

To Chief Executives of all Local Authorities
in England

From: Peter Housden
Director General for
Schools, DfES

and

Fiona Adshead
Deputy Chief Medical
Officer, Department of
Health

12 September 2005

Dear colleague

HEALTHY FOOD IN SCHOOLS - TRANSFORMING SCHOOL FOOD & DRINK

The Government is determined to transform the quality of food and drink provision in schools. This commitment was set out, as part of a wider drive to improve children's diets, in the White Paper *Choosing Health: making healthier choices easier*, published in November 2004. And, in March of this year, the Secretary of State for Education and Skills announced a package of measures designed to improve significantly the quality of school meals.

We are absolutely clear that local authorities and schools have a vital role to play in helping to achieve these aims and we know that many authorities and schools are already developing and introducing ways to improve school meals provision in their areas. The purpose of this letter to local authority Chief Executives is to alert you to our hope that all local authorities will lead this transformation; to encourage you to bring to bear the range of resources at your disposal to make a real difference in this area; and to set out clearly the components of our activity on school food and drink.

Stuart Miller, the lead official at DfES on school food, has already written to Directors of Children's Services and Directors of Education setting out details and conditions of £220m of new transitional funding for 2005-08 as

announced in March; and the Government's expectation that, in partnership with other local stakeholders - particularly parents, schools and health services - local authorities will lead the development and implementation of a local strategy to deliver a high quality, sustainable school meals service. A copy of his letter is at Annex A.

The Challenge

Our national-level aims are to:

- raise the nutritional standards of school meals and other food and drink consumed on school premises;
- increase the uptake of school meals, including Free School Meals;
- reduce the levels of obesity in children;
- improve the health of children and young people and their ability to reach their full educational potential; and
- provide children with the attitudes and skills that will support healthy eating outside of school and throughout their lives.

You will, of course, already know about our joint Healthy Schools Programme which is a central part of this picture. Healthy eating is now a key component of that programme, with schools required to meet national nutritional standards to qualify for Healthy School Status (see criteria at Annex B). Many schools in your area may already be Healthy Schools and we hope all will be working towards Healthy School Status by March 2009.

The current nutritional standards are under review and we anticipate recommendations of tougher new standards (mandatory from September 2006) when the School Meals Review Panel reports later this month. Subject to consultation on those recommendations, the bar is about to be raised. Local authorities will clearly want to be ready to meet the challenge.

Local change.....

Supported by DfES's three-year, £220m funding package for local authorities and schools, we are now asking each local authority to develop its own tailored local change programme focused on moving, over the next three years, to a position where the provision of high quality school food and drink is sustainable in the long term.

In many local authority areas, pupils already receive high quality school meals, supported by other healthy provision such as healthy vending, healthy tuck shops, breakfast clubs and water provision. And in some authorities there will be well developed approaches to ensuring the health and well-being

of pupils. In those circumstances, this new drive should enhance provision.

But, in other areas, authorities and schools may need to prepare a strategy for improving school meals provision and to develop or improve local strategic partnerships which promote “whole school” approaches to pupil health.

Regardless of starting point, we hope that all authorities and schools will now examine the sufficiency of their own arrangements for school food and, where necessary, will develop plans for improvement. As set out in the earlier funding letter, two additional grants will be available to local authorities and schools from September to support this process. In that letter, we have recommended to Directors of Children’s Services and Directors of Education that they consider using some of this funding to establish a lead team to review provision and drive forward the transformation of school meals. That letter also makes clear that Ministers are very keen to see hot meals provision offered across all areas and have made it a condition of the local authority school meals grant so that, where hot meals are not universally available, authorities must make plans to begin, by September 2008, their reintroduction.

To help with your local planning, we are attaching details of existing resources on school food and meals (Annex C).

..... supported at a national level

It is important to place the emphasis for this work at a local level in order that the very wide range of circumstances in different parts of the country can be taken into account. But we are putting in place a range of other national-level measures to both stimulate activity and provide support.

