

Date: 25 March 2014

**Children, Education & Families
County Hall
New Road
Oxford OX1 1ND**

**John Mitchell
Assistant to the Director for
Children, Education & Families**

To Headteachers of All Primary Schools

Dear Colleague

Universal Infant Free School Meals (UIFSM)

I am writing to provide important information about the UIFSM Project.

Key Updates

- 1) A set of project principles has been agreed in consultation with colleagues in the Environment & Economy (E&E) Directorate of Oxfordshire County Council (OCC). A copy may be found via the following link **XXX**
- 2) A Project Steering Group, chaired by Trevor Askew, E&E, with members from CEF and Carillion (Food with Thought), has been established and will meet fortnightly.
- 3) A Project Team led by Gail Witchell (OCC Technical Officer) and Brian Keers (Carillion's Education Services Manager) has been established to deliver the tasks set out in the timeline below and ensure successful delivery of the UIFSM Project by 2 September 2014.
- 4) Project timeline.

The table below provides a summary of project deadlines. Key tasks for schools are in bold.

Date	Deadline
4 April	All schools to nominate a UIFSM Lead and email contact details to OCC FM Technical Officer (contact details at the end of this letter)
	All schools to provide keyholder information to OCC FM Technical Officer to enable access to school kitchens and catering facilities during Easter holiday period.
25 April	Submission of investment requirements to PMO: - a) Carillion will provide this information for FwT schools b) OCC will provide this information for Non-FwT schools These submissions will be a result of discussions with schools
9 May	Investment will be allocated and communicated to schools by this date
16 May	Last day for non-FwT schools to request Carillion to deliver the project
1 June	FwT schools to have confirmed any proposed changes to lunch service to onsite FwT supervisors
11 June	UIFSM simulated service in schools to have been completed
11 July	Schools to make arrangements with OCC FM Technical Officer to enable access to school kitchens and catering facilities during Summer holidays period
2 September	UIFSM Commences

The *Project Principles* document (see link above) provides detailed information in the *Investment Principles* section about who will undertake the assessment of kitchens and serving facilities to develop the modifications required to deliver UIFSM, and how OCC will allocate the funds across the schools. It also outlines who is responsible for making sure that the works are completed. The table below provides a summary of these principles for each type of school.

<i>Type of educational establishment</i>		Source of funding	Responsibility for assessment and costing of modifications required	Responsibility for management of modifications delivery of project
Non-Food with Thought	Community and Voluntary Controlled Schools	From capital scheme fund	Assessment to be completed by OCC in conjunction with schools	Responsibility of individual schools*
	Academies	Specific funding structure (responsibility of individual academies to decide)	Responsibility of individual academies to decide	Responsibility of individual academies*
	Voluntary-aided	Specific funding structure (from Diocese in liaison with OCC)	Assessment to be completed by OCC in conjunction with schools	Responsibility of Dioceses*
Food with Thought	Community and Voluntary Controlled Schools	From capital scheme fund	Assessment to be completed by Carillion (FwT) in conjunction with schools	By Carillion (FwT)
	Academies	Specific funding structure (responsibility of individual academies to decide)	Assessment to be completed by Carillion (FwT) in conjunction with schools	By Carillion (FwT)
	Voluntary-aided	Specific funding structure (from Diocese in liaison with OCC)	Assessment to be completed by Carillion (FwT) in conjunction with schools	By Carillion (FwT)

* There is an option to have Carillion provide support in managing and delivering the project, however, requests for this must be submitted by **Friday 16 May 2014**.

Communication

The Project Team will provide schools with a monthly bulletin containing key project updates and forthcoming project deadlines and requirements from schools.

This bulletin will be accessible via the schools' pages of the intranet and Schools' News at the end of every month.

Next steps

As per the timeline above, each school needs to email the **OCC FM Technical Lead** (contact details below) with the following information by **Friday 4 April 2014**.

1. UIFSM Lead contact details

Each school to nominate a UIFSM Lead to be the main point of contact.
Please provide the following:

- a. Name of UIFSM Lead
- b. Contact 'phone number
- c. Email address

2. Keyholder contact details

In the next few weeks, the Project Team will be developing investment requirement assessments for each school within the scope of the project. This may require site visits to some schools during the Easter holidays. Please provide the following:

- a. Name of UIFSM Lead
- b. Contact 'phone number
- c. Email address

Contact details for OCC FM Technical Lead (Gail Witchell): -

gail.witchell@oxfordshire.gov.uk

Tel: 01865 780 332

Mobile: 0792 0084 157

Thank you in advance for your support and cooperation which will be essential for the successful delivery of this service in Oxfordshire.

With best wishes

A handwritten signature in black ink, appearing to read 'J Mitchell', with a long horizontal flourish extending to the right.

John Mitchell

Assistant to the Director for Children, Education & Families

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