

# Universal Infant Free School Meals (UIFSM)

Portsmouth - Issue ~1



## Welcome

**To keep you up-to-date with the implementation of Universal Infant Free School Meals in Portsmouth from September 2014, the Council, in association with ISS Education, is pleased to publish the first of several newsletters that will go out to Primary and Infant Schools between now and September in order to keep you informed of the latest developments.**



As you may be aware a working group has been established to oversee the implementation. The Council has welcomed the participation of local schools with representation from Gatcombe Park Primary, Court Lane Infant and College Park Infant Schools. The Headteacher and a Governor from each of these three schools is represented on the working group, working alongside colleagues from the Council and ISS.

The Council appreciates the support so far of all schools to implement the initiative. It is undoubtedly a major challenge given the limited time available to prepare for September and the significant increase in school meal numbers that is likely to result from offering infants a free school meal. The Council and ISS will be doing everything we can to support schools to ensure everything is ready for September.

Please note the city wide trial that had been proposed w/c 30th June will not be going ahead due to the logistics of completing all the kitchen upgrades and installation of equipment in time. Instead, a limited trial is being considered by the working group involving schools that would benefit most from a test of the new arrangements.

If you have any questions relating to the content of this newsletter or would like further information please can you contact Christine Matchett: email **christine.matchett@portsmouthcc.gov.uk** or telephone **023 9268 8663**.

**Mike Stoneman**  
**Strategic Commissioning**  
**Manager Service: Education**



## Background

From September 2014 all children in reception, year 1 and year 2 in state-funded schools in England will be entitled to free school meals. The government made this decision after a recommendation in the School Food Plan.

This is now a legal requirement following an amendment to the Children and Families Bill, to place a legal duty on primary schools to offer free meals to all pupils in reception, year 1 and year 2 from this September. The legislation also includes a power to extend the policy to additional year groups in future. Existing entitlements to free school meals for disadvantaged pupils in nursery classes and at key stages 2-4 will continue as now.

## What's been happening in Portsmouth?

**The Council has been working closely with ISS and primary and infant schools to ascertain what arrangements would need to be put in place and the associated investment that would be required in order to support such an increase in school meals. The analysis has taken into account several key factors including:**

- **Space requirements in terms of seating areas**
- **Equipment requirements - 'heavy' (e.g. ovens, fridges, freezers, hot cupboards) and 'light' (e.g. cutlery, bowls, trays)**
- **Capacity of kitchens and serveries**
- **Transport of school meals between production kitchens and schools with serveries**
- **ISS staffing arrangements**

### Space requirements

The analysis of the space requirements in terms of seating areas needed by schools is still on-going. ISS has been in discussion with schools about the logistics of seating so many infant children during the lunch hour. This has included:

- Extension of the lunch period and extra sittings in order to accommodate children

- Children who have packed lunches to eat their lunch in other suitable areas e.g. classrooms, to alleviate dining space
- Trialling the service where items such as the freshly baked bread and fresh fruit are placed on the tables to support the speed of service at the counters
- Ensuring lunches are pre-ordered allowing children to have their first choice of menu item and to maximise the speed of service
- Deciding to opt for a two choice menu.

### Equipment requirements

A detailed analysis of the additional equipment that will be required has been undertaken. This takes into account: cutlery, cups, plates, meal trays, utensils, cooking equipment, ovens, fridges, freezers, hot cupboards, dishwashers, dining tables and chairs, etc. The Council recently commissioned Churches to undertake a survey of all kitchens and serveries to determine whether they needed an upgrade (e.g. utilities, kitchen canopies, etc) to accommodate the new equipment. The survey has now been completed.

### Transport

An analysis of the transport requirements has been undertaken

by ISS and PCC's Dispatch Services which has included a review of the transport routes that are currently in place. The purchase of three additional vans has been confirmed.

### Staffing

To meet the increased demand additional staff (an estimated 40 staff will need to be recruited for the kitchens plus an additional business support manager).

All team members will be fully briefed on the changes agreed with their school and new team members will be in place for September. To support this change, ISS in partnership with the School Food Plan are providing training for all Catering Managers, Kitchen Managers and Cooks on the vital information about the school food plan and free school meal initiative, and ways in which these can be effectively delivered over the forthcoming months and of course into September. The additional ISS labour costs will be met through the increased revenue ISS will receive from the increase in school meals.

Schools will also have to consider if the current levels of supervision will be sufficient to cope with the additional numbers of children having school meals.

# Upgrades to kitchens and installation of heavy equipment



The final specification for the upgrade and the equipment needed has been completed. A summary sheet is attached to this newsletter which provides an update for each school in terms of proposed lunch time sittings, transport arrangements and the equipment and kitchen/serverly upgrades. The majority of these works will be done over the summer holidays but some will be done during the May half term where appropriate.

