

# Getting started and keeping going

A step by step guide to introducing *Move Well Eat Well* and working towards becoming a *Move Well Eat Well* 'Award School.'

Getting started with *Move Well Eat Well* will be different for every school community.

The ideas in this section come from Tasmanian schools that have used the *Move Well Eat Well* framework to recognise what they do already, engage the whole school and take positive and sustainable steps.

The following steps can help you create a culture that supports health and wellbeing, using a simple framework.

They provide a guide for schools just starting out and extra ideas for schools that already have health initiatives and strategies in place.



## Step 1. Talk it up!

Once you've joined *Move Well Eat Well* and had your school Orientation Session it's important to ensure that students, families and the wider school community understand the program and how they can become involved.

### Use resources on the *Move Well Eat Well* website to help generate awareness:

- Display a *Move Well Eat Well* poster in the foyer and in each classroom.
- Put a good news story in your newsletter to let parents know of your school's involvement with *Move Well Eat Well*. Invite interested parents to volunteer their support.
- If you have a canteen manager, volunteers for making lunches, or people helping in a garden program, introduce them to your *Move Well Eat Well* contact person and explain how their work supports *Move Well Eat Well*.
- Talk to the fundraisers: student leaders or P&F. They will appreciate ideas for better fundraising.
- Introduce *Move Well Eat Well* to students in a school assembly, show a PowerPoint presentation of the key messages and the Member Certificate.
- In class, look at each of the *Move Well Eat Well* messages and discuss what your school is already doing in relation to these.
- Put up a *Move Well Eat Well* display in a high traffic area of your school.
- Talk to your office staff about a regular *Move Well Eat Well* section in your newsletter. Start with – 'We are a member school.'



- Inform parents and carers of the special *Families* section of our website: [www.movewelleatwell.tas.gov.au/families](http://www.movewelleatwell.tas.gov.au/families) (no special password or log-in is needed for this section). You could link to this from your school website.
- Use your school website or Facebook page to promote your involvement.
- Introduce *Move Well Eat Well* at the next School Association and/or Parents and Friends Meeting. There is a Powerpoint presentation on the website to help you with this.

## Benefits of the *Move Well Eat Well* Program

- Healthy eating and physical activity leads to
  - increased concentration and optimal learning
  - improved mood and behaviour
  - increased fitness and energy to play
  - healthy growth and development
  - healthy habits for life
- A healthy school culture is linked to improvements in literacy and numeracy results.
- *Move Well Eat Well* supports the Australian Health and Physical Education Curriculum
- *Move Well Eat Well* provides a way to engage positively with families and volunteers.
- The *Move Well Eat Well* messages are simple, positive and consistent.
- *Move Well Eat Well* links well to the things schools are already passionate about: e.g. sustainability, student leadership, mental and emotional health and school community values.
- *Move Well Eat Well* provides a Health and Wellbeing framework under which many aspects of school life can operate – behaviour policies, fundraising, canteen, camps, excursions, daily PE.
- *Move Well Eat Well* recognises the positive measures schools are already taking in relation to physical activity and healthy eating, and builds on these.

## What Members say about the Program

“Our literacy and numeracy focus is enhanced by fit active students,” *Jenny Leppard, Principal, Windermere Primary School.*

“It is important to be a *Move Well Eat Well* school as it keeps students healthy in a fun and easy way. I have enjoyed being a Daily PE leader as it has helped me with my leadership skills” *Maddie, year six student, Goulburn Street Primary School.*

“I encourage my children to eat well and stay active at home. It is very supportive to me as a parent that they also get the same message at school,” *Elizabeth Knox, parent, Dunalley Primary School.*

“We are a KidsMatter school and both KidsMatter and *Move Well Eat Well* fit very well with our core values,” *Dayna Cutting, Teacher, Our Lady of Lourdes Catholic Primary School.*



### AT A GLANCE

Step 1	What?	Who?
Talk it up!	<ul style="list-style-type: none"> <li>• Inform students, parents and the school community</li> <li>• Posters, displays, meetings, newsletter, website</li> </ul>	

## Step 2. Make a plan

Most schools are already doing some great work to promote healthy eating and physical activity. *Move Well Eat Well* helps to consolidate your efforts into a whole school, sustainable approach.

It is important to “take stock” of where you are at in terms of the *Move Well Eat Well* program, and then make a plan. You can then see where you are and where you need to go. This will also allow you to celebrate success and progress on the way.

In your plan, it is also crucial to decide *who* will help with the journey.

