



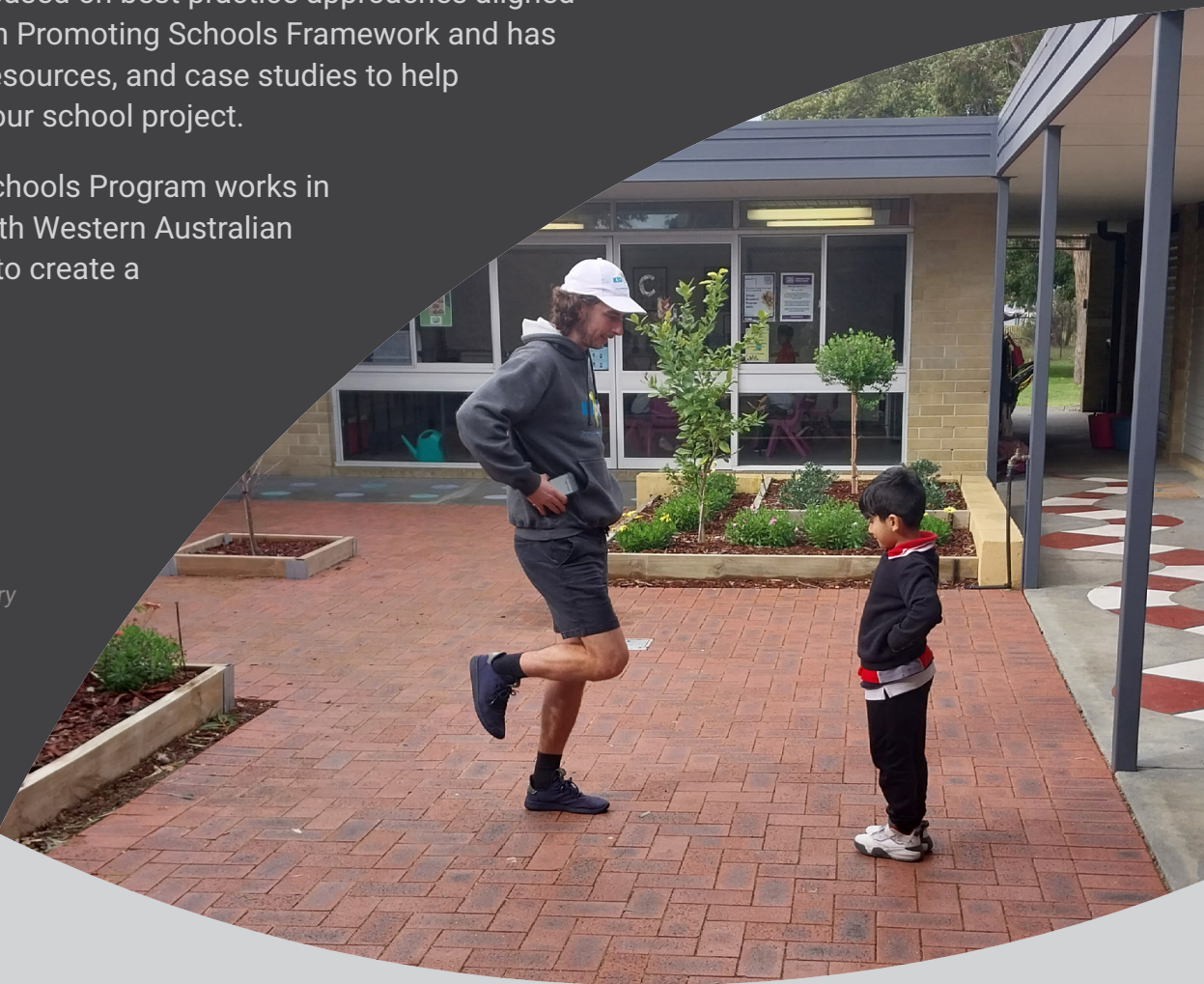
# Healthy Schools Program Toolkit

**This toolkit is designed to support schools to design and implement a health promotion project.**

The toolkit is based on best practice approaches aligned with the Health Promoting Schools Framework and has information, resources, and case studies to help you develop your school project.

Our Healthy Schools Program works in partnership with Western Australian (WA) schools to create a healthier WA.

*KIDDO program.  
Photo courtesy  
Waddington Primary  
School.*



Creating a healthier WA together

# What is a health promoting school?

According to the World Health Organisation, a health promoting school is 'a school that is constantly strengthening its capacity as a healthy setting for living, learning and working'.