In addition to the measures already described - £220m transitional funding; new nutritional standards; and prominence for healthy eating in the Healthy Schools Programme - these include:

- establishing a new **School Food Trust** that will give independent support and advice to schools and parents to improve the standard of school meals;
- stimulating demand for more nutritious food, through better information for parents and pupils, including a dedicated “toolkit” for parents that will be available in the Autumn;
- giving Ofsted a role in monitoring school food as part of regular inspections and Joint Area Reviews from September 2005, and asking them to undertake a more detailed thematic study (alongside nutritionists) of the nutritional content of school food in a sample of schools;
- providing guidance to schools and local authorities to help them

through the transition. The recently launched *Food in Schools Toolkit* (see Annex C), includes guidance and materials to support healthier lunch boxes, vending machines, tuck shops, before/after school clubs as well as water provision and the dining room environment. There are also specific plans to develop guidance on drawing up catering contracts to source healthy school meals services and healthy food and drinks for vending machines, tuck shops or breakfast clubs.

- developing a new vocational qualification for school caterers to help them promote healthy food and to increase the status of school catering staff who we believe should be seen as integral to the whole-school team; and
- making new or upgraded school kitchen facilities a priority through current school rebuilding and refurbishing programmes.

Keeping in touch with the front-line

We are clear that we are seeking local transformation, supported by a range of measures a national level. But we are also keen that central Government should keep closely in touch with developments across the country in order to provide more targeted support where necessary.

We are taking two steps to achieve this. First we intend shortly to invite representatives from local authorities to form a reference group to work with us on school meals issues. And second, to address a relative paucity of national level information on school meals, we are about to undertake a baseline survey of local authorities.

Reference Group

When established, this group will perform two functions:

- It will meet regularly to address issues and problems which local authorities might encounter in seeking to improve school meals provision; and to share good practice and ideas; and
- Members will act as a communication channel between DfES/DH and all local authorities. Each participant local authority will be at the hub of a local network of neighbouring authorities gathering issues and intelligence and disseminating advice and good practice.

Members of the group will also be invited to act as champions of the policy at conferences and events about school meals. Through this group we will ensure that we (i) learn from authorities as they work towards implementing the changes we are recommending, and address any problems at an early stage; and (ii) actively involve the real stakeholders in the development of the policy and its implementation.

Baseline Survey

Our information about school food provision is currently patchy and anecdotal. To address this, we intend to conduct a national survey during September of all local authorities in order to get a fuller picture of current school meals arrangements. This survey will give us the information we need to assess more effectively the impact of the measures set out in this letter and the scale of the improvement programme required to meet the new standards. We hope you will encourage the relevant officers to complete the survey so that we get as high quality a picture of local provision as possible.

One of the questions the survey will address is the level of expenditure on ingredients. This will, of course, only give the current position and it will be important to be able to monitor any changes as local school meals programmes are implemented. We would therefore recommend strongly that local authorities and schools continue to collect this information on a routine basis in order to not only monitor levels of expenditure on ingredients but also value for money.

Summary Timetable

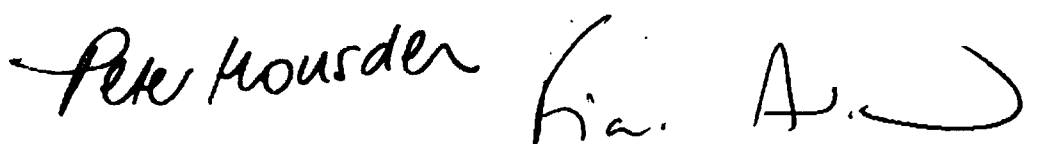
We thought it would be helpful if we set out clearly the main elements of the timetable for implementing our strategy for improving school meals:

- September 2005 until October 2005 – National baseline survey of school meals provision;
- Late September/Early October 2005 – Proposed new nutritional standards for school meals issued for consultation;
- Autumn 2005 onwards – Local authorities and schools develop and implement local change programmes to improve school food;
- January 2006 – New nutritional standards agreed and announced;
- September 2006 – New nutritional standards come into force legally.

Finally, we hope you and others in your authority will take advantage of this very real opportunity to improve the quality of food in schools. We all want our children to be healthy and to have the chance to reach their full potential. We believe that healthy food in schools will be crucial in achieving this.

We are copying this letter to other key stakeholders with an interest in healthy eating and school food, including Directors of Education and Children's Services, Children's Trusts, Primary Care Trusts, Strategic Health Authorities, Directors of Public Health, Government Office Regional Directors and Directors of Children and Learners, Healthy Schools Regional Coordinators, Regional Food and Health Leads.

