



**Cynulliad Cenedlaethol Cymru
The National Assembly for Wales**

To: Directors of Education, County and County
Borough Councils in Wales; Incorporated
Association of Preparatory Schools

Parc Cathays / Cathays Park
Caerdydd / Cardiff
CF10 3NQ

cc: Organisations listed overleaf
fff

Eich cyf / Your ref
Ein cyf / Our ref

Dyddiad / Date: 01 February 01

**CONSULTATIVE GUIDANCE: SCHOOL MILK PROVISION FOR KEY STAGE 1
PUPILS**

Introduction

1. The purpose of this letter is to outline the arrangements for the provision of milk at no charge for key stage 1 pupils at school in Wales. This advice delivers the commitment on school milk for younger pupils set out by the National Assembly in the document "Putting Wales First: A Partnership for the People of Wales" issued on 6 October 2000. The advice set out in this letter has immediate effect. The milk provision for eligible pupils builds on the existing EC School Milk Subsidy Scheme (the Scheme).
2. For the purposes of this guidance, "eligible pupils" means pupils receiving primary education in maintained, non-maintained and independent schools, other than those in key stage 2 or receiving nursery education. Beneficiaries are largely pupils at key stage 1, but include others in the same academic years. References to LEAs also cover the Incorporated Association of Preparatory Schools.

EC School Milk Subsidy Scheme

3. The Scheme is mandatory on all Member States although participation by Local Education Authorities (LEAs) and schools is voluntary. Within Great Britain, the Scheme applies only to primary and nursery sector pupils and is administered by the Intervention Board (IB). At the all-Wales level, it is estimated that some 20 per cent of primary pupils receive milk at school under the Scheme. At the present time 21 of the 22 LEAs are registered with the IB for the purposes of the



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existing Scheme. The exception is Monmouthshire LEA.

4. The Scheme is currently based on a fixed target price for whole milk of approximately 19.9p per litre. Until January 2001, the Scheme subsidy payment was 95 per cent of the target price for whole milk. From 1 January 2001, the EU subsidy payment is based on 75 per cent of the fixed target price for whole milk i.e. approximately 14.9p per litre or approximately 2.8p per one-third pint.
5. This reduction in subsidy value, with effect from 1 January 2001, applies to supply of milk for **ALL primary and nursery children for whom subsidy is claimed. From that date, the National Assembly will cover the full cost of the reduced value of the subsidy under the Scheme.** This is in addition to the commitment to meet the cost of school milk for eligible pupils.
6. The effect of the Scheme is to reduce the cost of milk served at school to primary age pupils and so lessen the contribution made by parents. Under the Scheme, parents on income support are not asked to contribute towards the cost of milk at school. This cost is borne by the LEAs. For children at the nursery stage of their education, milk is provided at no charge under the separate Welfare Food Scheme operated by the Department of Health. The Welfare Food Reimbursement Unit pays the difference between the cost of the milk and the EC subsidy payable on it.
7. Under the operational detail agreed with the EC, LEAs must register with the IB to participate in the Scheme and agree to meet IB requirements on eligibility and reimbursement criteria. Individual schools or groupings of schools cannot separately apply for registration with the IB.

The Provision of Free School Milk to Eligible Pupils

Eligible pupils

8. Pupils eligible for the National Assembly's free school milk provision are pupils receiving primary education other than those in key stage 2 or those receiving nursery education. In practice, this means that eligibility arises for the whole of the academic year in which a child attains 5 years of age and continues until the pupil reaches the end of his/her key stage 1 education.
9. Having regard to the provisions of the Education Act 1996, school milk for eligible pupils remains subject to a charge made to the parent or guardian of the pupil concerned. The effect of the National Assembly support is to defray the cost that would otherwise be sought from parents or guardians, so that, in practice, they will pay nothing.

Definition of school milk for eligible pupils

10. Under the arrangements funded by the National Assembly, the school milk provision covers a daily serving of plain or flavoured whole or plain or flavoured semi-skimmed milk. These products must be:
 - made from cows' milk

- produced within the European Union
- bought in the UK
- distributed to eligible school children during the term or period the claim covers
- the maximum quantity in respect of which aid may be paid is 0.25 litres per pupil per school day

11. Lactose reduced cows' milk is eligible under the Scheme.

Financial Support from the National Assembly

12. The National Assembly will meet the cost associated with the delivery to the school of milk for eligible pupils, less the subsidy element provided under the EC School Milk Subsidy Scheme.

