MEAL MONITORING PROCEDURES 2025-2026

Purpose

The purpose of this document is to articulate the meal monitoring procedure used by Cambridge Arts and Sciences Ltd (CATS Cambridge and CSVPA), CASL.

The purpose of the meal monitoring procedure is to assist in the process of ensuring that the schools are promoting the well-being of their students. It does so by providing a way to routinely monitor whether its Level 3 (or below) catered students have eaten their main meals where the schools provide those meals.

Meal monitoring working procedures

Salto card readers are in place at Elizabeth House, Bridge House, and Sturton Street.

In Bridge House, and Sturton Street (CSVPA), students are required to tap their ID card before collecting their meal from the servery. In Elizabeth House (CATS Cambridge), an EPOS system records the types of meals and number of visits that students make to the servery. This allows the schools to monitor student usage of various serveries across their campuses.

Data is collated from the card readers and then shared with the Dean of Student Experience (CSVPA), and the House Directors (CATS Cambridge).

The Dean of Student Experience and the House Directors are responsible for analysing the data for their students and ensuring that when Level 3 (or below) catered students choose not to eat at one of the campus serveries the reason for their decision is properly investigated.

Where appropriate, there should be a meeting between the student who is not using the schools' hot food provision and either their Dean of Student Experience (CSVPA) or their House Director (CATS Cambridge), or an appropriate member of staff as directed by the Dean of Student Experience (CSVPA) or their House Director (CATS Cambridge).However, it is the Dean of Student Experience and the House Director who remain responsible for ensuring that there is an appropriate investigation.

It is also the responsibility of the Dean of Student Experience or the House Director to ensure that the outcome of that investigation is recorded on Shackleton, and where appropriate also that the follow up actions are completed.

Meal Monitoring Procedures (Elizabeth House, Sturton Street, Bridge House)

Responsibility for data collection and processing of meal data from Salto is held within the boarding team at CATS Cambridge as Thomas Franks shares the meal monitoring information from their EPOS system with the Deputy Head of Wellbeing on a weekly basis (live information may be accessed as necessary). AT CSVPA this is held with the Head of Student Administrative Services.

The procedures for gathering this data can be found in the technical manual found in the appendix at the end of this document.

- Analysis and actions relating to findings from the data is in the first instance managed by House Directors (CATS) under the guidance of the Assistant Principal (Pastoral Care and Personal Development), or the Dean of Student Experience (CSVPA), ensuring the procedure below is followed:
  o Check date in cell M1 on "Enter Date" worksheet
  o Filter e.g. for PT group.
  o Follow up conversations with students who are not tapping and add a meal monitoring note on Shackleton. These notes are restricted to respect the privacy of the student.
  o House Directors/Dean of Student Experience collate evidence that meal monitoring data is routinely checked and followed up.
  o Assistant Principal (Pastoral Care and Personal Development) (CATS) and Dean of Student Experience (CSVPA) look for issues and patterns e.g. group of students not wanting to have breakfast because they would rather stay in bed and purchase food from the coffee bar mid-morning, students who raise issues around food not meeting their dietary requirements.
  o Solutions to issues will then be discussed and implemented in collaboration with the Head Chef (CASL).

Appendix:

Technical Manual – Data Collection and Processing – Version 1.0 (Feb 23)

How to generate the audit trail	
• Run Salto > Audit trail (top right)	
• Click on advanced filtering	
• From the drop-down list in NAME at the top choose Cambridge Food (CATS) or CSVPA Food (CSVPA)	This chooses the audit file
• Adjust the date range as you need	
• Click OK	
• Click Export	
• Choose type of file and decide location, preferably somewhere you can access.	
• Click OK	This will save the raw data to be processed
• Open the new saved file in EXCEL	
• Insert a blank column into column B.	
• Select Column A and use text to columns function found in data/data tools	This breaks the date and time into two columns (A & B).
• Select delimited	
• choose space as the operator (untick any other operator)	
• click ok	
• Click finish	
• Select Column D "Operations", press ctrl-F, select replace	The coffee bar operator is "< door opened (key)". The arrow and space need to be removed.
• In "find what" field enter "< " (note there is a space after the arrow)	
• Leave "replace" field blank. Click Replace All.	
How to update the Meal Data in "Enter Date"	
	N/B The student list is automatically updated from the index
• Open "raw" worksheet in Meal Data and scroll down to the bottom. Note the latest date & time	This will help you locate which raw data to copy across
• Open the raw Salto data file from earlier and scroll down to this date & time	
• Copy columns A to E from that row	
• "Paste as values" to the bottom of the "raw" worksheet	This adds the latest Salto taps to the raw worksheet
• Find the last entry in column F and drag the formula down	This cleans the user IDs so the sheet can get raw and student index to talk
• Filter Column F for #n/a	#N/As are people not in the cleaner file yet.

• Copy the names of the #N/As from the cells in column E	
• Open cleaner worksheet and scroll to last entry in column B	
• Paste list of #N/As to bottom and remove duplicates	adds the new people to the cleaner and removes duplicate entries
• In column E, manually add either the CEG of the student or STAFF as applicable	This corrects the USER IDs, so the student index matches
• open Enter Date worksheet	
• Change date at top	This is to make it easy for people
• The sheet automatically updates	
How to update the meal data in Last 7 days	
	N/B The student list is automatically updated from the index
• This is automatically generated. No action required [update Mar 23]	
Final steps	
• Hide all sheets except Last 7 days	
• Save	
• Email as copy to stakeholders (PTs, HDs, SLT, Boarding, Attendance, DSL)	Don't send dynamically. The formulas are easily broken.
How to update the student index	
Run IT001 from SRSS and open as a .csv.	This will ensure the student index is up to date
• Delete columns K to O	Unnecessary data
• Filter column N (POS start date) and remove intakes not arrived by date	This removes new students not due to start yet
• Open Meal Data excel file	
• Unhide student index, raw, cleaner worksheets (right click/unhide)	
• Clear student Index worksheet	This prepares a clean sheet for new data (stops clashing data)
• Copy Columns A - K (Student Reference to Accommodation Type) from IT001	This removes excess data not needed in the report
• Paste Columns A - K into cell A1 on student index	This rebuilds the database