Yours sincerely

Handwritten signatures of Peter Housden and Fiona Adshead. Peter Housden's signature is on the left, and Fiona Adshead's signature is on the right.

Peter Housden

Director General for Schools

**Department for Education
and Skills**

Fiona Adshead

Deputy Chief Medical Officer

Department of Health

ANNEX A

department for
education and skills
creating opportunity, releasing potential, achieving excellence

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**To all Directors of Children's Services / Directors of
Education in Local Authorities in England**

Our Ref: LEA/1694/2005

8 August 2005

Dear colleague

SCHOOL MEALS FUNDING for 2005-2006

The Government is determined to transform the quality of food in schools. This commitment was set out in the White Paper *Choosing Health: making healthier choices easier*, published in November 2004. And, in March of this year, the Secretary of State for Education and Skills announced a package of measures designed to significantly improve the quality of school meals.

Key national-level components of this package were the establishment of an expert panel tasked with determining new national standards for school meals; a role for Ofsted in monitoring quality; and the establishment of the School Food Trust to add capacity to the drive for improvement.

But, in recognition of the clear need for this transformation to be driven at a local level, taking into account the wide range of circumstances in different parts of the country, the Secretary of State also announced three years of transitional funding totalling £220m for local authorities and schools. Through this funding and by working closely with local authorities, the Government wants to support and enable local authorities to take the lead in delivering school meals services which meet the challenges set by the Secretary of State.

This letter goes on to set out the detail of the conditions we are attaching to this funding, but there are two main messages you should take from it:

- it is the Government's expectation that local authorities will lead, in partnership with other local stakeholders - particularly parents, schools and health services - the development and implementation of a local strategy to deliver a high quality, sustainable school meals service; and
- the Secretary of State has set as a condition of funding that this strategy should include plans to begin the reintroduction of universal hot meals provision, where it does not already exist, by September 2008.

The £220m over the next three years will be delivered through two new funding grants to schools and local authorities. The arrangements for distributing these two grants through the Standards Fund in 2005-06 and the conditions which will apply to those grants are set out below.

Targeted School Meals Grant

£30 million in 2005-2006 and £50 million in each of 2006-2007 and 2007-2008 will be available to support local authorities and schools in the transformation of school meals. This is the first of three years of transitional funding. Local authorities should develop a strategy for improving school meals provision which targets spending on the areas which they feel will have the biggest impact on school meals in their area. This might mean giving additional support to particular schools; or it may mean focusing on area wide initiatives (or some combination of the two). We expect local authorities to develop appropriate local partnerships and also to make effective and appropriate links with Healthy Schools Programme activities and other health initiatives.

The target is to place school meals on a sustainable footing at a level of quality which at least meets the nutritional standards for school meals that will become mandatory in September 2006. Local authorities should consider establishing a lead team to drive forward the transformation of school meals and may need to use a proportion of the money to buy time to review provision and plan improvements. Authorities may also want to use the funding for other purposes, for example, to draw up a training strategy for catering staff or support additional hours or training for catering staff at individual schools; or to underpin expenditure on ingredients. **A condition of this grant is that the authority's strategy must include plans to begin the reintroduction of universal hot meals provision, where it does not exist already, by September 2008.** Local authorities should note that this is transitional money for three years only and should make plans that will be sustainable beyond the three year period. This grant will be ring-fenced at LEA level but not at school level.

Funding for 2005-06 will be paid to authorities via the Standards Fund in September 2005, with further payments in September 2006 and September 2007. The grant will be allocated to local authorities on the basis of a combination of full-time equivalent (FTE) pupil numbers and numbers of pupils eligible for free school meals. 70% of the available grant will be allocated according to pupil numbers: these numbers will reflect 50% of FTE pupils in

maintained nursery schools and 100% of FTE pupils in all other maintained schools and PRUs. The remaining 30% of the grant will be allocated according to the proportion of such pupils who are eligible for free school meals. This formula will remain the same for all three years of the grant. Pupil numbers for 2005-2006 will be based on provisional data from the January 2005 PLASC survey. The Conditions of Grant, including the allocations for individual authorities, are attached at Annex A.