Schools can have a significant impact on the social, emotional, physical, and spiritual wellbeing of young people. The school setting provides a unique opportunity to promote health across demographic, cultural, religious, and social boundaries.

The Health Promoting Schools Framework is a comprehensive whole-school approach that works to promote student health and wellbeing and ensure sustainable improvements across the school community. An effective whole-school approach addresses school health needs by influencing three key components:



1. Curriculum – teaching and learning across subject areas.
2. School environment and ethos – the physical and cultural surroundings, policies, and procedures.
3. Partnerships – between students, families, staff, professionals and the wider community.

Figure 1: The Health Promotion Schools Framework

For more information about Health Promoting Schools, please visit:

<https://wahpsa.org.au/resources/what-is-a-health-promoting-school/>

# How do I implement a Healthy Schools project?

To ensure your project effectively impacts the whole school, Healthway encourages schools to design and implement a Healthy Schools project using these seven steps.

## Step 1. Form a committee

The first step to designing and implementing a Healthy Schools project is to form a committee. A committee provides a means to work together on school projects and policies, provides networks and contacts, and encourages discussion and sharing of ideas and workload.

Your school may already have a health and wellbeing committee, or you may need to set up a new committee. Ensure the committee represents interested students, teachers and parents and will take responsibility for developing the initiatives of this grant. We encourage teachers from different learning areas to be involved.

## Step 2. Conduct a school assessment

Once a committee is formed, start an assessment by identifying what the school is currently doing in relation to health and wellbeing, and any gaps or areas of concern.

Have discussions with the school community to identify what health needs are most prevalent amongst students. Engage with parents, staff, and students to determine priority areas of need and discuss ideas on how the topic(s) could be addressed at the school through a program of work. You can conduct interviews, group discussions or surveys to understand the health needs, challenges, and priorities for the school.

## Step 3. Plan actions and outcomes

Using the findings from the school assessment, work with the committee to identify objectives, actions and outcomes for your project. If you are looking for ideas, speak to students and staff, as well as some of the health partners identified in this document (and see case study examples below). Consider the following items when planning your project:

- **Create project objectives**

Create project objectives that are SMART (specific, measurable, achievable, realistic, and have a time frame). Your objectives should describe the changes the project will bring about.

- **Develop strategies for these objectives**

When designing strategies or actions, consider the three key components of the Health Promotion Schools Framework: curriculum, partnerships, and environment.

- **How will you keep it going?**

When designing the project, also consider how your school can ensure the project or some elements can be sustainable and continue beyond the Healthway funding period.

# How do I implement a Healthy Schools project?

You can think about:

- Revising or developing a school health promotion guideline or policy.
- Implementing education resources into school curriculum.
- Becoming a member of a WA school health promotion program.

- **Healthy Schools funding inclusion**

When planning the project budget consider what your funding can and cannot be used for. A detailed outline is available in the [Healthy Schools Program guidelines](#). The budget should also consider contributions from the school and other partners.

- **Develop partnerships**

A key strength of any project is the partnerships that are developed. Consider the organisations or services you can consult with for your project. They may be able to support you with resources, in-kind support, or promotion and publicity of the project in the community.

There are also a number of organisations in WA that can support your school during and beyond the project to assist (See table 1). Consider reaching out to these organisations at any stage of your project.

