



Province of the Eastern Cape National School Nutrition Programme (NSNP)

School Implementation Guidelines

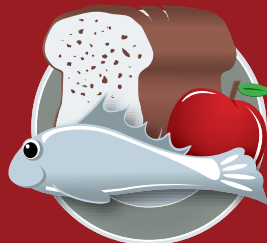
Seeking to enhance learning capacity and improve access to education through serving a nutritious meal on time.



How do we serve a nutritious meal on time?



Finish feeding by 10:00 am



Serve a balanced meal



Serve the correct quantity

FOREWORD BY THE SUPERINTENDENT GENERAL

The Eastern Cape Department of Education, through its National School Nutrition Programme (NSNP) seeks to promote access to education, enhance the learning capacity and contribute towards learner retention and scholastic improvement through serving nutritious meals to all needy learners, on time, in the Province.

In addition to providing nutritious meals to learners on time, the programme should also provide support to schools in meeting the other two significant objectives, namely; promotion of healthy eating habits and lifestyles amongst school communities as well as promotion of food security (sustainable food production) in schools and communities

The brief to the NSNP Task Team that discharged with the responsibility of developing these guidelines was to develop a user friendly manual that must not only focus on "what schools should do" (policy) but greatly assist schools in "knowing how to do it" (implementation). The document consists of a brief, simple guideline which regularly makes reference to a more practical set of templates, tools and manuals which have been included in the appendices.

We believe that these implementation guidelines will assist schools to effectively and efficiently implement the NSNP in the most accurate way and thus achieve the programme objectives as stated above.

Special appreciation goes to the NSNP Task Team and FUEL Trust for the development of a comprehensive set of guidelines for the smooth implementation of NSNP and all schools are encouraged to make full use of them as they will be monitored against these guidelines.



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DATE

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Definitions

CAPS	Curriculum Assessment Policy Statements
CGF	Conditional Grant Framework
DBE	Department of Basic Education
DOH	Department of Health
DORA	Division of Revenue Act
ECDOE	Eastern Cape Department of Education
FIFO	First In First Out
ID	Identity Document
KPI	Key Performance Indicator
MCC	Medicines Control Council
MTEF	Medium Term Expenditure Framework
NE	Nutrition Education
NSDP	National School Deworming Programme
NSNP	National School Nutrition Programme
PFMA	Public Finance Management Act
Quintile	Schools are classified as belonging to a specific poverty quintile
SASA	South African Schools Act
SFP	Sustainable Food Production
SGB	School Governing Body
SLA	Service Level Agreement
SMT	School Management Team
SOP	Standard Operating Procedure
UHT	Ultra-High Temperature

Background to the NSNP and Relevant Policy

Background

- The National School Nutrition Programme (NSNP) was introduced by President Mandela as a lead project within the Reconstruction and Development Programme in 1994
- For the first 10 years the programme was implemented by the Department of Health (DOH)
- Since 2004 the Department of Basic Education (DBE) has been responsible for the implementation of the Programme
- The NSNP aims to provide a cooked mid-morning meal to more than 9 million learners nationally, in quintile 1 to 3 public primary and secondary schools, as well as selected special schools
- The NSNP is funded from a Conditional Grant with a national budget in excess of R6 billion per annum
 - Funds are transferred on a quarterly basis by the National Department to Provinces according to the Division of Revenue Act (DORA) as well as directives from DBE and National Treasury
 - Every Province can select their own preferred model for procurement of products and services related to NSNP implementation. In 2011, the Eastern Cape Province changed from a centralised procurement model to a decentralised procurement model
 - Funds are only made available if the prescribed conditions are adhered to by the Province, Districts and Schools

The Key Objectives of the NSNP are to:

- Provide nutritious meals to learners on time so as to improve their ability to learn
- Promote healthy lifestyles amongst learners and parents
- Promote the establishment of school vegetable gardens

Conditional Grant Framework

- The Conditional Grant Framework (CGF) is the overarching policy document for the NSNP and it contains the following critical information, amongst others:
 - The goal, purpose and expected outputs
 - The specific conditions which need to be adhered to
 - Allocation criteria
 - Medium Term Expenditure Framework (MTEF) allocations and payment schedule
 - Responsibilities of the different levels of the system (National Department, Provincial Departments, Districts and Schools)
- DORA and the CGF (which is an annexure of DORA) are updated and gazetted annually and are made available to schools through circulars, as they are updated
- The **Strategic Goal** and **Output** of the NSNP as defined in the CGF are set out below:

Strategic Goal	<i>To enhance learning capacity and improve access to education</i>
Output	<i>Schools that prepare and serve nutritious meals for learners</i>

Provincial Implementation Model

The Eastern Cape Department of Education (ECDOE) currently uses the decentralised procurement model to implement the NSNP. This means that NSNP funds for food, cooking fuel and food handler stipends are transferred directly to each participating school, to be administered by the school in line with provincially prescribed processes.

“Managing NSNP Funds” and “NSNP Procurement” are covered extensively in these guidelines

Roles and Responsibilities of Key Stakeholders

The School Principal AND the School Governing Body (SGB) are jointly accountable for managing the implementation and governance of the NSNP.

There are three sub-committees of the SGB that assist with this, namely:

- **School Finance Committee**
- **School Procurement Committee**
- **School NSNP Committee**

Principal

- In line with policy, the principal, as the accounting officer, is ultimately responsible for the overall management of the NSNP at the school
- Specifically s/he has the following responsibilities:
 - Constitute the relevant sub-committees and ensure their functionality
 - Appoint an NSNP coordinator, in consultation with the School Management Team (SMT)
 - Ensure time-tabling that allows for NSNP meals to be served on time
 - Review and sign NSNP reports and submissions to the District

School Governing Body (SGB)

The responsibility of the SGB is to:

- Manage NSNP funds at school, through the School Finance Committee, including ensuring transparent and accountable measures and reporting corruption and fraud
- Manage NSNP procurement through the School Procurement Committee
- Engage the services of food handlers and facilitate their payment through the school finance committee
- Address NSNP related infrastructure challenges at the school
- Facilitate community engagement to support NSNP implementation
- Report irregularities to the relevant officials

NSNP committee

- The NSNP committee must be constituted as follows:
 - 1 x SMT member
 - 1 x SGB member
 - 1 x NSNP coordinator
 - A food handler should be co-opted by the NSNP committee to participate in meetings
 - In addition, if the school has an admin assistant, it is strongly recommended that they are appointed to the NSNP committee
- The NSNP committee is accountable to the SGB and should meet at least once per quarter
- The responsibilities of the committee are to:
 - Plan the implementation of the NSNP, including both day-to-day running and special events
 - Reflect on and address NSNP challenges at the school
 - Review and maintain an up to date NSNP File
 - Draft and distribute minutes of meetings of the committee
 - Ensure compliance to approved menu options and quantities
 - Advise the procurement committee on product required and relevant specifications

NSNP Coordinator

- The NSNP Coordinator must be an educator or another person that is permanently employed by the DBE and their responsibility is to:
 - Administer the NSNP file and ensure daily feeding registers and monthly reports are prepared
 - Manage the receipt, safekeeping and issuing of stock
 - Schedule and organise NSNP committee meetings
 - Supervise the day to day NSNP activities at the school and in particular manage food handlers
 - Liaise with educators with regard to the supervising of feeding in class and the submission of daily feeding registers
 - Liaise with District NSNP officials when required
 - Attend relevant NSNP training sessions and meetings which are facilitated by the district and cascade information to relevant school stakeholders

Educators

- Educators, as per pastoral responsibilities, are responsible for supervising feeding in their classes, as well as maintaining a daily feeding register
- Educators must support the implementation of the National School Deworming Programme (NSDP) at schools as part of the Ministerial priorities for the Minister of Basic Education

Serve a Nutritious Meal on Time

- The key output of the NSNP is to **Serve a Nutritious Meal on Time** and a school should carry out the 3 steps below to score maximum points for their **KEY PERFORMANCE INDICATOR (KPI)**

Finish feeding on time

- Finish feeding all learners by 10:00am, so that the meal can enhance their ability to learn
- Where breakfast is served (per approval) the main meal can be served by 12:00 (if breakfast is discontinued, the school must revert to serving by 10:00)
- Feeding should not encroach on tuition time and therefore must be considered when the school time-table is created



Finish feeding by 10:00 am

Serve a balanced meal

- Serve all 3 food groups every day
 - Starch
 - Protein
 - Fruit/Vegetables
- During a 5 day week, schools must serve all products stipulated on their school specific menus



Serve a balanced meal

Serve the correct quantity

- Prepare quantities per your school specific menu which is based on your approved NSNP enrolment
- This menu will be sent to you annually



Serve the correct quantity

- Refer to **Appendix 1: Serve a Nutritious Meal on Time (Key Slides)**
- A copy of these 5 slides (preferably laminated) should be put up on the wall in the kitchen so that all stakeholders involved in the NSNP are made aware of the key performance areas of the programme
- It is important that the NSNP coordinator completes and signs the "**Daily School Feeding Summary**" to confirm the following for each day:
 - Start and finish time of feeding
 - The menu served (starch, protein and fruit/veg)
 - Total number of learners fed
- The Daily School Feeding Summary is part of the School NSNP Monthly Reporting Pack (**refer appendix 4**)

Managing NSNP Funds

The ECDOE uses the **Decentralised** procurement model for the NSNP. This means that funds for the programme are transferred **quarterly** into the school bank account so that the school can:

- Procure food,
- Procure cooking fuel (wood/gas), and
- Pay the stipends to food handlers

NSNP Funds Transfers

- Prior to the commencement of the new financial year a NSNP Business Plan Amendment Circular will be sent to all schools participating on the programme
- This circular will clarify the key assumptions per the approved NSNP Business Plan. It will also specify the quarterly dates by which schools will have received their NSNP funds transfers
- At the beginning of each quarter schools will be sent a NSNP School Specific Budget. This budget indicates how funds should be spent per month for each of the expenditure categories (food, stipend, cooking fuel (wood/gas)
 - Refer **Appendix 2: School Specific Budget (Example)**
- Schools should acknowledge receipt of the quarterly NSNP funds by reflecting the actual amount received into their bank account on the quarterly NSNP School Specific Budget

School Finance Committee and Utilisation of NSNP Funds

- In line with South African Schools Act (SASA), the SGB must establish a **School Finance Committee** to manage all funds of the school and this committee should work closely with the NSNP Committee to manage NSNP funds properly
- Schools need to ensure that they manage their NSNP funds in line with the quarterly School Specific Budget
- Irregular conduct in the management of NSNP funds shall be dealt with in terms of the Public Finance Management Act (PFMA) and other relevant legislation governing acts of misconduct
- NSNP funds may not be used to procure cleaning materials - Norms and Standards funds should be used
- All payments for NSNP products or services (including payments to food handlers) must be made through the issuing of cheques that duly reflect the payee and approved signatories

School NSNP Monthly Reporting Pack

- Schools are required to submit the completed School NSNP Monthly Reporting Pack to the District by the last feeding day of the month
- The reporting pack consists of the following documents:
 - Daily School Feeding Summary
 - Daily Food Handler Attendance Register
 - Food Handler Acknowledgment of Payment Form
 - NSNP Income and Expenditure Register
 - Copies of Invoices & Supporting Vouchers
 - Expenditure vs Budget Analysis
 - Bank Statement (1 x per quarter reflecting NSNP funds received)
 - Copies of Cheques
- Refer to the following documents to assist with the completion of the Monthly Reporting Pack:
 - **Appendix 3: School NSNP Monthly Reporting Pack (Key slides)**
 - **Appendix 4: School NSNP Monthly Reporting Pack (Blank Template)**
 - **Appendix 5: School NSNP Monthly Reporting Pack (Completed Template)**

Additional Funding for the Procurement of Equipment and Utensils

- Schools may from time to time receive an additional allocation of funds for the procurement of equipment or utensils for the NSNP. This allocation would be separate from the quarterly transfers for food, gas/wood and stipends and the funds should be used solely for this purpose and all transactions recorded on a separate tracking form.
 - Refer **Appendix 6: Equipment/Utensils Funds Tracking Form (Blank and Completed Template)**

Use of surplus NSNP funds

It is unacceptable for schools to purposefully generate surplus funds. Legitimate surplus NSNP funds which remain at the end of a financial year may be utilized to improve the implementation of the NSNP IF the request is approved in writing by the District Director in advance of the use of the surplus funds

Requests will only be considered for the following expenditure:

- Feeding of learners at the beginning of the new financial year (if transfers are delayed)
- Improving the menu by providing animal protein (meat) or providing fruit twice a week
- Procurement of cooking facilities/equipment, eating utensils, fire extinguishers and mobile kitchens
- Providing breakfast to orphans and other vulnerable learners
- Purchase of protective clothing for food handlers
- Purchase of water tanks, seedlings, garden implements and greenhouses for improvement of garden produce, with due consideration of water challenges
- Providing meals to Grade 12 learners during study periods, weekend classes or holiday programmes

All requests for the utilisation of surplus funds must be made in writing using the standard template. Surplus funds may only be spent once approval is received in writing from the District Director. Refer to:

- **Appendix 7 : Application for Utilisation of NSNP Surplus/Savings (Blank Template)**

NSNP Record Keeping

- Every school should keep an **NSNP file** to assist with the management of the programme and to provide evidence that key management practices have been conducted effectively
- The standard NSNP school file index should be used by schools to organise their files
 - Refer to **Appendix 8: Eastern Cape NSNP - School File Index (Template)**
- Schools must also ensure that fixed assets that are used for the implementation of the NSNP (eg: pots, stoves, gas cylinders, cooking and eating utensils, fire extinguishers etc) are properly recorded in the schools' asset register and that the register is updated regularly

NSNP Procurement

As mentioned earlier in this guideline, in 2011 the ECDOE adopted the decentralised procurement model for the NSNP. This means that schools receive funds quarterly to procure food for the programme.

This decision was premised on the view that schools are best-placed to lead decisions affecting the daily running of the programme, and that a decentralised model is most likely to promote innovation and creativity at the level of schools and communities.

The model promotes local economic development as it encourages small local businesses to participate in the procurement processes for the NSNP. The model also avoids complicated and lengthy tender processes and allows quicker decisions to be taken by the schools.

The ECDOE may from time to time identify schools for the piloting of new procurement innovations (eg: promotion of small holder farmers for the supply of fresh food to the NSNP). The outcomes of these pilots may affect procurement policies but the ECDOE will provide guidance to schools on any changes as required.

Selecting, appointing, contracting and paying supplier(s)

The fact that the procurement function for the NSNP has been delegated to schools means that they have the responsibility for:

- Selecting, appointing and contracting with suppliers
- Ordering and receiving deliveries from suppliers
- Paying suppliers for products delivered

Schools should go through the formal procurement process of selecting, appointing and contracting with suppliers for the NSNP **every 6 months** (i.e. twice per annum)

- This formal procurement process means that every 6 months the school should:
 - **Request quotations** from suppliers using a standard template which has pre-formatted quantities for specific menu items
 - **Compare these quotations** on a like for like basis
 - **Evaluate and select** the most suitable supplier(s)
 - **Formalise** the appointment of the supplier(s) and **maintain an audit trail** of the entire process
- Schools should refer to the following documents to ensure they conduct these processes properly:
 - **Appendix 9: School NSNP Quotation Process (Key Slides)**
 - **Appendix 10: School Specific Supplier Quotation Sheet (Example)**
 - **Appendix 11: Supplier Evaluation Sheet (Blank Template)**
 - **Appendix 12: Supplier Quotation and Evaluation Sheets (Completed Examples)**
- Schools should formalise their arrangements with the supplier by developing and signing a Service Level Agreement (SLA). This document is intended to clarify the roles and responsibilities of both parties. Schools can develop their own agreement but are encouraged to engage with the example which has been developed as a reference.
 - Refer to **Appendix 13: Service Level Agreement (Example)**

Receipt of Food and Stock Management

Orders

- Schools are responsible for placing orders with suppliers for the NSNP products that they require
- Orders should be made in writing using the standard NSNP Order Form
 - **Refer Appendix 14: NSNP Order Form (Blank Template)**
- The school should refer to their ***School Specific Menu*** to guide them as to the quantities that should be ordered

Deliveries - **Non-perishable goods:**

- These are products with an extended shelf life eg: samp, sugar beans, pilchards, Ultra High Temperature (UHT) milk etc and deliveries should take place a **minimum of once per month**
- Deliveries may take place more frequently depending on the specific arrangements that the school has with the supplier and on the amount of storage space that the school has available

Deliveries - **Perishable goods:**

- These products have a limited shelf life and deliveries should take place a **minimum of once per week**
 - Pasteurised Amasi
 - Fresh fruit and vegetables
 - Brown bread (preferably on the day of serving)

Receipt of Goods (Quantity)

- Each time a delivery is received, the school should check that the quantities delivered tie back to the order and to the supplier delivery note for each product:
 - Expected quantity per the order
 - Recorded quantity per the service provider's delivery note
 - Actual quantity delivered (on the truck)

Receipt of Goods (Quality)

- Expiry dates on non-perishable products should be checked at the time of delivery and products which are out of date or very close to being out of date should not be accepted
- Food should always be delivered in the original manufacturers packaging which should be correctly labelled and schools should reject products which have been repackaged or manually labelled
- Schools should never accept delivery of tinned products which are damaged
- Fruit and vegetables should be checked to ensure that they are fresh on the day of delivery
- Schools should ensure that suppliers understand and carry out safe food transportation practices
 - Refer to **Appendix 15: Safe Food Transportation (Manual)**

Stock management

- Effective stock management starts with a school having an organised storeroom. Schools will have a well organised storeroom if products are stored:
 - By product or
 - By day of the week
- They should also always use a First in First out (FIFO) basis when issuing the food to be prepared. (ie the oldest stock to be used before newer deliveries are used)
- Schools should maintain an up to date stock control register to track receipts and issues of dry products
 - Refer to **Appendix 16: Stock Control Register (Blank and Completed Template)**

Food Handlers

Background

- Food handlers are engaged by schools to prepare and serve meals to learners. They are also responsible for cleaning the preparation areas and maintaining a high level of personal hygiene
- Food handlers are not employed, but are contracted by the school, on a voluntary basis, and in turn they are paid a monthly stipend for the very important work that they do
- Food handlers should be parents or guardians of children at the school who are unemployed and who are in possession of a South African barcoded Identity Document (ID)
- Food handlers and they should be engaged for a period of **12 months**

Recruitment and Appointment

- Appointment of food handlers for the year needs to be completed by 15th of February each year
- Each school should engage the correct number of food handlers by engaging with the prescribed ratio of learners to food handlers
 - Refer to **Appendix 17: Food Handler - Appointment Ratios (Guide)**
- Prior to the beginning of each financial year the SGB should notify parents of the opportunity to volunteer to assist with the NSNP at the school and make them aware of the food handler duties
- This is best done by making the standard Advertisement and Application Form available
- Interested candidates should complete the application form AND provide a certified copy of their South African ID or Passport (SGB members may not apply to render services as a food handler)
 - Refer **Appendix 18: Food Handler - Advertisement & Application Form (Blank/Completed Template)**
- The SGB should use the standard evaluation template to record all applications received and to indicate the basis on which the successful candidates were selected (where applicable/appropriate interviews should be conducted to assist with the evaluation)
 - Refer **Appendix 19: Food Handler - Evaluation Form (Blank/Completed Template)**
- The SGB and the food handler should formalise the engagement by signing the food handler contract
 - Refer to **Appendix 20: Food Handler - Contract (Blank Template)**
- For each food handler engaged the school should complete a registration form for EPWP purposes
 - Refer to **Appendix 21: Food Handler - Registration Form (Blank/Completed Template)**
- A copy of the food handler standard duty list should always be kept on the wall in the kitchen. The duty list has been translated into 4 languages (English, Afrikaans, IsiXhosa and Sesotho)
Refer to **Appendix 22: Food Handler - Standard Duty List (Templates)**

Training

- Schools should assist food handlers to attend training workshops arranged by the ECDOE and must keep them informed of developments in NSNP implementation
- Schools should also share the contents of the various safety manuals with food handlers

Monthly Administration

- The value of the monthly food handler stipend is stipulated annually in the CGF
- Food handlers should be paid for all 12 months regardless of whether feeding takes place in a particular month
- Each food handler should be paid separately and they should confirm receipt of their stipend by signing the Food Handler Acknowledgement of Payment Form
 - Refer **Appendix 23: Food Handler Acknowledgement of Payment Form (Blank/Completed Template)**
- Food handlers and the NSNP coordinator should sign the Food Handler Attendance Register daily
 - Refer **Appendix 24: Food Handler Attendance Register (Blank/Completed Template)**

NSNP Safety

Personal hygiene and basic kitchen hygiene are important to prevent the contamination of food as well as to ensure the safety of food handlers. Storage, preparation and cooking of food require the implementation of hygiene and safety practices. Gas safety is particularly vital as gas is the predominant source of energy used for cooking in the NSNP.

When invited, schools should make every effort to attend health and safety training workshops.

Food Safety

School stakeholders (in particular food handlers) who support delivery of the NSNP should be familiar with the food safety practices. Refer to **Appendix 25: Food Safety Manual**.

The key areas addressed in the manual are:

Personal hygiene

- Learners should wash their hands with soap before and after eating
- Toilets should be clean and hygienic
- Food handlers should be clean and appropriately dressed (head covered, closed shoes, aprons)

Kitchen hygiene and safety

- The meal preparation area should be clean and hygienic
- A fire extinguisher should be available in meal preparation areas and must be serviced every 12 months

Storage and handling of food

- Food items must be stored:
 - In a well-ventilated and lockable storage room
 - In an organised manner (by product or by day of the week)
 - Hygienically (i.e. off the floor and separate from hazardous chemicals/substances)
 - Using a FIFO basis (i.e. the oldest stock is used before new deliveries are used)
- Stored food should be within their expiry date and must be in their original packaging
- If storage bins are used to store food, ensure that they are emptied and cleaned before re-using them

Pest Control

- Ensure that any pest control measures used do not contaminate food

Food Poisoning and Contamination

- Schools should take note of the following key practices and brief food handlers accordingly:
 - **Appendix 26: Food Safety Tips to Prevent Food Poisoning and Contamination (Guide)**
- If a school suspects food poisoning or contamination has occurred then they should immediately refer to
 - **Appendix 27: Managing Suspected Food Poisoning and Contamination (SOP)**

Gas safety

- If a school uses gas, all gas canisters should be kept outside, protected from tampering and locked and food handlers should be familiar with the gas safety practices Refer to **Appendix 28: Gas Safety Manual**

Waste management

- Schools should encourage learners, educators and school communities to carry out good waste management practices. Refer to **Appendix 29: Waste Management Manual**

Feeding Practices

Feeding Calendar

- An NSNP feeding calendar will be provided by the province to each school at the beginning of each financial year
- Schools should ensure that they serve meals to learners on every feeding day (as per the calendar)

Serving Learners

- Schools should make appropriate facilities available for ALL learners to be able to wash their hands with soap and water before and after eating their meal
- Learners should be served in classes/dining halls to promote table etiquette and minimise soil worm infestation
 - When eating in classes, workbooks should be removed from tables
 - Learners should always be supervised while eating their meals

Eating/Serving Utensils

- Schools should provide eating utensils for learners to eat their meals in a dignified way
- After feeding is complete, food handlers should take the utensils back to the kitchen/preparation area for washing and packing

Educators and other officials are not allowed to eat these meals. However nominated NSNP educators can taste the food before learners eat.

Nutrition Education

Nutrition Education (NE) is one of the pillars of the NSNP that seeks to build a foundation for a healthier and economically active generation. NE comprises consciously constructed opportunities for learning, involving some form of communication designed to improve *nutrition literacy*, including improving knowledge, and developing *life skills* which are conducive to individual and *community health*. The goal of NE is closely linked with Goal 25 of Action Plan 2014: Towards Schooling 2025, in promoting the wellbeing of learners in pursuit of academic performance.

It is not only concerned with the communication of information, but also with fostering the **motivation, skills and confidence (self-efficacy)** necessary to take action and to make the correct choices to promote healthy lifestyles and well-being and to prevent and control lifestyle diseases.

The primary objectives of nutrition education are to:

- Make every school a “healthy school” (health promotion and awareness are integrated into school life)
- Increase the general awareness of good nutrition in school communities towards improving the health and wellbeing of individuals
- Building the skills of learners to take more self-responsibility for their health and physical development

Who are school communities?

- Learners, educators, parents, school governing bodies, school management and administrators
- Food handlers, school vendors and tuck-shop operators
- School gardeners and the community

How do we “make our school a healthy school”?

- Participate in key educational awareness activities each year:
 - National Nutrition Week
 - World Food Day
 - World School Milk Day/World Milk Day
 - Global Handwashing Day
 - Arbor Day
- Ensure that Guidelines and Nutrition Education materials developed for schools are properly used eg:
 - The NSNP Safety Directory
 - Refer to **Appendix 30: Guidelines for Tuck Shop Operators (Manual)**
 - Refer to **Appendix 31: Various Wall Charts on Healthy Lifestyles and Hygiene (Posters)**
 - “Mnandi 4 Sure” recipe book for the preparation of tasty and healthy meals
- Create platforms to advocate healthy eating e.g NSNP Forum and support key messaging e.g. Obesity Strategy, Salt Regulation etc. (in collaboration with DOH)
- Support NSNP sub-programmes (feeding , food gardens and deworming)
- Develop physical activity schedules for all learners apart from the official sporting codes
- Put drawings on the walls (murals) promoting healthy foods and healthy lifestyles
- Organise talks by the local health officers
- Encourage the use of learner support materials and lesson plans that have been developed in line with Curriculum Assessment Policy Statements (CAPS) and to ensure that NE is properly covered in the curriculum (Life Skills and Life Orientation)

Deworming

To ensure that optimal benefits are obtained from NSNP meals, DBE partnered with DOH to implement a deworming programme which targets Grade R-7 learners in quintile 1 -3 schools.

The Medicines Control Council (MCC) agreed that educators may administer tablets to learners IF:

- It is done under the direct supervision of a professional nurse
- The educators involved receive orientation/training
- Proper records are kept by educators of tablets that are administered
- Consent is provided by the parents
- Side effects are managed

Before Implementation - Principals must ensure that:

- Information sessions are held with parents (at parent meetings) and learners (in class) on the type of worms, the effect of worms and how to prevent and treat worms
- Each learner receives the following documents to take home to their parents:
 - A letter informing the parents about the deworming campaign and
 - A consent form for parents to sign

Before Implementation - Class educators should:

- Compile class lists of learners whose parents gave consent and
- Keep the class list and consent forms per class in one file

Procedures on Deworming Day:

- The school nurse will hand the deworming tablets over to the principal when she arrives at the school
- Educators should work in teams of two to administer the deworming tablets to learners who have returned the signed consent forms to receive the deworming tablet:
 - One educator should give the tablet to the learner and ensure the learner swallowed the tablet
 - The other educator should be responsible for recording that the dose has been given and check whether the learner's name corresponds with the learner receiving the dose
- Learners who are ill on the treatment day should not receive deworming medicine. This is not due to the danger of side effects, but to prevent the potential misconception that the medication caused any illness.
- Educators of Grade 4 classes should wait 20 minutes before administering the deworming tablets to the girls who have first received the HPV vaccine
- The nurse may or may not be physically present when the actual administering of deworming tablets by Educators is done but should be able to assist with troubleshooting should a need arise
- The recording is done on the class lists prepared by the school and the information should then be posted/transferred to the prescribed School Summary Sheet. Copies of the School Summary Sheets will be collected by the District a week or two after learners have been dewormed
- Learners who were absent on the deworming day should be reported to the school nurse for follow-up.
- Refer to **Appendix 32: Detailed Instructions on Administering Deworming Tablets (Guide)**
- Educators should observe learners for possible side effects
- Refer to **Appendix 33: Possible Side Effects of Deworming and What to do? (SOP)**

School responsibilities – After Completion of the Deworming Process:

- All tablets and medicine bottles (used, unused, soiled, broken or damaged as well as empty bottles) must be collected and handed to the school nurse before the close of school day
- The school must keep the original summary sheets, the recorded class lists, School Summary Sheet as well as the consent forms safe for a period of five (5) years
- A copy of all school summary sheets must be handed to the District NSNP Co-ordinator within 2 weeks of the deworming day

Sustainable Food Production

Sustainable Food Production (SFP) is a sub-programme of the NSNP and its focus is to mobilise and support school communities to establish and sustain food production initiatives in schools, especially food gardens.

Food production initiatives are the activities which relate to small scale / back yard agricultural production such as for vegetables, herbs, fruits, flowers, nurseries and livestock rearing.

Which food production initiatives are suitable for schools?

- A vegetable garden is a basic food production initiative which all schools are required to have and they are fairly easy to establish and sustain compared to other initiatives
 - The school should decide on the size of the garden, but it should be planned to benefit teaching and learning and should afford every learner an opportunity (space) for hands-on practical activities
 - Food gardens can be established in open fields, in protective structures such as shade-nets and in containers (tyres, bags etc)
- The programme welcomes other types of food production initiatives such as food preservation, poultry and small livestock, in addition to the food garden

Where should initiatives be implemented?

- The NSNP focuses on initiatives on school premises or on sites designated for use by schools
- All schools are encouraged and supported even if they do not participate in the NSNP

What are the target groups of the initiatives?

- Teachers
 - School principals, school management teams and subject educators are the key implementers of the core and extra curriculum activities in the schooling system
 - Initiatives are likely to be more successful and sustainable if educators are given full control and ownership
- Learners and the community
 - Learners are the key beneficiary but the broader community may also benefit indirectly
 - Community members are encouraged to provide information, knowledge and skills which could complement teachers' expertise
 - Parents can contribute their time and assist with difficult physical tasks

APPENDICES

INDEX OF APPENDICES

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APPENDIX 1

Serve A Nutritious Meal On Time

(Key Slides)

**NSNP
CONDITIONAL GRANT MANDATE**

Our Conditional Grant Mandate is to...

*Serve a nutritious
meal on time*

You will be a green school if:

Every day you prepare and serve:

- **The meal on time**

- **A balanced meal**

- **The correct quantities**

On Time.....

Finish feeding all learners before 10:00am

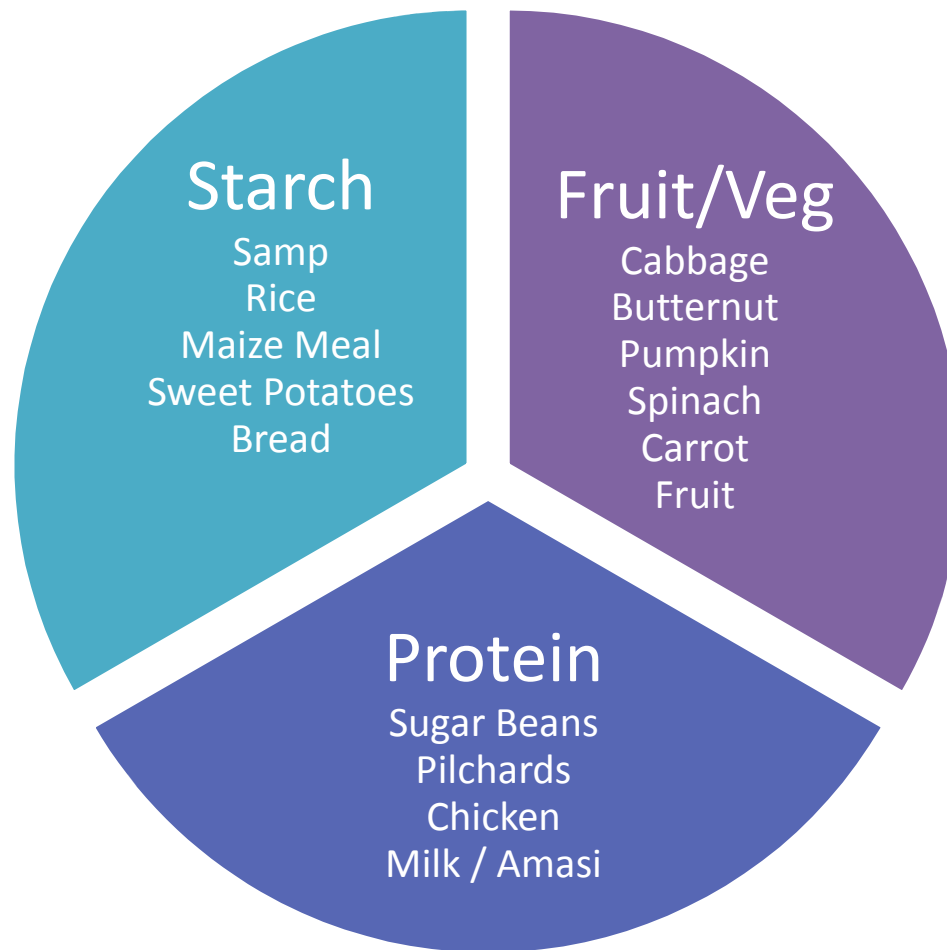


Finish feeding by 10:00 am

- Try to align time tables to finish feeding on time
- Encourage Food handlers to start preparing food early to be able to finish feeding before 10:00am


Balanced Meal.....

