



Cool CAP Annual Monitoring Assessment

Name of School:.....

Level of Accreditation:.....Date Accredited:...../...../200

- Please answer the following questions if you answer YES; please fill out and attach the relevant documents.
- The Cool CAP CD-Rom (at the front of your kit) includes copies of the documents)

Section 1 Canteen Guidelines and Procedures	YES	NO
<ul style="list-style-type: none"> • In the past year have there been any changes to your canteen policy? • If YES please attach a copy of your revised policy (A copy can be downloaded from the Cool CAP CD-Rom) 		
Section 2 - Food Safety and the Canteen	YES	NO
Has your local EHO visited your canteen recently and sighted and signed off on the relevant documentation? If YES please attached the signed sheet (A copy can be printed off from the Cool CAP CD-Rom) Note: The EHO is required to visit your food premises annually		
Section 3 - Food Sold in the Canteen	YES	NO
<ul style="list-style-type: none"> • Have there been any changes to your canteen menu or counter sales since you gained accreditation? • If YES please attach your menu including all counter sales; brand names and recipes (if canteen made). • If NO please attach a copy of your canteen menu 		
Section 4 - The Canteen and the Classroom	YES	NO
<ul style="list-style-type: none"> • Have the teachers completed 3 activities in the past year that links the canteen to the classroom? • The classroom teacher needs to complete an activity form for each activity. (Copies can be printed off from the Cool CAP CD-Rom). Please attach with evidence of each classroom activity eg: photos; surveys or art work. 		
Section 5 - Marketing Your Canteen	YES	NO
<ul style="list-style-type: none"> • Has the Canteen Manager completed 3 activities in the past year that markets the Canteen? • The Canteen Manager needs to complete a marketing form for each promotion (copies can be printed off from the Cool CAP CD-Rom). Please attach with evidence of each marketing promotion eg: photos; newsletters 		

Principal.....Canteen Manager.....Date:...../...../200

- When you have completed your paperwork please contact your Cool CAP Project Officer who will arrange a visit to check your paperwork before they send it in for assessment.
- You will be notified in writing within a month of receipt of your paper work whether your Accreditation has been renewed for the next twelve months.