**Please could you inform Christine Matchett of any works (no matter how minor) that you have arranged to take place during the May half term or summer holidays. We need this information so we can consider any safety concerns that may arise due to having different contractors on site; also the kitchen works may necessitate some interruptions to electrical power, so we may need to co-ordinate the timing of works.**

## Special diets, school meal uptake and pupil premium

In preparation to potentially serve 80-90% of our Year Reception, Year 1 and Year 2 children from September, the Council and ISS is requesting your support in distributing a letter and form to parents / guardians in order to express a preference for a school lunch from September 2014, identify any special dietary

requirements and also to collect data required to enable your school to claim/receive the correct level of Pupil Premium (£1300 per pupil 2014/15). Sufficient letters for your current reception pupils (Y1 Sept 2014), your current Year 1 pupils (Y2 Sept 2014) and your new reception intake (YR Sept 2014) will be sent to each school separately to distribute.



For special diets it will be important to get as many special diets authorised and with their own bespoke menu sheet prior to the September start. This will prevent any disappointed children not being able to have a school meal from September 2014.

## National support service provided by the Children's Food Trust

In addition to the revenue and capital funding made available by the government, the Department for Education has provided funding for a **support service**, including a national advice line, to help infant and primary schools get ready to provide free school lunches to all infant pupils.

The advice services is available to all schools, Local Authorities, academy trusts and caterers who are directly involved in providing universal infant free school meals. The advice service includes on-line information, a forum and a telephone helpline for schools

and caterers to receive up-to-date details of the policy, advice on practical issues and find out where to access further support.

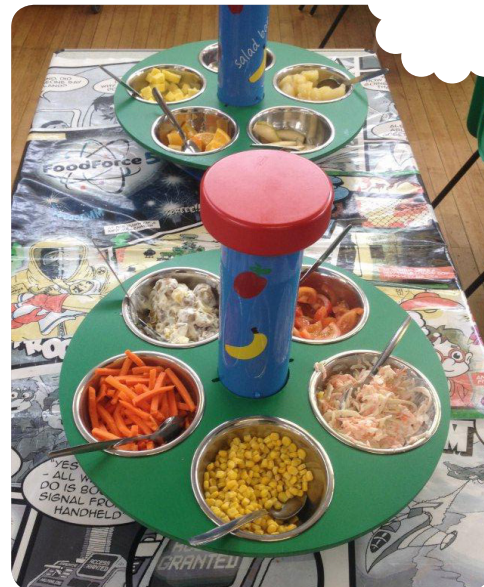
Those schools facing the greatest challenges in delivering UIFSM, may be eligible for direct support such as a face to face visit from a school food expert, partnering up with 'What Works Well' school or on-going telephone advice. All the support is adapted to tackle the particular challenges of each school, giving a personal service.

Email [info@childrensfoodtrust.org.uk](mailto:info@childrensfoodtrust.org.uk) or call **0114 299 6901**.

A number of free roadshows have been scheduled by the Lead Association for Caterers in Education and the Children's Food Trust. They are designed to offer advice and support from a variety of speakers to schools regarding the delivery of Universal Infant Free School Meals.

For more information visit: [www.uifsm-roadshows.co.uk](http://www.uifsm-roadshows.co.uk) or call **01244 399900**.





# Universal Infant Free School Meals

## Finance Briefing Note

**PCC Finance has distributed to schools a briefing note about the revenue finance, a summary of which is given below:**

- To be funded at £2.30 for each meal taken (newly eligible pupils only)
- Initial funding provision will be based on an estimate of take up. DfE will assume 87% take up for newly eligible pupils - these pupils will take 190 meals in the academic school year.
- Example for 1st 2 terms:
  1. 300 pupils eligible for free school meals (all pupils in Year R/1/2)
  2. 100 currently in receipt of free school meals
  3. 200 newly eligible x 87% = 174 eligible pupils
  4. 174 x £2.30 x 130 meals = provisional funding allocation of £52,026
- **14/15 only** - Small schools (less than 150 pupils) receive transitional funding. In Portsmouth this will only apply to Moorings Way Infant School.
- Schools will continue to fund meals for pupils currently eligible under current procedures, in the same way as they do now.
- There will be a new indicator on the school census return from October 14 to enable schools to indicate how many newly eligible infants they have.
- June 2014 - Schools to be notified of the provisional funding value. This will be based on the pupil data from January 14 census.
- A payment will be allocated in June for the first 2 terms, ie Autumn and Spring terms.
- The provisional allocation will be revised later in April 2015, based on actual take up data derived from the average of the October 14 and January 15 census. The payment for the 3rd term will be adjusted based on the data from these 2 census dates. The adjustment calculation is as below:

The total of this calculation will then be compared to the provisional allocation for the 1st 2 terms.

- If the take up is higher, this will be adjusted upwards or downwards if lower. This payment will be made in April 15.
- We are awaiting advice re closing schools and academy conversions, as well as the year end accounting adjustments
- Pupil Premium Funding based on January 2014 census, schools still need to know if a family receives benefits to qualify for £1,300 payment per pupil.

For further information please contact Trish Barfield: email **trish.barfield@portsmouthcc.gov.uk** or tel **023 9284 1225**

**October 2014 census + January 15 census**

**x130 meals x £2.30 = Value**