Serve 3 food groups every day



Correct Quantities.....

Use quantities per your school's specific menu

EASTERN CAPE 2017/2018, SCHOOL SPECIFIC MENU, BUTTERWORTH, PRIMARY						
SCHOOL NAME:		AMABELE SENIOR SECONDARY SCHOOL		DISTRICT:		
EMIS NO:		300003		NSNP LEARNERS:		
				BUTTERWORTH		
				244		
						
DAYS	MEAL PLAN	FOOD GROUP	PRODUCT	QUANTITY TO PREPARE		
Monday	Pilchard stew with sweet potato, rice or brown bread and yellow, orange or red vegetables	Protein	Pilchards in Tomato	400 g	24 tins	
					425 g	23 tins
		Starch	Sweet Potatoes		12 kg	
			Rice		12 kg	
	Vegetable/Fruit	Yellow/Orange/Red Vegetables		25 loaves		
Tuesday	Samp with sugar beans and green vegetables	Vegetable/Fruit	Green Vegetables		15 kg	
			Protein	Sugar Beans		9 kg
			Starch	Samp		12 kg
Wednesday	Phutu/Mphokoqo with amasi or milk and fruit in season	Protein	Milk (LHT)		49 litres	
			Pasteurised Milk		49 litres	
		Starch	Maize Meal (Fortified)		12 kg	
		Vegetable/Fruit	Fruit In Season		244	
Thursday	Samp with sugar beans and green vegetables	Vegetable/Fruit	Green Vegetables		15 kg	
			Protein	Sugar Beans		9 kg
			Starch	Samp		12 kg
Friday	Chicken stew with pap and yellow/orange/red vegetables	Protein	Chicken (Livers / Gizzards)		10 kg	
			Chicken with bones		12 kg	
		Starch	Maize Meal (Fortified)		12 kg	
		Vegetable/Fruit	Yellow/Orange/Red Vegetables		15 kg	
<ul style="list-style-type: none"> - No unpasteurised amasi or raw milk may be served to learners - Schools may shift the daily menu options but all menu options need to be served across a week - Due care must be taken when transporting/storing food and this must be consistent with Regulation 962 of the Foodstuffs, Cosmetics and Disinfectants Act - Meals should suitably seasoned (oil, salt, soups, curry, garlic, peppers, tomatoes, onions) - Mackerel may be served as an alternative to Pilchards 						


Example
Please put your school's specific menu on the wall in the kitchen

APPENDIX 2

School Specific Budget

(Example)

SCHOOL ANNUAL NSNP BUDGET 2017/2018

EMIS Number:	500012	
School Name:	BALENI JUNIOR SECONDARY SCHOOL	
District:	ALFRED NZO EAST	
Circuit/AO:		
Number Of Learners:	398	
Number Of Food handlers:	2	
Monthly Stipend:	R1150.00 per food handler per month	

THE ORIGINAL BUDGET SHOULD BE KEPT ON FILE AT THE SCHOOL. ONCE UPDATED, ATTACH A COPY TO THE MONTHLY FINANCIAL PACK

Month	No. Feeding Days	BUDGET				Total Monthly Expenditure	Total Expenditure as a % of Budget
		Stipend	Food	Cooking Fuel (gas/wood)	Total Allocation		
October	17	R 2,300.00	R 15,426.48	R 1,320.00	R 19,046.48		
November	22	R 2,300.00	R 19,963.68	R 1,320.00	R 23,583.68		
December	4	R 2,300.00	R 3,629.76	R 1,320.00	R 7,249.76		
Quarterly Total					R 49,879.92		
Quarterly Transfer Received							
TOTAL	43	Total annual budget			R 49,879.92		

APPENDIX 3

School NSNP Monthly Reporting Pack

(Key Slides)

Managing NSNP Funds

Key Slides

MONTHLY REPORTING PACK CONSISTS OF:

Control Sheet

AND

8 attachments

1. Daily School Feeding Summary
2. Daily Food Handler Attendance Register
3. Food Handler Acknowledgement of Payment Form
4. NSNP Income and Expenditure Register
5. Copies of Invoices & Supporting Vouchers
6. Expenditure vs Budget Analysis
7. Bank Statement (Once per quarter reflecting NSNP funds received)
8. Copies of Cheques

It is important that schools always use the latest version of the financial pack as changes are made from time to time

The version number is recorded at the bottom of each page of the blank pack

Item	Description	Status
1	Daily School Feeding Summary	<input type="checkbox"/>
2	Daily Food Handler Attendance Register	<input type="checkbox"/>
3	Food Handler Acknowledgement of Payment Form	<input type="checkbox"/>
4	School Expenditure Reporting Tool	<input type="checkbox"/>
5	NSNP Payments Analysis	<input type="checkbox"/>
6	Copies of Invoices & Supporting Vouchers	<input type="checkbox"/>
7	Expenditure vs Budget Analysis	<input type="checkbox"/>
8	Copies of Bank Statements (1 x per quarter)	<input type="checkbox"/>

Version Number:

CONTROL SHEET

Eastern Cape

School NSNP Monthly Reporting Pack Control Sheet

EMIS Number	
School Name	
District	
School Contact Number	
Month	

Tick if submitted

- **Daily School Feeding Summary**
- **Daily Food Handler Attendance Register**
- **Food Handler Acknowledgment of Payment Form**
- **NSNP Monthly Income and Expenditure Register**
- **Copies of Invoices & Supporting Vouchers**
- **Expenditure vs Budget Analysis**
- **Bank Statement (1 x per quarter reflecting NSNP funds received)**
- **Copies of Cheques**

We the undersigned confirm that the information supplied in this pack has been verified and confirmed as true/correct:

Principal:
 Name _____

Signature _____

SGB Chairperson:
 Name _____

Signature _____

School Stamp

This control sheet should be sent to the district every month with the listed documents attached

CONTROL SHEET

Eastern Cape

School NSNP Monthly Reporting Pack Control Sheet

EMIS Number	100300717
School Name	AMAMBALU PRIMARY SCHOOL
District	AMATHOLE EAST
School Contact Number	043 712 4681
Month	June 2017

Tick if submitted

- Daily School Feeding Summary
- Daily Food Handler Attendance Register
- Food Handler Acknowledgment of Payment Form
- NSNP Monthly Income and Expenditure Register
- Copies of Invoices & Supporting Vouchers
- Expenditure vs Budget Analysis
- Bank Statement (1 x per quarter reflecting NSNP funds received)
- Copies of Cheques

We the undersigned confirm that the information supplied in this pack has been verified and confirmed as true/correct:

Principal:

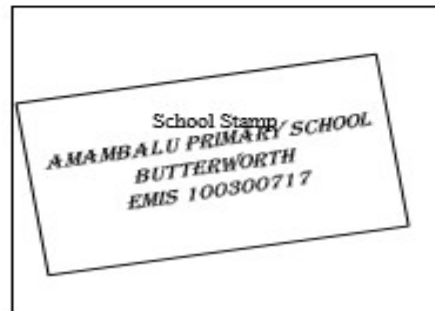
Name Mr. C Ramaphosa

Signature C. Ramaphosa

SGB Chairperson:

Name Mr. K Mothlante

Signature K. Mothlante



Version 2018 - 1

Tick the boxes if the relevant document has been attached

Attach school stamp and Principal and SGB Chairperson to sign

DAILY SCHOOL FEEDING SUMMARY

DAILY SCHOOL FEEDING SUMMARY

DAILY SCHOOL FEEDING SUMMARY			
School Name		EMIS Number	
School Enrolment		Total learners approved for NSNP	
District		Month	

Feeding Days	Date	Feeding Time		Menu Served			Total No. Learners Fed	Comments	NSNP Coordinator Signature	
		Start	Finish	Starch	Protein	Fruit or Veg				
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
Total number of learners fed for the month (A)								= Total No. learners in shaded column for all feeding days		
Number of days fed in the month (B)								= No. days on which feeding took place in the month		
Average number of learners fed for the month (C)								= A divided by B		

DAILY SCHOOL FEEDING SUMMARY

DAILY SCHOOL FEEDING SUMMARY									
School Name		AMAMBALU PRIMARY			EMIS Number		100300717		
School Enrolment		152			Total learners approved for NSNP		150		
District		AMATHOLE EAST			Month		June 2017		
Feeding Days	Date	Feeding Time		Menu Served			Total No. Learners Fed	Comments	NSNP Coordinator Signature
		Start	Finish	Starch	Protein	Fruit or Veg			
1	1 June	9:35am	9:55am	Pap	Chicken liver	Butternut	145		P. Nhlama
2	2 June	9:35am	9:55am	Samp	Sugar Beans	Cabbage	141		P. Nhlama
3	5 June	9:35am	9:55am	Phutu	Amasi	Orange	141		P. Nhlama
4	6 June	9:35am	9:55am	Samp	Sugar Beans	Cabbage	142		P. Nhlama
5	7 June	9:35am	9:55am	Bread	Pilchards	Carrots	148		P. Nhlama
6	8 June	9:35am	9:55am	Pap	Chicken liver	Butternut	142		P. Nhlama
7	9 June	9:35am	9:55am	Samp	Sugar Beans	Cabbage	145		P. Nhlama
8	12 June	9:35am	9:55am	Phutu	Amasi	Orange	142		P. Nhlama
9	13 June	9:35am	9:55am	Samp	Sugar Beans	Cabbage	142		P. Nhlama
10	14 June	9:35am	9:55am	Bread	Pilchards	Carrots	145		P. Nhlama
11	15 June	9:35am	9:55am	Samp	Sugar Beans	Cabbage	142		P. Nhlama
12	19 June	9:35am	9:55am	Phutu	Amasi	Orange	145		P. Nhlama
13	20 June	9:35am	9:55am	Samp	Sugar Beans	Cabbage	144		P. Nhlama
14	21 June	9:35am	9:55am	Bread	Pilchards	Carrots	143		P. Nhlama
15	22 June	9:35am	9:55am	Pap	Chicken liver	Butternut	141		P. Nhlama
16	23 June	9:35am	9:55am	Samp	Sugar Beans	Cabbage	141		P. Nhlama
17	26 June	9:35am	9:55am	Phutu	Amasi	Orange	142		P. Nhlama
18	27 June	9:35am	9:55am	Samp	Sugar Beans	Cabbage	148		P. Nhlama
19	28 June	9:35am	9:55am	Bread	Pilchards	Carrots	147		P. Nhlama
20	29 June	9:35am					150		
21	30 June	9:35am					150		
22									
23									
24									
Total							(A)	3,028	= Total No. learners in school
Number of days fed in the month (B)								21	= No. days on which feeding took place in the month
Average number of learners fed for the month (C)								144	= A divided by B

The register must be updated daily with this information

"Total No. Learners Fed" on a daily basis must be determined by the school from class/grade records

The NSNP Coordinator should sign the feeding summary every day

DAILY SCHOOL FEEDING SUMMARY

DAILY SCHOOL FEEDING SUMMARY			
School Name	AMAMBALU PRIMARY	EMIS Number	100300717
School Enrolment	152	Total learners approved for NSNP	150
District	AMATHOLE EAST	Month	June 2017

Feeding Days	Date	Feeding Time		Menu Served			Total No. Learners Fed	Comments	NSNP Coordinator Signature
		Start	Finish	Starch	Protein	Fruit or Veg			
1	1 June	9:35am	9:55am	Pap	Chicken liver	Butternut	145		P. Nhlapo
2	2 June	9:35am	9:55am	Samp	Sugar Beans	Cabbage	141		P. Nhlapo
3	5 June	9:35am	9:55am	Phutu	Amasi	Orange	141		P. Nhlapo
4	6 June	9:35am	9:55am	Samp	Sugar Beans	Cabbage	142		P. Nhlapo
5	7 June	9:35am	9:55am	Bread	Pilchards	Carrots	148		P. Nhlapo
6	8 June	9:35am	9:55am	Pap	Chicken liver	Butternut	142		P. Nhlapo
7	9 June	9:35am	9:55am	Samp	Sugar Beans	Cabbage	145		P. Nhlapo
8	12 June	9:35am	9:55am	Phutu	Amasi	Orange	142		P. Nhlapo
9	13 June	9:35am	9:55am	Samp	Sugar Beans	Cabbage	142		P. Nhlapo
10	14 June	9:35am	9:55am	Bread	Pilchards	Carrots	145		P. Nhlapo
11	15 June	9:35am	9:55am	Samp	Sugar Beans	Cabbage	142		P. Nhlapo
12	19 June	9:35am	9:55am	Phutu	Amasi	Orange	145		P. Nhlapo
13	20 June	9:35am	9:55am	Samp	Sugar Beans	Cabbage	144		P. Nhlapo
14	21 June	9:35am	9:55am	Bread	Pilchards	Carrots	143		P. Nhlapo
15	22 June	9:35am	9:55am	Pap	Chicken liver	Butternut	141		P. Nhlapo
16	23 June	9:35am	9:55am	Samp	Sugar Beans	Cabbage	141		P. Nhlapo
17					Amasi	Orange	142		P. Nhlapo
18					Sugar Beans	Cabbage	148		P. Nhlapo
19					Pilchards	Carrots	147		P. Nhlapo
20					Chicken liver	Butternut	150		P. Nhlapo
21					Sugar Beans	Cabbage	152		P. Nhlapo
22									
23									
24									
Total number of learners fed for the month (A)							3,028	= Total No. learners in shaded column for all feeding days	
Number of days fed in the month (B)							21	= No. days on which feeding took place in the month	
Average number of learners fed for the month (C)							144	= A divided by B	

At the end of the month, the "average number of learners fed" needs to be calculated

In order to work it out, simply follow these instructions

DAILY FOOD HANDLER ATTENDANCE REGISTER

DAILY FOOD HANDLER ATTENDANCE REGISTER

DAILY FOOD HANDLER ATTENDANCE REGISTER	
EMIS Number	
School Name	
District	
Total learners approved for NSNP	
Number of Food Handlers engaged	
Month	



FEED DAYS	DATE	F/H 1: _____	F/H 2: _____	F/H 3: _____	F/H 4: _____	F/H 5: _____	F/H 6: _____	F/H 7: _____	NSNP Coordinator Signature
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									

DAILY FOOD HANDLER ATTENDANCE REGISTER

DAILY FOOD HANDLER ATTENDANCE REGISTER	
EMIS Number	100300717
School Name	AMAMBALU PRIMARY
District	AMATHOLE EAST
Total learners approved for NSNP	150
Number of Food Handlers engaged	2
Month	June 2017

Food handler name should be filled in here

FEED DAYS	DATE	F/H 1: <i>J. Luthuli</i>	F/H 2: <i>S. letlape</i>	F/H 3:	F/H 4:	F/H 5:	F/H 6:	F/H 7:	NSNP Coordinator Signature
1	1 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
2	2 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
3	5 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
4	6 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
5	7 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
6	8 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
7	9 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
8	12 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
9	13 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
10	14 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
11	15 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
12	19 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
13	20 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
14	21 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
15	22 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
16	23 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
17	26 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
18	27 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
19	28 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
20	29 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
21	30 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
22									
23									
24									

Food handler must sign every day they are present at work

NSNP Coordinator must sign daily to confirm their attendance

**FOOD HANDLER
ACKNOWLEDGEMENT OF
PAYMENT**

FOOD HANDLER ACKNOWLEDGEMENT OF PAYMENT

FOOD HANDLER ACKNOWLEDGEMENT OF PAYMENT FORM

EMIS Number		District	
School Name		Total learners approved for NSNP	
No. Food Handlers Engaged		Month	

No. FH Engaged	Surname	Initials	ID Number	Amount Received	Signature	Date Received
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

NSNP Coordinator _____

Date _____

FOOD HANDLER ACKNOWLEDGEMENT OF PAYMENT

FOOD HANDLER ACKNOWLEDGEMENT OF PAYMENT FORM						
EMIS Number	100300717	District	AMATHOLE EAST			
School Name	AMAMBALU PRIMARY	Total learners approved for NSNP	150			
No. Food Handlers Engaged	2	Month	June 2017			

No. FH Engaged	Surname	Initials	ID Number	Amount Received	Signature	Date Received
1	Luthuli	J.L	6710123003007	R1,089	<i>J Luthuli</i>	30 June 2017
2	<u>Letlape</u>	S.S	7411234581008	R1,089	<i>S Letlape</i>	30 June 2017
3						
4						
5						
6						
7						
8						
9						
10						

NSNP Coordinator _____ P. Nhlapo

Date _____ 30th June 2017

The NSNP Coordinator should date and sign to confirm that all food handlers have received their stipends

The school should insert the Name, Initials, ID No. and Amount Received for all food handlers

Each food handler should sign monthly to confirm receipt of their stipend on the date indicated

Version 2018 - 1

NSNP INCOME AND EXPENDITURE REGISTER

NSNP INCOME AND EXPENDITURE REGISTER

NSNP MONTHLY INCOME & EXPENDITURE REPORT				PRINCIPAL (signatory 1)		SGB CHAIRPERSON (signatory 2)					
SCHOOL NAME		<input style="width:100%;" type="text"/>		SIGNATURE		SIGNATURE					
MONTH		<input style="width:100%;" type="text"/>		DATE		DATE					
				NAME		NAME					
<i>NSNP Funds on hand - brought forward from <u>previous month</u></i>				<input style="width:50%;" type="text"/>							
<i>ADD: NSNP Funds (transfers) received during the month</i>				<input style="width:50%;" type="text"/>							
Date	Item(s) purchased	Payment made to	Cheque no.	TOTAL		Food		Stipend		Cooking Fuel (gas/wood)	
				R	c	R	c	R	c	R	c
<i>LESS: Total Monthly Expenditure</i>				<input style="width:50%;" type="text"/>							
<i>NSNP Funds on hand - carried forward to <u>next month</u></i>				<input style="width:50%;" type="text"/>							

Page 1

school stamp:

NSNP INCOME AND EXPENDITURE REGISTER

NSNP MONTHLY INCOME & EXPENDITURE REPORT				PRINCIPAL (signatory 1)		SGB CHAIRPERSON (signatory 2)			
SCHOOL NAME	Amambalu Primary School			SIGNATURE	C. Ramaposa		SIGNATURE	K. MOTHLANTE	
MONTH	Jun-17			DATE	30-Jun-17		DATE	30-Jun-17	
				NAME	C. Ramaposa		NAME	K.H Motlante	

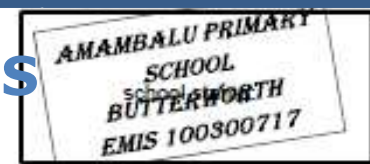
NSNP Funds on hand - brought forward from <u>previous month</u>	11,187	40
<u>ADD</u> : NSNP Funds (transfers) received during the month	0	00

Date	Item(s) purchased	Payment made to	Cheque no.	TOTAL		Food		Stipend		Cooking Fuel (gas/wood)	
				R	c	R	c	R	c	R	c
3-Jun-17	Dry goods	Alive Cooperative	19	4,228	00	4,228	00				
3-Jun-17	Fruit and vegetables	Alive Cooperative	20	787	50	787	50				
10-Jun-17	Fruit and vegetables	Alive Cooperative	21	787	50	787	50				
17-Jun-17	Fruit and vegetables	Alive Cooperative	22	787	50	787	50				
20-Jun-17	Gas	Nkosi Trading	23	749	00					749	00
30-Jun-17	Food handler stipend	Luthuli	24	1,089	00			1,089	00		
30-Jun-17	Food handler stipend	Letlape	25	1,089	00			1,089	00		
				TOTAL							
LESS: Total Monthly Expenditure				9,515	50	6,588	50	2,178	00	749	00
NSNP Funds on hand - carried forward to <u>next month</u>				1,671	90						

EXPENDITURE CATEGORIES

RECORD EXPENDITURE

TOTALS



EXPENDITURE VS BUDGET ANALYSIS

EXPENDITURE VS BUDGET ANALYSIS

SCHOOL ANNUAL NSNP BUDGET 2017/2018	
EMIS Number:	300717
School Name:	AMAMBALU PRIMARY SCHOOL
District:	BUTTERWORTH
Number Of Learners:	150
Number Of Food handlers:	2
Monthly Stipend:	R1150.00 per food handler per month




A school specific budget has been developed for every school

THE ORIGINAL BUDGET SHOULD BE KEPT ON FILE AT THE SCHOOL. ONCE UPDATED, ATTACH A COPY TO THE MONTHLY FINANCIAL PACK

Month	No. Feeding Days	BUDGET				Total Monthly Expenditure	Total Expenditure as a % of Budget
		Stipend	Food	Cooking Fuel (gas/wood)	Total Allocation		
April	7	R 2,300.00	R 2,394.00	R 1,320.00	R 6,014.00		
May	22	R 2,300.00	R 7,524.00	R 1,320.00	R 11,144.00		
June	21	R 2,300.00	R 7,182.00	R 1,320.00	R 10,802.00		
Quarterly Total					R 27,960.00		
Quarterly Transfer Received							
TOTAL	50	Total annual budget			R 27,960.00		

It specifies the amounts that the school should spend for each category on a monthly basis

EXPENDITURE VS BUDGET ANALYSIS


SCHOOL ANNUAL NSNP BUDGET 2017/2018							
EMIS Number:	300717						
School Name:	AMAMBALU PRIMARY SCHOOL						
District:	BUTTERWORTH						
Number Of Learners:	150						
Number Of Food handlers:	2						
Monthly Stipend:	R1150.00 per food handler per month						
<p>THE ORIGINAL BUDGET SHOULD BE KEPT ON FILE AT THE SCHOOL. ONCE UPDATED, ATTACH A COPY TO THE MONTHLY FINANCIAL PACK</p>							
Month	No. Feeding Days	BUDGET				Total Monthly Expenditure	Total Expenditure as a % of Budget
		Stipend	Food	Cooking Fuel (gas/wood)	Total Allocation		
April	7	R 2,300.00	R 2,394.00	R 1,320.00	R 6,014.00	5231.50	87%
May	22	R 2,300.00	R 7,524.00	R 1,320.00	R 11,144.00	11541.50	104%
June	21	R 2,300.00	R 7,182.00	R 1,320.00	R 10,802.00	9515.50	88%
Quarterly Total					R 27,960.00		
Quarterly Transfer Received							
TOTAL	50	Total annual budget			R 27,960.00		

Each month the school should transfer the "Total Expenditure" from the NSNP Income and Expenditure Register

And transfer "Expenditure as a % of budget"


<u>Formula</u>	$= R9,515.50 \div R10,802.00 \times 100$
Total Expenditure ÷ Total Budget x 100	$= 88\%$

EXPENDITURE VS BUDGET ANALYSIS

SCHOOL ANNUAL NSNP BUDGET 2017/2018							
EMIS Number:	300717						
School Name:	AMAMBALU PRIMARY SCHOOL						
District:	BUTTERWORTH						
Number Of Learners:	150						
Number Of Food handlers:	2						
Monthly Stipend:	R1150.00 per food handler per month						
<p>THE ORIGINAL BUDGET SHOULD BE KEPT ON FILE AT THE SCHOOL. ONCE UPDATED, ATTACH A COPY TO THE MONTHLY FINANCIAL PACK</p>							
Month	No. Feeding Days	BUDGET				Total Monthly Expenditure	Total Expenditure as a % of Budget
		Stipend	Food	Cooking Fuel (gas/wood)	Total Allocation		
April	7	R 2,300.00	R 2,394.00	R 1,320.00	R 6,014.00	5231.60	87%
May	22	R 2,300.00	R 7,524.00	R 1,320.00	R 11,144.00	11541.00	104%
June	21	R 2,300.00	R 7,182.00	R 1,320.00	R 10,802.00	9515.50	88%
Quarterly Total					R 27,960.00		
Quarterly Transfer Received					R27,960.00		
TOTAL	50	Total annual budget			R 27,960.00		

The amount of the NSNP Quarterly Transfer deposited into the school bank account must be captured to confirm receipt

EXPENDITURE VS BUDGET ANALYSIS

SCHOOL ANNUAL NSNP BUDGET 2017/2018							
EMIS Number:	300717						
School Name:	AMAMBALU PRIMARY SCHOOL						
District:	BUTTERWORTH						
Number Of Learners:	150						
Number Of Food handlers:	2						
Monthly Stipend:	R1150.00 per food handler per month						
<p>THE ORIGINAL BUDGET SHOULD BE KEPT ON FILE AT THE SCHOOL. ONCE UPDATED, ATTACH A COPY TO THE MONTHLY FINANCIAL PACK</p>							
Month	No. Feeding Days	BUDGET				Total Monthly Expenditure	Total Expenditure as a % of Budget
		Stipend	Food	Cooking Fuel (gas/wood)	Total Allocation		
April	7	R 2,300.00	R 2,394.00	R 1,320.00	R 6,014.00	5231.60	87%
May	22	R 2,300.00	R 7,524.00	R 1,320.00	R 11,144.00	11541.00	104%
June	21	R 2,300.00	R 7,182.00	R 1,320.00	R 10,802.00	9515.50	88%
Quarterly Total					R 27,960.00		
Quarterly Transfer Received					R27,960.00		
TOTAL	50	Total annual budget			R 27,960.00		

The original should always be kept on the file at the school

AND

A copy attached to the monthly school pack

BANK STATEMENT

BANK STATEMENT







ABSA BANK					
Amambalu Primary School					
STATEMENT NO.	114				
ACCOUNT	100113471				
BRANCH	Butterworth				
Date	Transaction details		Debit	Credit	Balance
19-Apr-17	Opening balance				43,314.56
21-Apr-17	Transfer Zwelista NSNP			27,960.00	71,274.56
23-Apr-17	Cheque	7	(2,172.80)		69,101.96
25-Apr-17	Cheque	8	(581.55)		68,520.41
29-Apr-17	Cheque	9	(1,089.00)		67,431.41
29-Apr-17	Cheque	10	(1,089.00)		66,342.41
29-Apr-17	Cheque	11	(299.45)		66,042.96
30-Apr-17	Bank charges		(89.14)		65,953.82
6-May-17	Cheque	12	(6,019.00)		60,023.96
13-May-17	Cheque	13	(1,014.00)		59,009.96
20-May-17	Cheque	14	(1,231.99)		57,777.97
27-May-17	Cheque	15	(1,089.00)		56,688.97
27-May-17	Cheque	16	(1,089.00)		55,599.97
27-May-17	Cheque	17	(881.87)		54,718.30
30-May-17	Cheque	18	(216.34)		54,501.96
31-May-17	Bank charges		(78.13)		54,423.83
3-Jun-17	Cheque	19	(4,226.00)		50,275.96
3-Jun-17	Cheque	20	(787.50)		49,488.46
10-Jun-17	Cheque	21	(787.50)		48,700.96
17-Jun-17	Cheque	22	(787.50)		47,913.46
20-Jun-17	Cheque	23	(749.00)		47,164.46
20-Jun-17	Closing balance				48,700.96

The school must submit a copy of the bank statement that reflects the deposit of the quarterly NSNP funds into the school bank account transfer

This should be done once per quarter

COPIES OF CHEQUES

COPIES OF CHEQUES

 <p>ABSA NCSA</p>	<p>Absa Butterworth 3rd Floor 170 Main Street Butterworth</p>	<p>Cheque nr <u>19</u></p> <p>Date <u>03 JUNE 17</u></p> <p>PAY TO: <u>ALIVE COOPERATIVE</u></p> <p>AMOUNT OF: <u>Four Thousand two hundred twenty six</u></p> <p>R <u>4226.00</u></p> <p> AUTHORISED SIGNATURE</p> <p>0000023099 122000257 1302451693</p>
 <p>ABSA NCSA</p>	<p>Absa Butterworth 3rd Floor 170 Main Street Butterworth</p>	<p>Cheque nr <u>20</u></p> <p>Date <u>03 JUNE 17</u></p> <p>PAY TO: <u>ALIVE COOPERATIVE</u></p> <p>AMOUNT OF: <u>Seven Hundred Eighty Seven and seventy cents</u></p> <p>R <u>787.50</u></p> <p> AUTHORISED SIGNATURE</p> <p>0000023099 122000257 1302451693</p>
 <p>ABSA NCSA</p>	<p>Absa Butterworth 3rd Floor 170 Main Street Butterworth</p>	<p>Cheque nr <u>24</u></p> <p>Date <u>10 JUNE 17</u></p> <p>PAY TO: <u>ALIVE COOPERATIVE</u></p> <p>AMOUNT OF: <u>Seven Hundred Eighty Seven and seventy cents</u></p> <p>R <u>787.50</u></p> <p> AUTHORISED SIGNATURE</p> <p>0000023099 122000257 1302451693</p>

Copies of cheques should be attached to the NSNP Monthly Reporting Pack

The cheque numbers should tie to those reflected on the expenditure register

Copies should be made after completion and signing but before issuing to the payee

APPENDIX 4

School NSNP Monthly Reporting Pack

(Blank Template)

Eastern Cape

School NSNP Monthly Reporting Pack Control Sheet

EMIS Number	
School Name	
District	
School Contact Number	
Month	

Tick if submitted

- **Daily School Feeding Summary**
- **Daily Food Handler Attendance Register**
- **Food Handler Acknowledgment of Payment Form**
- **NSNP Monthly Income and Expenditure Register**
- **Copies of Invoices & Supporting Vouchers**
- **Expenditure vs Budget Analysis**
- **Bank Statement (1 x per quarter reflecting NSNP funds received)**
- **Copies of Cheques**

We the undersigned confirm that the information supplied in this pack has been verified and confirmed as true/correct:

Principal:

Name _____

Signature _____

SGB Chairperson:

Name _____

Signature _____

School Stamp

DAILY SCHOOL FEEDING SUMMARY

School Name	EMIS Number
School Enrolment	Total learners approved for NSNP
District	Month

Feeding Days	Date	Feeding Time		Menu Served			Total No. Learners Fed	Comments	NSNP Coordinator Signature	
		Start	Finish	Starch	Protein	Fruit or Veg				
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
Total number of learners fed for the month (A)								= Total No. learners in shaded column for all feeding days		
Number of days fed in the month (B)								= No. days on which feeding took place in the month		
Average number of learners fed for the month (C)								= A divided by B		

DAILY FOOD HANDLER ATTENDANCE REGISTER

EMIS Number	
School Name	
District	
Total learners approved for NSNP	
Number of Food Handlers engaged	
Month	

FEED DAYS	DATE	F/H 1: _____	F/H 2: _____	F/H 3: _____	F/H 4: _____	F/H 5: _____	F/H 6: _____	F/H 7: _____	NSNP Coordinator Signature
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									