School Meals Grant

All maintained primary, secondary, nursery and special schools and Pupil Referral Units (PRUs) will receive a School Meals Grant from September 2005, which will be distributed on a formulaic basis through their local authority. This is the first of three years of transitional money and, as with other school level Standards Fund grants, this funding will not be ring-fenced at school level. However, its purpose is to support the transformation of school meals and the target for schools is to place school meals on a sustainable footing at a level of quality which at least meets the nutritional standards for school meals that will become mandatory in September 2006. Schools should plan their approach in order to target spending on the areas which they feel will have the biggest impact on school meals provision. This could mean using the money to buy time to review and plan improvements; to support additional hours or training for catering staff; or to underpin expenditure on ingredients. Schools should be made aware that this is transitional money for three years only: they should therefore plan on a basis which will be sustainable from core budgets beyond the three year period.

Funding for 2005-06 will be paid to authorities via the Standards Fund in October 2005, with further payments in October 2006 and October 2007. The Conditions of Grant at Annex B set out the detail of how this grant should be distributed to schools. For all maintained schools, an estimated £30 million per annum will be distributed on the basis of a lump sum per school plus a per pupil amount. The lump sum for primary, nursery and special schools and PRUs will be £1070 and for secondary schools will be £1500. The per pupil FTE amount for PRUs and all schools except nursery schools will be 50p: for nursery schools it will be 50p for half of FTE pupils, to reflect the fact that fewer pupils in nursery schools take school meals. This formula will remain the same for all three years of the grant. Pupil numbers will be calculated on the basis of final data from the January 2005 PLASC survey for the October 2005 payment.

Academies and City Technology Colleges (CTCs)

Academies and City Technology Colleges will be eligible for a pro-rata amount of both grants and its purpose is as set out above for the School Meals Grant.

The School Meals Grant will be calculated on the same basis as for maintained schools although, as with other grants paid to Academies and CTCs, pupil numbers for Academies will be calculated using forecast pupil

numbers, which are checked against September Pupil Count numbers, and for CTCs using agreed funded numbers.

Academies and CTCs will also receive an amount to reflect the amount LEAs receive through the Targeted School Meals Grant. This amount will be calculated in the same way as the Targeted Schools Grant but for Academies will use forecast pupil numbers, which are checked against September Pupil Count numbers, and for CTCs, agreed funded numbers.

Funding will be paid direct to each Academy and CTC by the Department for Education and Skills.

Non-maintained special schools

Non-maintained special schools will be eligible for a pro-rata amount of both grants and its purpose is as set out above for the School Meals Grant.

The basis of calculation for each grant will be the same as for Academies although we will use January 2005 PLASC data for a non-maintained special school's pupil numbers. Funding for both grants will be paid direct to the schools by the Department for Education and Skills.

Contacting us

Copies of this letter and its attachments can be found on Teachernet at www.teachernet.gov.uk/management/schoolfunding. If you have any questions please contact Sue Holley at susan.holley@dfes.qsi.gov.uk.

Yours sincerely

Stuart Miller

STANDARDS FUND GRANT 5A: TARGETED SCHOOL MEALS GRANT

1. The Targeted School Meals Grant is paid as a grant within the Standards Fund for 2005-06 and the general conditions which apply to the Standards Fund apply also to this grant, other than where otherwise specified below.
2. The grant will run for three years, from 2005-06 to 2007-08. The formula set out in paragraph 6 below will be the same in all years of the grant.

Purpose

3. The purpose of the grant is to support the transformation of school meals in primary, secondary, special and nursery schools in the Authority and Pupil Referral Units. This is the first of three years of transitional funding. Local authorities should develop a strategy for improving school meals provision which targets spending on the areas which they feel will have the biggest impact on school meals in their area. This might mean giving additional support to particular schools; or it may mean focusing on area wide initiatives (or some combination of the two). We expect local authorities to develop appropriate local partnerships and also to make effective and appropriate links with Healthy Schools Programme activities and other health initiatives.
4. The target is to place school meals on a sustainable footing at a level of quality which at least meets the nutritional standards for school meals that will become mandatory in September 2006. Local authorities should consider establishing a lead team to drive forward the transformation of school meals and may need to use a proportion of the money to buy time to review provision and plan improvements. Authorities may also want to use the funding for other purposes, for example, to draw up a training strategy for catering staff or support additional hours or training for catering staff at individual schools; or to underpin expenditure on ingredients. A condition of this grant is that this strategy must include plans to begin the reintroduction of universal hot meals provision, where it does not exist already, by September 2008.
5. Local authorities should note that this is transitional money for three years only and should make plans that will be sustainable beyond the three year period. This grant will be ring-fenced at LEA level but not at school level.

