

CHAPTER 13 - SERVICE SCHOOLS

CATEGORIES.

1301. There are a number of different categories of Service schools in operation across Defence and these are listed below:

- a. MOD Schools. These schools are operated under the management and auspices of the Directorate for Children and Young People (DCYP) and are listed at Annex D.
- b. Queen Victoria School (QVS), Dunblane.
- c. Defence Sixth Form College (DSFC) – Welbeck.

FUNDING

1302. Funding and cost are apportioned to different budgets and TLBs and these are summarised below:

- a. MOD Schools. School meals are prepared through various providers which include Public Funded Messing outlets i.e Falkland Islands, SHAPE, Defence Catering Contracts (NAAFI, Sodexo) and Local Contractors. In all cases the meals are provided on a repayment basis through either the families or DCYP which funds the Universal Infant Free School Meal (UIFSM) scheme.
- b. Queen Victoria School (QVS). Catering services are provided through the regional HESTIA commercial contract. DCYP is responsible for the food costs attributed to the feeding of pupils, supervising and ancillary staff at the QVS
- c. Defence Sixth Form College. The Defence Food Vote (DFV) is responsible for funding pupils at the Defence Sixth Form College.

ENTITLEMENT

1303. **UK School DMR.** The UK School DMR is published quarterly and is based on the MOD Food Supply Contractor's costs. The appropriate 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 support staff for each meal provided. This is a consolidated DMR and no other supplements are admissible.

1304. **Children.** Enquiries regarding entitlement status i.e. Entitled or Non-Entitled should be directed to the DCYP.

1305. **Entitlement for Teachers and School Support Staff**¹. Categories of teachers and school support staff that are to be charged for meals at the entitled rate 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.

¹ These meals will generally be provided on a repayment basis either by DCYP or under individual contractual arrangements and not at Crown expense.

1306. **Charges.** Charges for entitled/non-entitled children and adults are promulgated on the quarterly DMR letter. 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/DCYP.

1307. **Meals on Repayment.** Meals on repayment may be provided for teachers and personnel who wish to purchase a meal at the published non-entitled cash 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 this to be paid into the DFV.

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 3% of the month's entitlement. Any overspend should be made good by the end of the following month. Debit balances exceeding 3% of entitlement should be notified immediately to the Chain of Command.

1313. After closure of the account this is to be kept for a period of 24 months in accordance with , JSP 456 Vol 2.

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 monthly bill raised to DCYP (Priced AF O1680B) should include all purchases from all Food Supply Contractors, recovering the expenditure to RAC Code 013 Local Project Code [S900574300](#).

1316. **Official and Unofficial Functions.** All AF O1680Bs for Official and Unofficial Functions are to be recovered to the DCYP for QVS and DFV for DSFC.

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 DCYP 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 DCYP 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 200 ml per pupil per day is issued to children (including boarders) who attend Foundation Stages 1 and 2 classes of MOD Schools overseas, including St Christopher's Early Years Foundation Stage (EYFS) 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, on a repayment basis, 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 current catering regulations.

NUTRITION

1323. **Menu Compilation.** MOD Schools shall take into account "The Requirements for School Food Regulations 2014" when compiling menus. All other Service schools will use the guidance provided in JSP 456 Vol 1.

1324 – 1399. Reserved.

CHAPTER 13 Annex D – MOD SCHOOLS OVERSEAS

British Forces Germany / North West Europe:

Attenborough School, Sennelager.
Bielefeld School (closes July 2019)
Bishopspark School, Paderborn (closes July 2019)
John Buchan School, Paderborn (closes July 2019)
Kings School, Gutersloh (closes July 2019)
Haig School, Gutersloh (closes July 2019)
St Davids School, Ramstein.
AFNORTH
SHAPE
St Christopher's EYFS, Gibraltar
Naples School

Cyprus:

Akrotiri School
Ayios Nikolaos School
Dhekelia School
Episkopi School
St John's School
King Richard School

South Atlantic:

Mount Pleasant School, Falkland Islands.