

School Name:

Head Teacher Checklist to support the introduction of Universal Infant Free School Meals

	Action Required	By Whom	Completed √
Dining Environment			
Mid day and school chef plan for seating and service			
Trial meal day date set			
Invite parents and carers in to enjoy the lunch time experience in your school			
Kitchen			
Heavy and light equipment fit for purpose and capacity for expected meal numbers – capital funding is available but extremely limited		School Catering & School Chef	
Food orders and deliveries organised		School Chef	
Plan theme days to help encourage pupils to have lunch -1 in June -1 in July -1 end of September -1 in October		School Chef Head Teacher or curriculum lead	

School/School Office			
Check SIMs update will identify UIFSM, Pupil Premium Pupils KS1 and KS2		With IT services	
Send out booking leaflet to all KS1 pupils – these will be sent to schools at the end of May for distribution		School Catering to provide leaflets	
Return expected meal number form to school chef and to school catering by July	<i>Form to be provided by School Catering as part of Parent/Carer leaflet</i>		
Before July 2014 - Medical diets are correctly logged and identified to the school chef – Information on WIRED.			
Pupil premium registration completed for all KS1 pupils			
Update of dinner money collection system for new entitlement			
Catering teams will have 2 cleaning days in September to allow them to prepare and receive food orders etc – please ensure there will be access for them to work Monday 1 st and Tuesday 2 nd September			
Include Pupil Premium registration information in Newsletter/on school web site			
Include advert for catering casual staff in newsletter/on school web site			
School Menus on school web site			
Identified the UIFSM and FSM budget elements of the school budget, the small school support and if an academy claimed funding for light and heavy equipment requirements through the emergency claim process (more information available if required))			

Frequently Asked Questions

1. How are we going to seat all our pupils within the allotted lunch hour and not impact on curriculum time?

Currently all pupils are seated at lunch time so whether they are eating sandwiches or a hot meal they should still be able to be accommodated in the current arrangements.

It is important that the dining tables and seats are full as quickly as possible after the start of the lunch hour.

In line with the findings from two national pilots conducted last year, you may wish to consider:

- a single choice for KS1 pupils helping speed up service (vegetarian and special diets can still be looked after)
- family service with pupils seated in 8s may be an option – please contact your area catering manager as soon as possible as this requires a large amount of extra equipment ordering which may be in short supply.
- 2 service points in the dining room
- Look at the midday system of bringing pupils in for lunch to ensure there are no gaps in serving hot meals and queues are short but constant
- Have 2 (or 3) lunch sittings – this helps with mid day supervision as they are with pupils in the dining room and go outside with the same group and the next sitting comes in with their mid day team so avoiding the necessity for mid days to be finding classes of pupils and having to move from place to place, they can concentrate of pupil supervision.
- Having teaching assistants and teaching staff enjoying a school lunch in the dining room helps with behaviour, speed of eating, learning table manners and encourages a social approach to lunch time. Some schools have a Friday special table where as part of your school recognition programme pupils are allowed to sit at this specially set table with Teachers.

2. Will we need more mid day supervisors?

In most cases this should not be necessary and depends on how you wish to manage sittings and the lunch hour.

3. How do we manage separate sandwich dining areas?

If it is necessary to seat sandwich pupils in areas separate from where hot meals are served this needs to be laid out and overseen by your midday team – this can be bought as a variation from School Catering at an hourly rate charge for the hours required.

4. Can we set up a trial lunch for all entitled pupils?

Yes - If you would like to invite pupils joining Reception in September and those pupils who will be in Year 1 and 2 in September to have lunch on a date in late June and July this would be a great way to test your plans ready for September and can be planned with your School Chef and Mid Day team. The kitchen alterations may not be fully in place but your area manager will ensure the School Chef has the ability to support you – this may involve a simplified menu for the occasion or help from another kitchen – a bit like Christmas Lunch day!!