FOOD HANDLER ACKNOWLEDGEMENT OF PAYMENT FORM

EMIS Number		District	
School Name		Total learners approved for NSNP	
No. Food Handlers Engaged		Month	

No. FH Engaged	Surname	Initials	ID Number	Amount Received	Signature	Date Received
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

NSNP Coordinator _____

Date _____

NSNP MONTHLY INCOME & EXPENDITURE REPORT

SCHOOL NAME

MONTH

PRINCIPAL (signatory 1)

SIGNATURE

DATE

NAME

SGB CHAIRPERSON (signatory 2)

SIGNATURE

DATE

NAME

NSNP Funds on hand - brought forward from previous month

ADD: NSNP Funds (transfers) received during the month

Date	Item(s) purchased	Payment made to	Cheque no.	TOTAL		Food		Stipend		Cooking Fuel (gas/wood)	
				R	c	R	c	R	c	R	c


LESS: Total Monthly Expenditure

NSNP Funds on hand - carried forward to next month

school stamp

Page 1

SCHOOL ANNUAL NSNP BUDGET 2017/2018

EMIS Number:	300717	
School Name:	AMAMBALU PRIMARY SCHOOL	
District:	BUTTERWORTH	
Number Of Learners:	150	
Number Of Food handlers:	2	
Monthly Stipend:	R1150.00 per food handler per month	

THE ORIGINAL BUDGET SHOULD BE KEPT ON FILE AT THE SCHOOL. ONCE UPDATED, ATTACH A COPY TO THE MONTHLY FINANCIAL PACK

Month	No. Feeding Days	BUDGET				Total Monthly Expenditure	Total Expenditure as a % of Budget
		Stipend	Food	Cooking Fuel (gas/wood)	Total Allocation		
April	7	R 2,300.00	R 2,394.00	R 1,320.00	R 6,014.00		
May	22	R 2,300.00	R 7,524.00	R 1,320.00	R 11,144.00		
June	21	R 2,300.00	R 7,182.00	R 1,320.00	R 10,802.00		
Quarterly Total					R 27,960.00		
Quarterly Transfer Received							
TOTAL	50	Total annual budget			R 27,960.00		

EXAMPLE ONLY

APPENDIX 5

School NSNP Monthly Reporting Pack

(Completed Template)

Eastern Cape

School NSNP Monthly Reporting Pack Control Sheet

EMIS Number	100300717
School Name	AMAMBALU PRIMARY SCHOOL
District	AMATHOLE EAST
School Contact Number	043 712 4681
Month	June 2017

Tick if submitted

- **Daily School Feeding Summary**
- **Daily Food Handler Attendance Register**
- **Food Handler Acknowledgment of Payment Form**
- **NSNP Monthly Income and Expenditure Register**
- **Copies of Invoices & Supporting Vouchers**
- **Expenditure vs Budget Analysis**
- **Bank Statement (1 x per quarter reflecting NSNP funds received)**
- **Copies of Cheques**

We the undersigned confirm that the information supplied in this pack has been verified and confirmed as true/correct:

Principal:

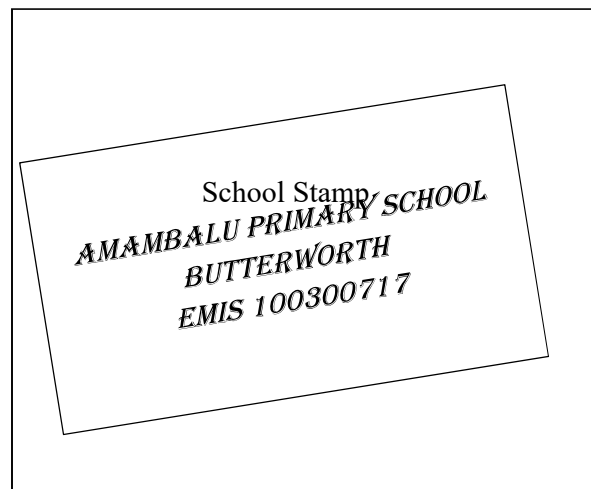
Name Mr. C Ramaphosa

Signature C. Ramaphosa

SGB Chairperson:

Name Mr. K Mothlante

Signature K. Mothlante



DAILY SCHOOL FEEDING SUMMARY

School Name	AMAMBALU PRIMARY	EMIS Number	100300717
School Enrolment	152	Total learners approved for NSNP	150
District	AMATHOLE EAST	Month	June 2017

Feeding Days	Date	Feeding Time		Menu Served			Total No. Learners Fed	Comments	NSNP Coordinator Signature	
		Start	Finish	Starch	Protein	Fruit or Veg				
1	1 June	9:35am	9:55am	Pap	Chicken liver	Butternut	145		P. Nhlapo	
2	2 June	9:35am	9:55am	Samp	Sugar Beans	Cabbage	141		P. Nhlapo	
3	5 June	9:35am	9:55am	Phutu	Amasi	Orange	141		P. Nhlapo	
4	6 June	9:35am	9:55am	Samp	Sugar Beans	Cabbage	142		P. Nhlapo	
5	7 June	9:35am	9:55am	Bread	Pilchards	Carrots	148		P. Nhlapo	
6	8 June	9:35am	9:55am	Pap	Chicken liver	Butternut	142		P. Nhlapo	
7	9 June	9:35am	9:55am	Samp	Sugar Beans	Cabbage	145		P. Nhlapo	
8	12 June	9:35am	9:55am	Phutu	Amasi	Orange	142		P. Nhlapo	
9	13 June	9:35am	9:55am	Samp	Sugar Beans	Cabbage	142		P. Nhlapo	
10	14 June	9:35am	9:55am	Bread	Pilchards	Carrots	145		P. Nhlapo	
11	15 June	9:35am	9:55am	Samp	Sugar Beans	Cabbage	142		P. Nhlapo	
12	19 June	9:35am	9:55am	Phutu	Amasi	Orange	145		P. Nhlapo	
13	20 June	9:35am	9:55am	Samp	Sugar Beans	Cabbage	144		P. Nhlapo	
14	21 June	9:35am	9:55am	Bread	Pilchards	Carrots	143		P. Nhlapo	
15	22 June	9:35am	9:55am	Pap	Chicken liver	Butternut	141		P. Nhlapo	
16	23 June	9:35am	9:55am	Samp	Sugar Beans	Cabbage	141		P. Nhlapo	
17	26 June	9:35am	9:55am	Phutu	Amasi	Orange	142		P. Nhlapo	
18	27 June	9:35am	9:55am	Samp	Sugar Beans	Cabbage	148		P. Nhlapo	
19	28 June	9:35am	9:55am	Bread	Pilchards	Carrots	147		P. Nhlapo	
20	29 June	9:35am	9:55am	Pap	Chicken liver	Butternut	150		P. Nhlapo	
21	30 June	9:35am	9:55am	Samp	Sugar Beans	Cabbage	152		P. Nhlapo	
22										
23										
24										
Total number of learners fed for the month (A)							3,028	= Total No. learners in shaded column for all feeding days		
Number of days fed in the month (B)							21	= No. days on which feeding took place in the month		
Average number of learners fed for the month (C)							144	= A divided by B		

DAILY FOOD HANDLER ATTENDANCE REGISTER

EMIS Number	100300717
School Name	AMAMBALU PRIMARY
District	AMATHOLE EAST
Total learners approved for NSNP	150
Number of Food Handlers engaged	2
Month	June 2017

FEED DAYS	DATE	F/H 1: <i>J. Luthuli</i>	F/H 2: <i>S. letlape</i>	F/H 3: _____	F/H 4: _____	F/H 5: _____	F/H 6: _____	F/H 7: _____	NSNP Coordinator Signature
1	1 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
2	2 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
3	5 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
4	6 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
5	7 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
6	8 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
7	9 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
8	12 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
9	13 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
10	14 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
11	15 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
12	19 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
13	20 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
14	21 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
15	22 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
16	23 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
17	26 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
18	27 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
19	28 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
20	29 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
21	30 June	<i>J. Luthuli</i>	<i>S. letlape</i>						<i>P. Nhlapo</i>
22									
23									
24									

FOOD HANDLER ACKNOWLEDGEMENT OF PAYMENT FORM

EMIS Number	100300717	District	AMATHOLE EAST
School Name	AMAMBALU PRIMARY	Total learners approved for NSNP	150
No. Food Handlers Engaged	2	Month	June 2017

No. FH Engaged	Surname	Initials	ID Number	Amount Received	Signature	Date Received
1	<i>Luthuli</i>	<i>J.L</i>	<i>6710123003007</i>	<i>R1,089</i>	<i>J Luthuli</i>	<i>30 June 2017</i>
2	<i>Letlape</i>	<i>S.S</i>	<i>7411234581008</i>	<i>R1,089</i>	<i>S Letlape</i>	<i>30 June 2017</i>
3						
4						
5						
6						
7						
8						
9						
10						

NSNP Coordinator *P. Nhlape*

Date *30th June 2017*

NSNP MONTHLY INCOME & EXPENDITURE REPORT

SCHOOL NAME Amambalu Primary School

MONTH Jun-17

PRINCIPAL (signatory 1)	
SIGNATURE	<u>C. Ramaphosa</u>
DATE	<u>30-Jun-17</u>
NAME	<u>C. Ramaphosa</u>

SGB CHAIRPERSON (signatory 2)	
SIGNATURE	<u>K MOTHLANTE</u>
DATE	<u>30-Jun-17</u>
NAME	<u>K.H Mothlante</u>

NSNP Funds on hand - brought forward from previous month

11,187	40
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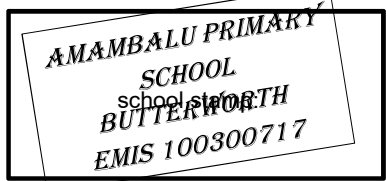
ADD: NSNP Funds (transfers) received during the month

0	00
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Date	Item(s) purchased	Payment made to	Cheque no.	TOTAL		Food		Stipend		Cooking Fuel (gas/wood)			
				R	c	R	c	R	c	R	c		
3-Jun-17	Dry goods	Alive Cooperative	19	4,226	00	4,226	00						
3-Jun-17	Fruit and vegetables	Alive Cooperative	20	787	50	787	50						
10-Jun-17	Fruit and vegetables	Alive Cooperative	21	787	50	787	50						
17-Jun-17	Fruit and vegetables	Alive Cooperative	22	787	50	787	50						
20-Jun-17	Gas	Nkosi Trading	23	749	00					749	00		
30-Jun-17	Food handler stipend	Luthuli	24	1,089	00			1,089	00				
30-Jun-17	Food handler stipend	Letlape	25	1,089	00			1,089	00				
<u>LESS</u>: Total Monthly Expenditure						9,515	50	6,588	50	2,178	00	749	00

NSNP Funds on hand - carried forward to next month

1,671	90
-------	----



SCHOOL ANNUAL NSNP BUDGET 2017/2018

EMIS Number:	300717	
School Name:	AMAMBALU PRIMARY SCHOOL	
District:	BUTTERWORTH	
Number Of Learners:	150	
Number Of Food handlers:	2	
Monthly Stipend:	R1150.00 per food handler per month	

THE ORIGINAL BUDGET SHOULD BE KEPT ON FILE AT THE SCHOOL. ONCE UPDATED, ATTACH A COPY TO THE MONTHLY FINANCIAL PACK

Month	No. Feeding Days	BUDGET				Total Monthly Expenditure	Total Expenditure as a % of Budget
		Stipend	Food	Cooking Fuel (gas/wood)	Total Allocation		
April	7	R 2,300.00	R 2,394.00	R 1,320.00	R 6,014.00	5231.60	87%
May	22	R 2,300.00	R 7,524.00	R 1,320.00	R 11,144.00	11541.00	104%
June	21	R 2,300.00	R 7,182.00	R 1,320.00	R 10,802.00	9515.50	88%
Quarterly Total					R 27,960.00		
Quarterly Transfer Received							
TOTAL	50	Total annual budget			R 27,960.00		


ABSA BANK**Amambalu Primary School**

STATEMENT NO. 114

ACCOUNT 100113471

BRANCH Butterworth

Date	Transaction details	Debit	Credit	Balance
19-Apr-17	Opening balance			43,314.56
21-Apr-17	Transfer Zwelista NSNP		27,960.00	71,274.56
23-Apr-17	Cheque 7	(2,172.60)		69,101.96
25-Apr-17	Cheque 8	(581.55)		68,520.41
29-Apr-17	Cheque 9	(1,089.00)		67,431.41
29-Apr-17	Cheque 10	(1,089.00)		66,342.41
29-Apr-17	Cheque 11	(299.45)		66,042.96
30-Apr-17	Bank charges	(89.14)		65,953.82
6-May-17	Cheque 12	(6,019.00)		60,023.96
13-May-17	Cheque 13	(1,014.00)		59,009.96
20-May-17	Cheque 14	(1,231.99)		57,777.97
27-May-17	Cheque 15	(1,089.00)		56,688.97
27-May-17	Cheque 16	(1,089.00)		55,599.97
27-May-17	Cheque 17	(881.67)		54,718.30
30-May-17	Cheque 18	(216.34)		54,501.96
31-May-17	Bank charges	(78.13)		54,423.83
3-Jun-17	Cheque 19	(4,226.00)		50,275.96
3-Jun-17	Cheque 20	(787.50)		49,488.46
10-Jun-17	Cheque 21	(787.50)		48,700.96
17-Jun-17	Cheque 22	(787.50)		47,913.46
20-Jun-17	Cheque 23	(749.00)		47,164.46
20-Jun-17	Closing balance			48,700.96


 Absa Butterworth
 3rd Floor
 170 Main Street
 Butterworth

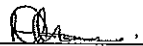
Cheque nr 19

Date 03 JUNE 17


PAY TO: ALIVE COOPERATIVE

AMOUNT OF: Four Thousand two hundred
twenty six

R 4226.00


AUTHORISED SIGNATURE

0000023099 122000257 1302451693


 Absa Butterworth
 3rd Floor
 170 Main Street
 Butterworth


Cheque nr 20

Date 03 JUNE 17


PAY TO: ALIVE COOPERATIVE

AMOUNT OF: Seven Hundred Eighty Seven
and fifty cents

R 787.50


AUTHORISED SIGNATURE

0000023099 122000257 1302451693


 Absa Butterworth
 3rd Floor
 170 Main Street
 Butterworth


Cheque nr 24

Date 10 JUNE 17


PAY TO: ALIVE COOPERATIVE

AMOUNT OF: Seven Hundred Eighty Seven
and fifty cents

R 787.50


AUTHORISED SIGNATURE

0000023099 122000257 1302451693


 Absa Butterworth
 3rd Floor
 170 Main Street
 Butterworth


Cheque nr 22

Date 17 JUNE 17


PAY TO: ALIVE COOPERATIVE

AMOUNT OF: Seven Hundred Eighty Seven
and fifty cents

R 787.50


AUTHORISED SIGNATURE

0000023099 122000257 1302451693



 Absa Butterworth
 3rd Floor
 170 Main Street
 Butterworth

Cheque nr 23


Date 20 JUNE 2017

PAY TO: Nkosi Trading
 AMOUNT OF: SEVEN HUNDRED FORTY NINE.

R 749.00


 AUTHORISED SIGNATURE

0000023099 122000257 1302451693



 Absa Butterworth
 3rd Floor
 170 Main Street
 Butterworth

Cheque nr 24


Date 30 JUNE 2017

PAY TO: Luthuli
 AMOUNT OF: ONE THOUSAND EIGHTY NINE

R 1089.00


 AUTHORISED SIGNATURE

0000023099 122000257 1302451693



 Absa Butterworth
 3rd Floor
 170 Main Street
 Butterworth

Cheque nr 25

Date 30 JUN 2017

PAY TO: Letlape
 AMOUNT OF: ONE THOUSAND EIGHTY NINE.

R 1089.00


 AUTHORISED SIGNATURE

0000023099 122000257 1302451693

APPENDIX 6

Equipment/Utensils Funds Tracking Form

(Blank and Completed Template)

EQUIPMENT AND UTENSILS FUNDS TRACKING FORM

School Name		EMIS Number	
--------------------	--	--------------------	--

Date	Details	Name of Supplier & Invoice Number	Amount	Balance Remaining

EQUIPMENT AND UTENSILS FUNDS TRACKING FORM

School Name	Bekinkosi Primary	EMIS Number	300100818
--------------------	-------------------	--------------------	-----------

Date	Details	Name of Supplier & Invoice Number	Amount	Balance Remaining
14 May 2017	Receipt of funds from Department	-	R12,317.11	R12,317.11
1 June 2017	Purchase of pots and gas stove	BBC Catering (Inv 1212)	-R5,409.36	R6,907.75
21 June 2017	Purchase of eating utensils	PK Wholesalers (Inv 1387)	-R4,814.40	R2,093.35

APPENDIX 7

Application for Utilisation of NSNP Surplus/Savings

(Blank Template)



APPLICATION FOR UTILISATION OF NSNP SURPLUS / SAVINGS

1. SCHOOL DETAILS			
School Name		No. NSNP Approved Learners	
Emis Number		Financial Status	
District Name		Quintile Status	
2. AMOUNT OF NSNP SURPLUS AS AT END OF FINANCIAL YEAR (31 MARCH 201__)			
Total NSNP Funds received during Financial Year		<i>Attach for end of Financial Year (March 201__):</i>	
Less: NSNP Expenditure during Financial Year		1. NSNP Monthly Income & Expenditure Register	
Equals: NSNP Surplus remaining at end of Financial Year		2. Expenditure vs Budget Analysis	
		3. Bank Statement	
3. PROPOSED USE OF SURPLUS			
Expenditure type	Tick	Provide detail and state why approval should be granted	
Feed learners at beginning of new financial year			
Improve menu (provide animal protein or provide fruit twice a week)			
Cooking facilities/mobile kitchen, eating utensils, fire extinguishers			
Breakfast for orphans/other vulnerable learners			
Protective clothing for food handlers			
Water tanks, seedlings, garden implements			
Meals for Gr 12 learners during study periods/weekend classes/holiday periods			
NB. Relevant supporting documents (bank statements, quotations, plans, etc.) must be attached to this application.			
4. DECLARATION			
We the undersigned hereby certify the above information is correct and true.			SCHOOL STAMP
_____ PRINCIPAL - INITIAL AND SURNAME SIGNATURE DATE			
_____ SGB CHAIRPERSON - INITIAL AND SURNAME SIGNATURE DATE			
RECOMMENDED/NOT RECOMMENDED			
.....			
.....			
_____ CES:ESSS - INITIAL AND SURNAME SIGNATURE DATE			
APPROVED/NOT APPROVED			
.....			
.....			
_____ DISTRICT DIRECTOR - INITIALS AND SURNAME SIGNATURE DATE			
NB: All the information given above must be verified before approval is granted for the requested utilization of NSNP surplus funds.			

APPENDIX 8

Eastern Cape NSNP - School File Index

(Template)

Eastern Cape NSNP – School File Index

Annual Planning (All for Current Financial Year)

1. Business Plan Amendment Circular
2. Annual NSNP Transfer Schedule
3. School Specific Menu
4. School Specific Budgets
5. Feeding Calendar

NSNP Related Minutes and Circulars

6. Minutes of NSNP Committee Meetings and Reports to the SGB
7. NSNP Circulars/Memoranda

School NSNP Monthly Reporting Packs

8. Completed packs (filed monthly for the current financial year)

NSNP Procurement and Supplier Management

9. Audit trail of *6 monthly procurement* process to select suppliers
 - a. Advertisements for Quotations
 - b. Register of Supplier Quotations received
 - c. Completed Quotation Sheets received from suppliers
 - d. Completed/Signed Evaluation Sheet
 - e. Completed and signed Contract (SLA) between the School and the Supplier
10. Completed NSNP Order Forms
11. Signed copies of Supplier Delivery Notes

Food Handlers

12. Food Handler - Appointment Ratios Guide
13. Food Handler - Standard Duty Lists (English, Afrikaans, IsiXhosa, Sesotho)
14. Annual Food Handler Engagement Process
 - a. Food Handler - Advertisement
 - b. Food Handler - Application Forms Received
 - c. Completed/Signed Food Handler Evaluation Form
 - d. For each Food Handler engaged for the current year
 - i. Completed Food Handler - Registration Form
 - ii. Completed/Signed Food Handler - Contract
 - iii. Certified Copy of SA Identity Document (ID)

Administration

15. Simplified Soya Specification
16. Completed Equipment/Utensils Funds Tacking Form
17. Completed NSNP Stock Control Registers
18. Application for Utilisation of NSNP Surplus/Savings (if applicable)

APPENDIX 9

School NSNP Quotation Process

(Key Slides)

SCHOOL NSNP PROCUREMENT PROCESSES (KEY SLIDES)

Intro and Overview

The procurement templates and this guide have been prepared to assist schools to be able to do the following:

- **Request quotations** from suppliers using a standard template which has pre-formatted quantities for specific menu items
- **Compare these quotations** on a like for like basis
- **Evaluate and select** the most suitable supplier(s)
- **Formalise** the appointment of the supplier(s) and **maintain an audit trail** of the entire process

This entire process should take place every 6 months

Intro and Overview

- This pack focuses on **“choosing the right supplier(s)”**



NOTE

- Assumptions we make when choosing the right supplier are not intended to always rule decisions we might need to make later on in the process (i.e when contracting with/managing the supplier)
- For example, if samp was not included in the standardised quotation template, then it should not prevent the school from procuring the product from the appointed supplier if learners prefer it to the starch options included on the standardised quotation templates

SCHOOL SPECIFIC QUOTATION SHEET (SSQS)

School Specific Supplier Quotation Sheet

The **School Specific Quotation Sheet (SSQS)** is the foundation document for the entire process

SSQS's will be created annually by the provincial office for all schools and distributed at the beginning of each financial year

The SSQS template has been developed using the:

- Approved number of learners for the NSNP
- Provincial menu per the annual NSNP Business Plan

The SSQS template has also been developed based on the following assumptions:

- Suppliers must include transport costs in the cost of each product
- Bread and sweet potato have been excluded from the template because they are not DRY Groceries and are likely to significantly complicate the quotation process
- Seasoning has been excluded from the quotation template as it is of a very low value and difficult to standardise for schools (broad range of products/preferences at schools)

SSQS Template - Overview

School Specific Supplier Quotation Sheet				Supplier Name		
School Name		Nyosana JSS		Number of NSNP Learners		
				736		
Column no.	A	B	C	D	E	F
Category	Product	Description (brand/ or product)	Unit	Total Weekly Quantity	Total Weekly Cost (Rands)	Comments
DRY GROCERIES	Samp		Kg	74		EXAMPLE ONLY
	Maize Meal		Kg	74		
	Rice		Kg	37		
	Sugar Beans		Kg	52		
	UHT Milk	Cross out if Amasi chosen		Litre	147	
	Pilchards in Tomato	Select one tin size & cross out the other		400g tin	74	
			425g tin	69		
WEEKLY COST - DRY GROCERIES						
PASTEURISED AMASI	Cross out if UHT milk selected above		Litre	147		
WEEKLY COST - PASTEURISED AMASI						
POULTRY	Chicken livers/gizzards	Select one product & cross out the other		Kg	29	
	Chicken with bones			Kg	37	
WEEKLY COST - POULTRY						
FRUIT & VEG	Yellow/Orange/Red Vegetables		Kg	88		
	Green Vegetables		Kg	88		
	Fruit in Season		Each	736		
WEEKLY COST - FRUIT & VEG						
TOTAL WEEKLY COST						
<p>I hereby declare that prices quoted above are INCLUSIVE of transport to the school and are:</p> <p>(a) Valid for a period of _____ months from _____ to _____</p> <p>(b) Based on deliveries of "DRY GROCERIES" being made <u>once per month</u>.</p> <p>(c) Based on deliveries of "PERISHABLES" (fruit/veg, amasi, poultry) being made <u>once per week</u></p> <p>I / we hereby also declare that :</p> <p>(d) Products will be clearly and correctly labeled and supplied in original manufacturer packaging (no repackaging)</p> <p>(e) Products will be stored and transported to the school under hygienically acceptable conditions</p> <p>(f) Maize Meal will be fortified in line with government specs and bear the appropriate logo</p> <p>(g) Milk will be full cream UHT (Ultra High Temperature)</p> <p>(h) Amasi will be Pasteurised</p> <p>(i) Fruit and vegetables will be fresh and free from damages and blemishes</p>				<p>Full Name</p> <p>Capacity</p> <p>Date</p> <p>Signature</p> <p>Company Stamp</p>		

SSQS Template – 2 Sections

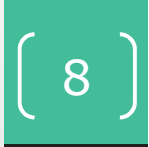
School Specific Supplier Quotation Sheet				Supplier Name			
School Name		Nyosana JSS		Number of NSNP Learners		736	
Column no.	A	B	C	D	E	F	
Category	Product	Description (brand/ or product)	Unit	Total Weekly Quantity	Total Weekly Cost (Rands)	Comments	
DRY GROCERIES	Samp		Kg	74		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> EXAMPLE ONLY Section 1 Weekly Product Costing </div>	
	Maize Meal		Kg	74			
	Rice		Kg	37			
	Sugar Beans		Kg	52			
	UHT Milk	<i>Cross out if Amasi chosen</i>		Litre	147		
	Pilchards in Tomato	<i>Select one tin size & cross out the other</i>		400g tin	74		
			425g tin	69			
WEEKLY COST - DRY GROCERIES							
PASTEURISED AMASI	<i>Cross out if UHT milk selected above</i>		Litre	147			
WEEKLY COST - PASTEURISED AMASI							
POULTRY	Chicken livers/gizzards	<i>Select one product & cross out the other</i>		Kg	29		
	Chicken with bones			Kg	37		
WEEKLY COST - POULTRY							
FRUIT & VEG	Yellow/Orange/Red Vegetables		Kg	88			
	Green Vegetables		Kg	88			
	Fruit in Season		Each	736			
WEEKLY COST - FRUIT & VEG							
TOTAL WEEKLY COST							

<p><i>I hereby declare that prices quoted above are INCLUSIVE of transport to the school and are:</i></p> <p>(a) Valid for a period of _____ months from _____ to _____</p> <p>(b) Based on deliveries of "DRY GROCERIES" being made <u>once per month</u>.</p> <p>(c) Based on deliveries of "PERISHABLES" (fruit/veg, amasi, poultry) being made <u>once per week</u></p> <p><i>I / we hereby also declare that :</i></p> <p>(d) Products will be clearly and correctly labeled and supplied in original manufacturer packaging (no repackaging)</p> <p>(e) Products will be stored and transported to the school under hygienically acceptable conditions</p> <p>(f) Maize Meal will be fortified in line with government specs and bear the appropriate logo</p> <p>(g) Milk will be full cream UHT (Ultra High Temperature)</p> <p>(h) Amasi will be Pasteurised</p> <p>(i) Fruit and vegetables will be fresh and free from damages and blemishes</p>		<p>Full Name _____</p> <p>Capacity _____</p> <p>Date _____</p> <p>Signature _____</p> <p>Company Stamp _____</p>	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <h2>Section 2</h2> <h2>Supplier Declaration</h2> </div>
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SSQS Template – Understanding it

There are 4 product categories

School Specific Supplier Quotation Sheet					Supplier Name	
School Name			Nyosana JSS		Number of NSNP Learners	
					736	
Column no.	A	B	C	D	E	F
Category	Product	Description (brand/ or product)	Unit	Total Weekly Quantity	Total Weekly Cost (Rands)	Comments
DRY GROCERIES	Maize Meal		Kg	74		EXAMPLE ONLY
	Rice		Kg	37		
	Sugar Beans		Kg	52		
	UHT Milk	<i>Cross out if Amasi chosen</i>	Litre	147		
	Pilchards in Tomato	<i>Select one tin size & cross out the other</i>	400g tin	74		
			425g tin	69		
WEEKLY COST - DRY GROCERIES						
PASTEURISED AMASI	<i>Cross out if UHT milk selected above</i>		Litre	147		
WEEKLY COST - PASTEURISED AMASI						
POULTRY	Chicken livers/gizzards	<i>Select one product & cross out the other</i>	Kg	29		
	Chicken with bones		Kg	37		
WEEKLY COST - POULTRY						
FRUIT & VEG	Yellow/Orange/Red Vegetables		Kg	88		
	Green Vegetables		Kg	88		
	Fruit in Season		Each	736		
WEEKLY COST - FRUIT & VEG						
TOTAL WEEKLY COST						



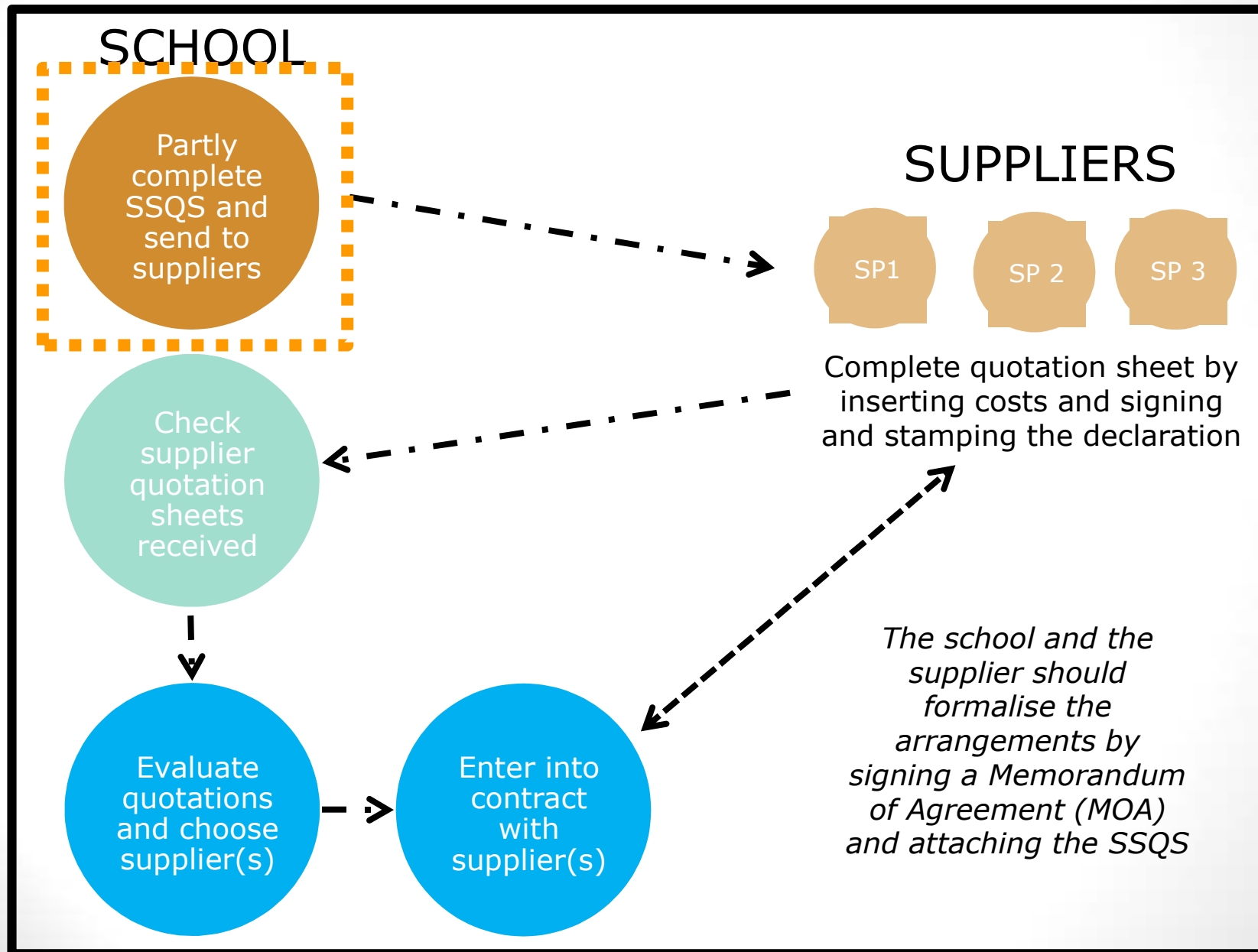
SSQS Template – Understanding it

Pre-determined products per category

Pre-determined weekly quantities

School Specific Supplier Quotation Sheet				Supplier Name				
School Name		Nyosana JSS		Number of NSNP Learners		736		
Column no.	A	B	C	D	E	F		
Category	Product	Description (brand or product)	Unit	Total Weekly Quantity	Total Weekly Cost (Rands)	Comments		
DRY GROCERIES	Samp		Kg	74		EXAMPLE ONLY		
	Maize Meal		Kg	74				
	Rice		Kg	37				
	Sugar Beans		Kg	52				
	UHT Milk	<i>Cross out if Amasi chosen</i>		Litre	147			
	Pilchards in Tomato		<i>Select one tin size & cross out the other</i>	400g tin	74			
425g tin				69				
WEEKLY COST - DRY GROCERIES								
PASTEURISED AMASI	<i>Cross out if UHT milk selected above</i>		Litre	147				
WEEKLY COST - PASTEURISED AMASI								
POULTRY	Chicken livers/gizzards	<i>Select one product & cross out the other</i>	Kg	29				
	Chicken with bones		Kg	37				
WEEKLY COST - POULTRY								
FRUIT & VEG	Yellow/Orange/Red Vegetables		Kg	88				
	Green Vegetables		Kg	88				
	Fruit in Season		Each	736				
WEEKLY COST - FRUIT & VEG								
TOTAL WEEKLY COST								

