

Universal Infant Free School Meals (UIFSM)

Portsmouth - Issue ~2



Welcome

Welcome to the 2nd edition of the Portsmouth UIFSM newsletter which is aimed to keep schools / academies and key partners up-to-date with the implementation of Universal Infant Free School Meals in Portsmouth from September 2014.

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; tel **023 9268 8663**.

Mike Stoneman
Strategic Commissioning
Manager - Education

Background

From September 2014 all children in reception, year 1 and year 2 in state-funded schools in England will receive 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.

Trial sites

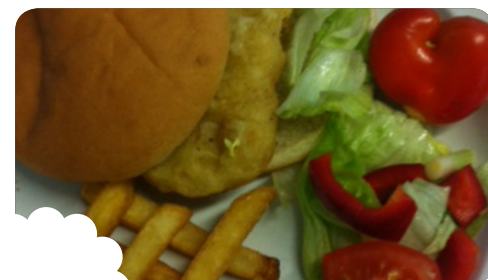
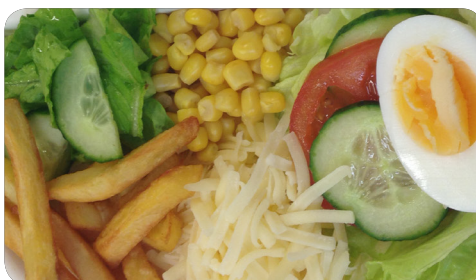
As reported in the last issue of this newsletter, the proposed city wide trial in early July has considerably been scaled down due to the logistical problems of having everything ready on time. However, it has been agreed that a limited trial will go ahead in order to test out some of the new arrangements and to gain invaluable knowledge and lessons learned which could be applied to other schools in advance of the September launch.

The three trial sites have been confirmed for:

- **Court Lane Infant School**
- **Solent Infant School**
- **Southsea Infant School**

The dates for the trial will be on **2nd, 3rd and 4th July**.

Details of the trial, how it worked and lessons learned will be given in the next issue of this newsletter.



The Countdown is on!

ISS working with schools to meet the challenge of serving so many

With less than 7 school term weeks left until the universal free school meal challenge hits Portsmouth, we are working with schools to 'tweak' plans on how the increased number of children dining with us can be accommodated. We will obviously know more after the limited trial, however there are many initiatives which we are working on to ease the pressure!

One big support is where schools such as Manor Infant School and Meredith Infant School (amongst others) have been able to adjust their school day and extend their lunch time to allow the reception children to start lunch a little earlier and to ease dining room congestion.

Additional service points have been essential at schools such as Solent Infant School, where a small adjustment to a music room means a room can become an additional dining space over lunchtime, minimising queues and maximising seating space!

Another great initiative is the lunch of the 'Pre- order' / band system, ensuring all children have their first choice of meal whilst also speeding up the service at counter! One good example of this is Medina Primary School who decided to introduce this system prior to September to settle the children and the parents into the new system before the September deadline. Other Schools are set to change in September, including Court Lane Infant and Southsea Infant Schools.

Another way to simplify and speed service is to change to a two choice menu; Arundel Court and Medina Primary Schools have successfully transferred to the simpler menu (which is still nutritionally compliant) and are already seeing the benefits.

We are also talking to a couple of schools about the feasibility of putting the bread and salad bowls on the children's tables to speed up service and enhance the overall experience for the children and

we look forward to reviewing the success of this initiative in due course.

Many schools are also planning to allow pack-lunch children to eat in their classrooms to maximise space in the dining rooms for children wishing to have the hot meals.

The ISS teams look forward to working with each of the Schools to ensure that we offer your children the best service possible in line with each School's individual requirements. Please do not hesitate to contact us should you wish to discuss any new ideas which we haven't already thought of!



ISS opportunities and recruitment



With the projected increase in pupils choosing a school meal in Portsmouth from September we have now had the opportunity to increase the ISS team in order to meet the new challenges ahead.



To start the recruitment process we have shared the list of new positions / additional hours with the teams to give everyone the opportunity to increase their roles and responsibilities.

Internal interviews will be taking place next week, once completed; we will then fill the 'gaps' from the portfolio of external candidates which we are now collating.

Full inductions, DBS checks and where possible trial weeks will be completed prior to the new term.