Basis of allocation

6. The grant will be allocated to local authorities on the basis of a combination of full-time equivalent (FTE) pupil numbers and numbers of pupils eligible for free school meals. 70% of the available grant will be allocated according to pupil numbers: these numbers will reflect 50% of FTE pupils in maintained nursery schools and 100% of FTE pupils in all other maintained schools and Pupil Referral Units. The remaining 30% of the grant will be allocated according to the proportion of such pupils who are eligible for free

school meals. Pupil numbers used are based on provisional data from the January 2005 PLASC survey.

7. Allocations for individual authorities for 2005-06 are attached.

Devolution requirements

8. There are no specific requirements about the amount of the grant which must be devolved to schools. Authorities will want to determine this in the light of local needs and circumstances and in discussion with their Schools Forum.

9. The element of the grant which is devolved to schools should be devolved using a locally determined, need-based, fair and transparent mechanism. The approach to determining allocations should be discussed with the Schools Forum.

Payment arrangements

10. Payment of the 2005-06 grant will be made to authorities in a single instalment by 2 September 2005.

Matched funding

11. There is no matched funding requirement for this grant.

**TARGETED SCHOOL MEALS GRANT (GRANT
5A): ALLOCATIONS FOR 2005-06**

LEA number	LEA name	Amount (£)
886	Kent	804,386
881	Essex	754,864
330	Birmingham	724,332
888	Lancashire	665,975
850	Hampshire	651,103
919	Hertfordshire	642,216
936	Surrey	518,415
860	Staffordshire	480,953
891	Nottinghamshire	447,126
830	Derbyshire	432,640
926	Norfolk	429,453
383	Leeds	425,711
938	West Sussex	391,127
875	Cheshire	390,248
928	Northamptonshire	386,858
925	Lincolnshire	382,063
935	Suffolk	376,753
878	Devon	367,209
855	Leicestershire	360,760
380	Bradford	337,217
815	North Yorkshire	325,903
916	Gloucestershire	325,093
931	Oxfordshire	315,889
885	Worcestershire	301,867
341	Liverpool	297,458
840	Durham	292,666
873	Cambridgeshire	292,284
373	Sheffield	290,621
909	Cumbria	288,980
937	Warwickshire	288,771
352	Manchester	283,945
825	Buckinghamshire	278,018
908	Cornwall	276,424
933	Somerset	268,273
845	East Sussex	250,350
865	Wiltshire	244,782
382	Kirklees	242,076
820	Bedfordshire	238,715
344	Wirral	208,207
835	Dorset	207,955
316	Newham	202,293
308	Enfield	195,222
384	Wakefield	195,065
333	Sandwell	194,441
306	Croydon	192,611
371	Doncaster	190,601
332	Dudley	190,352

331	Coventry	189,557
929	Northumberland	187,826
801	Bristol, City of	186,752
811	East Riding of Yorkshire	186,097
359	Wigan	185,904
856	Leicester	185,445
335	Walsall	184,302
305	Bromley	178,686
302	Barnet	176,529
350	Bolton	175,494
394	Sunderland	174,108
343	Sefton	172,896
372	Rotherham	172,581
317	Redbridge	169,378
887	Medway	166,499
211	Tower Hamlets	166,176
307	Ealing	163,466
353	Oldham	159,353
312	Hillingdon	159,300
304	Brent	157,510
336	Wolverhampton	156,714
356	Stockport	154,860
810	Kingston Upon Hull, City of	154,593
391	Newcastle upon Tyne	152,581
879	Plymouth	151,631
893	Shropshire	151,444
892	Nottingham	151,089
803	South Gloucestershire	149,428
203	Greenwich	147,940
861	Stoke-on-Trent	147,406
303	Bexley	147,175
831	Derby	145,913
210	Southwark	142,495
320	Waltham Forest	140,767
357	Tameside	140,541
313	Hounslow	138,419
354	Rochdale	138,147
309	Haringey	137,994
311	Havering	137,733
826	Milton Keynes	137,391
209	Lewisham	136,673
334	Solihull	135,310
355	Salford	135,285
358	Trafford	134,231
381	Calderdale	132,417
370	Barnsley	132,279
821	Luton	123,758
301	Barking and Dagenham	122,001
877	Warrington	119,601
208	Lambeth	117,924
808	Stockton-on-Tees	116,828
319	Sutton	116,724
392	North Tyneside	115,127

