp) 10 g (2 tsp)	14 String Hoppers 2 tbsp	700

Substitutes

1. Ulundu - Dosai or idli, dhal and mixed vegetables sambar with coconut chutney
2. Rice - with hatmáluva
3. Porridge - with fish or dried fish curry
4. Uppuma - with dhal, soya, or mushroom curry
5. Sweet potatoes, Manioc, sprats malluma, lunu miris, dried fish/small fish curry
6. Milk Rice - with katta sambol and fish curry

N.B :- As greens include murunga and gotukola leaves as much as possible.

When supplying local fruit varieties,

Weralu fruits - 5	Jak Fruit - 3
Ugurassa /lovy Fruits - 5	Slime apple / Wood apple – ½
Plantain - 1	Sweet lime - 3
Mango – ½ (Normal Size)	Papaya / Pineapple / Water Melon – 1 Slice (Normal Size)

Principal's agreement of the programme to provide meals to school children – 20....

Annexure 02

Under the school meal programme implemented by the Ministry of Education, I certify below mentioned number of students would be receiving meals throughout the year 20.....at..... school of..... division ofzone of..... province as per the below mentioned conditions.

Grade	Name, address and tel no of food suppliers	Number of students after excluding the students absent for last three months (to provide meals)	Information about nutritional level		
			Stunting	Wasting	Proper nutritional level
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Conditions :

1. Certify the quality and quantity of the meals according to the menus.
2. The expense details, relevant documents and vouchers will be submitted to the zonal education office before the 5th of following month.
3. A report on quality of the food should be obtained from the public health inspector once in 4 months, if there is any problem in supplying food, it should be informed immediately to the zonal education office.
4. Maintaining the documents relevant to the meal programme.
(if there is a change in the supplier, it should be informed to the zonal education office.)
5. Guide the children to wash their hands before and after meals.

Date

.....
Signature of the Principal
(School development society chairman/
Chairman of school health promotion committee)

.....
Signature of the Zonal
Director of Education

Witness : 1 (School development society - secretary)

2 (School development society - treasurer)

Programme to provide meals to the school children - 20.....

Annexure 4A

Monthly financial progress report

Education zone - Approved no of students
 90% of no of students :-.....
 (Approximate number)

School name :-..... expected fund to be given :-
 1. No of Students x Rs.28.00
 2.90% of the total amount spent on students

Date	No of Students		Amount per day	Given menu	Given amount of eggs	Given fruit varieties
	Female	Male				
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
Total						

I herewith certify that the approved menu is given every day with two eggs per week , documented them and above report is prepared based on those information.

.....
 Signature of the principal

.....
 Date

.....
 School development society - Treasurer

Recommended:

Approved :

Certification of expenditure:-

.....
 DDE/ADE (Nutrition)

.....
 Zonal Director of Education

.....
 Zonal accountant

Programme to provide milk to the school children - 20.....

Monthly financial progress report

Annexure 4B

Education Zone :-

Approved no of students :

Name of the school :-.....

Date	No of Students	No of Liters of milk	Amount per day (Rs)	No of milk packets
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
Total				

I certify that as per the instructions, 150 ml milk or milk packet were given to each student everyday, particulars are documented and above report is prepared according to those details.

.....
Signature of the principal

.....
Date

.....
School development society - Treasurer

Recommended:-

Approved :

Approval on expenditure:

.....
DDE/ADE (Nutrition)

.....
Zonal Director of Education

.....
Zonal Accountant

**Programme to provide meals/milk to the school children - 20.....
Monitoring Officer's report**

Month :-

Officer's Name :-

Provincial Department / Educational Zone :-

Date	Recommendations and Observations				Advices given to the principal
	Maintenance of documents	Accuracy of students' number	Provision of meal /milk (as per the menu, adequacy and quality)	Healthy environment of school premises / Promotion of healthy habits	

Officer's Signature :-

Official Stamp

Date :

Programme to provide meals /milk to the school children - 20.....
Zonal Monitoring Report

Zone:-

Date	School	Regulatory Officer's		Observations & Recommendation
		Name	Designation	

.....
Signature - Deputy/Assistant Director of Education (Nutrition)
Signature (Zonal Director of Education)

Date :
Date :

The report has to be completed by Public Health Inspectors on quality of milk and meals

School Name :-

Supplier's name	Cleanliness of the meal and milk preparatory premises	Quality of meals/Milk	Health protective environment (Yes/No)	Recommendations

Inspection date :-

Name and Signature :-

Programme to provide meals / milk to the school children - 20..... Appointment of Monitoring officers

I am pleased to inform you serving at education zone that you are appointed as a monitoring officer for the Nutrition programme for school children.