Step 1 - Prepare & send out quotations



Step 1 - Prepare & send out quotations

Before school specific quotations can be sent to suppliers the SCHOOL must:

1. Select one tin size for Pilchards and cross out tin size not used
2. Choose between UHT milk and pasteurised amasi and cross out the one not used
3. Choose between chicken livers/gizzards and chicken with bones and cross out the one not used
4. Fill in a product description if required (brand or type of product)
5. Make **5 copies** of this partly completed Supplier Quotation Sheet
 - a) Keep 1 copy for the school in case needed
 - b) Make copies available to potential suppliers and make sure that they understand how to correctly complete it and they know the date by which it is to be submitted back to the school

Step 1 - Prepare & send out quotations

Example: School wants 400g tins of pilchards, UHT milk & chicken livers/gizzards

They must therefore cross out 425g pilchards tin, pasteurised amasi & chicken with bones

School Specific Supplier Quotation Sheet					Supplier Name		
School Name			Nyosana JSS		Number of NSNP Learners		736
Column no.	A	B	C	D	E	F	
Category	Product	Description (brand/ or product)	Unit	Total Weekly Quantity	Total Weekly Cost (Rands)	Comments	
DRY GROCERIES	Samp		Kg	74			
	Maize Meal	<i>Ace Super</i>	Kg	74			
	Rice		Kg	37			
	Sugar Beans		Kg	52			
	UHT Milk	<i>Cross out if Amasi chosen</i>		Litre	147		
	Pilchards in Tomato			400g tin	74		
425g tin				60			
WEEKLY COST - DRY GROCERIES							
PASTEURISED AMASI	<i>Cross out if UHT milk selected above</i>		Litre	147			
WEEKLY COST - PASTEURISED AMASI							
POULTRY	Chicken livers/gizzards	<i>Select one product & cross out the other</i>		Kg	29		
	Chicken with bones			Kg	37		
WEEKLY COST - POULTRY							
FRUIT & VEG	Yellow/Orange/Red Vegetables	<i>Carrots/butternut</i>	Kg	88			
	Green Vegetables	<i>Cabbage/spinach</i>	Kg	88			
	Fruit in Season	<i>Apple/orange</i>	Each	736			
WEEKLY COST - FRUIT & VEG							
TOTAL WEEKLY COST							

Step 1 - Prepare & send out quotations

If the school wants to be quoted on UHT Milk AND Pasteurised Amasi then do not cross out one of the products but instead **halve** the quantities ($147 \div 2 = 74$)

School Name	Nyosana JSS			Number of NSNP Learners	736	
Column no.	A	B	C	D	E	F
Category	Product	Description (brand/ or product)	Unit	Total Weekly Quantity	Total Weekly Cost (Rands)	Comments
DRY GROCERIES	Samp		Kg	74		
	Maize Meal	<i>Ace Super</i>	Kg	74		
	Rice		Kg	37		
	Sugar Beans		Kg	52		
	UHT Milk	<i>Cross out if Amasi chosen</i>	Litre	147 74		
	Pilchards in Tomato	<i>Select one tin size & cross out the other</i>	400g tin		74	
425g tin				69		
WEEKLY COST - DRY GROCERIES						
PASTEURISED AMASI	<i>Cross out if UHT milk selected above</i>		Litre	147 74		
WEEKLY COST - PASTEURISED AMASI						
POULTRY	Chicken livers/gizzards	<i>Select one product & cross out the other</i>	Kg	29		
	Chicken with bones		Kg	37		
WEEKLY COST - POULTRY						
FRUIT & VEG	Yellow/Orange/Red Vegetables	<i>Carrots/butternut</i>	Kg	88		
	Green Vegetables	<i>Cabbage/spinach</i>	Kg	88		
	Fruit in Season	<i>Apple/orange</i>	Each	736		
WEEKLY COST - FRUIT & VEG						
TOTAL WEEKLY COST						

Step 1 - Prepare & send out quotations

The same applies if the school wants to be quoted on Chicken livers/gizzards AND Chicken with bones ($29 \div 2 = 15$ and $37 \div 2 = 18$)

School Name	Nyosana JSS			Number of NSNP Learners	736		
Column no.	A	B	C	D	E	F	
Category	Product	Description (brand/ or product)	Unit	Total Weekly Quantity	Total Weekly Cost (Rands)	Comments	
DRY GROCERIES	Samp		Kg	74			
	Maize Meal	<i>Ace Super</i>	Kg	74			
	Rice		Kg	37			
	Sugar Beans		Kg	52			
	UHT Milk	<i>Cross out if Amasi chosen</i>		Litre	147		
	Pilchards in Tomato	<i>Select one tin size & cross out the other</i>		400g tin	74		
			425g tin	89			
WEEKLY COST - DRY GROCERIES							
PASTEURISED AMASI	<i>Cross out if UHT milk selected above</i>		Litre	147			
WEEKLY COST - PASTEURISED AMASI							
POULTRY	Chicken livers/gizzards	<i>Select one product & cross out the other</i>	Kg	29 15			
	Chicken with bones		Kg	37 18			
WEEKLY COST - POULTRY							
FRUIT & VEG	Yellow/Orange/Red Vegetables	<i>Carrots/butternut</i>	Kg	88			
	Green Vegetables	<i>Cabbage/spinach</i>	Kg	88			
	Fruit in Season	<i>Apple/orange</i>	Each	736			
WEEKLY COST - FRUIT & VEG							
TOTAL WEEKLY COST							

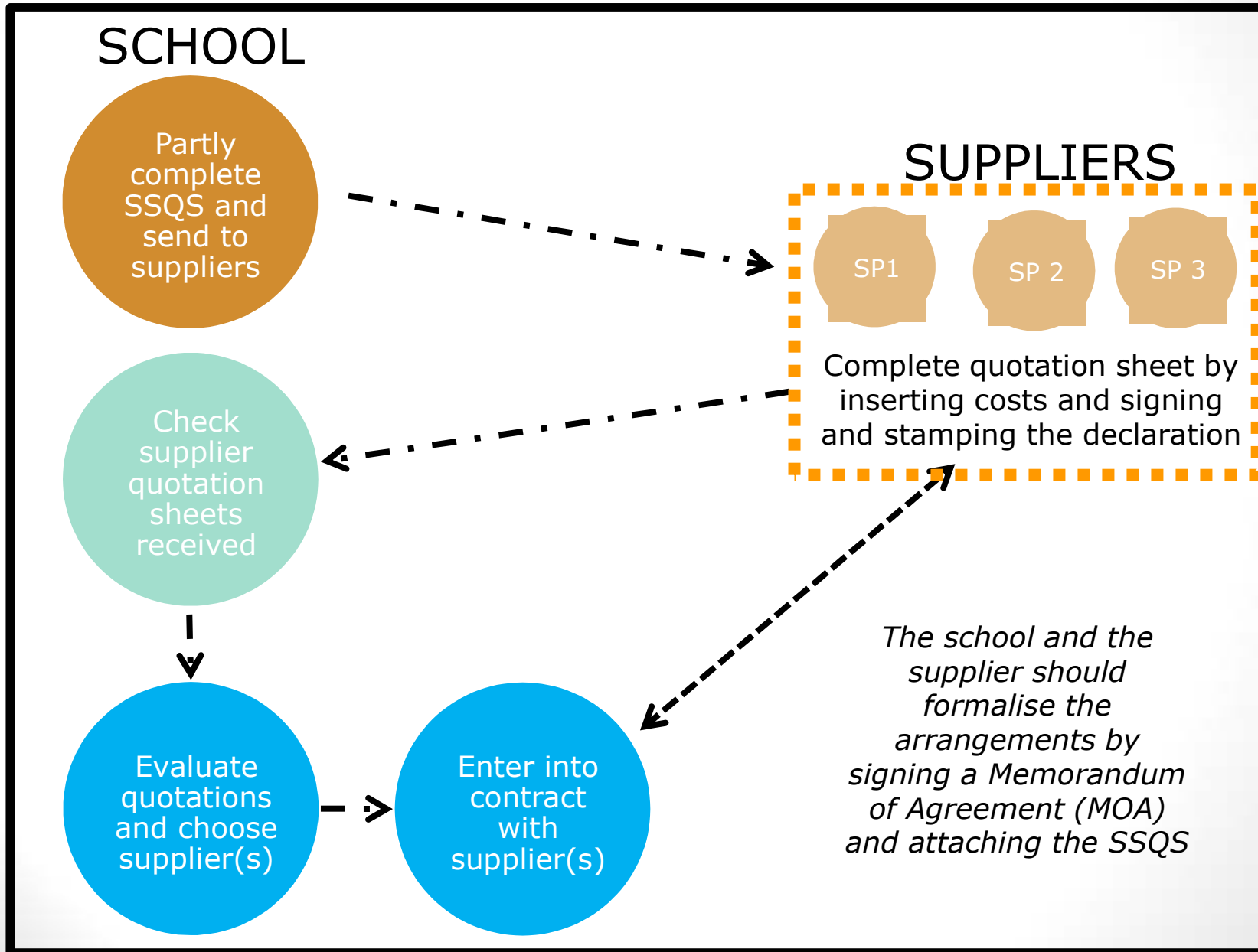
Step 1 - Prepare & send out quotations

The school should add product "descriptions" where required into Column B

Eg: Ace Super Maize Meal, and specify the fruits and vegetables they want

School Specific Supplier Quotation Sheet				Supplier Name		
School Name		Nyosana JSS		Number of NSNP Learners		736
Column no.	A	B	C	D	E	F
Category	Product	Description (brand/ or product)	Unit	Total Weekly Quantity	Total Weekly Cost (Rands)	Comments
DRY GROCERIES	Samp		Kg	74		
	Maize Meal	Ace Super	Kg	74		
	Rice		Kg	37		
	Sugar Beans		Kg	52		
	UHT Milk	<i>Cross out if Amasi chosen</i>		Litre	147	
	Pilchards in Tomato			400g tin	74	
425g tin				60		
WEEKLY COST - DRY GROCERIES						
PASTEURISED AMASI	By cross out UHT Milk with selected above		Litre	147		
WEEKLY COST - PASTEURISED AMASI						
POULTRY	Chicken livers/gizzards	<i>Select one product & cross out the other</i>	Kg	29		
	Chicken with bones		Kg	37		
WEEKLY COST - POULTRY						
FRUIT & VEG	Yellow/Orange/Red Vegetables	Carrots/butternut	Kg	88		
	Green Vegetables	Cabbage/spinach	Kg	88		
	Fruit in Season	Apple/orange	Each	736		
WEEKLY COST - FRUIT & VEG						
TOTAL WEEKLY COST						

Step 2 – Suppliers insert costs & sign



Step 2 – Supplier to insert costs & sign

- **Insert** supplier name in top right hand corner
- **Insert** Total Weekly Cost (Rands) for each product into Column E
- The supplier should base their costing on:
 - Total Quantity for the week as indicated in Column D
 - Product description (eg: brand, veg type) as indicated in Column B
 - “Delivered to school” cost - no delivery costs can be added separately
- If a supplier is not able to supply the product/brand requested by the school then they should note that in the “comments” column and provide the name of an alternative brand if applicable
- Fill in the **period that the costs will be valid for**
- **Read, sign and stamp** the declaration at the bottom of the sheet
- **Return** the completed sheet to the school by the agreed date

Step 2 – Supplier to insert product costs

Supplier to insert Costs into Column E for each product
(The cost should be for the indicative quantity in Column D)

Supplier to insert name


School Specific Supplier Quotation Sheet				Supplier Name		
School Name				Number of NSNP Learners		
Nyosana JSS				736		
Column no.	A	B	C	D	E	F
Category	Product	Description (brand/ or product)	Unit	Total Weekly Quantity	Total Weekly Cost (Rands)	Comments
DRY GROCERIES	Samp		Kg	74	R 478.40	
	Maize Meal	<i>Ace Super</i>	Kg	74	R 478.40	
	Rice		Kg	37	R 294.40	
	Sugar Beans		Kg	52	R 772.80	
	UHT Milk	<i>Cross out if Amasi chosen</i>	Litre	147	R 1,545.60	
	Pilchards in Tomato	<i>Select one tin size & cross out the other</i>	400g tin		74	R 956.05
425g tin				69		
WEEKLY COST - DRY GROCERIES					R 4,525.65	
PASTEURISED AMASI	Cross out if UHT milk selected above		Litre	147		
WEEKLY COST - PASTEURISED AMASI						
POULTRY	Chicken livers/gizzards	<i>Select one product & cross out the other</i>	Kg	29	R 942.08	
	Chicken with bones		Kg	37		
WEEKLY COST - POULTRY					R 942.08	
FRUIT & VEG	Yellow/Orange/Red Vegetables	<i>Carrots/butternut</i>	Kg	88	R 529.92	
	Green Vegetables	<i>Cabbage/spinach</i>	Kg	88	R 529.92	
	Fruit in Season	<i>Apple/orange</i>	Each	736	R 736.00	
WEEKLY COST - FRUIT & VEG					R 1,795.84	
TOTAL WEEKLY COST					R 7,263.57	

Step 2 – Supplier to insert product costs

Supplier to calculate the "Weekly Cost" for each category and in TOTAL

School Specific Supplier Quotation Sheet				Supplier Name		ABC Cooperative		
School Name		Nyosana JSS		Number of NSNP Learners		736		
Column no.	A	B	C	D	E	F		
Category	Product	Description (brand/ or product)	Unit	Total Weekly Quantity	Total Weekly Cost (Rands)	Comments		
DRY GROCERIES	Samp		Kg	74	R 478.40			
	Maize Meal	Ace Super	Kg	74	R 478.40			
	Rice		Kg	37	R 294.40			
	Sugar Beans		Kg	52	R 772.80			
	UHT Milk	<i>Cross out if Amasi chosen</i>		Litre	147	R 1,545.60		
	Pilchards in Tomato	<i>Select one tin size & cross out the other</i>		400g tin	74	R 956.05		
			425g tin	69				
WEEKLY COST - DRY GROCERIES					R 4,525.65	Dry Groceries (A)		
PASTEURISED AMASI	Cross out if UHT milk selected above		Litre	147				
WEEKLY COST - PASTEURISED AMASI						Amasi (B)		
POULTRY	Chicken livers/gizzards	<i>Select one product & cross out the other</i>	Kg	29	R 942.08			
	Chicken with bones		Kg	37				
WEEKLY COST - POULTRY					R 942.08	Poultry (C)		
FRUIT & VEG	Yellow/Orange/Red Vegetables	Carrots/butternut	Kg	88	R 529.92			
	Green Vegetables	Cabbage/spinach	Kg	88	R 529.92			
	Fruit in Season	Apple/orange	Each	736	R 736.00			
WEEKLY COST - FRUIT & VEG					R 1,795.84	Fruit & Veg (D)		
TOTAL WEEKLY COST					R 7,263.57	= (A)+(B)+(C)+(D)		

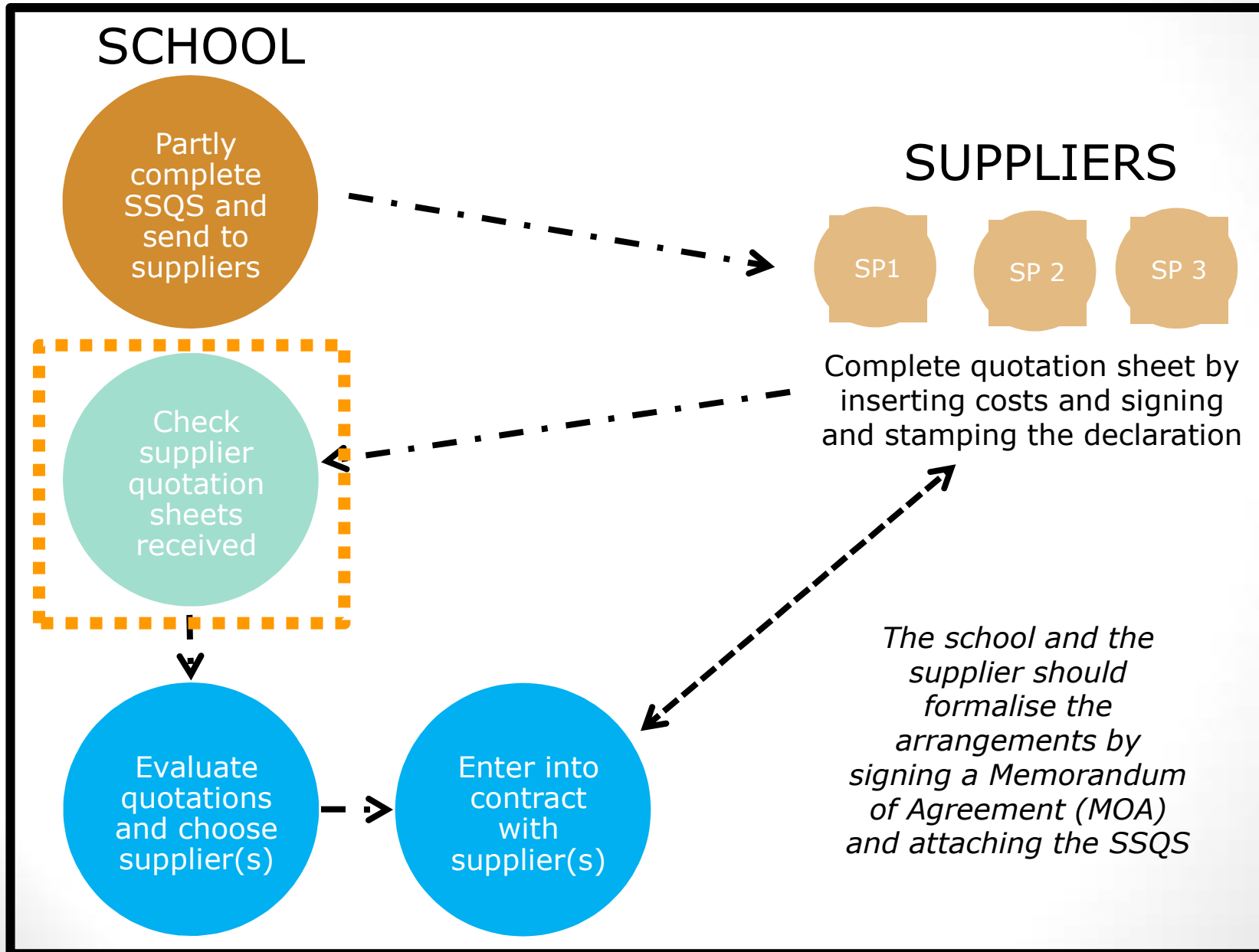
Step 2 – Supplier signs declaration

<i>I hereby declare that prices quoted above are INCLUSIVE of transport to the school and are:</i>	
(a) Valid for a period of <u>6</u> months from <u>1/4/2017</u> to <u>30/9/2017</u>	Full Name <i>Jabulani Nkosi</i>
(b) Based on deliveries of "DRY CANNED GOODS" being made <u>once per month</u>	Capacity <i>Treasurer</i>
(c) Based on deliveries of "PERISHABLES" (fruit/veg, amasi, poultry) being made <u>once per week</u>	Date <i>21-Mar-17</i>
<i>// we hereby also declare that:</i>	Signature <i>L.B Nkosi</i>
(d) Products will be clearly and correctly labelled and supplied in original manufacturer packaging (no repackaging)	Company Stamp 
(e) Products will be stored and transported to the school under hygienically acceptable conditions	
(f) Maize Meal will be fortified in line with government specs and bear the appropriate logo	
(g) Milk will be full cream UHT (Ultra High Temperature)	
(h) Amasi will be Pasteurised	
(i) Fruit and vegetables will be fresh and free from damages and blemishes	

Supplier to indicate price validity

Supplier to read, sign and stamp the declaration

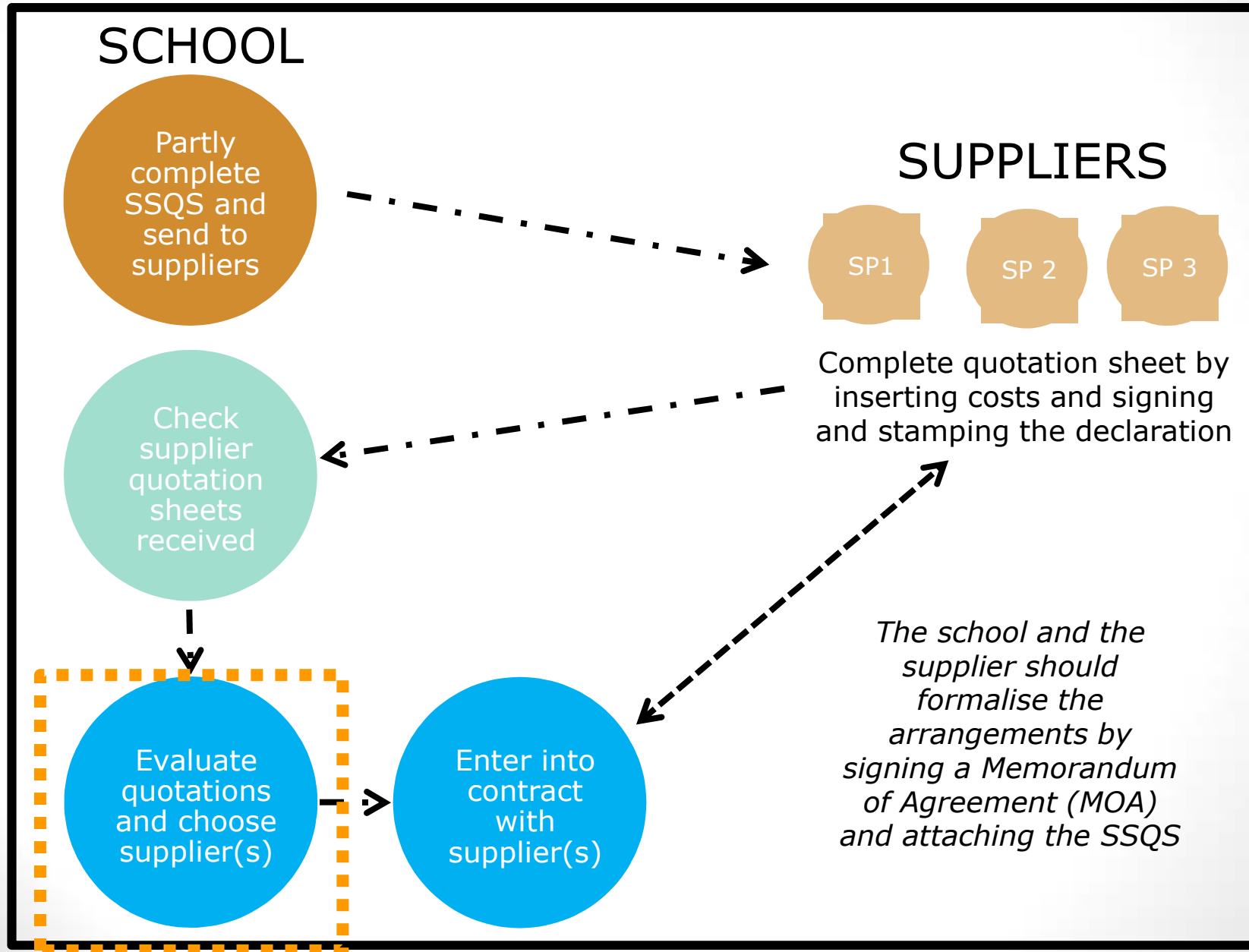
Step 3 – School checks supplier quotations



Step 3 – School checks supplier quotations

- Create a register of completed quotations sheets received
- Check quotation sheets received to ensure suppliers have:
 - Inserted their name in top right hand corner
 - Provided costs for each product (including transport)
 - Indicated the price validity period in the supplier declaration and signed and stamped it
- Check that the supplier has added up the costs per category and in total for the week:
 - WEEKLY COST - DRY GROCERIES
 - WEEKLY COST - PASTEURISED AMASI
 - WEEKLY COST - POULTRY
 - WEEKLY COST - FRUIT & VEG
 - TOTAL WEEKLY COST

Step 4 – Evaluate quotes/choose supplier



NSNP SUPPLIER EVALUATION SHEET

NSNP Supplier Evaluation Sheet

The **NSNP Supplier Evaluation Sheet** is the key document to assist schools to:

- **Compare quotations** they have received on a like for like basis
- **Evaluate and select** the most suitable supplier(s)
- **Formalise** the decision made to appoint the supplier(s)

Supplier Evaluation Sheet - Overview

NSNP SUPPLIER EVALUATION SHEET						School Name <input style="width: 150px;" type="text"/>	
Supplier Name	Total Weekly Cost (Rands)					Price Ranking	Comment on supplier capability to manage the business (reliability, quality, capacity etc)
	Dry Groceries	Pasteurised Amasi	Poultry	Fruit & Veg	Total		
<i>Weekly costs chosen</i>							
<i>5 day food budget</i>							

	<i>Supplier Name</i>		<i>Categories</i>	<i>Reason for selection</i>
We hereby select		<i>to supply</i>		
We hereby select		<i>to supply</i>		
We hereby select		<i>to supply</i>		

Approved by Procurement Committee

	Name	Date	Signature
Principal			
Committee Convener			
Committee Member			

Supplier Evaluation Sheet - Overview

NSNP SUPPLIER EVALUATION SHEET						School Name	
Supplier Name	Total Weekly Cost (Rands)					Price Ranking	Comment on supplier capability to manage the business (reliability, quality, capacity etc)
	Dry Groceries	Pasteurised Amasi	Poultry	Fruit & Veg	Total		
							<u>Section 1</u> Cost summary per supplier
<i>Weekly costs chosen</i>							
<i>5 day food budget</i>							
We hereby select	<i>Supplier Name</i>	to supply	<i>Categories</i>		<i>Reason for selection</i>	<u>Section 2</u> Supplier Selection	
We hereby select		to supply					
We hereby select		to supply					
Approved by Procurement Committee						<u>Section 3</u> Procurement Committee Approval	
	<i>Name</i>		<i>Date</i>				
Principal							
Committee Convener							
Committee Member							

Step 4 – Evaluate quotes/choose supplier

Transfer costs for suppliers that completed & returned a SSQS

NSNP SUPPLIER EVALUATION SHEET

School Name: Nyosana JSS

Supplier Name	Total Weekly Cost (Rands)					Price Ranking	Comment on supplier capability to manage the business (reliability, quality, capacity etc)
	Dry Groceries	Pasteurised Amasi	Poultry	Fruit & Veg	Total		
ABC Cooperative	R 4,525.65	-	R 942.08	R 1,795.84	R 7,263.57	1	Cheapest option / can supply all brands
Zinkwazi Traders CC	R 4,912.80	-	R 1,030.40	R 2,156.48	R 8,099.68	3	Most expensive / can supply all brands
Amahobe Construction	R 4,861.28	-	R 971.52	R 1,884.16	R 7,716.96	2	Affordable but cannot supply all products

Weekly costs chosen: R 4,525.65 - R 942.08 R 1,795.84 R 7,263.57

5 day food budget: R 8,390

NSNP SUPPLIER EVALUATION SHEET

School Name

Nyosana JSS

Supplier Name	Total Weekly Cost (Rands)					Price Ranking	Comment on supplier capability to manage the business (reliability, quality, capacity etc)
	Dry Groceries	Pasteurised Amasi	Poultry	Fruit & Veg	Total		
ABC Cooperative	R 4,525.65	-	R 942.08	R 1,795.84	R 7,263.57	1	Cheapest option / can supply all brands
Zinkwazi Traders CC	R 4,912.80	-	R 1,030.40	R 2,156.48	R 8,099.68	3	Most expensive / can supply all brands
Amahobe Construction	R 4,861.28	-	R 971.52	R 1,884.16	R 7,716.96	2	Affordable but cannot supply all products
Weekly costs chosen	R 4,525.65	-	R 942.08	R 1,795.84	R 7,263.57		
5 day food budget					R 8,390		

Rank suppliers based on their total weekly cost and provide details on their ability to manage the NSNP business:

- Reliability in terms of delivery time / delivery quantities
- Quality of products (if brands are different from requested)
- Capacity (access to products, delivery capability, order taking)

Step 4 – Evaluate quotes/choose supplier

<u>NSNP SUPPLIER EVALUATION SHEET</u>					School Name		
					Nyosana JSS		
Supplier Name	Total Weekly Cost (Rands)				Price Ranking	Comment on supplier capability to manage the business (reliability, quality, capacity etc)	
	Dry Groceries	Pasteurised Amasi	Poultry	Fruit & Veg			Total
ABC Cooperative	R 4,525.65	-	R 942.08	R 1,795.84	R 7,263.57	1	Cheapest option / can supply all brands
Zinkwazi Traders CC	R 4,912.80	-	R 1,030.40	R 2,156.48	R 8,099.68	3	Most expensive / can supply all brands
Amahobe Construction	R 4,861.28	-	R 971.52	R 1,884.16	R 7,716.96	2	Affordable but cannot supply all products
	↓		↓	↓			
Weekly costs chosen	R 4,525.65	-	R 942.08	R 1,795.84	R 7,263.57		
5 day food budget					R 8,390		

Insert the cost for the supplier chosen for each category and add them to get a total weekly cost

Step 4 – Evaluate quotes/choose supplier

NSNP SUPPLIER EVALUATION SHEET						School Name	Nyosana JSS
Supplier Name	Total Weekly Cost (Rands)					Price Ranking	Comment on supplier capability to manage the business (reliability, quality, capacity etc)
	Dry Groceries	Pasteurised Amasi	Poultry	Fruit & Veg	Total		
ABC Cooperative	R 4,525.65	-	R 942.08	R 1,795.84	R 7,263.57	1	Cheapest option / can supply all brands
Zinkwazi Traders CC	R 4,912.80	-	R 1,030.40	R 2,156.48	R 8,099.68	3	Most expensive / can supply all brands
Amahobe Construction	R 4,861.28	-	R 971.52	R 1,884.16	R 7,716.96	2	Affordable but cannot supply all products
Weekly costs chosen	R 4,525.65	-	R 942.08	R 1,795.84	R 7,263.57		
5 day food budget					R 8,390		