212	Wandsworth	114,544
846	Brighton and Hove	114,421
852	Southampton	112,477
874	Peterborough	111,870
390	Gateshead	111,291
310	Harrow	110,602
342	St Helens	109,063
204	Hackney	108,480
866	Swindon	108,435
351	Bury	107,145
802	North Somerset	106,065
340	Knowsley	105,857
882	Southend-on-Sea	104,203
894	Telford & Wrekin	102,294
812	North East Lincolnshire	101,088
889	Blackburn with Darwen	99,353
206	Islington	97,928
851	Portsmouth	96,474
393	South Tyneside	94,890
813	North Lincolnshire	94,513
	Bath & North East	
800	Somerset	94,125
807	Redcar and Cleveland	92,543
202	Camden	91,294
869	West Berkshire	91,003
816	York	90,367
884	Herefordshire	89,689
883	Thurrock	87,070
315	Merton	86,973
872	Wokingham	85,484
890	Blackpool	84,081
213	Westminster	82,198
806	Middlesbrough	80,530
837	Bournemouth	79,126
314	Kingston upon Thames	78,389
871	Slough	77,825
921	Isle of Wight	76,275
880	Torbay	75,145
876	Halton	74,955
318	Richmond upon Thames	74,387
	Hammersmith and	
205	Fulham	73,202
836	Poole	71,492
868	Windsor and Maidenhead	70,246
870	Reading	62,891
805	Hartlepool	61,534
841	Darlington	59,614
867	Bracknell Forest	55,105
207	Kensington and Chelsea	45,540
857	Rutland	17,911
201	City of London	909
420	Isles of Scilly	891

STANDARDS FUND GRANT 5B: SCHOOL MEALS GRANT

1. The School Meals Grant is paid as a grant within the Standards Fund for 2005-06 and the general conditions which apply to the Standards Fund apply also to this grant, other than where otherwise specified below.
2. The grant will run for three years, from 2005-06 to 2007-08. The formula set out in paragraph 4 below will be the same in all years of the grant.

Purpose of grant

3. This is the first of three years of transitional money and, as with other school grants, this funding will not be ring-fenced at school level. However, its purpose is to support the transformation of school meals and the target for schools is to place school meals on a sustainable footing at a level of quality which at least meets the nutritional standards for school meals that will become mandatory in September 2006. Schools should plan their approach in order to target spending on the areas which they feel will have the biggest impact on school meals provision. This could mean using the money to buy time to review and plan improvements; to support additional hours or training for catering staff; or to underpin expenditure on ingredients. Schools should be made aware that this is transitional money for three years only; they should therefore plan on a basis which will be sustainable from core budgets beyond the three year period.

Allocation of grant to schools

4. From the total grant paid to it, the Authority shall allocate grant to each school it maintains based on the following formula:

Primary and special schools and Pupil Referral Units:

Lump sum of £1,070 for each school plus 50p per full-time equivalent (FTE) pupil

Nursery schools:

Lump sum of £1,070 for each school plus 50p for 50% of FTE pupils

Secondary schools:

Lump sum of £1,500 for each school plus 50p per FTE pupil.

5. Middle schools deemed secondary schools, and all middle schools deemed primary schools which have a year 8 or 9, are to be treated as secondary schools. Schools with two departments under one governing body are to be allocated only one tranche of grant.

6. Where a school opens during the financial year beginning on 1 April

2005, the Authority shall allocate grant to that school in accordance with the formula at paragraph 4 above. Schools federated, or to be federated, under the provisions of section 24 of the Education Act 2002, during the financial year beginning 1 April 2005 shall have grant allocated to them as if they were not federated.