Health promotion organisations	What do they do?	Contact details	Health promotion organisations	What do they do?	Contact details
<b>Nutrition Australia / Fresh SNAP</b>	Healthy Food and Drink policy support and training Food Checker – an online recipe, menu, and assessment tool	<a href="mailto:waschools@nutritionaustralia.org">waschools@nutritionaustralia.org</a> <a href="http://www.freshsnap.org.au">www.freshsnap.org.au</a> 08 6182 2260	<b>WA School Canteen Association</b>	Training, practical tools, information, and policy support for school canteens to advocate for healthy food environments	<a href="mailto:wasca@education.wa.edu.au">wasca@education.wa.edu.au</a> 08 9264 4999
<b>Road Safety and Drug Education Branch</b>	Changing Health Acting Together Challenges and Choices Wraparound Drug Talk: Body. Mind. Future.	<a href="mailto:sdera.co@education.wa.edu.au">sdera.co@education.wa.edu.au</a> 08 9402 6415	<b>Your Move Schools / Department of Transport</b>	A free program with information and resources to help students get active by increasing walking, scooting and riding to school.	<a href="http://www.yourmove.org.au/schools/">www.yourmove.org.au/schools/</a>
<b>Act Belong Commit</b>	Mentally Healthy Schools Program	<a href="http://www.actbelongcommit.org.au">www.actbelongcommit.org.au</a> 08 9266 1705	<b>KIDDO</b>	Fundamental Movement Skill (FMS) Teacher professional development Teacher programs and resources FMS incursions and assessment	<a href="mailto:admin@kiddo.edu.au">admin@kiddo.edu.au</a> <a href="http://www.kiddo.edu.au/activeschools">www.kiddo.edu.au/activeschools</a> 08 6488 1378
<b>Telethon Kids Institute</b>	Friendly Schools	<a href="mailto:FriendlySchools.SMB@telethonkids.org.au">FriendlySchools.SMB@telethonkids.org.au</a> 08 6319 1000	<b>WA Health Promoting Schools Association (WAHPSA)</b>	Assists schools in implementing the Health Promoting Schools Framework	<a href="http://www.wahpsa.org.au/contact-wahpsa/">www.wahpsa.org.au/contact-wahpsa/</a>
<b>Cancer Council WA</b>	Crunch&Sip Parent Education Program Clear the Air digital vaping education campaign	<a href="http://www.crunchandsip.com.au">www.crunchandsip.com.au</a> <a href="http://www.cleartheair.org.au">www.cleartheair.org.au</a>	<b>Animal Fun</b>	Play-based motor and social skills program Teachers and parents' program and resources	<a href="mailto:sue@animalfun.com.au">sue@animalfun.com.au</a> <a href="http://www.animalfun.com.au">www.animalfun.com.au</a> 0409 942 182
<b>Foodbank WA</b>	Superhero Foods School Breakfast Program Food Sensations for Schools	<a href="mailto:Wa.info@foodbankwa.org.au">Wa.info@foodbankwa.org.au</a> <a href="http://www.superherofoodshq.org.au">www.superherofoodshq.org.au</a> 08 9258 9277			

Table 1: WA school support organisations

# How do I implement a Healthy Schools project?

## Step 4. Implement

To implement a project effectively, we encourage you to nominate an enthusiastic project leader in the school. This person can be the project coordinator and a key point of contact going forward for any project related enquiries. During this step, consider the following:

- **Parent and community involvement**

An effective project is one that engages the whole school community. Consider how your project can engage with parents and the broader community. For example, conduct several interactive parent/child activities or community events based on the health and priority issues.

- **Spread the word to the school community**

To effectively implement the project and engage with students, parents, and staff, the project needs to be promoted and published. There are many ways you can do this depending on your school and community context. For example, have an article in the school newsletter or school website, ask students and the health committee to write to the local media regarding the project, or engage with the community through social media channels.

## Step 5. Monitor

As the project runs its course, continue monitoring the project and make any amendments and changes as required. While monitoring the project, think about:

- **Extension of classroom activities**

In conjunction with your usual lessons on health education with students, think about how you intend to conduct some extension activities. Consider how the project activities may be applied across other areas of the curriculum.

For example: Older students conducting health education activities with younger students and providing peer support, or using the school's edible garden to address concepts in science or mathematics.

## Step 6. Review

As the project is wrapped up, it is a great time to review and evaluate. Reflect on what worked and didn't work, how many staff, students and families the project reached, any successful outcomes, and permanent and positive changes made to school policies or the school environment as a result of the project. Consider ways to improve any of the strategies that will continue after completion of the Healthway funded project.

## Step 7. Review

An important part of every project is to reflect and celebrate the outcomes that have been achieved with the school community. Make sure you share the results of your project with the school and broader community.



# Case studies



Increasing  
healthy eating



Increasing  
physical activity



Improving  
mental health



Preventing harm  
from alcohol



Creating a  
smoke-free WA

## Kulin District High School

**Project:** Healthy Minds

**Funding received:** \$4,500

Kulin District High School is an Independent Public School located in the Wheatbelt. Approximately one-quarter of students are from low socio-economic backgrounds. After reviewing the school's health and mental wellbeing policies, the school identified a gap in healthy nutrition education and activities to improve mental wellbeing.

The 'Healthy Minds' project aimed to empower students and parents with the knowledge and skills required to make healthy food choices.

### Project activities included:

- Nutrition education sessions, healthy cooking and meal preparation lessons for all secondary classes in collaboration with a local café.
- A 'Healthy Minds' Day, providing healthy food stalls and recipe cards to encourage students to make the recipes at home.

- Students created healthy recipes which were published in the school newsletter, along with information to educate parents on alternative recipes for home cooking.

### Sustainability:

- The school Healthy Food Policy was updated with a committee of school staff, parents, and nutrition experts to reflect new dietary guidelines and best practice.
- The school nurse shared and promoted healthy eating and healthy lifestyle messages to students on an ongoing basis.
- Healthy eating and healthy lifestyle messages will continue to be promoted to students and parents via the school's newsletter and website.
- Integrated healthy nutrition education into home economics classes and curriculum.

