

Dinner Money

Implementing Universal Infant Free School Meals

From September 2014, all pupils in Reception, Year 1 and Year 2 in state-funded schools in England will be eligible for free school meals. This applies to Academies, Free Schools and Pupil Referral Units, as well as to Maintained Schools.

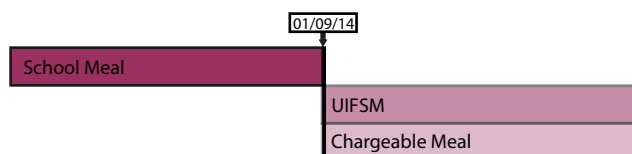
NOTES: Existing entitlements to free school meals for disadvantaged pupils in nursery classes and at key stages 2-4 will continue as before, based on the existing free school meals eligibility criteria.

The processes described here ensure that Dinner Money functions appropriately but you should also refer to the School Census documentation for more information on how Universal Infant Free School Meals affects that area.

The Universal Infant Free School Meals can be managed via the Pupil Meal Definition area of the Dinner Money functionality in SIMS. Each school will have pupil meal definitions set up differently, so the following scenarios are provided to offer guidance on how this can be achieved.

School has One Pupil Meal Definition for a School Meal for the Entire School

In this scenario, you will need to add an end date to the existing pupil meal definition and then create two new pupil meal definitions; one for a meal with a charge of 0.00 and one for a meal with a charge.



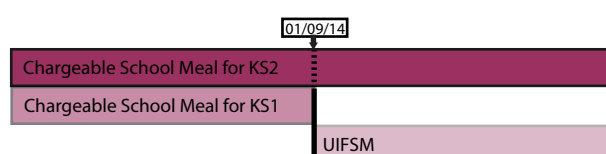
1. Select **Tools | Dinner Money | Pupil Meal Definitions** to display the **Find Pupil Meal Definition** browser.
2. Locate and open the appropriate pupil meal definition.
3. In the **Charges** panel, open the most recent charge and enter an appropriate **End Date**, e.g. 31/08/2014.
4. Click the **Save** button.
5. Click the **New** button to create a new meal definition for the Universal Infant Free School Meals.
6. Enter the appropriate details, ensuring that you select the Reception, Year 1 and Year 2 **Year Groups** and a charge of 0.00 starting on the 01/09/2014. For example:

7. Save your changes.
8. Click the **New** button to create a new meal definition for the paid for school meal, ensuring that it is applied to the relevant year groups, e.g. Years 3, 4, 5, 6, and given the appropriate charge starting on the 01/09/2014. For example:

9. Save your changes.

School has Different Meal Charges for Different Tiers

In this scenario, you will need to add an end date to the existing pupil meal definition for the Key Stage 1 tier and then create a new pupil meal definition for a meal with a charge of 0.00.

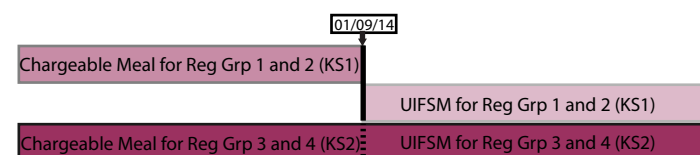


1. Select **Tools | Dinner Money | Pupil Meal Definitions** to display the **Find Pupil Meal Definition** browser.
2. Locate and open the appropriate pupil meal definition for Key Stage 1.
3. In the **Charges** panel, open the most recent charge and enter an appropriate **End Date**, e.g. 31/08/2014.
4. Click the **Save** button.
5. Click the **New** button to create a new meal definition for the Universal Infant Free School Meals.
6. Enter the appropriate details, ensuring that you select the Key Stage 1 tier and a charge of 0.00 starting on the 01/09/2014.
7. Save your changes.

School has Different Meal Charges for Different Registration Groups

In this scenario, you will need to add an end date to any existing pupil meal definition(s) assigned to a Registration Group that contains only Key Stage 1 pupils and then create a new pupil meal definition for a meal with a charge of 0.00.

IMPORTANT NOTE: Classes must consist entirely of Key Stage 1 pupils.



1. Select **Tools | Dinner Money | Pupil Meal Definitions** to display the **Find Pupil Meal Definition** browser.
2. Locate and open the appropriate pupil meal definition for the relevant (Key Stage 1) Registration Group(s).
3. In the **Charges** panel, open the most recent charge and enter an appropriate **End Date**, e.g. 31/08/2014.
4. Click the **Save** button.
5. Click the **New** button to create a new meal definition for the Universal Infant Free School Meals for the appropriate Registration Group(s).
6. Ensure that you link it to all the appropriate Reception, Year 1 and Year 2 Registration Groups and give it a charge of 0.00 starting on the 01/09/2014.
7. Save your changes.
8. If other (non-KS1) Registration Groups were assigned to the Pupil Meal Definition given an end date in step 3, you will need to repeat the process to add a 'paid for' meal definition and assign those Registration Groups to it.