Pupil numbers to be used in calculation of the grant:

7. In calculating the grant for each school, the Authority should use the following pupil numbers:

(a) the number of FTE pupils registered at the school on 20 January 2005;

(b) in the case of a school

(i) which is to open during the financial year; or

(ii) where proposals for the establishment of the school have not been fully implemented;

the number of full-time pupils to be admitted to the school when the proposals set out in the statutory notice are fully implemented; or

(c) in the case of a school which is:

(i) to undergo a prescribed alteration during 2005-2006; and

(ii) is to have pupils transferred from a closing school in 2005-2006;

the number of full-time pupils to be admitted to the school once the published proposals for alteration are fully implemented.

8. In paragraph 7 above:

"full-time equivalent" (FTE) is the number of full-time pupils plus half the number of part-time pupils, and a "part-time pupil" is one who attends school other than on the basis that he should attend both morning and afternoon sessions at least five days each week;

"have not been fully implemented" means that on 1 April 2005 the number of years elapsed since the day on which the school opened is less than the number of year groups in the school.

9. The Department for Education and Skills will calculate appropriate pupil numbers for PRUs on the basis of final data from the Annual Schools Census for 2005.

10. The Authority shall not allocate grant to a school or PRU that is due to close before 1 April 2006.

11. The basis for allocation of grant for a school or schools maintained by the Authority may be varied by the Secretary of State from those set out above, if so requested by the Authority.

Payment arrangements

12. Grant will be paid by the Secretary of State to the Authority by 14 October 2005, on the basis of the January 2005 PLASC pupil numbers held by the Department for those schools listed in Table 2 of the Authority's Section 52 budget statement for 2005-06. The grant for PRUs will be based on the data held by the Department from the January 2005 PLASC.

13. For each maintained school, the Authority should allocate the appropriate amount of grant and make the total amount available to the school by 28 October 2005. No interest clawback may be applied to the amount of grant before it is made available to the school. If the school has its own bank account the grant should be paid into that account. Otherwise the grant should be available to the school as a sum to spend. The grant must be made available irrespective of the existence of any deficit relating to the expenditure of the school's budget share. School Meals Grant is not part of schools' budget shares and is not part of the Individual Schools Budget. It is not to be counted for the purpose of calculating the guaranteed funding level for the school.

14. For each PRU for which grant is paid by the Secretary of State, the Authority must spend the relevant sum on the institution concerned.

15. Where a school opens during the financial year 2005-2006, but after the date on which other maintained schools receive payments of grant, the Authority shall pay the grant allocated to the school within two weeks of the date of the school opening.

Matched funding

16. There is no matched funding requirement for the School Meals Grant.

Reconciliation

17. It is a condition of grant that where corrections to pupil numbers in the Annual Schools Census taken on 20 January 2005, or changes to the schools listed on Section 52, mean that the Authority in total makes less money available to its maintained schools and/or spends less on PRUs than the amount of grant paid to the Authority, the Authority will repay to the Secretary of State the difference between the sum originally paid, and the final total amount so spent or made available.

Audit

18. By 31 July 2006, the Chief Finance Officer of the Authority shall certify an audit form, provided by the Secretary of State and completed by the Authority, and submit it duly certified by him, to an auditor appointed by the Audit

Commission. The audit form must confirm that the Authority have used the grant solely for the purpose for which it was given and that the conditions set out in this document have been met. The auditor shall send the audit form, certified by him, directly to the Secretary of State, to be received no later than 31 October 2006.

ANNEX B – HEALTHY EATING CRITERIA FOR NEW HEALTHY SCHOOLS STATUS

Healthy Eating

Pupils have the confidence, skills and understanding to make healthy food choices. Healthy and nutritious food and drink is available across the school day

A Healthy School:

- has an identified member of the SMT to oversee all aspects of food in schools
- has a whole school food policy – developed through wide consultation, implemented, monitored and evaluated for impact
- involves pupils and parents in guiding food policy and practice within the school, and enables them to contribute to healthy eating, and acts on their feedback
- has a welcoming eating environment that encourages the positive social interaction of pupils (see Food in Schools guidance)
- ensures healthier food and drink options are available and promoted at break, lunchtimes and in breakfast clubs as outlined by Food in Schools guidance (if established or planned);
- monitors pupils' menus and food choices to inform policy development and provision;
- ensures that pupils have opportunities to learn about different types of food in the context of a balanced diet (using the Balance of Good Health), and how to plan, budget, prepare and cook meals. Understanding the need to avoid the consumption of foods high in salt, sugar and fat and increase the consumption of fruit and vegetables;
- has easy access to free, clean and palatable drinking water, using the Food in Schools guidance
- has meals, vending machines and tuck shop facilities that are nutritious and healthy (see Food in Schools guidance) and meet or exceed National Standards and is working towards the latest DfES guidance on improving school meals service
- Consults pupils about food choices throughout the school day using school councils, healthy school task group or other representative pupil bodies