- Start with a staff discussion about all the things you are already doing well. Note where some individual class ideas could easily become whole school ideas.
- Conduct a quick student survey to help staff understand what's really going on with *Move Well Eat Well* and clarify any assumptions people might have. Use the survey information to plan a starting point.
- Look on the website (under *Getting Started*) for some sample surveys.

How many serves of vegetables did you eat at school today?					
Serves	0	1	2	3	4+
Student No					
%					

How did you get to school today?					
Mode	Walk	Bike	Scooter	Car	Bus
Student No					
%					

*sample survey, courtesy Evandale Primary School*

- Think in terms of systems - are there policies and practices to support and sustain:
  - fruit and veggie breaks
  - regular communication with families
  - updating the enrolment information or school website or Facebook page
  - access to play equipment
  - daily activity
  - organising walking or riding events
  - fundraising
  - canteen accreditation
  - managing and cleaning water bottles
- Timetable a regular (once a term) *Move Well Eat Well* meeting / planning / discussion time.

Make decisions together, commit to doing **one thing**, and go from there.

### AT A GLANCE

Step 2	What?	Who?
Make a plan	<ul style="list-style-type: none"> <li>Look at what you are doing well.</li> <li>Conduct a student survey.</li> <li>Identify the gaps.</li> <li>Use a 'systems' approach.</li> <li>Decide as a staff to do <b>one thing</b> and go from there.</li> </ul>	

## Step 3. Keep going

Now that you know where you are at and where you need to go in terms of gaps and systems, it's time to get going with support activities for each *Move Well Eat Well* message.

These activities will start to strengthen the positive nature of the health culture at your school.

"The real difference for us is that *Move Well Eat Well* is more than one teacher doing these health and wellbeing activities - it is everyone all working towards the one goal. *Move Well Eat Well* is embedded across all classes and we live it on a day to day basis. It is what our school is rather than a separate program. Staff will say that it is 'just the way we work'.

*Kerry McMinn, Principal, Albuera Street Primary School*

**A great way to get going is to just choose one thing to do per term.** For example, you might decide to make all classrooms 'water-only zones,' or introduce a daily fruit and veg break. Don't forget to trial and review what you do. If it's not working for all staff, then it's not a whole school approach.

Ideas for making *Move Well Eat Well* work:

- Ask a number of staff to become Message Co-ordinators – this is a great way to spread the load. Each *Move Well Eat Well* message has one or two people looking after the activities related to that message. Message Co-ordinators might vary from term to term or activity to activity. It's up to you.
- Nominate a single Contact Person to keep an eye on the overall running of the program. They will need to delegate to build a whole-school approach.
- Expand an existing team, such as your Health and Wellbeing team or your KidsMatter team. A dedicated team will really drive the program.
- Engage your Student Leaders to take on responsibilities like helping to run the Daily PE program, putting up displays or thinking about fundraising.
- Create an new Action Team from parents and volunteers. Discuss as a staff which *Move Well Eat Well* message you'll promote each term and then ask volunteers for their help and input.

The *Move Well Eat Well* website has these resources to help you keep going, under the *Primary Schools* tab:

- Success stories from other Member schools.
- Planning templates to help you record your decisions
- A calendar of events that you are probably already involved in, and ideas for more.
- A Guide to using Message Coordinators at your school

Make sure all your staff know their school user name and login for the *Primary Schools* section of the *Move Well Eat Well* website. Remember, if you are promoting the *For Families* section of the website, there is no need for a user name or password. Families can go straight in!

### AT A GLANCE

Step 3	What?	Who?
Keep going	<ul style="list-style-type: none"> <li>• Make sure all staff can access the <i>Move Well Eat Well</i> website.</li> <li>• Decide on one thing to do per term.</li> <li>• Get clear on who is doing what.</li> <li>• Think about allocating <i>Move Well Eat Well</i> messages to different people to drive action.</li> </ul>	

## Step 4. Embed the messages

If *Move Well Eat Well* is embedded in your school life, the messages are consistent and it becomes a normal part of every school day. The best way to embed *Move Well Eat Well* is to include each criterion in a policy document. You can use our policy writing template under the *Health Promoting Schools* icon on the website. The *Move Well Eat Well* team will happily assist you with this.

- Make sure the School Association and P&F have endorsed your policy.
- Provide the policy to all staff, and new staff on arrival.
- Make a copy of the policy available to your canteen staff, lunch/classroom cooking volunteers, and any visiting staff (school nurses, social workers).
- Refer to the policy in your new families' enrolment information pack.

