



Infinity Academies Trust

Ready to learn; Prepared to flourish.

Food in Schools Policy

IAT-CW-007

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Document Management Information

Policy Reference	IAT-CW-007
Applicable to:	All academies within the Infinity Academies Trust
Development and Consultation:	The policy was originally completed following the School Food Regulation implementation in 2014. The Trust ensures that the provision for School Food Standards are met. We outsource our hot meal provision, and the companies that are used comply with the statutory guidance.
Dissemination:	To be shared via the Trust Document Manager, information is available to all and can be made available on request
Implementation:	This policy is to be made available to all stakeholders both internal and external to the Trust.
Training:	As required
Review Frequency:	Once every two years or in line with any statutory or legislative changes
Policy Author:	Gavin Booth
Executive Policy Owner:	Michelle Dales
Approval by:	Trustees
Approval Date:	Mar 2023
Next Review Due:	28-02-2025

Revision History

Document Version	Description of Revision	Date
1.0	Added to the new template and revised in line with current guidance.	18-01-2021
1.1	Updates made to eligibility criteria and the HAF provision offered in Lincolnshire	28-03-2023

1.0 Introduction:

As of September 2014, it became a legal requirement for all Reception and Key Stage 1 children to receive a free school meal. This document aims to outline the rationale behind this and how we see this in our school. It aims to promote health and wellbeing of all pupils, sharing information with parents and to clarify the roles and responsibilities of parents, pupils and school staff. As a Trust we have a whole trust approach to food provision and education, we try where practicably possible to link food education into our curriculum, providing healthy treats and rewards across all of our sites.

2.0 Legislation and guidance

The guidance referred to in providing reference for the production of this document include:

- Section 512, 512ZA, 512ZB, 512A, 512B and 533 of the “Education Act 1996”
- Section 114A of the “School Standards and Framework Act 1998”
- 2014 No 1603 Education, England “The requirements for School Food Regulations 2014”
- School Food in England outlines school and governor responsibilities for school food: <https://www.gov.uk/government/publications/standards-for-school-food-in-england>
- Government Buying Standards - caterers should procure food in accordance with these: <https://www.gov.uk/government/collections/sustainable-procurement-the-government-buying-standards-gbs>
- School Food Standards: <https://www.gov.uk/government/publications/school-food-standards-resources-for-schools>

3.0 Key Terminology:

Universal Infant Free School Meal (UIFSM) – meals provided for those children in Reception, Year 1 and Year 2.

Free School Meals (FSM) – meals provided for those families where parents are eligible for support to provide lunch for their child as detailed in s.512ZB of the Education Act (Reception through to Year 6).

Pupil Premium – an allocation of funding to children who are: looked after by the local authority, those who have been eligible for FSM at any point in the last six years (also known as Ever 6 FSM) and for children whose parents are currently serving in the armed forces. This funding is allocated to schools for them to support individual children in ways that they feel will best benefit that child.

Transitional Protection - From 1 April 2018, any child who is eligible for free school meals will continue to receive free school meals whilst Universal Credit is rolled out (currently scheduled to complete in July 2023). This will apply even if family circumstances change. This is called transitional protection. Once Universal Credit is fully rolled out, any existing claimants that no longer meet the eligibility criteria at that point (because they are earning above the threshold or are no longer a recipient of Universal Credit) will continue to receive free school meals until the end of their current phase of education (i.e. primary or secondary).

4.0 The Rationale:

The independent School Food Plan, published by the Department for Education in July 2013, recommended the Universal Infant Free School Meal (UIFSM) policy, based on the findings that universal free school meals can have significant benefits both for individual children and for the broader life of the school. Pupils in the pilot areas were found to eat more healthily

and perform better academically and these improvements were most pronounced among the poorest pupils.

The government is committed to maintain the provision of the universal infant free school meals, there is legislation in place and there is a legal duty on state-funded primary schools in England, including academies and free schools, to offer free meals to all pupils in Reception, Year 1 and Year 2.

