

## CHAPTER 13 - SERVICE SCHOOLS

### FUNDING

1301. HQ AG is responsible for funding pupils, supervising and ancillary staff at the Queen Victoria School and Duke of York Royal Military School. Demands for provisions are to be submitted in accordance with DFS IPT Food Supply Contract User Manual. HQ AG is to be billed the total food costs. RAC PAA002 - Food Purchase.

1302. DFS IPT Bud Man is responsible for funding pupils at Welbeck 6<sup>th</sup> Form Defence College

### ENTITLEMENT

1303. **UK School DMR.** DFS IPT publishes a UK School DMR quarterly based on the MoD Food supplier's food costs. The appropriate DMR percentage of the Schools DMR may be claimed for each entitled and non-entitled child attending Service schools and certain categories of teachers and school staff for each meal provided.

1304. **Children.** Entitled and non-entitled children are defined in Chapter 3 of JSP 302 – “The Education of Service Children Overseas”. Enquiries regarding entitlement should be directed to the Chief Executive of Service Children's Education Agency (CE SCEA).

1305. **Entitlement for Teachers and School Staff.** Categories of entitled teachers and school staff are as follows:

- a. Boarding school teachers not normally on the feeding strength are entitled to meals on days when they are required to be on duty supervising pupils during meal times.
- b. Day teachers at day and boarding schools on days when they are on duty supervising pupils during lunch breaks.
- c. Ancillary assistants (lunch time supervisors) in day schools.

1306. **Charges.** Charges for entitled/non-entitled children and adults are notified by DFS IPT. Charges cannot be altered or waived for children unless parents are within the income group which permits the waiver of charges. Information and conditions regarding the waiver of charges can be obtained from unit admin offices.

1307. **Meals on Repayment.** Meals on repayment may be provided for teachers and personnel who wish to purchase a meal at the published casual meal rate.

1308. **Catering Account.** The account (reproduced at Annex A), is to be completed in duplicate and provides a simple monthly statement of income and expenditure. The full daily entitlement is to be entered in Column 3 of the account and the monthly entitlement entered at the foot of the column. Entries should be made in the account as they occur. It is to be closed on the last school day of each month.

1309. The Head of the School is responsible for ensuring that the recorded feeding strength agrees with the school meals register and the list of adults (teachers or lunch time supervisors) for whom meals are authorised. The list is also to include non-entitled adults. The school is responsible for the collection of all cash due in respect of meals taken and is to be paid into HQ AG vote.

1310. Total expenditure shown on each invoice is to be entered in Column 5 of the account. The monthly total is to be recorded at the foot of the column and the balance of the account determined. The aim is to balance expenditure against income as closely as possible so as to limit the carry forward on closure of the account. However, purchases are not normally made daily and there will therefore be an imbalance throughout the month which may occasionally affect the end position. Where such a situation occurs it is important to leave sufficient residual entitlement to cover any outstanding charges.

1311. Schools may carry forward credit balances as a paper cash balance on the account without restriction except that the amount carried forward at the end of the Summer Term (July) is restricted to 10% of that month's entitlement (June balance is not to be considered when assessing July entitlement for this purpose). Sums in excess of 10% are to be forfeited.

1312. Debit balances are also to be carried forward subject to a maximum of 10% of the month's entitlement. Any overspend should be made good by the end of the following month. Debit balances exceeding 10% of entitlement should be notified immediately to the School Catering Adviser who should refer the matter (depending on theatre), to HQ SCE or HQ Cyprus for advice.

1313. After closure of the account one copy is to be sent to the School Catering Adviser. The remaining copy, together with all supporting vouchers, is to be kept by the school for examination by Defence Internal Auditors (DIA) on their periodic visits. The School Catering Adviser is to check closing balances on accounts and refer accounts that reflect balances outside the limits as detailed in Chapter 4 to HQ SCE or HQ Cyprus (depending on theatre), .

1314. The numbers of teachers' meals consumed in Day Schools are to be shown separately on the account. All entries are to be supported by the teachers' duty roster.

1315. **Official Expenditure.** The bill raised to AG (Priced AF O1680B) should include all purchases made that month at the Food Supply Contractors (PFS and the bread and milk suppliers), for official purposes (daily feeding, Official and Unofficial Functions) recovering the expenditure that month to RAC Code 013 Local Project Code ZZPGZ2133.