ANNEX C

EXISTING RESOURCES ON SCHOOL FOOD

Healthy Living Blueprint Website has links to numerous healthy food/drink sites. www.teachernet.gov.uk/healthyliving

Food in Schools Toolkit – provides guidance and resources to support schools in taking a whole school approach to healthy eating and drinking and is available free of charge from your local healthy schools coordinator (www.lhsp.org), from Prolog by quoting 267050 (email: dh@prolog.uk.com or telephone: 08701 555 455) or on www.foodinschools.org.

Healthy living blueprint- what pupils should be learning about food. Available from www.teachernet.gov.uk/wholeschool/healthyliving/curriculum or from DfES prolog- 0845 6022260 or dfes@prolog.uk.com quoting 0781/2004

5 A DAY resources that can be ordered through the new 5 A DAY website (www.5ADAY.nhs.uk), including posters, postcards, and brochures. This link will take you to the ordering page: www.5aday.nhs.uk/about/order_form.aspx
You can view these items at the following link:
www.5aday.nhs.uk/living/Publications.aspx

School Fruit and Vegetable Scheme (SFVS) resources were developed and disseminated to participating schools to support the delivery of the Scheme. The pack includes an operational file and additional materials (posters, CD of songs etc) to support healthy eating in the curriculum and throughout the school day. Some of the resources can be viewed and downloaded from the SFVS pages on the 5 A DAY website at www.5aday.nhs.uk or you may like to contact your local SFVS Coordinator to find out more about this pack.

Healthy School Meals Guidance for School Caterers, which complements the current nutritional standards, but which provide good practice examples about offering variety and foods that provide balanced healthy options. www.dfes.gov.uk/schoollunches

The Food Standards Agency's school-based activities are aimed at supporting pupils, parents, teachers and others who can influence the food children and young people eat. These are summarised in a booklet of school based food initiatives
<http://www.food.gov.uk/multimedia/pdfs/bookmarknut.pdf>

Some of the resources detailed in this booklet are listed below:

Getting to grips with grub: Food and nutrition competencies among 14–16 year old.
www.food.gov.uk/multimedia/pdfs/grubgrips.pdf

- **Cook It!**: Out-of-school-hours learning cookery clubs for 11–14 year olds.

<http://www.food.gov.uk/multimedia/pdfs/foodpolicygoverning.pdf>

- **Food Standards Agency Cooking Bus:** delivering practical food skills to schools.

<http://www.food.gov.uk/healthiereating/bus/>

- **Dish it Up!**: a multimedia interactive CD-ROM to motivate 11–12 year olds to eat healthily.

www.food.gov.uk/multimedia/pdfs/dishitupeval.pdf

- **Five-a-day the Bash Street Way:** Promoting fruit and vegetable consumption among 7–11 year olds.

www.food.gov.uk/interactivetools/educational/bashstreetdiet/

- **Eat Smart, Play Smart:** Promoting healthy diets and physical activity among 5–7 year olds.

www.food.gov.uk/healthiereating/eatsmartplaysmart/

- **Fruit tuck shops in primary schools:** running them effectively – toolkit on setting up and running fruit tuck shops.

www.food.gov.uk/multimedia/pdfs/fruittuckwales and in Welsh at

www.food.gov.uk/multimedia/pdfs/fruitwalesw

- **School lunchbox surveys:** Two month's worth of practical healthier lunch box suggestions are available on the Agency web site to promote healthier choices.

<http://www.food.gov.uk/news/newsarchive/2004/sep/lunchbox2>

- **Vending healthy drinks: a guide for schools,** provides guidance to setting up successful healthier drinks vending.

www.food.gov.uk/multimedia/pdfs/vendingmachinebooklet.pdf

- **Food Policy in Schools: A Strategic Policy Framework for Governing Bodies**

<http://www.food.gov.uk/multimedia/pdfs/foodpolicygoverning.pdf>