

Claim dates and authorised signatories for 2023/24

Please complete all fields including all highlighted in Yellow

Claimant Name:

Trader Registration Number:

I intend to claim by (please tick one option):

<input type="checkbox"/> School Term or	<input type="checkbox"/> Calendar month or	
<input type="checkbox"/> School Term rounded to whole months or	<input type="checkbox"/> Other (please detail):	<input style="width: 100%;" type="text"/>

NOTES: Claimants or individual schools expecting to distribute under 0.5 kilolitres per month (approximately 2,500 servings), are only permitted to submit claims on a termly basis.

The dates you give below should match your SCM/5 claim forms. If these dates change please advise us by email **before** you send the SCM/5 form to us. Any differences between the term dates on this letter and your SCM/5 claim form will delay processing of your claims.

Claim period (term or claim period name)	Date from	Date to

	1 st Authorised Signatory Mandatory	2 nd Authorised Signatory Mandatory	3 rd Authorised Signatory (optional)
Signature:			
Name: (BLOCK CAPITALS)			
Position held:			
Authorised Email Address			

If you are only claiming for a single school please complete the box below:

DfE ref. number/SEED number	<input style="width: 100%;" type="text"/>	For Wales Primary Schools Only
Eligible pupils - School roll (excluding U5s)	<input style="width: 100%;" type="text"/>	KS1 <input style="width: 100%;" type="text"/> KS2 <input style="width: 100%;" type="text"/>
Estimated number of participating pupils (receiving milk)	<input style="width: 100%;" type="text"/>	KS1 <input style="width: 100%;" type="text"/> KS2 <input style="width: 100%;" type="text"/>

Please confirm if you/the schools that you are claiming for also participate in the Nursery Milk Scheme

	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

Please confirm that you are aware of and compliant with the Public Procurement Policy Art 6 REUL Regulation 2017/40 refers. **Only applicable if subsidy £600,000 +**

	Yes	N/A
	<input type="checkbox"/>	<input style="background-color: yellow;" type="checkbox"/>

If you are claiming for more than one school (LEA or Supplier for example) please complete the box below:

	Yes	No	
I have sent an excel format spreadsheet of my school list by email	<input type="checkbox"/>	<input type="checkbox"/>	
My school list will follow	<input style="width: 50px;" type="text"/>	(If yes, please give expected date)	<input style="width: 150px;" type="text"/>

This form will be returned if it is not completed / annotated
 ***** Please now turn over and complete the Pricing Calculation *****

2023/24 Pricing Calculation

Please confirm the serving size and the purchase cost per serving – we are unable to validate 2023/24 claims without this information.

Serving size: ml Purchase cost per serving: Sugar Percentage (Flavoured milk only) %

If you do not charge for the milk you distribute you must also annotate this form 'No charge made for milk'.

If you claim for more than one school which distribute different serving sizes or charge different prices, therefore requiring the use of different pricing calculations, you can add the individual pricing calculations to your schools list, rather than returning multiple copies of this form. A school list template can be requested by contacting the team directly (Trader@rpa.gov.uk).

Please complete the following details to let us know about the prices you charge:

Primary Schools:

Charge made to pupils or parents (A): pence per serving

Cost of milk (B): pence per serving

Subsidy rate payable based on serving size of claim (C):	<input style="width: 80px; height: 25px; background-color: yellow;" type="text"/>			
	pence per serving	189ml	4.2865p	
		200ml	4.5360p	
		250ml	5.6700p	

(A) – (B) + (C) = (D) Gives admin/distribution charge of (D): pence per serving

If the amount in box D is 3 pence or more, you must also send us a breakdown of your costs to administer the scheme – more information can be found at www.gov.uk under 'Calculate your school milk subsidy'.

Secondary Schools:

Serving size (if different): ml

Charge made to pupils or parents: (A) pence per serving

Cost of milk: (B) pence per serving

Subsidy rate payable based on serving size of claim:	<input style="width: 80px; height: 25px;" type="text"/>			
	(C) pence per serving	189ml	3.5333p	
		200ml	3.7389p	
		250ml	4.6736p	

(A) – (B) + (C) = (D) Gives admin/distribution charge of: (D) pence per serving

To be completed and returned by email by 31 October 2023 to:

Trader@rpa.gov.uk