The following schools will come under the purview of your observation:-

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

The following areas should be paid attention when monitoring this programme

- The accuracy of number of students
- Provision of meals according to the approved menus
- Provision of milk in recommended quantities
- Provision of milk and meal at right time
- Washing their hands with soap before /after consumption of the food or milk.
- The maintenance of the documents by the relevant school
- The assurance of the quality of the meal/milk provided to the students
- The maintenance of the school premises as healthy environment.
- Promoting good food practices and healthy practices
- The adequacy, cleanliness, use and maintenance of sanitary facilities and water supply
- The mechanism to dispose the waste and garbage.

Your responsibilities include ; assuring proper implementation of above areas, providing necessary advices and guidances to conduct the programme, presenting information to the Zonal Director and other relevant sectors regarding the current situation.

.....
Provincial Director of Education

Date :

Programme to distribute meals /milk to the school children - 20..... Appointment of Provincial/Zonal Co-ordinating Officers

I am pleased to inform you named serving at the Provincial Education Department/ Zonal Education Office, that you are appointed as the Provincial/Zonal Co-ordinating officers for the Nutrition programme implemented for the school children.

The following areas should be paid attention when monitoring this programme

- The accuracy of number of students
- Provision of meals according to the approved menus
- Provision of milk in recommended quantities
- Provision of milk and meal at right time
- Washing their hands with soap before /after consumption of the food or milk.
- The maintenance of the documents by the relevant school
- The assurance of the quality of the meal/milk provided to the students
- The maintenance of the school premises as healthy environment.
- Promoting good food practices and healthy practices.
- The adequacy, cleanliness, use and maintenance of sanitary facilities and water supply.
- The mechanism to dispose the waste and garbage.

While monitoring the above mentioned programme, you will be responsible for the following tasks ; assuring proper implementation of above areas, constructing the plan to monitor the programme, conducting progress review meeting and monitoring their reports, assisting in preparing financial progress reports, presenting the reports to relevant sectors and departments on time, solving the problems arise while implementing the programme, providing the necessary advices and guidances to implement the programme smoothly, providing updated information to the Provincial Director of Education and to relevant sectors, presenting provincial report once in a term, submitting financial progress summary report to the Ministry of Education before 20th each month, taking necessary actions to enter all the relevant details of Nutrition Programme to the School Health Promotion Database.

.....
Provincial Director of Education

Date :

**Food for Education Programme jointly
implemented by the Ministry of National Policies and
Economic Affairs and World Food Programme - 20...**
FORMAT FOR OBTAINING FUNDS

School Name :-.....

Education Zone :-.....

Month :-.....

Date	Attendance (by grades)									Total attendance (Grade 1-9)	Expenditure on additional foods
	1	2	3	4	5	6	7	8	9		
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
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16											
17											
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19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											

This is to certify that, meals with 2 eggs per week are given according to the approved menus, every day relevant particulars are entered and the report is prepared according to the above chart.