Start looking at everything you do, through a *Move Well Eat Well* lens. There are so many opportunities to build *Move Well Eat Well* into your school day. Here are some examples of how this might look:



Remember that changing a school culture takes time, and doing one thing per term can be a great way to start.

### AT A GLANCE








Step 4	What?	Who?
Embed the messages	<ul style="list-style-type: none"> <li>• Keep the <i>Move Well Eat Well</i> messages at the forefront of school activities.</li> <li>• Organise and manage school activities that support each of the <i>Move Well Eat Well</i> messages.</li> </ul>	

## Step 5. Apply for an Award

You can work towards a *Move Well Eat Well* Award at your school's own pace.

Once you have achieved each of the criteria and supported these with activities throughout the school year, you will be ready to check it's all written in your school policy and apply to become an 'Award' School.

Use the 'Award Checklist' on the website as a quick guide to see if you are ready – you'll need to think of things like:

	Are your classrooms water-only zones?
	Do you have a whole school strategy to promote fruit and veg everyday, like a daily Fruit and Veggie Break?
	Have you been in contact with the Tas School Canteen Association about your lunch service?  Have you agreed about limiting 'occasional' food at school?
	Do all students have 120 mins timetabled PE per week?
	Can all students access equipment that promotes active play at break time?
	Do you have 3 whole-school active transport (walking or riding) events per year?
	Are staff teaching to the Australian HPE achievement standards?  Are <i>Move Well Eat Well</i> criteria addressed in a school policy? Are parents supported in how to be involved?

**A *Move Well Eat Well* Award gives your school great recognition for a whole school approach.**

Here's how you apply:

1. Fill in the Award Application form from the Starter Pack
2. Send it to the MWEW team, together with  
(a) a copy of your signed policies and  
(b) some samples showing how you connect with families – newsletters are great for this
3. Award schools receive an outdoor sign to recognise all their hard work.



**When you become an Award School, it is time to celebrate!**

Why not –

- Let the local newspaper know so that they can run a great picture and story on your achievement - we can help you with a press release if needed.
- Conduct a special school assembly, or link the celebration to an existing school event. Invite parents and friends, and school supporters.
- Invite your local Mayor to your school assembly.
- Put a special feature in your newsletter perhaps with pictures of students holding your Award sign.

### AT A GLANCE

Step 5	What?	Who?
Apply for an Award	<ul style="list-style-type: none"> <li>• Ensure agreed practices are written into policy.</li> <li>• Apply to be an 'Award school.'</li> <li>• Celebrate your achievement.</li> </ul>	



## Step 6. Keep flying the flag

Becoming a *Move Well Eat Well* Award School is a great achievement and now it is time to reflect, re-visit and continue to plan for innovative and fun support activities. Schools must re-apply for their Award status every two years.

Your healthy eating and physical activity practices will now be “just what you do”, but the scope for support activities is endless.

Here are some ideas to inspire you:

- Look at ‘Success Stories’ on the *Move Well Eat Well* website to see what other schools are doing.
- Start your school year with a mini *Move Well Eat Well* production at assembly.
- Ask your Student Association how they might like to support the messages.
- Keep contact with your canteen to encourage their work with the Tasmanian School Canteen Association.
- Use the *Move Well Eat Well* ‘Lets talk about lunch’ kit to promote healthy lunchboxes to families.
- Change things around by focusing on a single message for an entire month.
- If you are using Message Co-ordinators, swap them around.
- Participate in an ‘ideas swap’ with other *Move Well Eat Well* schools in your area – maybe this could be done before or after an inter-school competition.
- Produce a *Move Well Eat Well* brochure for new families -could students design this?
- Put the *Move Well Eat Well* families web link on your school Facebook page or website.
- Introduce the *Move Well Eat Well* curriculum units in planning sessions.
- Re-visit your whole school fundraising agenda and align it with your *Move Well Eat Well* messages.
- Start a ‘Parents’ Walking Group’ to create some terrific role models.
- Create a *Move Well Eat Well* ‘New Ideas or Comments Box’ for parental input.
- Think about a health and wellbeing challenge that helps staff include *Move Well Eat Well* messages in their own life.
- Plan to plan: ensure that a *Move Well Eat Well* whole school planning session is set into your planning cycle.

This is a great chance to check in on your health and wellbeing culture and maybe even share some of your success stories with us. We’d love to hear from you!

### AT A GLANCE

Step 6	What?	Who?
Keep flying the flag	<ul style="list-style-type: none"> <li>• Think outside the box - what else could we do to support our <i>Move Well Eat Well</i> messages?</li> <li>• How could we add to the activities that we already run?</li> <li>• Plan to plan.</li> </ul>	