*Healthway funding supported a workshop facilitator, groceries, and printing costs.*

# Case studies

## St Patrick's School, Katanning

**Project:** Young and Free Powerful Minds, Powerful Bodies

**Funding received:** \$5,000

St Patrick's School, located in the Great Southern, has a high percentage of Culturally and Linguistically Diverse (CaLD) students. The school identified multiple health concerns among students, including a decline in sport participation, consuming unhealthy food at lunch breaks and a lack of emotional resilience and coping strategies.

The 'Young and Free Powerful Minds, Powerful Bodies' project aimed to implement a sport and physical education program to increase physical activity, improve mental health and self-confidence among students.

### Project activities included:

- In partnership with Beyond Blue, an assessment of the students' current social and emotional wellbeing was undertaken to identify health concerns and identify priorities for action.
- Weekly mental health education sessions, including a resilience workshop, inviting all parents and the school community to attend.
- Tennis and soccer clinics for students, parents, and teachers, which included healthy lunches.
- The school canteen hosted fortnightly healthy food theme days, including a mango frappe day.

- A 'Fruit and Veg' week, where the school canteen provided tasting and education sessions and student rewards were given to those who packed fruit and vegetables in their lunchbox.
- Lunchbox and water audits.
- Developed and implemented a Mental Health and Wellbeing Policy and Healthy Eating School Policy.

### Sustainability:

- In partnership with the WA School Canteen Association, the school established a nutrition committee, involving students, parents, and teacher representatives to improve the school canteen's menu and to develop a Healthy Eating School Policy.
- The school signed up to the Crunch&Sip program, providing set healthy snack breaks for students.
- The school enrolled a staff member in Mental Health First Aid training, who also assisted in developing the schools' Mental Health and Wellbeing Policy.
- The school subscribed to the KIDDO program and are continuing to offer education and resources on fundamental movement and physical literacy skills to students.

*Healthway funding supported teacher relief, sporting equipment, guest speakers, stationary resources, promotional material, catering and education classroom resources.*

# Need more ideas?

## Increasing healthy eating: Bush Tucker Community Garden

The school's Health and Wellbeing Committee is concerned with the type of food their students are bringing to school. The school has a high proportion of Aboriginal students and wanted to increase education on healthy eating.

The 'Bush Tucker Community Garden' aims to provide students with the skills and knowledge to make healthier food choices while celebrating Aboriginal culture and its knowledge through a school community garden.

### Project activities included:

- Build and maintain a community garden focusing on traditional bush tucker foods with the school community.
- Engage with the local Aboriginal Community Controlled Organisation, and dietitian from the local health service to provide nutrition education, including cooking recipes using bush foods to students.
- A 'Healthy Food Day' during NAIDOC week to celebrate the community garden and cook bush tucker foods with the school community.
- Classroom activities to research and discuss traditional healthy Aboriginal foods.
- Engage with FreshSNAP to undertake a canteen menu assessment and improve the nutritional content of the food and drinks being sold at the canteen.
- Engage with Cancer Council WA for Crunch&Sip posters and brochures and secure additional Aboriginal specific resources.

### Sustainability:

- The school's canteen menu is improved to offer healthier options, implementing best practice ideas that engage students by seeking feedback and offering their involvement in cooking healthy recipes.
- Canteen staff to complete the online Traffic Light Training.
- Environmental sustainability established through the community garden.

*Healthway will contribute funding towards the community garden equipment, staff time to coordinate the project, cost to bring in an Aboriginal heritage coordinator and speak to the students, time to bring in a local gardener, and resources for the classrooms.*



# Need more ideas?

## Increasing physical activity: Hip-Hop education program

The school is concerned by the poor levels of physical activity and lack of self-esteem in high school students. The school has a high number of students experiencing disadvantage who are engaging in unhealthy behaviours.

The Hip-Hop education program aims to build self-esteem and engage year 7-9 students using music and creative expression.

### Project activities included:

- Provide safe spaces for disengaged youth to write and create music about their own lives, feelings, conflicts, goals, and barriers. Students will be taught song writing, recording, performing (break dancing, popping, other hip-hop styles of dance), beat production, and the history and culture of Hip-Hop. Students will create their own music and dance routines, posters, and promotional materials within groups.
- Host a concert at the end of the year where students perform in front of their peers, teachers, and parents, and celebrate their achievements with other students.
- Develop a partnership with Mentally Healthy WA and Act Belong Commit to promote the health message across the school community.
- Develop and implement a mental health and wellbeing policy, involving students, staff, and parents.