The government has implemented this policy with the aim of:

- increasing the number of pupils who eat a tasty and nutritious school lunch and develop positive eating habits
- improving pupils' health, attainment and behaviour, through better nutrition and socialisation
- easing pressure on family budgets
- supporting the economic viability of school meals

5.0 Responsibilities:

The responsibility of ordering school meals lies with parents and carers. This is the case for meals for children in Nursery, Reception, Year 1, and Year 2 and for meals for children in Key Stage 2. The school will not order meals for any children and therefore if a parent or carer does not order a meal, they are responsible for providing a packed lunch for their child. Parents are also responsible for cancelling meals when their child is ill, or because their child's class is going on a school trip for the day. Lunches will need to be ordered by the provider's deadline and no meals can be supplied for children when parents fail to order a meal in time. Late orders cannot be accepted. If opting to provide a packed lunch, parents and carers must ensure that their child(ren) have a suitable healthy lunch that can be eaten in a reasonable time. School cannot provide meals for children without a packed lunch. Parents and carers will be contacted to bring a packed lunch for their child. In rare and unusual circumstances, if the school does provide a meal for a child, parents will be charged for the cost of the meal.

School staff will work to promote the health of the whole school community by helping to influence healthy eating habits through increasing knowledge and awareness of food issues, including what constitutes a healthy and environmentally sustainable diet. Through the curriculum, teachers will increase children's knowledge of food production, manufacturing, distribution and the impact on health and the environment. They will promote healthy activities during lunch and play times that encourage children to be physically active and engage in good social interactions with their peers.

Midday Supervisory Assistants are employed by the school to supervise the children during lunch times. Training and development specific to the role will be provided as required to our staff. Specific roles and duties of the Midday staff are directed by the Headteacher/Executive Head Teacher. MSAs encourage children to be independent and insist on good behaviour and good table manners at all times. MSAs will encourage children to try new foods and monitor eating habits, however children will not be forced to eat food and every attempt will be made to reduce anxiety for children. MSAs will endeavour to notice if children are not regularly eating a meal and report this to the child's class teacher.

The Trust aim to work with the catering providers to ensure that the providers meet the Food in School Standards.

Children are expected to display outstanding behaviour at all times. Please see the school Behaviour Policy.

6.0 Healthy Packed Lunches:

As a healthy school, it is important to us that our children eat a healthy, balanced and nutritious diet. If parents and carers opt to provide their child(ren) with a packed lunch, the food provided must meet the criteria as set out below. Unsuitable food may be confiscated by staff.

Packed lunch criteria:

- Starchy foods: bread/rice/pasta/potatoes and others
- Protein foods: meat/fish/eggs/beans and others.
- A dairy item: cheese/yoghurt
- Vegetables or salad/portion of fruit
- Still drink – water/milk
- NO NUTS OR NUT BASED PRODUCTS, WITHOUT EXCEPTION

Please note: Sweets and fizzy drinks will be confiscated and returned to parents at the end of the day. It is acceptable for children to occasionally have a cake or biscuit as part of their packed lunch.

7.0 Universal Infant Free School Meal Provision:

Families in Key Stage 1 wishing to take up UIFSM will need to order their child's meal online and in advance direct from the academy meal provider. Only children who are listed by the academy meal provider as having a hot meal ordered for them for that day will be served a school meal. Vegetarian meals are available to all as an option for all pupils. Unless parents and carers inform the school office of any dietary requirements, it will be assumed that children are free to eat the meal provided each day.

Meals can be selected for whichever days they are required, and options selected directly with the catering supplier

8.0 Free School Meal Provision:

Families who are eligible for Free School Meals (FSM) will need to inform the school office and meals supplier of any special dietary requirements. Parents and carers will need to order the meals online.

Please see further information regarding eligibility for Free School Meals below.

8.1 Maintaining Free School Meal (FSM) and Pupil Premium Registration:

Continuing to register those children entitled to a free school meal under the current criteria and recording actual free meals taken, is important for school funding. Therefore, it is important that appropriate measures are put in place to allow this to continue

8.2 Finance:

There will be no cost to parents for the provision of a school meal for children in Reception, Year 1 and Year 2.

There will be a charge for children in Nursery and from Year 3 up for the provision of a school meal, unless there is evidence that the family is eligible for Free School Meal.