Dinner Money

Implementing Universal Infant Free School Meals

Cloning Meal Types and Creating Corresponding Meal Definitions

In this method, you add additional meal type lookups for each existing meal type in the 'School, In' categories so that you have a duplicate for Universal Infant Free School Meals. The main advantage of this approach is that you will be able to distinguish between UIFSM and meals which are paid for on Dinner Money reports that report on Meal Type.

NOTE: Carry out the promotion routine before following these instructions.

Step 1: Create New Lookups

1. Select **Tools | Lookups | Maintain** to display the **Lookup** browser.
2. Select **Dinner Money** from the **Data Area** drop-down list and click the **Search** button.
3. Select **Student Meal Type**.
4. Identify all active Student Meal Types with the 'School, In' categories. For each of them, carry out the following:
5. Click the **New** button to display the **Add/Edit Lookup Value** dialog.

6. Enter a unique and meaningful **Code** and **Description**. For example, if the meal type was previously **Hot Meal**, you could enter a **Code** of **UIFSM HM** and a **Description** of **UIFSM Hot Meal**.
7. Select **School - School Provided** from the **Category** drop-down list.
8. Select **In - In School** from the **Category 2** drop-down list.
9. Click the **OK** button.
10. Repeat steps 5 to 8 to add a UIFSM equivalent for each Student Meal Type with the **School - School Provided** and **In - In School** categories.

NOTE: All users must log out of SIMS and log back in for the lookups to be available.

Step 2: Add and Edit Meal Charges

1. Select **Tools | Dinner Money | Pupil Meal Definitions** to display the **Find Pupil Meal Definition** browser.
2. Locate and open the appropriate pupil meal definition for the relevant Key Stage 1 year/tier/registration group.
3. In the **Charges** panel, open the most recent charge and enter an appropriate **End Date**, e.g. 31/08/2014.
4. Click the **Save** button.
5. Repeat this process for every paid for meal definition that includes Key Stage 1 pupils.
6. Click the **New** button to create a new meal definition for the Universal Infant Free School Meals.
7. Enter the appropriate details, ensuring that all Key Stage 1 groups are selected and linked to the correct UIFSM Meal Type with a charge of 0.00 starting on the 01/09/2014.

8. Save your changes.
9. Repeat steps 6 to 8 for every UIFSM **Meal Type** that you created in Step 1. In addition, if you have added an end date to any pupil meal definitions that included non-KS1 pupils, you will need to create new Pupil Meal Definitions, assign them to non-UIFSM Meal Types for the appropriate Year Groups with a charge starting on 01/09/2014.

Step 3: Bulk Update Pupil Default Meal Patterns

1. Select **Focus | Dinner Money | Pupil Default Meal Patterns** to display the **Find Pupils** browser.
2. Ensure that the **Effective Date** is 01/09/2014.
3. Select the year group you want to edit and click the **Search** button.
4. Highlight the whole list by clicking on the first name, holding down the **Shift** key and clicking on the bottom row.

Pupil Name	Class	PL	Mon	Tue	Wed	Thu	Fri
Alkerman, Rebecca *	ELM					PL	PL
Arkell, Isis *	ASH					PL	PL
Astons, Sonya	ELM					SM	SM
Astwick, Willis *	ELM					PL	PL
Baker, Fiona	ELM					SM	SM
Barrett, Anthony *	ELM					HO	HO
Bassett, Joseph	OAK					SM	SM
Benson, Zachary *	ELM					PL	PL
Candy, Tilly	PINE					SM	SM
Ching, Susie *	ASH					PL	PL
Clarke, Anabel	ASH					SM	SM
Clover, Frederick *	OAK					PL	PL
Colins, Stephen	PINE					SM	SM

5. Right-click on each day in turn and select the appropriate meal type from the drop-down list.

NOTE: Although the whole table will be highlighted, you can only edit one column at a time.

6. Click the **Save** button.

Additional Information

For more information on creating and editing meal definitions in Dinner Money, please refer to the *Setting up and Maintaining Dinner Money* handbook. This can be accessed by clicking the **Documentation** button on the **SIMS Home Page**.

CAPITA

Capita SIMS, Franklin Court, Priory Business Park, Cardington, Bedfordshire MK44 3JZ
Tel: 01234 838080 Fax: 01234 832036 Email: info@capita-sims.co.uk Web: www.capita-cs.co.uk

© Capita Business Services Ltd 2014. All rights reserved. No part of this publication may be reproduced, photocopied, stored on a retrieval system, translated or transmitted without the express written consent of the publisher.

This guide is based on the version of the software (7.158) in use at the time of publication.