### Sustainability:

- The school signed up as an Act Belong Commit school and introduces the Act Belong Commit lesson plans in Maths and Science to ensure that mental health is also being further addressed throughout the curriculum.
- The school endorsed the mental health and wellbeing policy and is being implemented throughout the school community.

*Healthway will contribute funding towards teacher relief, hiring a dancing instructor, arts resources for classroom, and hosting the school concert.*

# Need more ideas?

## Promote mental wellbeing: Language Club

The school has identified an increase in bullying, with a high proportion of refugee and migrant children, many of which come from distressed backgrounds. The school recognised the importance for students to connect with their cultural backgrounds and embrace diversity.

The 'Language Club' program aims to provide an inclusive opportunity for year 8-10 students to learn kindness and respect for each language and reduce social harms, build resilience and coping strategies.

### Project activities included:

- A Friday afternoon language club created for the most common spoken languages at the school, and a tutor for each language will be invited once a week to teach the children the basic sentences that are underpinned by respect and kindness for each language.
- Professional development training for teachers on social and emotional wellbeing through the Friendly Schools Program.
- A harmony week event will be hosted at the school at the end of the Language Club term to encourage children to celebrate and acknowledge diversity in their school. Throughout the day, children will be encouraged to say 'please' and 'thank you' in another language.

### Sustainability:

- A health promoting school committee is established, involving students from each year, teachers and parents.
- Health and wellbeing guidelines are developed and distributed throughout the school community and promoted in the school newsletter and school assemblies.
- Parent evening event hosted to inform parents about implementing socio-emotional wellbeing in the curriculum and ways to employ strategies at home.

*Healthway will contribute funding towards teacher professional development for socio-emotional wellbeing training, hiring language tutors, hosting a parents evening event, and other resources for classrooms.*

# Need more ideas?

## Prevent and reduce use of alcohol: Parent Education Event

The school is concerned about student exposure to unhealthy drinking habits and recognises the dangers of excessive drinking in teenagers, leading to developmental and learning disruptions.

The 'Parent Education Event' aims to engage with experts and educate parents about the harmful impacts of alcohol, and the role parents can have in influencing young people's attitudes and decisions around alcohol.

### Project activities included:

- Partner with the Road Safety and Drug Education Branch (RSDE) for ideas and resources to address this health issue in the school.
- Host two parent and community evening events, inviting an RSDE consultant to talk about the harmful impacts of alcohol among young people. The event will be widely promoted through various communication channels to attract parents.
- RSDE Professional development training for the physical education and health teachers. The teachers will then create classroom activities for students using the 'Challenges and Choices' resources.

### Sustainability:

- A health promotion committee is established to develop an alcohol policy that prevents parents drinking at school events and restricts the use of alcohol as school fundraising items and parent or teachers awards. This policy will be distributed throughout the school community and to all staff and parents.
- Activities and resources from the 'Challenges and Choices' will be embedded into the school curriculum.

*Healthway will contribute funding towards teacher professional development and relief time, hosting parents evening session, and activities and other resources for classrooms.*

# Resources

There are numerous resources that exist to support you as you develop health promotion initiatives at your school.

## Promote healthy eating

- [Nutrition Australia](#)
- [Crunch&Sip and parent education program](#)
- [WA School Canteen Association](#)
- [Food Sensations for Schools program](#)
- [Superhero Foods](#)
- [Star Choice program](#)
- [The Kitchen Garden Classroom program](#)
- [Supporting Nutrition for Australian Childcare \(SNAC\)](#)
- [Food Ladder](#)
- [EON Thriving Communities program](#)

## Promote active living

- [KIDDO](#)
- [Your Move program](#)
- [Blue Earth Active Schools program](#)
- [Animal Fun](#)

## Promote mental wellbeing

- [Be you program directory](#)
- [Act Belong Commit in Schools](#)
- [Helping Minds in school program](#)
- [Yogazeit](#)

## Prevent and reduce use of alcohol

- [Changing Health Acting Together \(CHAT\)](#)
- [Alcohol Think Again - Parents, Young People and Alcohol 'I need you to say no'](#)

## Prevent and reduce use of tobacco and e-cigarettes

- [Vaping resources for schools](#)
- [Clear the Air digital vaping education campaign](#)
- [Challenges and Choices](#)
- [Smoking and Lung Cancer education session](#)
- [Blurred Minds](#)

## General resources

- [WA Health Promoting Schools Association \(WAHPSA\)](#)



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