Make sure Total Weekly Cost does not exceed 5 day food budget

Insert the 5 day food budget (found at the bottom of school specific budget)

Step 4 – Evaluate quotes/choose supplier

	<i>Supplier Name</i>		<i>Categories</i>	<i>Reason for selection</i>
We hereby select	ABC Cooperative	to supply	All products	Most affordable & can supply all products References indicate supplier is reliable
We hereby select		to supply		
We hereby select		to supply		
Approved by Procurement Committee				
	Name		Date	Signature
Principal	J. Molopo		31 March 2017	J.S. Molopo
Committee Convener	K. Kekana		31 March 2017	K. W. Kekana
Committee Member	P.S Radebe		31 March 2017	P.S Radebe

- *Indicate the supplier(s) that have been selected*
- *Indicate the product category(s) they will supply*
- *Give reasons for the selection*

The school will need substantial evidence to support a decision where the supplier with the **lowest** cost is NOT selected

Step 4 – Evaluate quotes/choose supplier

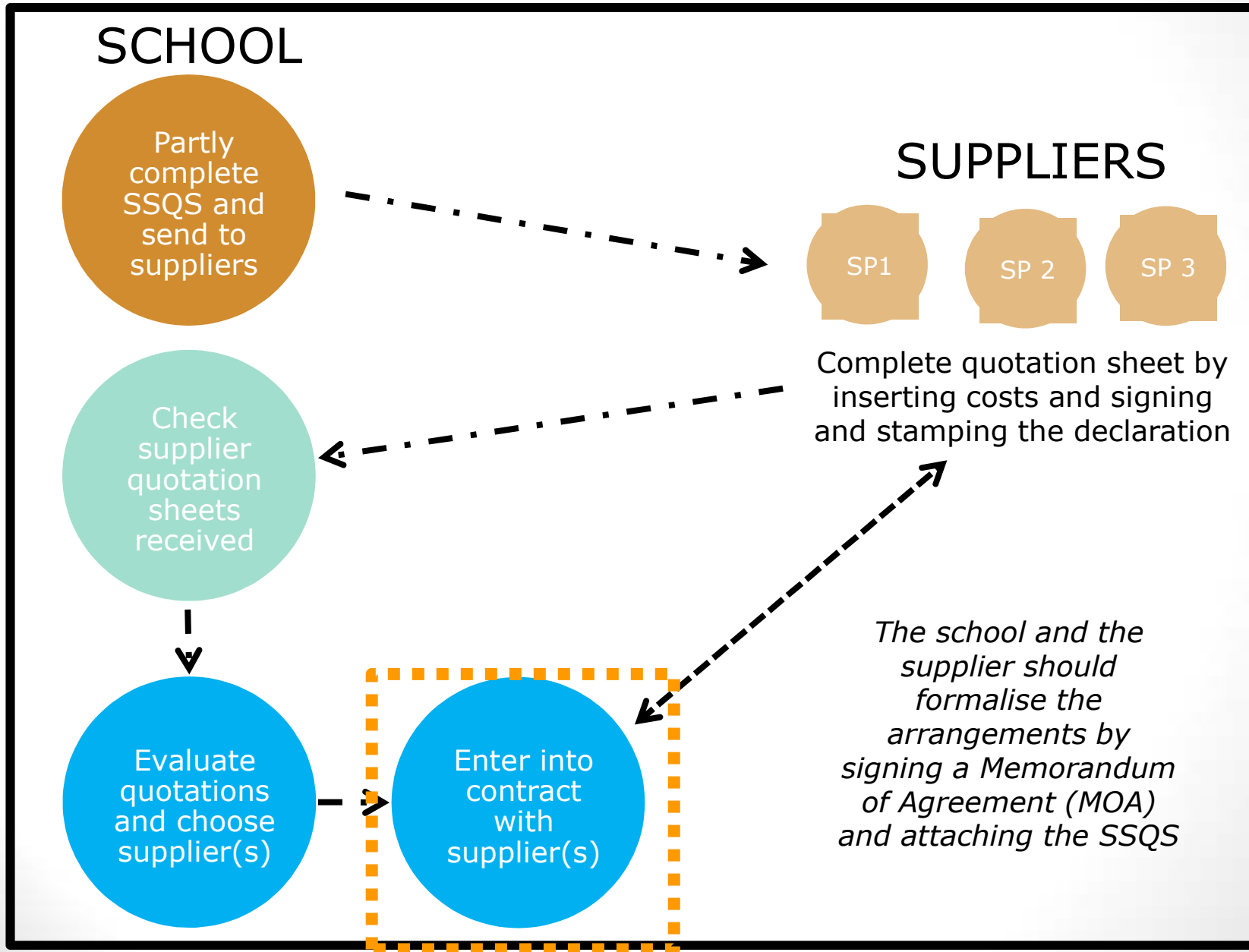
	Supplier Name		Categories	Reason for selection
We hereby select	ABC Cooperative	to supply	All products	Most affordable & can supply all products References indicate supplier is reliable
We hereby select		to supply		
We hereby select		to supply		

Approved by Procurement Committee

	Name	Date	Signature
Principal	J. Molopo	31 March 2017	J.S. Molopo
Committee Convener	K. Kekana	31 March 2017	K. W. Kekana
Committee Member	P.S Radebe	31 March 2017	P.S Radebe

The relevant members of the Procurement Committee should sign and date the document to indicate their approval

Step 5 – Enter into contract with Supplier



Step 5 – Enter into contract with Supplier

The **School and the Supplier** should formalize their arrangements by completing and signing the Memorandum of Agreement (MOA):

- “Period of Service” – should be as per SSQS
- Attach the SSQS that was submitted by the successful supplier to the MOA as it makes reference to the following:
 - Products to be supplied
 - Indicative weekly quantities
 - Costs
 - Supplier declaration

APPENDIX 10

School Specific Supplier Quotation Sheet

(Example)

School Specific Supplier Quotation Sheet	Supplier Name	
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School Name	Nyosana JSS	Number of NSNP Learners	736
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Column no.	A	B	C	D	E	F	
Category	Product	Description (brand/ or product)	Unit	Total Weekly Quantity	Total Weekly Cost (Rands)	Comments	
DRY GROCERIES	Samp		Kg	74		EXAMPLE ONLY	
	Maize Meal		Kg	74			
	Rice		Kg	37			
	Sugar Beans		Kg	52			
	UHT Milk	<i>Cross out if Amasi chosen</i>		Litre	147		
	Pilchards in Tomato	<i>Select one tin size & cross out the other</i>		400g tin	74		
			425g tin	69			
WEEKLY COST - DRY GROCERIES							
PASTEURISED AMASI	<i>Cross out if UHT milk selected above</i>		Litre	147			
WEEKLY COST - PASTEURISED AMASI							
POULTRY	Chicken livers/gizzards	<i>Select one product & cross out the other</i>		Kg	29		
	Chicken with bones			Kg	37		
WEEKLY COST - POULTRY							
FRUIT & VEG	Yellow/Orange/Red Vegetables		Kg	88			
	Green Vegetables		Kg	88			
	Fruit in Season		Each	736			
WEEKLY COST - FRUIT & VEG							
TOTAL WEEKLY COST							

I hereby declare that prices quoted above are INCLUSIVE of transport to the school and are:		Full Name		
(a) Valid for a period of _____ months from _____ to _____			Capacity	
(b) Based on deliveries of "DRY GROCERIES" being made <u>once per month</u>			Date	
(c) Based on deliveries of "PERISHABLES" (fruit/veg, amasi, poultry) being made <u>once per week</u>			Signature	
I / we hereby also declare that :		Company Stamp		
(d) Products will be clearly and correctly labelled and supplied in original manufacturer packaging (no repackaging)				
(e) Products will be stored and transported to the school under hygienically acceptable conditions				
(f) Maize Meal will be fortified in line with government specs and bear the appropriate logo				
(g) Milk will be full cream UHT (Ultra High Temperature)				
(h) Amasi will be Pasteurised				
(i) Fruit and vegetables will be fresh and free from damages and blemishes				

APPENDIX 11

Supplier Evaluation Sheet

(Blank Template)

NSNP SUPPLIER EVALUATION SHEET

School Name	
-------------	--

Supplier Name	Total Weekly Cost (Rands)					Price Ranking	Comment on supplier capability to manage the business (reliability, quality, capacity etc)
	Dry Groceries	Pasteurised Amasi	Poultry	Fruit & Veg	Total		

Weekly costs chosen					
---------------------	--	--	--	--	--

5 day food budget	
-------------------	--

	Supplier Name		Categories	Reason for selection
We hereby select		to supply		
We hereby select		to supply		
We hereby select		to supply		

Approved by Procurement Committee

	Name	Date	Signature
Principal			
Committee Convener			
Committee Member			

APPENDIX 12

Supplier Quotation and Evaluation Sheets

(Completed Examples)

Example 1: School chooses 1 supplier

Example 2: School chooses 2 suppliers

EXAMPLE 1:

SCHOOL CHOOSES ONE SUPPLIER FOR ALL PRODUCTS

NSNP SUPPLIER EVALUATION SHEET

School Name Nyosana JSS

Supplier Name	Total Weekly Cost (Rands)					Price Ranking	Comment on supplier capability to manage the business (reliability, quality, capacity etc)
	Dry Groceries	Pasteurised Amasi	Poultry	Fruit & Veg	Total		
ABC Cooperative	R 4,525.65	-	R 942.08	R 1,795.84	R 7,263.57	1	Cheapest option / can supply all brands
Zinkwazi Traders CC	R 4,912.80	-	R 1,030.40	R 2,156.48	R 8,099.68	3	Most expensive / can supply all brands
Amahobe Construction	R 4,861.28	-	R 971.52	R 1,884.16	R 7,716.96	2	Affordable but cannot supply all products

Weekly costs chosen R 4,525.65 - R 942.08 R 1,795.84 **R 7,263.57**

5 day food budget R 8,390

	Supplier Name		Categories	Reason for selection
We hereby select	ABC Cooperative	to supply	All products	Most affordable & can supply all products References indicate supplier is reliable
We hereby select		to supply		
We hereby select		to supply		

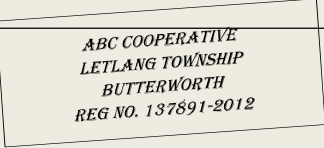
Approved by Procurement Committee

	Name	Date	Signature
Principal	J. Molopo	31 March 2017	J.S. Molopo
Committee Convener	K. Kekana	31 March 2017	K. W. Kekana
Committee Member	P.S Radebe	31 March 2017	P.S Radebe

School Specific Supplier Quotation Sheet	Supplier Name	<i>ABC Cooperative</i>
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School Name	Nyosana JSS	Number of NSNP Learners	736
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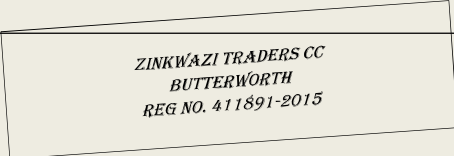
Column no.	A	B	C	D	E	F	
Category	Product	Description (brand/ or product)	Unit	Total Weekly Quantity	Total Weekly Cost (Rands)	Comments	
DRY GROCERIES	Samp		Kg	74	R 478.40		
	Maize Meal	<i>Ace Super</i>	Kg	74	R 478.40		
	Rice		Kg	37	R 294.40		
	Sugar Beans		Kg	52	R 772.80		
	UHT Milk	<i>Cross out if Amasi chosen</i>		Litre	147	R 1,545.60	
	Pilchards in Tomato	<i>Select one tin size & cross out the other</i>		400g tin	74	R 956.05	
			425g tin	69			
WEEKLY COST - DRY GROCERIES					R 4,525.65		
PASTEURISED AMASI	<i>Cross out if UHT milk selected above</i>		Litre	147			
WEEKLY COST - PASTEURISED AMASI							
POULTRY	Chicken livers/gizzards	<i>Select one product & cross out the other</i>		Kg	29	R 942.08	
	Chicken with bones			Kg	37		
WEEKLY COST - POULTRY					R 942.08		
FRUIT & VEG	Yellow/Orange/Red Vegetables	<i>Carrots/butternut</i>	Kg	88	R 529.92		
	Green Vegetables	<i>Cabbage/spinach</i>	Kg	88	R 529.92		
	Fruit in Season	<i>Apple/orange</i>	Each	736	R 736.00		
WEEKLY COST - FRUIT & VEG					R 1,795.84		
TOTAL WEEKLY COST					R 7,263.57		

I hereby declare that prices quoted above are INCLUSIVE of transport to the school and are:		Full Name	<i>Jabulani Nkosi</i>
(a) Valid for a period of <u>6</u> months from <u>1/4/2017</u> to <u>30/9/2017</u>			Capacity
(b) Based on deliveries of "DRY GROCERIES" being made <u>once per month</u>		Date	<i>21-Mar-17</i>
(c) Based on deliveries of "PERISHABLES" (fruit/veg, amasi, poultry) being made <u>once per week</u>		Signature	<i>L.B Nkosi</i>
I/we hereby also declare that :		Company Stamp	
(d) Products will be clearly and correctly labelled and supplied in original manufacturer packaging (no repackaging)			
(e) Products will be stored and transported to the school under hygienically acceptable conditions			
(f) Maize Meal will be fortified in line with government specs and bear the appropriate logo			
(g) Milk will be full cream UHT (Ultra High Temperature)			
(h) Amasi will be Pasteurised			
(i) Fruit and vegetables will be fresh and free from damages and blemishes			

School Specific Supplier Quotation Sheet	Supplier Name	<i>Zinkwazi Traders CC</i>
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School Name	Nyosana JSS	Number of NSNP Learners	736
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Column no.	A	B	C	D	E	F	
Category	Product	Description (brand/ or product)	Unit	Total Weekly Quantity	Total Weekly Cost (Rands)	Comments	
DRY GROCERIES	Samp		Kg	74	R 515.20		
	Maize Meal	<i>Ace Super</i>	Kg	74	R 515.20		
	Rice		Kg	37	R 331.20		
	Sugar Beans		Kg	52	R 901.60		
	UHT Milk	<i>Cross out if Amasi chosen</i>		Litre	147	R 1,619.20	
	Pilchards in Tomato	<i>Select one tin size & cross out the other</i>		400g tin	74	R 1,030.40	
			425g tin	69			
WEEKLY COST - DRY GROCERIES					R 4,912.80		
PASTEURISED AMASI	Cross out if UHT milk selected above		Litre	147			
WEEKLY COST - PASTEURISED AMASI							
POULTRY	Chicken livers/gizzards	<i>Select one product & cross out the other</i>		Kg	29	R 1,030.40	
	Chicken with bones			Kg	37		
WEEKLY COST - POULTRY					R 1,030.40		
FRUIT & VEG	Yellow/Orange/Red Vegetables	<i>Carrots/butternut</i>	Kg	88	R 618.24		
	Green Vegetables	<i>Cabbage/spinach</i>	Kg	88	R 618.24		
	Fruit in Season	<i>Apple/orange</i>	Each	736	R 920.00		
WEEKLY COST - FRUIT & VEG					R 2,156.48		
TOTAL WEEKLY COST					R 8,099.68		

I hereby declare that prices quoted above are INCLUSIVE of transport to the school and are:		Full Name	Peter Selebi
(a) Valid for a period of <u>6</u> months from <u>1/4/2017</u> to <u>30/9/2017</u>			Capacity
(b) Based on deliveries of "DRY GROCERIES" being made <u>once per month</u>		Date	22-Mar-17
(c) Based on deliveries of "PERISHABLES" (fruit/veg, amasi, poultry) being made <u>once per week</u>		Signature	<i>P.S Selebi</i>
I/we hereby also declare that :		Company Stamp	
(d) Products will be clearly and correctly labelled and supplied in original manufacturer packaging (no repackaging)			
(e) Products will be stored and transported to the school under hygienically acceptable conditions			
(f) Maize Meal will be fortified in line with government specs and bear the appropriate logo			
(g) Milk will be full cream UHT (Ultra High Temperature)			
(h) Amasi will be Pasteurised			
(i) Fruit and vegetables will be fresh and free from damages and blemishes			

School Specific Supplier Quotation Sheet	Supplier Name	<i>Amahobe Construction</i>
---	----------------------	-----------------------------

School Name	Nyosana JSS	Number of NSNP Learners	736
--------------------	-------------	--------------------------------	-----

Column no.	A	B	C	D	E	F	
Category	Product	Description (brand/ or product)	Unit	Total Weekly Quantity	Total Weekly Cost (Rands)	Comments	
DRY GROCERIES	Samp		Kg	74	R 552.00		
	Maize Meal	<i>Ace Super</i>	Kg	74	R 552.00	<i>We cannot supply this brand</i>	
	Rice		Kg	37	R 312.80		
	Sugar Beans		Kg	52	R 978.88		
	UHT Milk	<i>Cross out if Amasi chosen</i>		Litre	147	R 1,472.00	
	Pilchards in Tomato	<i>Select one tin size & cross out the other</i>		400g tin	74	R 993.60	
			425g tin	69			
WEEKLY COST - DRY GROCERIES					R 4,861.28		
PASTEURISED AMASI	<i>Cross out if UHT milk selected above</i>		Litre	147			
WEEKLY COST - PASTEURISED AMASI							
POULTRY	Chicken livers/gizzards	<i>Select one product & cross out the other</i>		Kg	29	R 971.52	
	Chicken with bones			Kg	37		
WEEKLY COST - POULTRY					R 971.52		
FRUIT & VEG	Yellow/Orange/Red Vegetables	<i>Carrots/butternut</i>	Kg	88	R 574.08		
	Green Vegetables	<i>Cabbage/spinach</i>	Kg	88	R 574.08	<i>We cannot supply spinach</i>	
	Fruit in Season	<i>Apple/orange</i>	Each	736	R 736.00		
WEEKLY COST - FRUIT & VEG					R 1,884.16		
TOTAL WEEKLY COST					R 7,716.96		

I hereby declare that prices quoted above are INCLUSIVE of transport to the school and are:		Full Name	<i>Susan Kekana</i>
(a) Valid for a period of <u>6</u> months from <u>1/4/2017</u> to <u>30/9/2017</u>			Capacity
(b) Based on deliveries of "DRY GROCERIES" being made <u>once per month</u>		Date	<i>23-Mar-17</i>
(c) Based on deliveries of "PERISHABLES" (fruit/veg, amasi, poultry) being made <u>once per week</u>		Signature	<i>S.S Kekana</i>
I/we hereby also declare that :		Company Stamp	
(d) Products will be clearly and correctly labelled and supplied in original manufacturer packaging (no repackaging)			
(e) Products will be stored and transported to the school under hygienically acceptable conditions			
(f) Maize Meal will be fortified in line with government specs and bear the appropriate logo			
(g) Milk will be full cream UHT (Ultra High Temperature)			
(h) Amasi will be Pasteurised			
(i) Fruit and vegetables will be fresh and free from damages and blemishes			

EXAMPLE 2:

SCHOOL CHOOSES TWO SUPPLIERS

NSNP SUPPLIER EVALUATION SHEET

School Name

Nyosana JSS

Supplier Name	Total Weekly Cost (Rands)					Price Ranking	Comment on supplier capability to manage the business (reliability, quality, capacity etc)
	Dry Groceries	Pasteurised Amasi	Poultry	Fruit & Veg	Total		
ABC Cooperative	R 4,525.65	-	R 942.08	R 1,795.84	R 7,263.57	1	Cheapest option for all except poultry
Zinkwazi Traders CC	R 4,912.80	-	R 1,030.40	R 2,156.48	R 8,099.68	3	Most expensive / can supply all brands
Amahobe Construction	R 4,861.28	-	R 971.52	R 1,884.16	R 7,716.96	2	Affordable but cannot supply all products
Nkuku Trading	-	-	R 799.99	-	R 799.99	1	Best option for poultry

Weekly costs chosen	R 4,525.65	-	R 799.99	R 1,795.84	R 7,121.48
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5 day food budget	R 8,390
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	Supplier Name		Categories	Reason for selection
We hereby select	ABC Cooperative	to supply	All products except poultry	Most affordable & can supply all products References indicate supplier is reliable
We hereby select	Nkuku Trading	to supply	Poultry	Best price Known locally/supplies other schools
We hereby select		to supply		

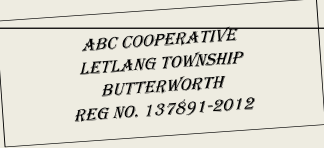
Approved by Procurement Committee

	Name	Date	Signature
Principal	J. Molopo	31 March 2017	J.S. Molopo
Committee Convener	K. Kekana	31 March 2017	K. W. Kekana
Committee Member	P.S Radebe	31 March 2017	P.S Radebe

School Specific Supplier Quotation Sheet	Supplier Name	<i>ABC Cooperative</i>
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School Name	Nyosana JSS	Number of NSNP Learners	736
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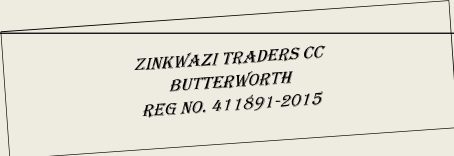
Column no.	A	B	C	D	E	F	
Category	Product	Description (brand/ or product)	Unit	Total Weekly Quantity	Total Weekly Cost (Rands)	Comments	
DRY GROCERIES	Samp		Kg	74	R 478.40		
	Maize Meal	<i>Ace Super</i>	Kg	74	R 478.40		
	Rice		Kg	37	R 294.40		
	Sugar Beans		Kg	52	R 772.80		
	UHT Milk	<i>Cross out if Amasi chosen</i>		Litre	147	R 1,545.60	
	Pilchards in Tomato	<i>Select one tin size & cross out the other</i>	400g tin		74	R 956.05	
425g tin				69			
WEEKLY COST - DRY GROCERIES					R 4,525.65		
PASTEURISED AMASI	<i>Cross out if UHT milk selected above</i>		Litre	147			
WEEKLY COST - PASTEURISED AMASI							
POULTRY	Chicken livers/gizzards	<i>Select one product & cross out the other</i>		Kg	29	R 942.08	
	Chicken with bones			Kg	37		
WEEKLY COST - POULTRY					R 942.08		
FRUIT & VEG	Yellow/Orange/Red Vegetables	<i>Carrots/butternut</i>	Kg	88	R 529.92		
	Green Vegetables	<i>Cabbage/spinach</i>	Kg	88	R 529.92		
	Fruit in Season	<i>Apple/orange</i>	Each	736	R 736.00		
WEEKLY COST - FRUIT & VEG					R 1,795.84		
TOTAL WEEKLY COST					R 7,263.57		

I hereby declare that prices quoted above are INCLUSIVE of transport to the school and are:		Full Name	<i>Jabulani Nkosi</i>
(a) Valid for a period of <u>6</u> months from <u>1/4/2017</u> to <u>30/9/2017</u>			Capacity
(b) Based on deliveries of "DRY GROCERIES" being made <u>once per month</u>		Date	<i>21-Mar-17</i>
(c) Based on deliveries of "PERISHABLES" (fruit/veg, amasi, poultry) being made <u>once per week</u>		Signature	<i>L.B Nkosi</i>
I/we hereby also declare that :		Company Stamp	
(d) Products will be clearly and correctly labelled and supplied in original manufacturer packaging (no repackaging)			
(e) Products will be stored and transported to the school under hygienically acceptable conditions			
(f) Maize Meal will be fortified in line with government specs and bear the appropriate logo			
(g) Milk will be full cream UHT (Ultra High Temperature)			
(h) Amasi will be Pasteurised			
(i) Fruit and vegetables will be fresh and free from damages and blemishes			

School Specific Supplier Quotation Sheet	Supplier Name	<i>Zinkwazi Traders CC</i>
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School Name	Nyosana JSS	Number of NSNP Learners	736
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Column no.	A	B	C	D	E	F	
Category	Product	Description (brand/ or product)	Unit	Total Weekly Quantity	Total Weekly Cost (Rands)	Comments	
DRY GROCERIES	Samp		Kg	74	R 515.20		
	Maize Meal	<i>Ace Super</i>	Kg	74	R 515.20		
	Rice		Kg	37	R 331.20		
	Sugar Beans		Kg	52	R 901.60		
	UHT Milk	<i>Cross out if Amasi chosen</i>		Litre	147	R 1,619.20	
	Pilchards in Tomato	<i>Select one tin size & cross out the other</i>		400g tin	74	R 1,030.40	
			425g tin	69			
WEEKLY COST - DRY GROCERIES					R 4,912.80		
PASTEURISED AMASI	Cross out if UHT milk selected above		Litre	147			
WEEKLY COST - PASTEURISED AMASI							
POULTRY	Chicken livers/gizzards	<i>Select one product & cross out the other</i>		Kg	29	R 1,030.40	
	Chicken with bones			Kg	37		
WEEKLY COST - POULTRY					R 1,030.40		
FRUIT & VEG	Yellow/Orange/Red Vegetables	<i>Carrots/butternut</i>	Kg	88	R 618.24		
	Green Vegetables	<i>Cabbage/spinach</i>	Kg	88	R 618.24		
	Fruit in Season	<i>Apple/orange</i>	Each	736	R 920.00		
WEEKLY COST - FRUIT & VEG					R 2,156.48		
TOTAL WEEKLY COST					R 8,099.68		

I hereby declare that prices quoted above are INCLUSIVE of transport to the school and are:		Full Name	Peter Selebi
(a) Valid for a period of <u>6</u> months from <u>1/4/2017</u> to <u>30/9/2017</u>			Capacity
(b) Based on deliveries of "DRY GROCERIES" being made <u>once per month</u>		Date	22-Mar-17
(c) Based on deliveries of "PERISHABLES" (fruit/veg, amasi, poultry) being made <u>once per week</u>		Signature	<i>P.S Selebi</i>
I/we hereby also declare that :		Company Stamp	
(d) Products will be clearly and correctly labelled and supplied in original manufacturer packaging (no repackaging)			
(e) Products will be stored and transported to the school under hygienically acceptable conditions			
(f) Maize Meal will be fortified in line with government specs and bear the appropriate logo			
(g) Milk will be full cream UHT (Ultra High Temperature)			
(h) Amasi will be Pasteurised			
(i) Fruit and vegetables will be fresh and free from damages and blemishes			

School Specific Supplier Quotation Sheet	Supplier Name	<i>Amahobe Construction</i>
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School Name	Nyosana JSS	Number of NSNP Learners	736
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Column no.	A	B	C	D	E	F	
Category	Product	Description (brand/ or product)	Unit	Total Weekly Quantity	Total Weekly Cost (Rands)	Comments	
DRY GROCERIES	Samp		Kg	74	R 552.00		
	Maize Meal	<i>Ace Super</i>	Kg	74	R 552.00	<i>We cannot supply this brand</i>	
	Rice		Kg	37	R 312.80		
	Sugar Beans		Kg	52	R 978.88		
	UHT Milk	<i>Cross out if Amasi chosen</i>		Litre	147	R 1,472.00	
	Pilchards in Tomato	<i>Select one tin size & cross out the other</i>	400g tin		74	R 993.60	
425g tin				69			
WEEKLY COST - DRY GROCERIES					R 4,861.28		
PASTEURISED AMASI	<i>Cross out if UHT milk selected above</i>		Litre	147			
WEEKLY COST - PASTEURISED AMASI							
POULTRY	Chicken livers/gizzards	<i>Select one product & cross out the other</i>	Kg	29	R 971.52		
	Chicken with bones		Kg	37			
WEEKLY COST - POULTRY					R 971.52		
FRUIT & VEG	Yellow/Orange/Red Vegetables	<i>Carrots/butternut</i>	Kg	88	R 574.08		
	Green Vegetables	<i>Cabbage/spinach</i>	Kg	88	R 574.08	<i>We cannot supply spinach</i>	
	Fruit in Season	<i>Apple/orange</i>	Each	736	R 736.00		
WEEKLY COST - FRUIT & VEG					R 1,884.16		
TOTAL WEEKLY COST					R 7,716.96		

I hereby declare that prices quoted above are INCLUSIVE of transport to the school and are:		Full Name	<i>Susan Kekana</i>
(a) Valid for a period of <u>6</u> months from <u>1/4/2017</u> to <u>30/9/2017</u>			Capacity
(b) Based on deliveries of "DRY GROCERIES" being made <u>once per month</u>		Date	<i>23-Mar-17</i>
(c) Based on deliveries of "PERISHABLES" (fruit/veg, amasi, poultry) being made <u>once per week</u>		Signature	<i>S.S Kekana</i>
I/we hereby also declare that :		Company Stamp	
(d) Products will be clearly and correctly labelled and supplied in original manufacturer packaging (no repackaging)			
(e) Products will be stored and transported to the school under hygienically acceptable conditions			
(f) Maize Meal will be fortified in line with government specs and bear the appropriate logo			
(g) Milk will be full cream UHT (Ultra High Temperature)			
(h) Amasi will be Pasteurised			
(i) Fruit and vegetables will be fresh and free from damages and blemishes			

School Specific Supplier Quotation Sheet	Supplier Name	<i>Nkuku Trading</i>
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School Name	Nyosana JSS	Number of NSNP Learners	736
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Column no.	A	B	C	D	E	F
Category	Product	Description (brand/ or product)	Unit	Total Weekly Quantity	Total Weekly Cost (Rands)	Comments
DRY GROCERIES	Samp		Kg	74		
	Maize Meal	<i>Ace Super</i>	Kg	74		
	Rice		Kg	37		
	Sugar Beans		Kg	52		
	UHT Milk	<i>Cross out if Amasi chosen</i>		Litre	147	
	Pilchards in Tomato	<i>Select one tin size & cross out the other</i>		400g tin	74	
			425g tin	69		
WEEKLY COST - DRY GROCERIES						
PASTEURISED AMASI	Cross out if UHT milk selected above		Litre	147		
WEEKLY COST - PASTEURISED AMASI						
POULTRY	Chicken livers/gizzards	<i>Select one product & cross out the other</i>		Kg	29	R 799.99
	Chicken with bones			Kg	37	
WEEKLY COST - POULTRY					R 799.99	
FRUIT & VEG	Yellow/Orange/Red Vegetables	<i>Carrots/butternut</i>	Kg	88		
	Green Vegetables	<i>Cabbage/spinach</i>	Kg	88		
	Fruit in Season	<i>Apple/orange</i>	Each	736		
WEEKLY COST - FRUIT & VEG						
TOTAL WEEKLY COST					R 799.99	

I hereby declare that prices quoted above are INCLUSIVE of transport to the school and are:		Full Name	<i>Peter Thabethe</i>
(a) Valid for a period of <u>6</u> months from <u>1/4/2017</u> to <u>30/9/2017</u>			Capacity
(b) Based on deliveries of "DRY GROCERIES" being made <u>once per month</u>		Date	<i>23-Mar-17</i>
(c) Based on deliveries of "PERISHABLES" (fruit/veg, amasi, poultry) being made <u>once per week</u>		Signature	<i>P.L Thabethe</i>
I/we hereby also declare that :		Company Stamp	<div style="border: 1px solid black; padding: 5px; text-align: center;"> NKUKU TRADING 083 112 9768 REG NO. 411801-2015 </div>
(d) Products will be clearly and correctly labelled and supplied in original manufacturer packaging (no repackaging)			
(e) Products will be stored and transported to the school under hygienically acceptable conditions			
(f) Maize Meal will be fortified in line with government specs and bear the appropriate logo			
(g) Milk will be full cream UHT (Ultra High Temperature)			
(h) Amasi will be Pasteurised			
(i) Fruit and vegetables will be fresh and free from damages and blemishes			

APPENDIX 13

Service Level Agreement

(Example)

Eastern Cape Department of Education

SERVICE LEVEL AGREEMENT

Entered into by and between

Duly represented herein by _____ in his/her Capacity as the Chairperson of the School Governing Body and duly authorized hereto.
(Hereinafter referred to as "The School")

AND

Duly represented herein by _____ in his/her capacity as the _____ and duly authorized hereto.
(Hereinafter referred to as the "Supplier")

Preamble

Whereas the School has procured the service from the Supplier for the supply of goods for the purpose of implementing the National School Nutrition Programme at the School;

AND Whereas the Supplier

- Acknowledges that he/she has understood the contents of the School Specific Supplier Quotation Sheet (attached as Appendix 1 to this agreement) and
- Agrees that he/she has the capacity to provide the service as requested by the School;

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

PRODUCTS TO BE SUPPLIED:

- The Supplier will supply the products as reflected on the School Specific Supplier Quotation Sheet (attached as Appendix 1 to this agreement)

PERIOD OF SERVICE:

- The Supplier will supply the above products to the School for the period of _____ as from _____ until _____

PRODUCT PRICING:

- Prices for products should include transport to the School and will be as per the School Specific Supplier Quotation Sheet (attached as Appendix 1 to this agreement)
- Prices may not be amended unless agreement is reached in writing with the School before the delivery is made

PRODUCT SPECIFICATIONS

- The Supplier is to meet the required product specifications (where applicable)
 - Milk must be Ultra Heat Treated (UHT);
 - Amasi must be Pasteurised;
 - Maize meal must be fortified according to government regulations and bear the appropriate logo;
 - Soya must meet NSNP Approved Specifications (Protein content at least 24g per 100g dry product);
 - Fruit and vegetables must be fresh and free from damages and blemishes;
- All products must be clearly and correctly labelled with the following details:
 - Quantity
 - Manufacturers name and contact details
 - Original manufacturers' expiry date
 - Nutritional contents
 - Mixing and or preparation instructions (where food items require mixing or reconstituting)
- All products must be supplied in original manufacturer packaging (no repackaging/relabelling is allowed)

ORDERING:

- The School will place an order which specifies the following for each product required:
 - Description or brand (if applicable)
 - Quantity required
- The order should also specify the required delivery date and time

DELIVERIES:

- Deliveries should be made at the time and date as specified on the School order
- If the Supplier is unable to meet the time and/or date then the Supplier should immediately notify the School and discuss alternative options
- If the Supplier is unable to supply the products as specified on the School order then the Supplier should notify the School and obtain permission to either:
 - Supply an acceptable alternative product or
 - Deliver the products at an agreed date at no extra cost to the School
- The Supplier should provide a delivery note and Tax Invoice to the School at the time of the delivery
- The School is responsible for inspecting the goods delivered and ensuring that they are in line with specifications and in acceptable condition
- Damaged items should be identified and replaced by the Supplier at no extra cost to the School

- Both parties should sign the delivery note to confirm that the correct quantities have been delivered and that all products are in an acceptable condition.