1316. **Official and Unofficial Functions.** All AF O1680Bs for Official and Unofficial Functions are to be recovered to the AG Vote.

## HOME ECONOMICS CLASSES IN SCHOOLS ON CASH MESSING

1317. **The Account.** The account is to be a simple statement of income and expenditure for each term, prepared on the form reproduced at Annex B, and completed in duplicate. The Head of the School is responsible for ensuring that the claim to Home Economics food entitlement agrees with the registered number of pupils undergoing instruction.

1318. **Carried Forward Balances.** Carry forward of balances from one term to another is not permitted. Any credit balance is to be forfeited and debit balances must be recovered within the financial year.

1319. **Reconciliation Statements.** At the end of each month, schools are to submit a reconciliation statement and supporting vouchers, with the school imprest account, to HQ SCE or HQ Cyprus (depending on theatre).

1320. **End of Term.** At the end of term schools are to submit a consolidated reconciliation statement to the HQ SCE or HQ Cyprus in order that debit vouchers may be raised, where necessary, for payment from school funds.

## MILK

1321. **Mid-Morning Milk.** Publicly funded mid-morning milk, at the scale of  $\frac{1}{4}$  ltr per pupil per day is issued to children (including boarders) who attend Foundation Stages 1 and 2 classes of SCE Schools overseas, including St Christopher's School Gibraltar. The entitlement to publicly funded milk exists only on school days during term time.

1322. **Demanding Milk.** Registered pre-school playgroups may purchase milk through the Catering Manager of the parent unit using the form reproduced at Annex C. Catering Managers will place the demand on the supplier and arrange for the delivery of the milk to playgroups. Milk issues are to be shown in the messing account as a contra-entry. Invoices are to be passed for payment in accordance with DFS IPT regulations.

## NUTRITION

1323. **Menu Compilation.** Service Schools are to take into account the government recommendations from the Food Standards Agency and the School Food Trust (SFT) when compiling the menu. The target nutrient specifications for Secondary Schools can be found at: [schoolfoodtrust.org.uk/](http://schoolfoodtrust.org.uk/) or [food.gov.uk/multimedia/pdfs/tns2006.pdf](http://food.gov.uk/multimedia/pdfs/tns2006.pdf)

Key nutritional standards include:

- a. No low quality meat, fizzy drinks, crisps or chocolate;
- b. Dishes to be of high quality meat, poultry, oily fish.
- c. At least 2 portions of fruit and vegetables to be available at each meal;
- d. No more than two deep-fried portions of food a week.
- e. Additionally drinking milk is available as an option every day.

1324 – 1399. Reserved

(INTENTIONALLY BLANK)

## ANNEX A - SCHOOL MESSING ACCOUNT FOR MEALS

**School:** .....

**Daily Rate of entitlement** (currency): ..... (per head)

**Period of account** From: ..... To: .....

[illegible]

Balance on account (Entitlement less Expenditure): .....

I certify that, to the best of my knowledge and belief, the above ration strengths and expenditure figures are correct, the bills have been checked and commodities have been received as billed.

Signature: ..... Head Teacher

Date: .....

(INTENTIONALLY BLANK)



(INTENTIONALLY BLANK)



## ANNEX C - MILK INDENT - REGISTERED PRE-SCHOOL PLAY GROUPS

Unit Code No: .....Play Group/Kindergarten:.....

Date: ..... Signature: ..... Rank/Status: .....

Ser No	Collection Dates	Consumption Dates	Numbers Requiring Milk	Quantity Issued in Litres	Signature of Pre-school Group Rep
(a)	(b)	(c)	(d)	(e)	(f)

### INSTRUCTIONS FOR USE

1. This indent is to be initiated by the Play Group/Kindergarten, completed in triplicate and submitted to the Parent Unit on the Wednesday of each week, detailing the requirements for the following week.
2. Columns (a), (b), (c), (d) and (f) are to be completed by Play Group/Kindergarten.
3. Column (e) is to be completed by the Parent Unit.
4. Copies 1 and 2 are to be submitted to the Parent Unit, copy number 3 being retained for checking purposes.
5. Each week the Parent Unit is to use one copy for issues (retained by them) and the other copy is to be returned to the originator.

Unit Stamp
------------

(INTENTIONALLY BLANK)