We are confident that all posts will be successfully filled for September.

Upgrades to kitchens and installation of heavy equipment

Churches were recently commissioned by the Council to undertake surveys of all kitchens and serveries to assess readiness for September 2014, the additional equipment that was required and whether this necessitated an upgrade to the kitchen / sery (e.g. extend canopies / extractions systems, enhance utilities, etc). All of this work has been completed and Churches are now working with schools to install all of the heavy equipment and complete the upgrades in time for the September launch.

Key highlights to report:

- The three trial sites and associated production kitchens are on track to be completed ahead of the trial dates of 2nd, 3rd and 4th July 2014.
- Moffatt are due to deliver Mobile hot cupboards and Bain Maries shortly;

- Dishwashers and refrigeration items are on order, and will also be delivered within the next few days.
- Mixer's procurement is proceeding; a trial item has been ordered, the rest will follow soon after.
- Combi ovens have been ordered and we are now awaiting delivery information.
- Canopy manufactures and Churches are going to sites over the next two weeks for final measurements to be taken.
- Minor gas pipe works etc. and minor electrical works to interlocks to be started this week.

If you have not done so already, please could you inform Christine Matchett of any works (no matter how minor) that you have arranged to take place

during the 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.

Please note that installation dates will be provide to each school well in advance. If you are unable to provide access on these dates through your key holders, then the Council will nominate a key holder on your behalf. For LA maintained schools the Council's insurance will cover this. For Academies an agreement will need to be reached about arranging access if the key holders are not able to provide access on the dates specified.



Special diets

In preparation to potentially serve 80-90% of our Year Reception, Year 1 and Year 2 children from September, ISS is requesting your support in sending out special diet forms to parents in order 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.

Schools should now have a lot of information about which children will need special diets following the distribution of the forms to parents before half term. Any parents /

guardians that ticked 'yes' to needing a special diet should have been sent a special dietary request form that is provided by ISS. If you need more copies of ISS's special dietary request form please contact Paul Brier, office manager on 02392 658219 or paul.brier@uk.issworld.com.



Ordering of light equipment

The ordering of the light equipment (cutlery, trays, water jugs, etc) has now been completed and delivered. ISS is currently storing the equipment and will be distributing it to schools over the next few weeks, prioritising those schools involved in the limited trial.

News from dispatch services

The Council's dispatch team are gearing up for September. Two new vehicles have arrived to enhance the fleet of vehicles the Council's uses to deliver school meals from production kitchens to schools with serveries.



The team has been working closely with ISS to agree transport routes and timings from September. This work has now largely been completed.

New thermal boxes and trolleys have also been ordered to cope with the increase in school meals that is expected to be transported between schools.



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 service 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 or call 0114 299 6901.

Finance update

Further to the finance briefing note that was sent out in Issue 1 of this newsletter, the Universal Infant Free School Meals (UIFSM) Conditions of Grant and calculator have now been published at:

<https://www.gov.uk/government/publications/universal-infant-free-school-meals-conditions-of-grant>

The DfE will be publishing provisional main allocations and small schools allocations in June 2014. The second payment of this grant will be made in the 2015 to 2016 financial year.

Further to the communication that went out to schools on 22 May 2014 regarding the traded services agreement and following a meeting with school representatives from the UIFSM Working Group it has been confirmed that the variation and increase to the Council's catering support traded services offer will be £9 per pupil, in order to cover additional costs associated with Universal Infant Free School Meals. Please note the following:

- The increase only applies to Year R, 1 and 2 pupils
- It is a flat rate increase across all

primary and infant schools in the school meals catering contract

- The increase seeks to recover the additional ongoing revenue costs to the Council in terms of: kitchen equipment maintenance, servicing and replacement; transport costs; food testing; and contract management
- The costs will be reviewed during the course of the year and whilst the additional cost per pupil may come down if the UIFSM uptake is not as great as expected, the £9 additional cost per pupil will not be increased any further for the duration of the contract
- These costs are separate to the one off capital grant the Council received which has covered the purchase of new equipment (light and heavy equipment), upgrades to kitchens and serveries, some minor capital works to dining centres; and the purchase of two new vans to transport school meals

For further information please contact your respective Schools Finance Officer or email cflfinance@portsmouthcc.gov.uk