FOOD SAFETY:

- It is the responsibility of the Supplier to ensure that the food must be stored and transported to the School under hygienically acceptable conditions
- Food and non-food items (like chemicals) should be safely separated during storage and transportation
- The transporting vehicle must be:
 - Closed on all sides (with a canopy or a cover)
 - Kept clean and sanitised (using hot water and bleach)
 - Capable of maintaining the required temperature controls during transportation

PAYMENT PROCESS:

- The unit prices on the Invoice must be the same as reflected on the School Specific Supplier Quotation Sheet
- The School will only pay the Supplier after complete delivery of the order is done
- No cash payments may be done to the Suppliers, only by cheque and or EFT
- Cheque must be made out to the Supplier and not an individual

Parties choose as their respective domicilia citandi et executandi for the purpose of giving all notices either by hand, registered mail, facsimile, or electronic mail at the addresses set out below:

In case of the School

Tel No: _____

Fax No: _____

Mark for attention: Mr/Ms _____

In the case of the Supplier

Tel No: _____

Fax No: _____

Mark for attention: Mr/Ms _____

THUS DONE AND SIGNED AT ON THIS THE..... DAY OF..... 201
IN THE PRESENCE OF THE UNDERSIGNED WITNESSES.

AS WITNESSES:

1. _____

SBG CHAIRPERSON
Full name & ID

2. _____

THUS DONE AND SIGNED AT ON THIS THE DAY OF 201
IN THE PRESENCE OF THE UNDERSIGNED WITNESSES.

AS WITNESSES:

1. _____

For the Supplier
Full name & ID

2. _____

Example to be used by Schools

APPENDIX 14

NSNP Order Form

(Blank Template)

SCHOOL NSNP ORDER FORM

Supplier Name	
Supplier Address	

School Name	
School Address	
Order Number	
Delivery Date	
Delivery Time	
Contact Person at school	

Category	Product	Description/ Brand	Order Unit	Order Quantity
DRY GROCERIES	Samp		Kg	
	Maize Meal		Kg	
	Rice		Kg	
	Pilchards		400g Tins	
			425g Tins	
			___g Tins	
	Sugar Beans		Kg	
	UHT Milk		Litres	
AMASI	Pasteurised Amasi		Litres	
POULTRY	Chicken (Livers/Gizzards)		Kg	
	Chicken with bones		Kg	
FRUIT & VEGETABLES	Yellow/Orange/Red Veg		Kg	
	Green Vegetables		Kg	
	Sweet Potatoes		Kg	
	Fruit in Season		Each	

APPENDIX 15

Safe Food Transportation

(Manual)

3.

SAFE FOOD
TRANSPORTATION

SAFE FOOD
TRANSPORTATION

3. SAFE FOOD TRANSPORTATION

Purpose

This guide is intended to provide good practices for the transportation and receipt of food items in the National School Nutrition Programme (NSNP). Protecting the food from contamination during transportation will ensure that quality meals are served to learners. The guidelines also include information on warehouses.

This document may be used as a reference by the Provincial Education Departments (PEDs), including districts and schools, when procuring food for the NSNP. It provides specifications for the safe transportation of NSNP food. The guideline may form part of the bid specification document during procurement and adjudication processes.

The delivery of quality foodstuff plays an important part in serving quality nutritious meals to learners in the NSNP. The safe food transportation guidelines is intended for owners of warehouses and food transportation units that will assist in ensuring that all food delivered to schools is of acceptable quality. The safe transportation of food to schools is important to ensure that food quality is maintained; that food products are not damaged during transportation and are thus safe to eat. Improper and unhygienic transportation of food could lead to food poisoning or food spoilage. Transportation of food presents three types of hazards namely physical, chemical and biological hazards.

Good communication between the PEDs, food manufacturer/warehouses, service provider (transporter) and the schools (receiver) is essential. They share the responsibility for food safety in this food supply chain. Food manufacturers/warehouses and service providers must adhere to specific food safety control measures required for transportation of food items. The service providers of bulk foodstuff have the responsibility to deliver, as per tender/ quotation specification in provinces, districts or schools the specified quantity and quality of food items as stipulated in the approved menu of those schools that participate in the NSNP. With the intention to provide quality food to learners, it is important for the NSNP to promote and encourage proper handling of food.

Overall Responsibilities

The **transporter/distributor** involved in transportation of the bulk food items is responsible for the following:

- Application of adequate cleaning and sanitizing procedures of the transporting vehicle. Sanitizing includes using hot water and bleach to kill germs.
- Efficient and safe separation of food and non-food items (like equipment/books, chemicals).
- Provision of required temperature controls during transportation.

The **school** is responsible to ensure, upon receipt of the food delivery, that the food is safe to be eaten and has been maintained at proper temperatures.

The **service providers** must ensure that warehouses/manufacturers adhere to food items being stored in a hygienic manner and maintained at proper temperatures prior to transportation.

Packaging

Food items purchased from manufactures/main suppliers may not be repackaged or reworked. The supplier plays an important role in the quality of products provided and must adhere to food specifications. Food items to be delivered must also adhere to the specified requirements with regard to the labelling and packaging. All food items must comply with specifications for menu items available from the education website (www.education.gov.za)

The following labelling practices must be in place:

- Manufacturer's name must be clearly indicated with contact details;
- Quantity must be stated;
- Food items must have mixing and preparation instructions affixed;
- Items must have the original manufactures' expiry dates affixed. No handwritten information will be allowed; and
- All packaging must have the nutritional contents printed on.

Minimum Requirements for Transporting Foodstuffs

The Transportation unit (these include vehicles, trucks and trailers used to transport food) shall:

- Be designed in such a way that prevents cross contamination. Cross contamination is when bacteria is spread, that may contribute to food poisoning, from one object to another object; from one object to a person; or from person to person.
- Have a good design and be well maintained. Wall, floors, and ceilings shall be made of stainless steel, aluminum, or any other suitable material for transporting food. These internal surfaces must be easy-to-clean and smooth, dust proof, rust-free, non toxic, non-absorbent material without open joints or seams;
- Be well ventilated in such a way that decreases the temperature and humidity inside these units. Also have sufficient lighting;
- Be closed and covered from all sides as a way of preventing entry of insects, pests, and external contamination;
- The supervisor at the warehouse should inspect and ensure that transportation units are cleaned/ disinfected daily. No person shall transport food in a vehicle unless the vehicle is clean and has been cleaned to an extent that contamination of food is prevented;
- Not be used simultaneously for the transport of any person or any item that may contaminate the food;
- Be capable of keeping the transported food within the required temperature throughout the transportation period (hot food at 65°C and above, cold food at - 4° C, frozen foods at -12 and colder). Simply put, hot

food should be kept hot and cold food should be kept cold; and

- Have shelves or other means to separate foodstuffs and have adequate space to facilitate loading and unloading.

Non-prepacked food shall be transported in such a manner that it does not come into contact with the floor of a vehicle or the surface thereof that can be walked on or anything that can pollute the food. Sound food (safe and ready-to-eat food) should not be transported together with contaminated food or waste food, poison or any harmful substance, a live animal or any object that may contaminate or spoil the food.

Food transporters should follow the safe and hygienic practices applied during all stages of food transportation such as unloading/loading, delivery, inspection and receiving.

In addition to the above mentioned requirements, schools should take note when transporting food with a school vehicle:

- Use containers (containers may include trolleys, bags, boxes, trays) to separate raw and ready-to-eat foods; and different types of foods transported at the same time. Containers will differ depending on the type of food and its intended use;
- Containers in the vehicle should preferably not be used for transporting anything other than food;
- Where vehicles and/or containers are used for transporting anything other than food, care should be taken to clean and sanitize the vehicle and containers effectively between loads to avoid the risk of contamination;
- Where possible and necessary, line interior surface of vehicle and/or crates with plastic sheets that can be cleaned prior and after use;
- Never leave vehicle in the sun before or after food items purchased as this will increase temperature and cause fresh food to be spoiled; and
- Vehicles used to transport food must be kept clean and in good repair.

The following need to be highlighted with loading, packing and offloading of food:

Boxes should be well marked, for easy identification during offloading and receiving. Packages should be neatly stacked and arranged, with lighter packages placed on top of packages that hold heavier contents.

Packages should be packed in such a way that there is sufficient space inside the vehicles to move around, so that personnel do not use boxes as stepping stools, as this will crush or break food inside, which causes quality problems when the school receives them. No packages should be accepted when bent/damaged as this can affect the food quality.

Responsibilities of the Food Receiver at the school

Follow the guidance of the Delivery, Invoicing and Payments Section of the NSNP Implementation, Monitoring and Reporting Manual when receiving food, which stipulates that proper documentation should be filled in on receipt. The NSNP School Co-ordinator and/or administration personnel and/or volunteer food handlers should be available to inspect food when it arrives to check that food is safe and suitable for human consumption. Ensure that all proper food storage instructions are strictly followed, the staff can refer to the NSNP Safety Directory.

Monitoring

The Provincial Education Department and district offices shall have the right to monitor and make unannounced visits at premises, storage and delivery facilities and /or take samples of supplies to determine if storage, transport and delivery facilities are adequate and compliant. The assistance of the Department of Health will be requested where their expertise is required.

Useful Contacts

Department of Health

Mail: Private X828, PRETORIA, 0001

Street : Civitas Building, Corner Andries and Struben Streets, PRETORIA

Tel : (012) 395 8000/9000

Fax: (012) 395 8422

Also visit your local municipality for further information

APPENDIX 16

Stock Control Register

(Blank and Completed Template)

NSNP STOCK CONTROL REGISTER

		WEEK 1										WEEK 2							
		Date																	
	Product	Unit	Open Bal	Receive	Used					Write Off	Close Bal	Receive	Used					Write Off	Close Bal
					Mon	Tue	Wed	Thur	Fri				Mon	Tue	Wed	Thur	Fri		
STARCH	Maize Meal	Kg																	
	Rice	Kg																	
	Samp	Kg																	
		Kg																	
PROTEIN	Beans	Kg																	
	Pilchards	Tin																	
	Milk	Litre																	
		Kg																	

		WEEK 3										WEEK 4							
		Date																	
	Product	Unit	Open Bal	Receive	Used					Write Off	Close Bal	Receive	Used					Write Off	Close Bal
					Mon	Tue	Wed	Thur	Fri				Mon	Tue	Wed	Thur	Fri		
STARCH	Maize Meal	Kg																	
	Rice	Kg																	
	Samp	Kg																	
		Kg																	
PROTEIN	Beans	Kg																	
	Pilchards	Tin																	
	Milk	Litre																	
		Kg																	

Each sheet of this register allows a school to keep track of NSNP stock over a 4 week period

NSNP STOCK CONTROL REGISTER

		WEEK 1										WEEK 2							
		Date	02-Nov	02-Nov	02-Nov	03-Nov	04-Nov	05-Nov	06-Nov		06-Nov		09-Nov	10-Nov	11-Nov	12-Nov	13-Nov		13-Nov
	Product	Unit	Open Bal	Receive	Used					Write Off	Close Bal	Receive	Used					Write Off	Close Bal
					Mon	Tue	Wed	Thur	Fri				Mon	Tue	Wed	Thur	Fri		
STARCH	Maize Meal	Kg	14	192	-24		-24				158		-24		-24				110
	Rice	Kg	10	96					-24		82						-24		58
	Samp	Kg	20	192		-24		-24			164			-24		-24			116
		Kg																	
PROTEIN	Beans	Kg	10	96		-12		-12			82			-12		-12			58
	Pilchards	Tin	10	120					-30		100						-30		70
	Milk	Litre	0	240			-60				180				-60				120

		WEEK 3										WEEK 4							
		16-Nov		16-Nov	17-Nov	18-Nov	19-Nov	20-Nov		20-Nov		23-Nov	24-Nov	25-Nov	26-Nov	27-Nov		27-Nov	
	Product	Unit	Open Bal	Receive	Used					Write Off	Close Bal	Receive	Used					Write Off	Close Bal
					Mon	Tue	Wed	Thur	Fri				Mon	Tue	Wed	Thur	Fri		
STARCH	Maize Meal	Kg	110		-24		-24				62		-24		-24				14
	Rice	Kg	58						-24		34						-24		10
	Samp	Kg	116			-24		-24			68			-24		-24			20
PROTEIN	Beans	Kg	58			-12		-12			34			-12		-12			10
	Pilchards	Tin	70						-30		40						-30		10
	Milk	Litre	120				-60				60				-60				0
		Kg																	

APPENDIX 17

Food Handler - Appointment Ratios

(Guide)

FOOD HANDLER TO LEARNER RATIOS:

NUMBER OF LEARNERS APPROVED FOR THE NSNP	MAXIMUM NUMBER OF FOOD HANDLERS TO BE ENGAGED BY THE SCHOOL
1-50	ONE (1)
51-400	TWO (2)
401-600	THREE (3)
601-800	FOUR (4)
801-1000	FIVE (5)
1001-1200	SIX (6)
1201-1400	SEVEN (7)
1401-	EIGHT (8)

APPENDIX 18

Food Handler – Advertisement & Application Form

(Blank/Completed Template)

Food Handler Advertisement

_____ School hereby invites applications from parents/guardians for the Services of the Food Handler to prepare meals for its learners in terms of the National School Nutrition Programme for the period of _____ months from _____ to _____

The required duties for the position are:

1. **Prepare and serve nutritious meals to learners on time**
2. Take cooked food to classes and help educators to serve learners in their classrooms.
3. Provide water facilities for all learners to be able to wash their hands before and after the meal.
4. Clean the preparation areas after use.
5. Clean cooking equipment and cooking and eating utensils after use.
6. Clean storage areas on a regular basis and manage stock properly.
7. Manage stock of all equipment and utensils.

Minimum Requirements:

Applicant must be a parent/guardian of a learner/s at the school

Applicant must be a South African citizen

Applicant must be unemployed

Herein under would be added advantages if an applicant:

- Lives close to the school
- Has previous experience in food service
- Has not recently been engaged by the school as a Food Handler

Food Handlers will be paid a stipend as determined by the Division of Revenue Act Framework _____

Please refer to application form on the reverse. Applications must be submitted for the attention of the Principal by not later than _____

Food Handler Advertisement

Thembile Primary School hereby invites applications from parents/guardians for the Services of the Food Handler to prepare meals for its learners in terms of the National School Nutrition Programme for the period of 12 months from 01 April 17 to 31 March 18

The required duties for the position are:

1. **Prepare and serve nutritious meals to learners on time**
2. Take cooked food to classes and help educators to serve learners in their classrooms.
3. Provide water facilities for all learners to be able to wash their hands before and after the meal.
4. Clean the preparation areas after use.
5. Clean cooking equipment and cooking and eating utensils after use.
6. Clean storage areas on a regular basis and manage stock properly.
7. Manage stock of all equipment and utensils.

Minimum Requirements:

Applicant must be a parent/guardian of a learner/s at the school

Applicant must be a South African citizen

Applicant must be unemployed

Herein under would be added advantages if an applicant:

- Lives close to the school
- Has previous experience in food service
- Has not recently been engaged by the school as a Food Handler

Food Handlers will be paid a stipend as determined by the Division of Revenue Act Framework 2017/18

Please refer to application form on the reverse. Applications must be submitted for the attention of the Principal by not later than 28 February 2017

Food Handler Application Form

School Name:	
--------------	--

Name	
SA ID	
Gender	
Physical Address	
Cell number	
Highest qualification	
Disability – if yes explain	
Parent/guardian?	
Unemployed?	
Previously engaged by school for NSNP? If so when	
Previous food service experience?	

Food Handler Application Form

School Name:	Thembile Primary
--------------	------------------

Name	KHOZI MAMPHELE
SA ID	6606035018007
Gender	FEMALE
Physical Address	Unit 6 Zone 4 Zandspruit township
Cell number	072 446 1091
Highest qualification	Std 6
Disability – if yes explain	N/A
Parent/guardian?	YES - Parent of GRADE 4 LEARNER
Unemployed?	YES
Previously engaged by school for NSNP? If so when	NO
Previous food service experience?	YES - Part of FUNERAL SOCIETY

APPENDIX 19

Food Handler - Evaluation Form

(Blank/Completed Template)

Food Handler Evaluation Form

School Name	
-------------	--

List of Applicants:									
Applicant Name and Surname		ID No.	Minimum requirements			Additional advantages			
			Parent/ Guardian	Certified SA ID	Unemployed	Live Near School	Previously Engaged	Food Experience	<u>Other</u>
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									

List of Food Handlers to be engaged by the school:			
Name and Surname		ID No.	Basis for selection
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

We hereby wish to confirm the engagement by the school of the listed volunteers:

SGB CHAIRPERSON _____



PRINCIPAL _____

DATE _____

Food Handler Evaluation Form

School Name Thembale Primary

List of Applicants:	Applicant Name and Surname	ID No.	Minimum requirements			Additional advantages			
			Parent/Guardian	Certified SA ID	Unemployed	Live Near School	Previously Engaged	Food Experience	Other
1.	Khosi Mamphele	6606035018007	✓	✓	✓	✓		✓	
2.	Thuli Letlape	75011980013001	✓		✓				
3.	Anna Khumalo	8111017419201	✓	✓	✓	✓		✓	
4.	Tina Swendy	9704113089003	✓	✓	✓	✓		✓	
5.	GRACE KEKANA	9911041271001	✓	✓	✓				
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									

List of Food Handlers to be engaged by the school:			We hereby wish to confirm the engagement by the school of the listed volunteers:	
Name and Surname	ID No.	Basis for selection	SGB CHAIRPERSON	PRINCIPAL
1. Khosi Mamphele	6606035018007	Both applicants		
2. Anna Khumalo	8111017419201	minimum criteria and live close and have food experience		
3.				
4.				
5.				
6.				
7.				
8.				
				DATE <u>24 February 2017</u>

APPENDIX 20

Food Handler - Contract

(Blank Template)

FOODHANDLER'S CONTRACT

This agreement is entered into between
School
 (EMIS NO :.....) duly represented by Chairperson of the
 School Governing Body
 Mr./Mrs/Miss.....ID:.....and
 the principal of the School, Mr./Mrs /Miss
, as the resource and contact person,
 Persal no :.....and whose physical address is

code

 Tel no:.....Fax no:.....Cell
 no:.....

And

Mrs/Miss/Mr.....ID
 no:.....
 (hereafter called the Food Handler).

This contract is a job opportunity for the purpose of planning and preparing food for learners as well as any related function as part of the **National School Nutrition Programme (NSNP)**.

1. PURPOSE

This contract is for participants who are contracted for the purpose of planning and preparing food for learners as well as any related function as part of **NSNP**. The **Stipend** received by **Food handler participant** will be provided by **the School**, in line with the **applicable NSNP Conditional Grant** and the **Food Handler Responsibilities** shall be fashioned along the lines of the **Food Handler Duty List**.

2. INTERPRETATION

This contract should be interpreted in line with the following applicable legislation:

1. The Skills Development Act (Act 97 of 1998)
2. The Basic Conditions of Employment Act (Act 75 of 1997)
3. Labour Relations Act of 1995
4. Any other applicable legislation and bargaining council agreements.

3. DURATION OF CONTRACT

This contract will commence on **and end on thewhich means is** for a period of **12 months. Exceptions** shall be in respect of **breach of contract, reduction of the Food Handler Ratio** in a school, **rationalization/closure of schools**. In such exceptional circumstances the end date shall be the date on which the contract is terminated or the school ceases to operate. A written **one month notice is obligatory** in respect of **school operational circumstances (reduction of Food Handler Ratio and Rationalization/closure of schools)**.

4. DUTIES OF A FOOD HANDLER

Food handler responsibilities shall be fashioned along the lines of the **Food Handler Duty List** and shall be underpinned by the following:

1. OBSERVANCE OF FOOD SAFETY

- Handling and Storage of foodstuffs in a manner that reduces chances of food contamination.
- Wearing of apron, head gear/cap, keeping well-manicured and short nails, removing earrings when preparing and serving food.
- Maintaining the highest standards of personal hygiene and cleanliness of the food preparation area and utensils.

2. REDUCTION OF WASTE WITHOUT COMPROMISING THE QUALITY OF SERVINGS TO LEARNERS.

- Servings should only be for learners.
- Ensure that ingredient quantities during food preparation are consistent with the School Specific Menu.
- Maintaining highest standards of ethical conduct.

3. ENSURE NON –INTERRUPTION OF FEEDING AND TUITION.

- Volunteer Food handler to report for work on all feeding days.
- Commencement of food preparation to be in sync with the time for food serving.
- Feeding time to be timetabled, monitored and be consistent with the overarching requirement of feeding by 10h00.

5. TERMINATION OF CONTRACT

This contract terminates

1. When the **Food handler completes a twelve (12) months period)**, and the contract is not renewable unless there are extenuating circumstances which are advanced in writing by the school to the District Office.
2. When the Food Handler has been found to be in breach or the school has ceased operations. In respect of breach of contract **due process** shall be followed by the school. The outcome of a hearing shall be submitted to the District NSNP Coordinator together with an application for a replacement.
3. The **Food handler** participant gives notice, in writing, to terminate the contract. A written one month notice is mandatory. A School may accept a shorter period of notice in exceptional circumstances.
4. The School gives a written one month notice, for **operational reasons**, that the services of a Food Handler will no longer be required.
5. The Food Handler is proven beyond doubt that s/he is **incompetent**. In the case of inefficiency/incompetence or incapacity the school must first exhaust support mechanisms such as capacity building before a decision to terminate a contract is arrived at.

6. DUE PROCESS IN CASES OF FOOD HANDLER MISCONDUCT

This is founded on the principle of **fairness** and the notion **of 'hearing the other side'**.

1. A disciplinary hearing shall be conducted by the school to ascertain the veracity of allegations. Transgressions warranting dismissal are putting the life of a learner/s at risk, serial absenteeism, pilfering and gross insubordination. Less serious transgressions may warrant a written warning.
2. The accuser cannot preside over the hearing.
3. The alleged transgressor should be afforded an opportunity to state his/her side or call for witnesses.
4. There shall be a record of all proceedings.

5. The Food Handler can take the outcome of the hearing on review and the District Office shall handle issues of review. The outcome of the review is binding and final.

7. WORKING HOURS

7.1 Normal working

- a) Working hours, on all feeding days, shall be structured by the school such that food preparation, food serving, collection of utensils and tidying up are all made possible. The school shall not unduly keep food handlers at school.

Any type of leave taken by the Food handler participant should be negotiated with and agreed upon between the Supervisor and the Food handler participant.

8. PAYMENT OF FOODHANDLERS

The **Foodhandler** will be paid a **monthly stipend of**which is in line with applicable NSNP Conditional Grant Framework. A contribution (Food Handler and Department), in respect of **Unemployment Insurance Fund (UIF)** shall be made to the Department of Labour for each contracted Food Handler participant.

NB: This is subject to the participant's attendance.

10. CONDUCT

The **Foodhandler** participant undertakes to abide by the code of conduct as set by school.

11. DISPUTES

In an event where a dispute arises between the **Foodhandler** participant and Supervisor, the Director will designate the principal and district co-ordinator to investigate, mediate and manage the conflict. In such an event all parties shall be subject to all terms and conditions contained in terms of this contract.

12. THE OBLIGATIONS/DUTY OF THE DISTRICT OFFICE-NSNP UNIT:

1. Orientation programme on ethos of a **Food handler** is provided to all participants
2. **Food handler** participants are provided with Mentors or Supervisors for guidance during their term of contract.

3. Participants are provided with theoretical and practical work experience.
4. Issues of Human Rights are not violated by the school when managing Food Handler Participants.

12. FOOD HANDLER PARTICIPANT DETAILS

1. First Name and Surname:
2. Physical Address:
3. Postal Address:
4. Tel/Cell Number:
5. Facsimile:
6. Email address:

12. NEXT OF KIN DETAILS

1. Next of Kin Name :
2. Relationship :
3. Tel. Number :

13. SIGNATURES:

FOODHANDLER PARTICIPANT	DATE

CHAIRPERSON OF THE SGB	DATE

PRINCIPAL	DATE

<p>School Stamp</p>
--

APPENDIX 21

Food Handler - Registration Form

(Blank / Completed Template)

Food Handler Registration Form

School Name		
Initials		
First Name(s)		
Surname		
ID Number		
Nationality		
Date of Birth		
Gender		
Cell Number		
Contract start date		
Contract end date		
First language		
Second language		
Highest level of education		
Physical address		
Municipality / village		
Ward name / number		
Government grant	Yes	No
Disability	Yes	No
Number of people in household		
Number of dependents in household		
Number of children attending school		

Completion instructions:

- An original certified copy of ID must be attached to this form and kept on the NSNP file
- A copy of an original ID may only be certified by:
 - SA Police
 - Department of Home Affairs
 - SA Post Office
 - Magistrate

Food Handler Registration Form

School Name	Thembile Primary	
Initials	KL	
First Name(s)	KHOZI Luisa	
Surname	MOMPHELE	
ID Number	660035018007	
Nationality	SOUTH AFRICAN	
Date of Birth	3 JUNE 1966	
Gender	FEMALE	
Cell Number	072 446 1091	
Contract start date	1 APRIL 2017	
Contract end date	31 MARCH 2018	
First language	SEITSWANA	
Second language	ENGLISH	
Highest level of education	STD 6	
Physical address	UNIT 6 ZONE 4 ZANDSPRUIT TOWNSHIP	
Municipality / village	LEKIMPULU	
Ward name / number	—	
Government grant	Yes	<input checked="" type="radio"/> No
Disability	Yes	<input checked="" type="radio"/> No
Number of people in household	5	
Number of dependents in household	4	
Number of children attending school	4	

Completion instructions:

- An original certified copy of ID must be attached to this form and kept on the NSNP file
- A copy of an original ID may only be certified by:
 - SA Police
 - Department of Home Affairs
 - SA Post Office
 - Magistrate

APPENDIX 22

Food Handler - Standard Duty List

(Templates)

English / Afrikaans / IsiXhosa / Sesotho

VOLUNTEER FOOD HANDLER DUTY LIST

Daily the Food Handler shall:

- Prepare and serve nutritious meals to learners on time on all feeding days:
 - Feed all learners before 10:00am (within time-tabling constraints)
 - Prepare and serve a balanced meal (3 food groups – starch, protein & fruit/veg)
 - Prepare quantities according to the school specific menu
- Provide water facilities for all learners to be able to wash their hands before the meal
- Clean preparation areas, cooking equipment and eating utensils after use
- Clean storage areas and manage stock properly and safely
- Maintain the highest standards of personal hygiene
- Wear an apron and head gear/cap when preparing and serving food
- Manage stock of equipment and utensils
- Sign the food handler attendance register

The Food Handler shall also:

- At his/her own cost ensure the availability of a “stand-in” food handler in the event that the food handler is unable to attend to his/her duties on a specific day. The food handler needs to inform the school in advance of this possibility and of the identity of the person
- Sign for payment of stipend on a monthly basis
- Report issues to the relevant school official where necessary

ULUHLU LWEMISEBENZI YABANTU ABAPHEKA UKUTYA **KWABANTWANA EZIKOLWENI**

Yonke imihla bayakwenza oku kulandelayo:

- Balungise kwaye baphekele abantwana besikolo ukutya okunesondlo ngexesha elifanelekileyo ngazo zonke iintsuku zokutyisa
 - Baqinisekise ukuba abantwana besikolo bonke batya phambi kwentsimbi yeshumi kusasa (phakathi kwexesha lokufundisa)
 - Baqinisekise ukuba bapheka ukutya okusempilweni - kube nemifuno okanye iziqhamo, isitatshi (esinokuba ngu-mngqusho, itapile, ipapa, umphokoqo okanye i-riayisi) kunye ne proteyini (enokuba yi-nyama, intlanzi okanye imbotyi)
 - Baqinisekise ukuba papheka ngokwemilinganiselo yoluhlu lokutya oludweliswe ngokwentsuku zeveki (specific menu)
- Banike abantwana amanzi okuhlamba izandla phambi kokuba batye ukuze bakwazi ukuhlamba izandla phambi kokuba batye
- Bacoce igumbi lokuphekela ndawonye nazo zonke izixhobo zokupheka kunye nezitya zabantwana
- Bacoce igumbi lokugcina ukutya kwaye baqiniseke ukuba konke ukutya kugcinwe ngendlela efanelekileyo
- Bqiniseke ukuba izinga lococeko likwi nqanaba eliphezulu ngawo onke amaxesha
- Banxibe i-faskoti kwaye bathwale entloko bagqume inwele xa bepheka ukutya kwabantwana
- Babeke iliso kuzo zonke izixhobo zokuphekela abantwana
- Batyikitye i-rejista ngayo yonke imihla xa bephangele

Kulindeleke ukuba benze noku kulandelayo:

- Xa engazukubakho emsebenzini uyakuthi ngendleko zakhe aqinisekise ukuba ukhona umntu oyakummela ngolosuku kwaye azise isikolo kwangexesha ade amchaze amazise loo mntu oza kumbambela.
- Atykitye imvume yokuba uwufumene umrholo wakhe inyanga nenyanga
- Azise isikolo ngemiba efuna ukuqwalaselwa xa kukho imfuneko

VRYWILLIGE VOEDSEL-HANTEERDER : PLIGTE LYS

Die Voedsel Hanteerder sal daaglik:

- 'n voedsame en gebalanseerde ete voorberei en betyds voorsit:
 - All leerders moet teen 10:00vm bedien word (binne die beperkinge van die skool-skedule)
 - Die ete moet gebalanseerd wees (3 voedselgroepe: stysel, proteïene en groente/vrugte)
 - Voorbereide hoeveelhede moet in lyn wees met die Skool-Spesifieke Spyskaart
- Waterfasiliteite voorsien waar alle leerders hulle hande kan was voor die ete
- Die voorbereidingsarea, sowel as alle kook en eet toerusting en eetgerei skoonmaak na gebruik
- Handhaaf die hoogste standaard van persoonlike higiëne
- Dra 'n voorskoot en kop-bedekking/hoed terwyl kos voorberei en bedien word
- Alle stoor-fasiliteite gereeld skoonmaak en voorraad korrek bestuur
- Die voorraad van toerusting en eetgerei bestuur
- Die Voedsel Hanteerder Daaglikse Teenwoordigheidsregister teken

Die Voedsel Hanteerder sal ook:

- Op eie onkoste verseker dat 'n plaasvervanger Voedsel Hanteerder diens doen, in 'n geval waar die Voedsel Hanteerder nie op 'n gegewe dag hulle dienste kan uitvoer nie. In so 'n geval moet die Voedsel Hanteerder die skool voor die tyd in kennis stel en die identiteit van die persoon verskaf
- Teken vir die ontvangs van sy/haar maandelikse toelae (op die amptelike Voedsel Hanteerder Erkenning van Ontvangs van Betaling Vorm)
- Enige relevante kwessies onder die relevante skoolbeampte se aandag bring, waar nodig

MOSEBETSI WA MOITHAOPHI YA LOKISETSANG BAIHUTI DIJO

Letsatsi le leng le leng motho ya lokisang dijo o tla:

- Lokisetsa mme a phakele baithuti dijo tse ahang mmele ka nako e tshwanelehileng le ka matsatsi ohle a ho fepa:
 - Fepa baithuti pele ho hora ya leshome (ho ya ka moralo wa tsamaiso ya sekolo)
 - Lokisa a phake diahammele ka tekanyetso e nepahetseng (mekga e 3 – setatjhe, protein le ditholwana kapa meroho)
 - Kala dijo ho ya ka moralo wa ho ja wa sekolo
- Etsa hore ho be teng metsi a hore baithuti kaofela ba hlape matsoho pele ba eja
- Hlwekisa sebaka sa ho phehela, disebediswa tsa ho pheha mmoho le tsa ho jela ka mora ho di sebedisa
- Hlwekisa polokelong ya dijo o be o hlokomele setoko hantle
- Nnetefatsa boemo bo hodimo ba haejini
- Aparafesekoto o rwale tuku/katiba ha o lokisa dijo le ha o phaka
- Hlokomela palo ya disebediswa tsa ho pheha le tsa ho jela
- Tekena/saena rejistara ya boteng ba hao

Hape mohlophisi wa dijo o tlameha ho:

- Nnetefatsa hore ha yena a sa tlo ba teng ho lokisa dijo a batle motho ya tla kena dieteng tsa hae, ka ditshenyehelo tsa hae. O tlameha ho tsebisa sekolo e sa le ka nako hore o tla ba siyo mme a tlise ya tla mo emela ka pele.
- Saenela tefo ya hae kgwedi le kgwedi
- Tlaleha mathata ho mookamedi wa sekolo

APPENDIX 23

Food Handler - Acknowledgement of Payment Form

(Blank/Completed Template)

FOOD HANDLER ACKNOWLEDGEMENT OF PAYMENT FORM

EMIS Number		District	
School Name		Total learners approved for NSNP	
No. Food Handlers Engaged		Month	

No. FH Engaged	Surname	Initials	ID Number	Amount Received	Signature	Date Received
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

NSNP Coordinator _____

Date _____

FOOD HANDLER ACKNOWLEDGEMENT OF PAYMENT FORM

EMIS Number	200300718	District	Butterworth
School Name	TEKO SPRINGS JSS	Total learners approved for NSNP	434
No. Food Handlers Engaged	3	Month	June 2014

No. FH Engaged	Surname	Initials	ID Number	Amount Received	Signature	Date Received
1	Luthuli	J.L	6710123003007	R900	<i>J Luthuli</i>	27 June 2014
2	Letlape	S.S	7411234581008	R900	<i>S Letlape</i>	27 June 2014
3	Pafumi	M.K	7512044067009	R900	<i>M Pafumi</i>	27 June 2014
4						
5						
6						
7						
8						
9						
10						

NSNP Coordinator P. Nhlapo

Date 27th June 2014

APPENDIX 24

Food Handler - Attendance Register

(Blank/Completed Template)

DAILY FOOD HANDLER ATTENDANCE REGISTER

EMIS Number	
School Name	
District	
Total learners approved for NSNP	
Number of Food Handlers engaged	
Month	

FEED DAYS	DATE	F/H 1: _____	F/H 2: _____	F/H 3: _____	F/H 4: _____	F/H 5: _____	F/H 6: _____	F/H 7: _____	NSNP Coordinator Signature
1									
2									
3									
4									
5									
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DAILY FOOD HANDLER ATTENDANCE REGISTER

EMIS Number	200300718
School Name	TEKO SPRINGS JUNIOR SECONDARY
District	Butterworth
Total learners approved for NSNP	434
Number of Food Handlers engaged	3
Month	June 2014

FEED DAYS	DATE	F/H 1: <i>J. Luthuli</i>	F/H 2: <i>S. letlape</i>	F/H 3: <i>M. Pafumi</i>	F/H 4: _____	F/H 5: _____	F/H 6: _____	F/H 7: _____	NSNP Coordinator Signature
1	2 June	<i>J. Luthuli</i>	<i>S. letlape</i>	<i>M. Pafumi</i>					<i>P. Nhlapo</i>
2	3 June	<i>J. Luthuli</i>	<i>S. letlape</i>	<i>M. Pafumi</i>					<i>P. Nhlapo</i>
3	4 June	<i>J. Luthuli</i>	<i>S. letlape</i>	<i>M. Pafumi</i>					<i>P. Nhlapo</i>
4	5 June	<i>J. Luthuli</i>	<i>S. letlape</i>	<i>M. Pafumi</i>					<i>P. Nhlapo</i>
5	6 June	<i>J. Luthuli</i>	<i>S. letlape</i>	<i>M. Pafumi</i>					<i>P. Nhlapo</i>
6	9 June	<i>J. Luthuli</i>	<i>S. letlape</i>	<i>M. Pafumi</i>					<i>P. Nhlapo</i>
7	10 June	<i>J. Luthuli</i>	<i>S. letlape</i>	<i>M. Pafumi</i>					<i>P. Nhlapo</i>
8	11 June	<i>J. Luthuli</i>	<i>S. letlape</i>	<i>M. Pafumi</i>					<i>P. Nhlapo</i>
9	12 June	<i>J. Luthuli</i>	<i>S. letlape</i>	<i>M. Pafumi</i>					<i>P. Nhlapo</i>
10	13 June	<i>J. Luthuli</i>	<i>S. letlape</i>	<i>M. Pafumi</i>					<i>P. Nhlapo</i>
11	17 June	<i>J. Luthuli</i>	<i>S. letlape</i>	<i>M. Pafumi</i>					<i>P. Nhlapo</i>
12	18 June	<i>J. Luthuli</i>	<i>S. letlape</i>	<i>M. Pafumi</i>					<i>P. Nhlapo</i>
13	19 June	<i>J. Luthuli</i>	<i>S. letlape</i>	<i>M. Pafumi</i>					<i>P. Nhlapo</i>
14	20 June	<i>J. Luthuli</i>	<i>S. letlape</i>	<i>M. Pafumi</i>					<i>P. Nhlapo</i>
15	23 June	<i>J. Luthuli</i>	<i>S. letlape</i>	<i>M. Pafumi</i>					<i>P. Nhlapo</i>
16	24 June	<i>J. Luthuli</i>	<i>S. letlape</i>	<i>M. Pafumi</i>					<i>P. Nhlapo</i>
17	25 June	<i>J. Luthuli</i>	<i>S. letlape</i>	<i>M. Pafumi</i>					<i>P. Nhlapo</i>
18	26 June	<i>J. Luthuli</i>	<i>S. letlape</i>	<i>M. Pafumi</i>					<i>P. Nhlapo</i>
19	27 June	<i>J. Luthuli</i>	<i>S. letlape</i>	<i>M. Pafumi</i>					<i>P. Nhlapo</i>
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APPENDIX 25

Food Safety Manual



4.

FOOD SAFETY

FOOD SAFETY

4. FOOD SAFETY

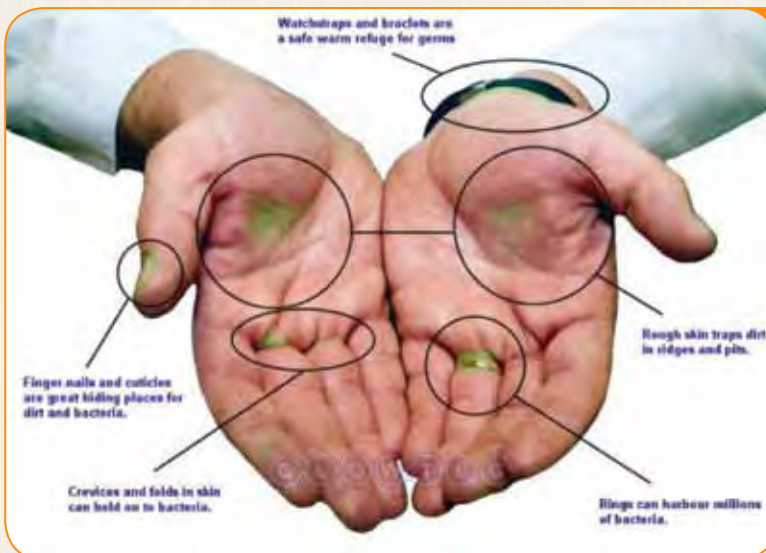
4.1 What is food safety?

Food safety is the handling of food in such a way that it is not exposed to germs.

4.2 What are germs?

Germs are very small organisms that cannot be seen by the naked eye, but can be seen under a microscope. Germs can settle on food, work surfaces, utensils, human skin and pets. Bacteria are the most dangerous germ when they get into contact with food. You cannot see, smell or taste bacteria in food. Bacteria and other germs spread very quickly if good standards of hygiene are not kept. Bacteria need food, moisture, heat and sometimes air to grow. Most bacteria are destroyed at temperatures above 60 ° Celsius. Bacteria are destroyed at 100 ° Celsius. Warm temperatures help the bacteria to multiply quickly. Cold food should be stored below 10° Celsius. Food poisoning is characterised by symptoms like stomach cramps, headache, diarrhoea, vomiting and fever. The affected person can die if they do not get medical attention. Following basic hygiene guidelines can prevent food poisoning.

4.3 Hiding Places for Germs



Did you know?

More than 200 known diseases are transmitted through food:

Source WHO

Source: www.glowtec.co.uk

Personal Hygiene

- Cover cuts with a water proof band aid or wear rubber or plastic gloves, to prevent transferring germs to food.
- Wear light coloured protective clothes (Apron and headgear).
- Cover hair completely to avoid hair from falling into food.
- Remove any jewellery as it can harvest germs.
- Fingernails should be kept short, clean and unpolished (no artificial nails).



Finger nails short with no nail polish

Handwashing

Wash hands before starting work, in between, AND after any break. To ensure cleanliness hands must be washed using antibacterial detergent, rinsed and dried.

Handwashing

- 1 Wet Hands
- 2 Soap
- 3 Lather for 15 seconds
- 4 Rinse
- 5 Towel Dry
- 6 Turn taps off with towel

Tips for when to wash hands

- after visiting the toilet
- before and after handling raw food (meat, fish, pastry, eggs, vegetables)
- after handling dirty equipment (including money)
- after handling delivery packaging
- after handling refuse
- after cleaning surfaces equipment
- after touching face and hair
- after coughing and sneezing

Kitchen Hygiene

To ensure safe food is served to learners, good kitchen hygiene should be a priority practice. The following principles are key:

- Clean and disinfect cutting boards and countertops.
- Wash utensils using hot soapy water
- Wash dish cloths in bleach (disinfectant)
- Keep the kitchen free from flies and cockroaches
- Wipe worktops as you work
- Good ventilation is necessary during cooking
- Sweep and mop kitchen floors every day
- Practice “clean as you go principle”

How clean is your kitchen?



Tips

Keep everything clean in your kitchen. Cleanliness is a major factor in preventing illness resulting from eating contaminated or unwashed food. Everything that touches food should be clean.

Kitchen Safety

The infrastructure and equipment used for preparing meals must also comply with hygiene and safety rules.

Kitchen accidents can be caused by:

- Creating unsafe conditions
- Ignoring hazards (picking up broken glass)
- Not paying attention
- Unsafe practices

Types of accidents/injuries	Cause
Cuts	Knives, cutters, slicers
Burns	Open flames, hot oils, steam,
Electric shocks	Appliances
Carbon monoxide poisoning	Gas leaks
Slips and falls	Slippery and cluttered floors
Itching, skin redness	Exposure to detergents and cleaning solutions

Preventing Accidents/Injuries

- Make sure you understand how equipment works before you use it.
- Unplug electric equipment before disassembling or cleaning.
- Make sure the switch is off before plugging in equipment.
- Do not touch or handle electric equipment, including switches, if your hands are wet or if you are standing in water.
- Use equipment only for the purpose intended.
- Stack pots and other equipment properly on pot racks so that they are stable and not likely to fall.
- Use extreme caution when opening cooking equipment - steam needs to escape.
- Where necessary wear safety shoes to protect from slipping, hot water and sharp objects.
- Allow only registered gas installers to fit and maintain your gas equipments.

How to use knives safely: preventing cuts & accidents

- Keep knives sharp. A sharp knife is safer than a dull one - it requires less pressure and is less likely to slip.
- When using a knife or cutting equipment, pay attention to your work.
- Cut away from your body when cutting or trimming.
- Use knives only for cutting - do not use for opening containers or for other tasks.
- Don't try to catch a falling knife. Step back and let it fall.
- Don't put knives in a sink, under water or any place where they cannot be seen.
- Clean knives carefully, with sharp edge away from you.
- Store knives in a safe place, such as in a rack or knife block, when not in use.
- Carry knives properly.

- Use the correct knife for the job you are doing.



Know the location of fire extinguishers and how to use them.

Food Handling

Care should be taken when handling food to ensure that food is not contaminated with germs

- Good personal hygiene is important for handling food
- Do not mix food with bare hands. Use forks, spoons or wear clean plastic gloves to avoid spreading germs from the skin to the food e.g. salads
- Use tongs, spoons, forks or plastic gloves to handle cooked food.
- Wash fresh fruits and vegetables under running water before eating
- Use safe water or treat it to make it safe
- Keep food covered



Food Storage

ALL food items should be stored on shelves, and not directly on the floor surface.

The space beneath the lowest shelf needs to be enough for effective cleaning. The recommended space is 30cm (a ruler's length) above floor level.

- Store dry food such as rice, maize meal and samp in air tight containers.
- Store bags of food above floor level.
- Do not leave food exposed to the sun.
- Keep detergents, chemicals, books and tools away from food stuffs.
- Keep raw food and cooked food separately.
- Practice the principle of "first in first out" (FIFO).
- Foodstuffs should be properly labeled indicating ingredients, name and address of manufacture, expiry date and batch number.

Do's and don't's of Food Storage



Store food in the cupboard or in shelves



Food must never be stored on the floor



After opening packaging, store food in labelled air-tight containers



bags/containers must not be left open



Separate raw and cooked foods
keep food covered



Keep detergents and chemicals away from foodstuffs

CONTAMINATED FOOD IS NOT FIT FOR HUMAN CONSUMPTION

ALWAYS CHECK EXPIRY DATE

Storage of vegetables:

Sort vegetables before storing them and remove bruised ones

- Keep all vegetables in a cool room.
- Store food in a dry, well ventilated area.
- Frozen vegetables should be kept frozen until used.
- Frozen vegetables should be cooked when they are still frozen.
- Dried vegetables should be stored in an airtight container and stored in a cool dry place.

Storage of tinned food:

- Store in a clean, cool, dry, well lit and ventilated place.
- Tins with dents should not be used, they must be thrown away.



Never buy damaged tins as the food may be spoilt

- Throw away bulged, rusted or swollen tins

PEST CONTROL

Waste should be handled and stored in a manner that will not contribute to contamination through the presence of pests

- Pests (flies, cockroaches, and rats) carry bacteria through the kitchen and onto food, thus creating the potential for food poisoning. They also spoil and damage food stocks, which can become very costly for school feeding.
- Stop pests coming in the kitchen by sealing external holes and cracks, and where possible use fly screens on windows.
- Take away the pests' food and water by maintaining a high standard of cleanliness through good hygiene practices. Remember, pests like warm, dark areas such as below sinks and hot water systems and cupboards. Make sure you don't have any leaking pipes or taps

- Store all foods in containers with tight fitting lids.
- Use registered pest control operators for pest treatment.
- There should be no sign of pest infestation in the kitchen (e.g. rodent droppings).

REFUSE STORAGE AND DISPOSAL

- Store waste in a refuse bin (where practical and possible, lined with a garbage plastic bag) with a tight fitting lid.
- Refuse should be taken out when full and at the end each cooking session.
- Clean the bin every day.



! Do not burn waste. It causes air pollution.

APPENDIX 26

Food Safety Tips To Prevent Food Poisoning and Contamination

(Guide)

FOOD SAFETY TIPS TO PREVENT FOOD POISONING AND CONTAMINATION IN THE NSNP

PREPARATION

- ✓ Sort, separate and check for foreign objects in food before cooking
- ✓ Use clean water and boil to make it safe

COOK THOROUGHLY

- ✓ Avoid pre-cooking
- ✓ Cook food every morning and serve immediately
- ✓ Eat food on the day it is cooked. DO NOT EAT LEFTOVERS

KEEP CLEAN

- ✓ Wash your hands at all times
- ✓ Keep hair covered at all times
- ✓ Wear clean clothing with apron
- ✓ Keep surfaces and utensils clean

RECEIVING FOOD

- ✓ Check expiry dates, quality and quality
- ✓ Use the **FIRST IN FIRST OUT** (FIFO) principle

FOOD STORAGE

- ✓ Keep all food on shelves
- ✓ Store food out of direct sunlight
- ✓ Place cleaning products chemicals away from food

WASTE DISPOSAL

- ✓ Store waste in a refuse bin with tight fitting lid
- ✓ Clean up spills around garbage containers immediately

GOOD PRACTICE

- ✓ Take a small food sample from all food prepared and keep it overnight and discard the next morning



basic education

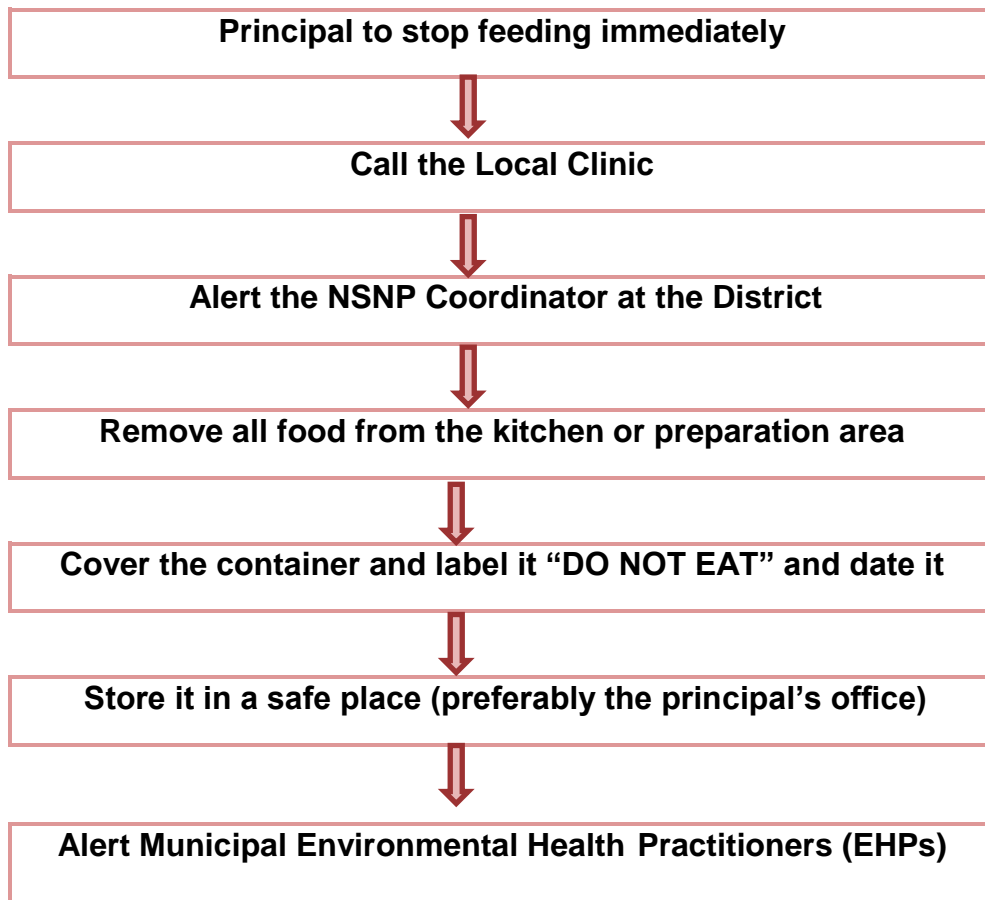
Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

APPENDIX 27

Managing Suspected Food Poisoning and Contamination

(SOP)

FOOD SAFETY STANDARD OPERATING PROCEDURES TO MANAGE SUSPECTED FOOD POISONING AND CONTAMINATION IN THE NSNP



- Teachers to accurately keep record of learners that are affected
- Inform the parents/guardians of affected learners
- Notify the Department of Basic Education at the toll free number **0800 20 29 33**
- The Provincial Education Department (Communications) to address any media enquiries when necessary
- The District Coordinator for NSNP will advise when feeding can resume

NB: Adhere to food safety tips to prevent a similar incident

Provincial Environmental Health services	Telephone number
Eastern Cape	040 606 1719/8
Free State	051 408 1541/1421
Kwa-Zulu Natal	033 846 7510/7503
Limpopo	015 293 6199/6193
Mpumalanga	013 766 3448/3154
North West	018 397 2685
Northern Cape	053 830 0537/0539/0540
Western Cape	021 421 1124
Gauteng	011 355 3479/3145/3754



APPENDIX 28

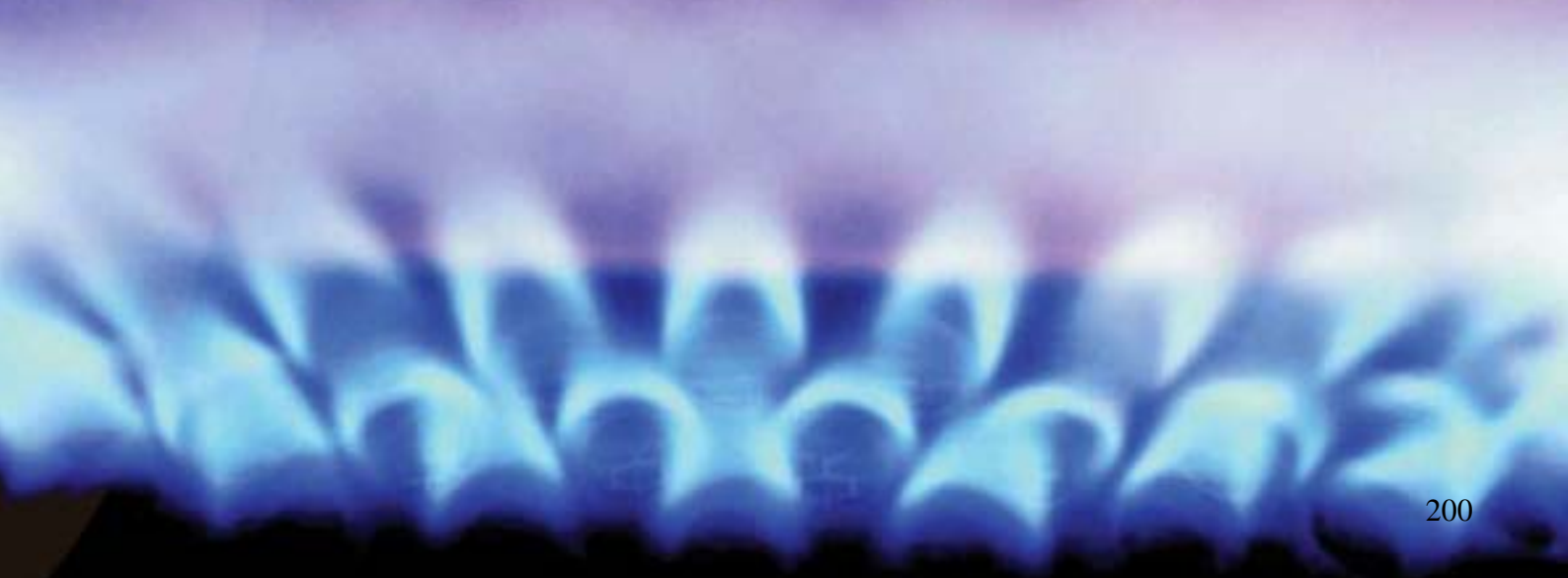
Gas Safety Manual

2.

GAS SAFETY

GAS 8

GAS SAFETY



2. GAS SAFETY

2.1 What is LP Gas?

LP Gas stands for Liquefied Petroleum Gas, which is energy in a cylinder. It is flexible, fast, clean, portable and powerful. It is safely used in a wide range of applications like cooking, heating, refrigeration and lighting. The NSNP use it mainly for cooking.

Cylinder gas is available in a wide range of cylinders to fit a variety of appliances. The nearest dealer can refill cylinder sizes up to 6kg. With the larger sizes – 9kg and bigger, your cylinder will be replaced by the dealer with a full one when required. A dealer, who is a member of the LP GAS Safety Association, should fill LP Gas cylinders.



Please take note:

Working with LP Gas requires legal compliance for safety in the workplace:

It is mandatory for all appliances falling within the Safe Appliance Scheme to comply with the requirement of specifications and mandatory aspects detailed within the Occupational Health and Safety Act of 1993.

The Department of Labour appointed the Liquefied Petroleum Gas Safety Association of Southern Africa (LPGASSA) to verify whether LP Gas appliances, regulators and hoses are compliant with Safe Appliance Scheme.

There is a National Standard published by the South African Bureau of Standards (SABS) covering the Safety requirements of LP Gas appliances. The Standard number is SANS 1539. The title is 'Appliances operating on liquefied petroleum gas – safety aspects'. SANS 1539 is the only safety standard to which LP Gas appliances must comply.

Please note that only registered gas installers may undertake LP Gas installations. The following must be adhered to:







- No user shall use, or require or permit a gas container to be used, and no user shall fill, place in service, handle, modify, repair, inspect, or test any portable gas container, other than in compliance with relevant standards
- It is mandatory for appliances, hoses and regulators to be tested for compliance and for the manufacturers or importers of such products to obtain a Verification Permit from the LPGSASA.
- LP Gas installers are required by law to be registered.
- LP Gas installers are required by law to undergo specific training.



Remember:

When procuring gas equipment, provinces, districts and schools should ensure that all appliances have a certificate of compliance

2.2 Precautions and safety measures when cooking with Gas

Precautions when cooking with gas:		Safety measures:	
	Always make sure your window is open to allow fresh air into the room		If you smell gas turn the cylinder off
	Light the match first, THEN Turn on the gas to ignite the burners		If there are flames, protect your hands with a damp cloth
	Place the pot in the middle of the cooker plate		Do not re-use a cylinder that was in a fire.

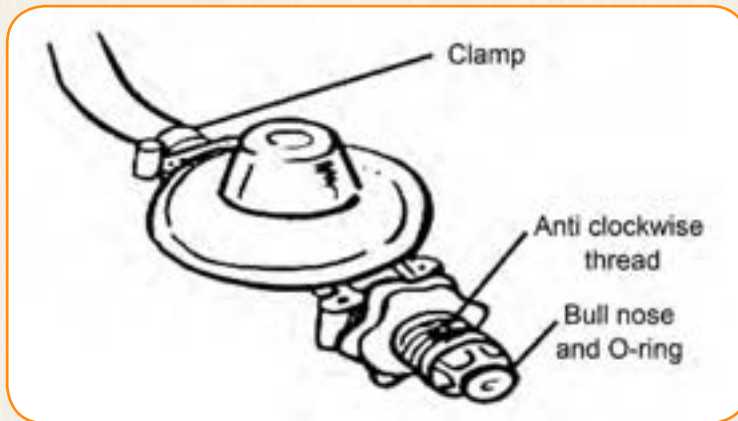
2.3 Working with Gas

2.3.1 Connection, Storage and Maintenance

- Do not put a leaking cylinder into your car
- Gas cylinders should be handled by accredited service providers
- The cooker/cylinder must be checked regularly
- New purchased gas stoves should always have a certificate of compliance
- The hand wheel on most regulators connects to the cooker in an anti-clockwise direction when screwing into the cylinder.
- All stoves and boiling tables used in schools connect to the cylinders using a regulator.



2.3.2 The regulator



- At the front of the regulator where it screws into the cylinder, is an “O” ring or shaped rubber seal. Check this regularly and replace if necessary.
- Check the hose (not a garden hose) between the regulator and the stove (boiling table). It must be secured with a small metal hose clamp at both ends.
- Check all the rubber seals (washers) and “O” rings and replace them regularly.



- Check all clamps and hose connections regularly.
- Check the hose for cracks and wear and damage by fats and oil regularly. If the connecting hose is worn it must be replaced.

2.3.3 Storage of the Gas cylinder:

- Never store your gas cylinder near a direct source of heat (such as stove, heater, fire)
- Cylinders in any public place such as a school must be stored outside the kitchen in a steel cage. Clear safety signage must be visible on the cages.
- Always allow enough time for your appliance to cool down after use, before touching it or storing it away.

2.3.4 When using the gas cylinder:

- Place your cylinder on a level surface



- Never leave a gas cylinder on a stove

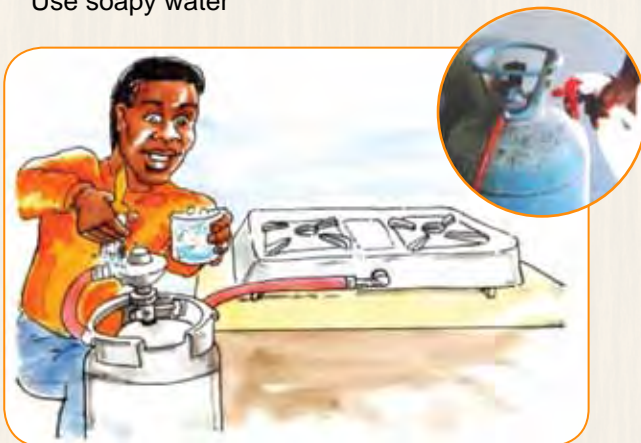


2.3.5 Check for leaking

- Never check for the leak with a naked flame!

Procedure:

- Use soapy water



- Take a cup of soapy water and a small paint brush and brush around all connections between the stove (boiling table) and the cylinder. An alternative is to put the soapy water solution in a spray bottle and then spray the liquid onto the joints. If there is even the smallest leak the soapy water will bubble, and indicate exactly where the leak is.
- Obviously if there is a leak, close the cylinder valve.
- Never try to repair a leaking cylinder yourself, it should only be checked by an accredited service provider.

APPENDIX 29

Waste Management Manual

5.