5. Can parents/carers enjoy the lunch time experience with their child?

Yes – this would be a great way to re-assure parents of what pupils can expect from a School Lunch in September – hopefully making it a little less scary! The meal price is £2.52 for adults as VAT has to be included.

6. How will we manage free UIFSM lunches when pupils are out on school trips?

There will be a special trip lunch menu available, we are buying lunch boxes for packing and sending out on the trip for all pupils entitled to a FSM or UIFSM (it can also be available at the school meal price, currently £2.10 for KS2 pupils if required). Please ensure your School Chef has trip dates as early as possible (ideally 2 weeks in advance) so they can order the necessary food and arrange their hours to prepare food ready for the trip's departure time. Under Environmental Health regulations food may be kept for 4 hours safely however please try and keep these boxes in a cool place when arriving at your destination. Black waste bags will be sent with the trip to empty food not eaten in to and the boxes are returned to school to be washed by the catering team the next day.

Parents will still need to send drinks for pupils but otherwise lunch is included in your school trip price!

7. How will funding and invoicing work for the new UIFSM?

As currently with Pupil premium FSM invoicing will be through Biller Direct a month in arrears.

Meals will be charged at £2.10 (current meal price) for each pupil premium FSM both KS1 and KS1 and at £2.30 for each newly eligible universal infant free school meal.

These figures are based on the amount delegated to you in to your school budget.

It is recommended that budgets are set based on eligible no. of pupils in each category x charge out rate x 125 days (no. of trading days) for the period 1st September to 31st March 2015. In reality it is anticipated that take up will be in the region of 85% but it is important to maximise the take up of UIFSM in the first year as this will be the indicator used for funding in future years.

8. Our kitchen is not going to have the capacity to produce the number of meals required in September 2014?

There are a large amount of capital heavy equipment works required throughout Nottinghamshire which has now been prioritised. Projects will not all be complete for 1st September but there will be a plan for every school to provide these meals and this will be discussed by each area manager with each School Chef and representative in school as to what they will need to do.

If you are an academy and you have not yet completed an emergency works claim to the Academy Capital Funding scheme this should be completed as quickly as possible as their funding is also likely to be restricted. This should include heavy and light requirements. Again your area catering manager will be able to supply costs and can arrange quotes for heavy equipment from our preferred suppliers.

“Plan B” options to support implementation include:

- *Change to production methods in the kitchen allowing some day before production of certain products whilst maintaining compliance with EHO legislation;*
- *The use of Hub kitchens to produce meals to our Silver Food for Life standard, using locally sourced produce, this will support where capacity is not sufficient and could include parts of the meal until works can be completed or an ongoing requirement. On site catering teams maybe be asked to move and help at these sites – all instances will be managed on an individual requirement basis;*
- *Use of suppliers to produce some of our recipes on our behalf – this is being tested currently to ensure a consistent quality.*

9. Where can we get pdf versions of our School Menus?

Menus are available on a school by school basis on the Nottinghamshire County Council web site <http://www.nottinghamshire.gov.uk/learning/schools/school-dinners/>.

Additionally we will be emailing to school offices pdf versions of the posters of the menus in your school. If you have not received these by 1st July 2014 please email gillian.whitfield@nottscc.gov.uk and request a copy of either choice or classic single menu (or both is you serve both types of menu although the classic menu is the first line of the choice menu.

10. How do we support pupils requiring medical diet adaptations?

Information on the process for registering special medical diets is available on WIRED and forms for parents to complete on the NCC website <http://www.nottinghamshire.gov.uk/learning/schools>

Your School Chef has the necessary information and if you have further queries please contact:

helen.gospel@nottscc.gov.uk or donna.baines@nottscc.gov.uk (especially where diets are more complex than normal dietary requirements).

All our menus now comply with mandatory allergen information ready for legislation due to be implemented in December 2014.

11. Where can we get more information and help for implementing UIFSM?

More information is available at The School Food Plan web site - <http://www.schoolfoodplan.com/> and at
The Children's Food Trust web site - <http://www.childrensfoodtrust.org.uk/>

And of course from your dedicated School Catering Team:

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