8.3 Eligibility for Free School Meals (FSM) and Pupil Premium Funding:

In England, children are eligible to receive free school meals (FSM) if their parents are in receipt of any of the following benefits: ²

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

8.4 Universal infant free school meals

Your child will be able to get free school meals if they are in government-funded school and are in:

- Reception
- Year 1
- Year 2

8.5 Holiday activities and food programme

School-aged children and young people who qualify for benefits-related free school meals can access free holiday clubs during the:

- Easter holidays
- summer holidays
- Christmas holidays

Clubs provide a wide range of activities, for example:

- sports and games
- arts and crafts
- music
- drama
- learning about food as well as healthy meals and snacks

For more information, email HAF@lincolnshire.gov.uk

Families will be asked to complete a form in order to assess eligibility for Free School Meals. This form is available by accessing the portal: <https://www.lincolnshire.gov.uk/school-pupil-support/apply-free-school-meals>

From 1 April 2018, any child who is eligible for free school meals will continue to receive free school meals whilst Universal Credit is rolled out (currently scheduled to complete in July 2023). This will apply even if family circumstances change. This is called transitional protection. Once Universal Credit is fully rolled out, any existing claimants that no longer meet the eligibility criteria at that point (because they are earning above the threshold or are

no longer a recipient of Universal Credit) will continue to receive free school meals until the end of their current phase of education (i.e. primary or secondary). Pupils recorded in the October school census who are known to have been eligible for free school meals (FSM) in any of the previous 6 years will also be allocated Pupil Premium funding from the next financial year.

Pupil Premium is an allowance given to schools to spend on supporting specific children – those who are currently eligible for Free School Meals (FSM), those who have been eligible within the last 6 years, children who are looked after by the local authority and those children with families currently serving in the Armed Forces. This funding is for the school to use at their discretion and does not necessarily mean that all of these children will receive Free School Meals (FSM).

8.6 Provision for Key Stage 2:

Free School Meals (FSM) will still be provided for those children within Key Stage 2 who are eligible for the provision.

Meals can be selected for whichever days they are required, selections will be made directly with the hot meal provider.

8.7 Hot Meal Provision:

Within the Trust we have two different hot meal providers: **Willoughby Food, Farm Kitchen and King Edward VI Academy**. Both are committed to using locally sourced produce and to meet the Food Standards in order to ensure the best for their clients.

9.0 Health and Safety

1. Food Standards

Schools are legally required to provide meals that comply with the School Food Standards. These standards are intended to ensure that children get the nutrition they need across the whole school day. They govern all food and drink on offer within the school and apply across the school day, including breakfast, mid-morning break, lunchtime and food served after school.

2. Allergies and Special Requirements

For children in receipt of Universal Infant Free School Meals (UIFSM), we will work with our providers to try and ensure that specific dietary requirements can be met. However, there is no legal requirement for us to do so. It remains the responsibility of the parents to ensure that the provider is informed of any allergies or special dietary requirements children may have. **Some children and staff have severe allergies to nuts and therefore no nuts or nut based products are allowed and will be confiscated immediately.**

3. Food contamination and hygiene

All staff who serve food have completed their Food Hygiene Certificate training and the following rules are in place:

- Regular handwashing and hand sanitiser are used by our MSA.
- Our MSA'S will be required to wear a coverall/tabard.
- All MSA's will be required to tie their hair back.

- MSAs are not permitted to wear any jewellery other than a wedding ring, and engagement ring and those not serving can wear a plain watch.
- The Hall is used for activities other than lunch and Headteacher's will take responsibility for ensuring that the school hall is clear of any debris or any items that could contaminate school food, prior to start of lunch. This includes displays and hanging decorations. They may delegate this responsibility to a senior member of staff in their absence.

10.0 Ordering Meals – Applicable for All Hot Meals:

In order for any hot meal to be ordered – UIFSM, FSM or for children in Key Stage 2, parents are given an account to use on Willoughby Foods' website. Using this account, meals can be ordered for a number of days or weeks as required for the current term and in advance. All meals must be ordered by midnight on Tuesday for meals to be supplied in the following week.

The process for the pupils that access King Edward VI Academy external catering facility for their hot meal provision is different. The school is provided with a menu, this is shared with the parents, the parents order direct with Spilsby Primary Academy, the office staff complete the collation of the data and then provide King Edward VI Academy – external caterers with a fill list, Spilsby Primary Academy are in turn invoiced for the meals taken, updates on the meals required are provided on a daily basis, by the staff at Spilsby Primary Academy.