WASTE MANAGEMENT

WASTE
MANAGEMENT

5. WASTE MANAGEMENT

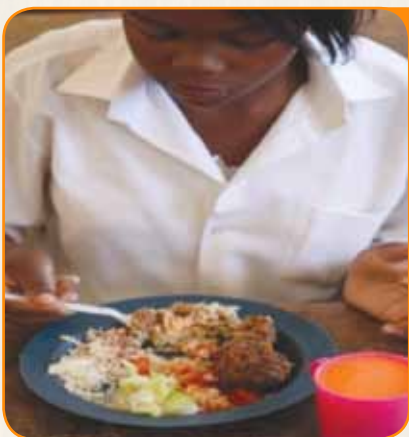
Waste from food preparations is a reality and a general waste build up is produced in the running of schools. Using this booklet will contribute to safer waste management practices in schools. The NSNP has three objectives: to enhance learning capacity through school meals; to strengthen nutrition education in schools; and to promote sustainable food production initiatives in schools through the management of the programme in an environment friendly manner.



Did you know?

There are over 8 million learners on the programme. Fish is served at least once a week, resulting in 1.2 million canned fish containers that can either be thrown away or reused and recycled

This booklet is intended for educators, learners and their families with the aim of raising awareness of poor waste management disadvantages and the benefits of integrated waste management. All members of the school community are encouraged to adopt an active role in planning and implementing strategies to **reduce, re-use and recycle** waste.



Did you know?

The South African Constitution states, "*Everyone has a right to an environment that is not harmful to their health or well being*".

What is waste and who creates it?

Waste is defined as rubbish and unwanted things that is thrown out of our homes, offices, schools and industries every day. We all generate waste when we throw away packaging, food and other things.

Waste can harm us!

All waste can harm us and our environment if it is not properly managed

Some of the harmful short-term effects of unmanaged waste are:

- The environment looks bad and smells bad
- Flies, rats and other pests breed and spread diseases
- Plants, animals and humans are poisoned
- The air and water becomes polluted

Long-term harmful effects of waste include:

- Poisonous chemicals stay in the environment and do not breakdown
- Damage to our natural resources like soil and water
- Cancer and birth defects

What is waste management?

Waste management is the collection, transport, processing, recycling or disposal and monitoring of waste material. Managing waste is generally done to reduce possible negative effects on health, the environment or the beauty of a place. We all need a clean and safe environment to live healthy lives. About 80 percent of the waste filling our landfills could be recycled and used to manufacture new products.



Did you know?

It is estimated that the total amount of domestic waste in South Africa is 15 million tons a year! Most waste is taken to already overflowing landfill sites.

Why is it important to manage waste? What are the benefits?






By using materials wisely at schools you can reduce the need for raw materials. General waste in schools include plastics, cans, food scraps, paper and glass. Waste ends up in landfills (disposal sites with a permit from relevant government departments', where dumping rubbish is allowed). Reduced waste will lesson pollution and has the potential to create an income from the sale of recyclable materials.

Management of waste control pests and the spread of harmful diseases. When we properly manage and dispose waste we eliminate conditions where rodents and insects can breed and multiply. We also eliminate burning and burial methods that could pose long term and dangerous health risks.

Waste in the NSNP



The following table indicate waste from the NSNP that can be reduced, re-used and recycled

Types of waste	Food scraps	Beverage/ Food Cans	Paper (magazines, newspapers, office papers)	Glass	Plastic (bags, bottles, containers)
					
	↓	↓	↓	↓	↓
Disposal of waste	Compost	Collect-a-can agents	Recycling agents	Recycling agents	Recycling agents
	↓	↓	↓	↓	↓
End use of waste	Vegetable gardens	Fund raising for NSNP in schools	Reuse of product and clean environment	Reuse of product and clean environment	Reuse of product and clean environment

REMEMBER THE 3 R'S- **R**EDUCE, **R**E-USE, **R**ECYCLE !!!

WHAT CAN THE SCHOOL COMMUNITY DO TO INCREASE RECYCLING AND REDUCE WASTE? HOW TO GET INVOLVED?

YOU CAN DO A LOT: Waste can be **Reduced, Reused and Recycled**. This is the preferred approach to waste management since, once waste is produced, it is costly to clean up afterwards.

REDUCE Minimise waste

- Shop carefully: buy in bulk to reduce the amount of packaging required.
- Choose returnable or reusable containers. Choose durable equipments and materials that will last a long time. Avoid disposable plates, cups and cutlery.
- Buy products that can be recycled. Shop with re-usable bags to avoid using new plastic bags each time.
- Use cloth dishtowels instead of paper ones.
- Print only when necessary, using the double sided option, also photocopy on both sides of the paper.

RE-USE Where possible re-use a product. If you can't use it again, find somebody who can.

- Use plastic packets and containers in which products and containers are sold to store things. Wash and dry plastic bags for re-use.
- Staple together office paper that has only been written on one side, for scrap paper, before recycling.
- Repair things rather than throw them away. Find alternative uses for materials i.e. cans re-used as cups or to make the environment beautiful.

RECYCLE If a product cannot be re-used, then recycle it. Firstly **separate waste at source**; this means to separate waste where it is produced, either at work, at home or at school rather than waste being sorted at landfill sites where it is wet and mangled and it costly and difficult to recycle.

Energy Saving Tips - The production of forms of energy such as electricity takes up precious resources. It is therefore important to use energy wisely. Energy saving can reduce the school's electricity bill. Do the following to reduce energy:

- Use energy saving light bulbs. Switch off lights and computers, if classrooms are not in use. Switch lights off at night.
- Switch geysers off during long weekends and holidays.

Where to start?

Find out if there is a local collection point for glass, plastics, cans, paper, oil, e-waste or tyres – and use it.

Find out if there is a sidewalk pick-up service in your area – and use it. Help to start a school or community collection programme.


Ask the following questions to recycling companies

- Do you collect?
- Do you supply bags or drums?
- How much do you pay?
- What do you take?
- Do I need to clean?
- Where can I deliver?

COMPOSTING



This is nature's way of recycling! Composting enriches and improves the quality of the soil.

Step 1 Select & prepare a site.

	
<p>Use no enclosure at all. Simply pile the materials up, keeping them in a fairly dense heap</p>	<p>Construct a wooden bin with old wooden material or pallets</p>

Step 2 Choose the right materials to put in your compost site.

Shred materials into small pieces, the compost process goes faster! Then add materials. Water ingredients and mix often. The pile should be kept moist but not too wet. Turn the pile often.

DO'S	DONT'S
	
<p>Vegetable & fruit peels, citrus rinds, egg, peanut & nut shells, stalks, wood ashes, horse & cow manure, leaves, apple cores</p>	<p>Meat, fish, fat, bones, poultry, vegetable oils, dairy products, cat/dog waste, invasive weeds, plastic, glossy magazines</p>

Step 3 Ready to use

Compost can be ready anywhere from two weeks to two years. Compost is ready to use when it has turned dark brown.



RECYCLING IN ACTION!



Used fish cans buried in the soil to enhance soil fertility.



Redone desk and wooden chair



Handbags made from carrying plastics



Flag mat made of carrying plastics



Play items from used yoghurt tubs and can and steel items.

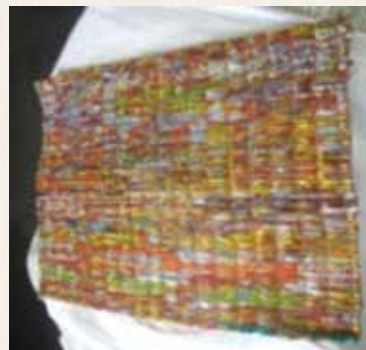


Table mat made from sweet wrappers



Car rim used as a braai stand



Charcoal made from egg holders



Egg holders used as to hold scissors



Used paper plates used to teachers numbers

Department of Environmental Affairs

Email: callcentre@environment.gov.za

Mail: Private Bag X 447, PRETORIA, 0001

Street: Fedsure Forum Building, Corner Pretorius & van der Walt streets

Tel: 086 111 2468/ 012 310 3911

	<p>Collect-a-can 011 466 -2939 www.collectacan.co.za</p>		<p>The Glass Recycling Company 011 803 0767 www.theglassrecyclingcompany.co.za</p>
	<p>Mondi Recycling Gauteng/KZN 0800 022112 W. Cape 021 931 5106 www.paperpickup.co.za</p> <p>Nampak Recycling 0800 018 818 www.nampak.com e-mail Recycling@za.nampak.com</p> <p>Sappi www.sappi.com Gauteng: 082 876 7468 W. Cape: 083 227 1379 Mpumalanga/Limpopo: 083 234 6217 Other provinces: 083 234 6284</p> <p>Paper Recycling Association of SA 011 803 5063 www.prasa.co.za</p>		<p>Plastics Federation of SA 011 314 4021 www.plasticsinfo.co.za</p> <p>Buyisa-e-Bag 011 452 0414 www.buyisaebag.co.za</p> <p>PETCO 0860 147 738 www.petco.co.za e-mail: info@petco.co.za</p> <p>Polystyrene Packaging Council 012 259 0554 www.polystyrenepackaging.co.za e-mail: info@polystyrenepackaging.co.za</p>
	<p>e-Waste Association of SA 011 312 3605 www.ewasa.org e-mail: info@ewasa.org</p>		<p>ROSE Foundation 021 448 7492 www.rosefoundation.org.za e-mail: usedoil@iafrica.com</p>
	<p>National Recycling Forum Tel: 011 675 3462 www.recycling.co.za</p>	<p>TYRES: Tyre Recycling Association 011 792-0359 BATTERIES: Fry's Metals 011 827-5413 www.frys.co.za INTEGRATED WASTE EXCHANGE: IWEX BUILDERS' RUBBLE & COMPOSING: Contact your local authority</p>	
<p>Extract from Ways with Waste, Central Branch, Institute of Waste Management of SA</p>			

APPENDIX 30

Guidelines For Tuck Shop Operators

(Manual)

National School Nutrition Programme

GUIDELINES FOR

TUCK SHOP OPERATORS



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA



National School Nutrition Programme

GUIDELINES FOR TUCK SHOP OPERATORS

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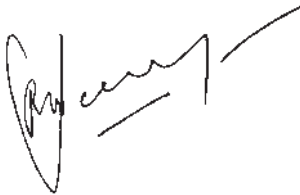
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1. FOREWORD



Between poor diet and a lack of exercise, our children are becoming more prone to obesity. If children are exposed to energy-rich foods at every turn and do not have many opportunities to exercise, the inevitable result is an increase in body mass. Obese children are more susceptible to developing chronic lifestyle conditions such as diabetes, heart disease, high blood pressure (hypertension), hyperlipidaemia and certain types of cancers. Other problems may arise such as sleep apnea (breathing difficulties), bone conditions such as weakening of hips, gastro-intestinal diseases, and even the early onset of puberty. Unhealthy lifestyle behaviours begin early in childhood and have the potential to progress into adolescence and adulthood. By preventing or reducing the prevalence of childhood obesity, for example, we may reduce the prevalence of adult obesity significantly.

It is to this end that these guidelines have been developed. All stakeholders bear responsibility towards the health of our nation's children. The Department of Basic Education, schools, tuck shop operators, and parents/ caregivers must work together with all stakeholders that our children can adopt a healthy lifestyle.



MR PB SOOBRAYAN
DIRECTOR-GENERAL
DATE: 2014/02/21

2. ACRONYMS

CAPS	Curriculum and Assessment Policy Statement
COA	Certificate of Acceptability
CRC	(United Nations) Convention on the Rights of the Child
CSTL	Care and Support for Teaching and Learning
DBE	Department of Basic Education
DoH	Department of Health
FBDG	(South African) Food Based Dietary Guidelines
NCS	National Curriculum Statement
NE	Nutrition Education
NPA	National Programme of Action
NSNP	National School Nutrition Programme
SGB	School Governing Body
SLA	Service Level Agreement
SMT	School Management Team

3. INTRODUCTION

The prevalence of overweight and obesity in South Africa has risen alarmingly while the problem of under nutrition still exists (Faber and Wenhold, 2006¹). A study by Mchiza 2010² confirmed this; “Obesity is fast becoming a time-bomb in South Africa, especially in poverty-stricken urban areas, where most ethnic communities associate the condition with beauty and wellness, rather than a health risk”.

According to the Heart and Stroke Foundation of South Africa, overweight/obesity is usually due to either eating too much food or the wrong type of food coupled with the lack of regular physical activity.³ “Obesity has many causes. Put simply, it’s caused by taking in more energy than is used up over a period of time. Research studies have helped us to understand more about an individual’s likelihood of becoming overweight or obese, but the most important factors are in our lifestyle.”

The problem of childhood obesity in South Africa is reaching epidemic proportions. According to the Medical Research Council of South Africa⁴, it is estimated that 17% of children between the ages of 1-9 are either overweight or obese (Lee.2004)⁵. Unhealthy food and beverage items sold by vendors and tuck shops to learners have a negative impact on child nutrition and thus related illnesses.

According to the study by Feeley A. 2011⁶, “Townships such as Soweto, have a wide selection of food vendors, both commercial and informal (street vendors and tuck shops) that sell fast-food items, including vetkoek (fried fat cakes), fried chicken, deep-fried fish, fried chips and fried meats including processed sausages. The study found that food prepared away from home was higher in total and saturated fatty acids and lower in calcium, iron and fibre than foods prepared in the home. In addition, learners generally buy other food items from school tuck shops and vendors such as bread, fat cakes, sweets and “chips” etc. outside the school premises.

The Ministry of Education in the Seychelles has developed a National School Nutrition Policy on the premise that the school environment is known to powerfully influence students' attitudes, preferences and behaviours and, as such, can promote and positively support healthy eating.⁷ These DBE guidelines take cognisance of this fact based on a common observation that schools generally have tuck shops and/or vendors in and around their premises.

The Department of Basic Education (DBE), through the National School Nutrition Programme (NSNP), promotes nutrition education in schools. This seeks to ensure that learners receive nutrition education messages which are reinforced throughout the entire school environment, to supplement the curriculum.

The Life Skills subject of the Curriculum and Assessment Policy Statement (CAPS) emphasises healthy eating among school children. The Specific Aim (3), of the Life Skills subject, contained in the NCS Policy Statement is to “guide learners to make informed and responsible decisions about their health and environment.” The environment learners find themselves in during school hours needs to support the messages conveyed in the classroom. Foods and beverages sold to learners should not cause confusion or contradict what has been taught.

4. LEGISLATIVE FRAMEWORK

The foundation of Government's commitment to nutrition is derived from the following imperatives:

- **Constitution of the Republic of South Africa**, 1996 (Act 108 of 1996). The Bill of Rights which is contained in Chapter 2 articles 27 (1) and 28 guarantees the right of children to health care, food and social security.
- **The National Programme of Action (NPA)** which was launched by Government in May 1996 provides a framework for the implementation of the United Nations Convention on the Rights of the Child (CRC). Nutrition is the first of seven priority areas in which South Africa needs to report on the progress in meeting the mandates of the CRC.
- **Certificate of Acceptability (COA)** issued by the Environmental Health Services located within Municipalities. It is a legal requirement that all food premises (including hawker stalls) should be registered with the Department of Health. Is a registration certificate for food premises in terms of Foodstuffs, Cosmetics and Disinfectants Act 1972 (Act No 54 of 1972).The person in charge of any food premises wishing to obtain a certificate of acceptability shall apply in writing to the local authority in whose area of jurisdiction the food premises are situated. It clarifies that the premises conform to the general hygiene requirements and the transport of food as laid down in the Act and Regulation.
- **The Reconstruction and Development Programme (RDP)** provides the context within which programmes for improving nutrition can be implemented and coordinated. It also highlights government's commitment to address malnutrition and hunger (Western Cape Provincial tuck shop guidelines)⁸.
- According to the Department of Basic Education's **Action Plan to 2014 Towards Schooling 2025**, learner well-being is at the forefront of the government's initiatives to improve children's learning abilities. Goal 25 clearly states that "Proper schooling cannot happen if learners suffer from desperate poverty, malnutrition or illness."⁹
- The Education Mandate for **Care and Support for Teaching and Learning (CSTL)** obligates the DBE to provide nutritional support and nutrition education to learners as part of the nutritional support priority area.
- The NSNP **Grant Framework Division of Revenue Act (DORA)** outlines three key objectives of the NSNP viz. to provide school meals to deserving learners during all school days, to promote nutrition education and food production in schools.
- **The Draft Nutrition Education (NE) Strategy** is intended "to make every school a healthy school where health promotion and awareness is integrated into school life".

5. OBJECTIVES

These guidelines are intended for School Management Teams (SMTs), School Governing Bodies (SGBs), educators, tuck shop operators and learners, parents and the wider community. Schools are encouraged to consider and make these guidelines meaningful for their respective situation. The guidelines are intended to:

- 5.1 empower School Management Teams (SMTs) and School Governing Bodies (SGBs) to promote the availability of healthy food alternatives from school tuck shops in school premises.
- 5.2 ensure that good nutrition and healthy lifestyles are promoted in schools by educators through emphasising nutrition education and that these are properly followed by all involved in school (school community members, educators, learners, tuck shop operators).
- 5.3 provide guidance and agreement on how tuck shop operators can support and promote good nutrition and healthy lifestyles by selling healthy food and beverage items to learners. The sweets, chocolates and unhealthy snacks should be offered in small grams/packages.
- 5.4 educate learners, parents/caregivers and the community on how to clearly distinguish between healthy and non-healthy food items that may be sold at tuck shops.

6. RESPONSIBILITIES OF STAKEHOLDERS

6.1 School Management Teams (SMTs) and School Governing Bodies (SGBs)

- The SGB and SMT should play a leading role in ensuring that healthy food snacks and beverages are sold to learners.
- Each school should have the South African Food Based Dietary Guidelines¹⁰ (FBDG) as the basis of translating information to its learners. The FBDG are guidelines developed by the Department of Health (DoH) to encourage people to buy and eat healthy food stuffs. These are attached as **ANNEXURE A** and can be accessed from <http://www.fao.org/ag/humannutrition/nutritioneducation/fbdg/49849/en/zaf/>
- The school should keep a database of individuals selling food and beverage items on or near the school premises.
- The school should offer training or hold meetings with tuck shop operators on the nutritional value of different products being sold.
- The SGB should enter into a Service Level Agreement (SLA) with school tuck shop operators. Such a Service Level Agreement should include the right to sanction and/ or terminate the services of a non-complying tuck shop operator.
- Although selling food can be a fund-raising activity for the school, care must be taken that learners are offered healthy and affordable alternatives at all times.
- There should be no marketing of any unhealthy foods at schools; thereby not permitting school sign boards sponsored by manufacturers of unhealthy foods and beverages
- Each school should make available clean, safe water within its premises.

6.2 Educators

- Educators should teach the Life Skills subject of the CAPS to emphasise healthy eating among school children. The Specific Aim (3), of the Life Skills subject, contained in the NCS Policy Statement is to “guide learners to make informed and responsible decisions about their health and environment.”
- Educators should lead by example and be role-models of a healthy lifestyle through good nutrition and regular exercise.

6.3 Tuck shop operators

- Each tuck shop operator must sign a Service Level Agreement with the school.
- Each tuck shop operator should have a copy of the FBDG.
- Tuck shop operators should sell healthy foodstuffs and beverages as alternatives such as fresh fruits, roasted unsalted peanuts etc, as shown in Table 1 in Section 7.
- The items that should be avoided in school premises are such items as fries, processed food items, etc, as shown in Table 2, Section 7.
- Only drinks allowed to be sold at school would be milk, 100% fruit juice and water. These drinks would have to be in 200ml to 250ml containers.
- Vending machines at schools should be unbranded.

6.4 Learners, Parents, Caregivers and the Community

- Parents and caregivers must ensure that they provide healthy food alternatives to their children.
- The community should encourage tuck shop operators to sell healthy alternatives.
- Parents and caregivers should lead by example and be role-models of a healthy lifestyle through good nutrition and regular exercise.
- Learners must balance their nutritional intake and do regular exercise such as jogging, cycling and playing different games.

7. SUGGESTIONS FOR TUCK SHOP OPERATORS






Schools are encouraged to give the following ideas to the tuck shop operators within their schools in order to build relations and ensure good health for learners.




- As a marketing tool use a small chalkboard at the tuck shop to advertise food that is available on a particular day, and write nutrition messages as well.
- Have a weekly or quarterly newsletter sent to parents and caregivers.

7.1 Good practices

- Drinking plenty of clean safe water: 6-8 glasses include any liquid taken;
- Boiling water if harvested from an unreliable source;
- Practicing good personal hygiene behaviour: Washing hands with soap under clean running water (after using the toilet, before and after meals);
- Covering hair during food preparation;
- Keeping short finger nails without nail polish for people preparing meals;
- Covering open wounds;
- Wearing clean clothes and using protective clothing during meal preparation;
- Providing unsweetened or 100% pure fruit juices and;
- Providing milk drinks that are low fat and unsweetened;
- Making available nutritious snacks as they are good for the provision of required energy and for metabolic processes and growth;
- Using snacks in moderation;
- Selling very limited quantities of processed snacks;
- Providing fruit and vegetables; and
- Selling soup during winter.

TABLE 1: EXAMPLES OF HEALTHY ALTERNATIVES

Examples of nutritious snacks	Nutrition information	Indication
 <p>Fresh Fruits and vegetables</p>	<p>Good sources of vitamins, minerals and fibre</p>	<p>Good for protection against illnesses, ease in bowel movement and absorption of other nutrients</p>
 <p>Roasted unsalted Peanuts</p>	<p>Good source of proteins and good fats</p>	<p>Required for the development growth and replenishing of body cells and tissues.</p>
 <p>Fish: grilled or canned</p>	<p>Good source of protein and iodine</p>	<p>Part of the thyroid hormone which regulates development of cells, growth, body temperature, and nerve functioning.</p>
 <p>Egg sandwich</p>	<p>Good source of protein</p>	<p>Required for the development, growth and replenishing of body cells and tissues.</p>
 <p>Tomato sandwich</p>	<p>Tomato contains Lycopene</p>	<p>The antioxidant lycopene is good for the prevention of some cancers.</p>

Examples of nutritious snacks	Nutrition information	Indication
 <p>Lean Mince sandwich</p>	Good source of protein	Required for the development, growth and replenishing of body cells and tissues.
 <p>Chicken liver sandwich</p>	Good source of iron and protein	Iron is required by the body for the development of red blood cells that transport oxygen to all cells.
 <p>Peanut butter sandwich</p>	Good source of Vitamin E	An antioxidant protecting cells from oxidation and stabilizes cells.

7.2 Examples of high nutritional value foods

- Fresh fruit and salads are good sources of vitamins which protect against illnesses;
- Roasted unsalted peanuts and nuts, grilled/ canned fish, boiled eggs are good sources of protein required for growth and development;
- Chicken livers are good source of iron required for the development of red blood cells; and
- Brown bread sandwiches.

7.3 Bad practices






- Selling of ice lollies (isiqeda);
- Selling and use of pre-used frying oil;

- Selling of items containing drugs to learners: Drugs are addictive; they cause behavioural changes and contribute to psychological problems; and
- Selling sugar laden fizzy drinks. These should be replaced with water, milk or juice.

7.4 Examples of low nutritional value foods

- Energy-rich foods (starch based and fatty) such as vetkoek and fried foods;
- Snacks that are loaded with colourants and additives cause learners to be hyperactive and lead to lack of concentration in class which leads to behavioural problems;
- Foods with a high salt content (lead to hypertension, cardiovascular and kidney diseases); and
- Snacks loaded with sugar.

TABLE 2: EXAMPLES OF SNACKS TO AVOID

Snack	Nutrition information	Indication
 <p>Fries</p>	<p>High fat content</p>	<p>Risk of obesity and Coronary Heart Disease. The use of pre-used oil to prepare fries can cause illnesses.</p>
 <p>Processed food items</p>	<p>High salt content</p>	<p>May contribute to the development of hypertension, cardiovascular and kidney diseases.</p>
 <p>Homemade pie/pasty or sandwich filling with fats as a base (e.g. vetkoek mince)</p>	<p>High unhealthy fat content</p>	<p>The pie/pastry is more often fat than a filling. Risk of obesity and Coronary Heart Disease.</p>
 <p>Weighed chips (umcaphuno; amakip-kip; ubhamfoqo)</p>	<p>High content of colourants and additives. High sodium (salt) content Susceptible to contamination during self packaging.</p>	<p>Many colourants e.g. Tartrazine, quinoline, allura red and benzoate are associated with hyperactivity in children.</p>
 <p>Powdered cold drink</p>	<p>High concentration of additives and colourants</p>	<p>The powder is for dilution and if sold to learners they consume it as a powder. This should only be drunk after dilution so as to avoid concentrated chemicals</p>

ANNEXURE A

SOUTH AFRICAN GUIDELINES FOR HEALTHY EATING¹¹

Food Based Dietary Guidelines

The Department of Health (DoH) in 2012 reviewed the Food Based Dietary Guidelines (FBDGs) which addresses South African food security and enables people to eat healthily.

The South African Guidelines for Healthy Eating

- Enjoy a variety of foods;
- Make starchy food part of most meals;
- Eat plenty of vegetables and fruit every day;
- Eat dry beans, split-peas, lentils and soya regularly;
- Fish, chicken, lean meat or eggs could be eaten daily;
- Have milk, maas or yoghurt every day;
- Use fat sparingly; choose vegetable oils rather than hard fats;
- Use salt and food high in salt sparingly;
- Use sugar and food and drinks high in sugar sparingly;
- Drink lots of clean safe water; and
- Be Active!

See also: The 3 Fives - Five keys to safer food, Five keys to a healthy diet, Five keys to appropriate physical activity published by the Department of Health¹². The following diagram is the food guide that supports the FBDG messages.



(Endnotes)

1. Nutrition in Contemporary South Africa 2006
2. Dr Zandile Mchiza African obesity threatens health 2010
3. Heart and Stroke Foundation of South Africa media release 2009 [accessed 19 April 2012]
4. Medical Research Council of South Africa
5. http://raisingchildren.net.au/articles/childhood_obesity.html [accessed 19 April 2010]
6. www.mrc.ac.za/healthdevelop/Publications2011.pdf [accessed April 2012]
7. Ministry of Health and Social Development, Ministry of Education, Seychelles. August 2008
8. WCED Tuck shop operators Guidelines
9. DBE Schooling 2025/Action Plan 2014
10. South African Food Based Dietary Guidelines <http://www.kznhealth.gov.za/fbdgs.pdf> [accessed 28/01/2013]
11. Department of Health <http://www.doh.gov.za/healthtopics.php?t=Food%20Control&c=Information>
12. Department of Health <http://www.doh.gov.za/docs/foodcontrol/promo/2010/5keyspamphlet.pdf>



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APPENDIX 31

Various Wall Charts On Healthy Lifestyles And Hygiene

(Posters)

National School Nutrition Programme



'EAT WELL AND KEEP MOVING'

Ways to Promote Healthy Lifestyles Among Children

Start Your Day with Breakfast!

FURTHER THAN BREAKFAST



Choose healthy food and snacks from different food groups to refill your stomach!



Healthy snacks



Drink lots of clean, safe water

Make Physical Activities Fun!

Get Moving!



Cut down on!



STOP HARMFUL GERMS!!



After using the toilet



Always keep your hands clean
After Scratching your hair/
touching your face



After sneezing blowing your nose
or coughing



Before touching or eating food

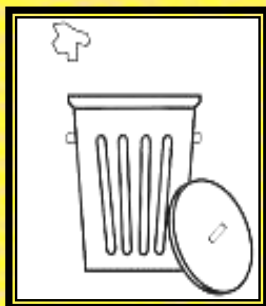
WASH YOUR HANDS



Use clean water and soap



After touching a cut or open sores



After touching the dustbin



After playing



After touching or playing with pets

How to wash your hands!



WHEN?

BEFORE

Working with food

Dishing up

Eating

AFTER

Using the toilet

Using a handkerchief

Disposing of litter

Working with raw food



Use soap to wash your hands



Rub your fingers and palms and spaces between them



Scrub your fingers and thumbs



Rub your thumbs in your palms



Scrub your nails and palms



Scrub your fingertips in your palms



Rinse your hands



Use hand towel



Dry hands



NATIONAL SCHOOL NUTRITION PROGRAMME

Please follow the rules below when preparing food

CLEAN COOKING AND EATING UTENSILS



Clean utensils, cutting boards and work surfaces with warm soapy water

Rinse with clean water



Air dry equipment

SEPARATE RAW FOOD FROM COOKED



Use separate cutting boards for fresh vegetables, and meat

Separate cooked and raw foods for preparation and storage

Tips: * Once a cutting board gets excessively worn or develops hard-to-clean grooves, replace it.

* Plastic chopping boards are safer than wooden ones



Keep door and windows open for fresh air

Sweep and mop floors daily before leaving



Empty and wash dustbins

Wash equipment and utensils after use

Tips: * Clean as you go

* Never have a dirty kitchen

WASH VEGETABLES AND FRUITS

Cut away any damaged or bruised areas on food



Rinse produce in clean water

Tip: * Use good quality fresh produce

IS YOUR KITCHEN CLEAN?

APPENDIX 32

Detailed Instructions on Administering Deworming Tablets

(Guide)

Detailed Instructions on Administering the Deworming Tablets:

- Only learners with signed consent forms may be dewormed
- All learners and educators must wash their hands with soap and water and dry them before administering
- Each learner should each have a cup or bottle containing a small amount of clean water (if water is not available then learners can chew and swallow the tablet)
- A tablet should be poured from the medicine bottle into a clean cup/container which was rinsed with boiling water and dried (the tablets should not be touched when being given to learners)
- With a clean spoon a tablet is then placed on the learner's (washed) hand
- The learner should place the tablet in his/her mouth and swallow the tablet with their water
- The tablets are small and easy to swallow and most learners will swallow their tablet without difficulty
- Some learners, especially younger learners, may not want to swallow the tablet or may struggle to do so and educators should encourage and assist learners who are unable or unwilling to swallow the tablets
- If the learner is anxious, it may be better to wait for a while and allow the learner to try again
- The tablet can also be crushed if this will assist the learner to swallow the tablet
- On no account should any learner be forced to swallow a tablet against their will
- Girls, who suspect that they may be pregnant, should not take the medication. No learner should be asked whether they are pregnant, only if the educators know or can visibly see that the learner is pregnant the deworming medication should not be given to the learner as its effect on pregnant women has not been established
- Learners who are ill on the treatment day should not receive the deworming medicine. This is not due to the danger of side effects, but to prevent the potential misconception that the medication caused any illness
- Educators of Grade 4 classes should wait 20 minutes before administering the deworming tablets to the girls who have first received the HPV vaccine

APPENDIX 33

Possible Side Effects of Deworming and What to do?

(SOP)

Side Effects and What to do?

- Deworming tablets are extremely safe
- They may, however, cause mild reactions which are likely to disappear within 2 hours
- Educators should observe learners for possible side effects and if they occur record them on the recording form
- The school nurse should be informed about any serious side effects
- If this is not possible the learner should be referred to the nearest health facility

Mild Side Effects	What to do?
<ul style="list-style-type: none">• Nausea• Vomiting• Abdominal Pain• Headache	<ul style="list-style-type: none">• Reassure the learner and encourage them to lie down in the sick bay• Observe the learner carefully until they feel better
Uncommon Side Effects	What to do?
<ul style="list-style-type: none">• Persistent uneasiness or symptoms lasting longer than 3 hours• Very sick learner• Drowsiness• Rash	<ul style="list-style-type: none">• Report to the school nurse or health facility

Objectives of the NSNP



1. Nutritious Meals

Provide nutritious meals to learners on time so as to improve their ability to learn



2. Nutrition Education

Promote healthy lifestyles amongst learners and parents



3. Deworming

A write up about deworming



4. Sustainable Food Production

Promote the development of school vegetable gardens

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