.....
Signature of the principal and rubber stamp

.....
Date

.....
Signature of the treasurer of SDS and rubber stamp

1. Food supplier's name :
 2. Private address:
 3. NIC no : 4. Tel No :

1. Establishment and environment	Status / Response
1.1 Suitability of the location	Suitable / Not Suitable
1.2 Cleanliness of the environment and pleasant nature	Good / Poor
1.3 Poor condition	Yes / No
1.4 Dogs/ Cats / Other creatures	Yes / No
1.5 Smoking or other disturbances	Yes / No
2. Building	Status / Response
2.1 Nature of the building	Permanent / Temporary
2.2 Space available	Sufficient / Not sufficient
2.3 Light and ventilation	Sufficient / Not sufficient
2.4 Condition of the floor	Better/ Good/ Poor
2.5 Condition of the walls	Better/ Good/ Poor
2.6 Condition of the ceiling	Better/ Good/ Poor
2.7 Hazards for employees	Yes / No
3. Food preparatory premises	Status / Response
3.1 General cleanliness	Better/ Good/ Poor
3.2 Hygienic protective measures	Better/ Good/ Poor
3.3 Existence of flies/cockroaches/ bees/other vector	Yes / No
3.4 Maintenance of the floor	Better/ Good/ Poor
3.5 Maintenance of the wall	Better/ Good/ Poor
3.6 Maintenance of the ceiling	Better/ Good/ Poor
3.7 Daily cleaning	Do/ Do not .
3.8 Risk of being contaminated by toilets and urinals	Yes / No
3.9 Garbage containers with lids	Yes / No
3.10 Presence of unnecessary items	Yes / No
3.11 Cleaning equipment and agents	Yes / No
3.12 Bad odour	Yes / No
3.13 Open drainage and accumulation of waste water	Yes / No
3.14 The area is used for irrelevant purposes	Do/ Do not
3.15 Use of separate boards and knives to cut foods	Do/ Do not
3.16 Cleanliness of equipment used for cooking	Good / Poor
3.17 Suitability of the site layout for the purpose	Suitable / Not suitable.
3.18 Light and ventilation	Sufficient / Not sufficient
3.19 Housekeeping	Better/ Good/ Poor

3.20 Supply of water as appropriate for different purposes	Yes / No
3.21 Use of safe food handling methods	Better/ Good/ Poor
4. Food	Status / Response
4.1 Storage facility and housekeeping	Better/ Good/ Poor
4.2 Storage of raw materials	Better/ Good/ Poor
4.3 Storage of cooked / semi processed / processed foods	Better/ Good/ Poor
4.4 Standard temperature for food storage	Yes / No
4.5 Storage of foods in refrigerators and deep freezers	Good / Poor
4.6 Mechanisms to prevent spoilage of food during the storage	Better/ Good/ Poor
5. Water supply	Status / Response
5.1 Water sources	Protective / Un-protective
5.2 Methods of storing water	Good / Poor
5.3 Reports of chemical and bacterial analysis of water	Yes / No
6 Waste management	Status / Response
6.1 Sufficient waste containers with lids	Yes / No
6.2 Keep garbage bins closed with lids	Yes / No
6.3 Cleanliness and maintenance of garbage bins	Good / Poor
6.4 Waste segregation	Do/ Do not
6.5 Disposal of garbage	Health protective / Un-protective
6.6 Waste water management	Health protective / Un-protective
7 Training and health condition of food handlers	Status / Response
7.1 Personal Hygiene/Health conditions	Better/ Good/ Poor
7.2 Use of protective clothing	Better/ Good/ Poor
7.3 Communicable diseases and skin diseases	Yes / No
7.4 Good health practices	Accept / Not Accept
7.5 Maintenance of the medical reports of the employees	Better/ Good/Poor
7.6 Maintenance of reports of workers on trainings	Better/Good/ Poor

Observations and suggestions of the officers

Date	Identified issues	The name of the inspecting officer

The details of the officers inspecting food preparatory premises for school children

No	Name	Designation	Signature
1			
2			
3			

Nutritional requirements for the school children

Gender	Age(Years)	Energy (kilo Calories)	Protein(gram)	Iron (milli gram)	Calcium (milli gram)	Vitamin A (micro gram)	Vitamin C (milli gram)
Male	6 – 9	1775	35	16	700	500	35
	10-11	2250	48	23	1000	600	40
	12-15	2875	69	30	1000	600	40
Female	6 – 9	1725	34	16	700	500	35
	10-11	2100	50	22	1000	600	40
	12-15	2400	65	36(25)	1000	600	40

(RDA table for Sri Lankans 2007-MRI)

Scaling up Nutrition through a multi sector approach.



Food and Agriculture
Organization of the
United Nations



World Food
Programme