13. Milk provided at school for use as ingredients in the preparation of meals or meal items is not eligible for support from the National Assembly nor would such costs attract payment under the EC School Milk Subsidy Scheme. We are examining with the European Commission whether eligible pupils accessing milk with milk used with breakfast schemes at school – milk on cereals in connection with “breakfast clubs” – would come within the ambit of the EC Scheme and, as such, attract National Assembly financial support. The IB will write to claimants when a decision is made by the Commission.

Fluoride (Fluorine)

14. The addition of Fluoride to school milk could have benefits for the oral health of young people in Wales. There are currently four milk fluoridation schemes being piloted in England reaching some 17,000 school children. The current European Regulation allows that Member States may authorise the addition of a maximum of 5mg of fluorine to be added per kilogram to the agreed products.

Administrative Arrangements

15. The EC School Milk Subsidy Scheme rules and regulations, and the requirements set down by the IB, apply to the provision of free school milk to eligible pupils. Information about the EC School Milk Subsidy Scheme is set out in the IB's Guide (IM(L)20), copies of which are held by LEAs. Annex A provides outline details of the Scheme.

16. As stated in paragraph 4, 21 LEAs in Wales are registered with the IB under the EC Scheme (Annex B) and submit claims on a regular basis. For those schools already participating in the Scheme, there will be minimal change associated with eligible pupils accessing free school milk. LEAs will continue to arrange for supplies of milk, and other products covered by the EC Scheme, to be delivered to individual schools, and for claim forms to be submitted to the IB for payment. The main requirement will be that schools will need to identify separately eligible pupils who benefit from eligible free milk provision from those nursery and primary pupils receiving subsidised milk. The IB is revising the Scheme literature and

claim process to take this requirement into account.

17. LEAs will need to ensure that claims for eligible free school milk provision are only made for quantities actually distributed to eligible pupils during the claim period in question.
18. LEAs already registered for the EC Scheme will have received a letter from the IB, dated 7 December 2000 (copy attached at Annex C), advising on the main changes to the Scheme. The cost of purchasing milk for eligible pupils will be reimbursed to local authorities in Wales as part of the process by which the IB makes payments under the EU Scheme i.e. on the basis of claims submitted by LEAs termly in arrears.

New School Participants

19. For the purposes of the EC Scheme, all claimants have to be registered with, and approved by, the IB. Once registered and approved, claimants may, if they so wish, only participate in the supply of free milk to eligible pupils under the National Assembly's provision (see Annex A for information on free milk for nursery children under the Welfare Food Scheme).

Consultation with Schools and with Parents

20. LEAs need to consult school governing bodies and head teachers about the arrangements for the provision of free school milk to eligible pupils and ask them to decide whether the school wishes to participate in the new arrangements. In turn, schools need to tell parents of the new arrangements and ask them whether they wish their child to receive free school milk, underlining the National Assembly's intention that no parental contribution will be required.
21. Model letters to go to schools and for schools to send to parents are at Annex D for this purpose. The key point is that the parental contribution normally expected where schools participate in the EC Scheme will no longer be required under the National Assembly's financial support arrangements for the cost of school milk for eligible pupils.
22. In advice to schools and to parents of eligible pupils, LEAs and schools need to bear in mind that some children may be allergic to cows' milk or suffer lactose intolerance. When consulting with parents, schools need to ascertain whether individual pupils suffer from any adverse reaction to milk.

Next Steps in Accessing Milk Provision for eligible pupils

23. With immediate effect, the parents/guardians of eligible pupils are not required to contribute towards the cost of eligible milk at school that meets the criteria set out in this letter. LEAs should include the cost of this milk in claims submitted to the IB.
24. Schools that already participate in the EC School Milk Subsidy Scheme will need to notify their LEA of changes in numbers of pupils receiving milk.

25. New LEA or school entrants will wish to familiarise themselves with the EC Scheme requirements set out in the IB's guide IM(L)20. Additional copies are available from the IB.

Eligible expenditure for the purposes of free milk provision to eligible pupils

26. The Intervention Board's letter of 7 December 2000 (Annex C) deals with this issue (their guide (IM(L)20) has not yet been updated to reflect changes to the EC Regulation with effect from 1 January 2001). LEA and other claimants can claim reimbursement of costs associated with the provision of milk to eligible pupils as set out below.

Cost of milk delivered to the school

27. Under the existing EC Scheme, there is considerable variation between LEAs and within LEAs in the cost of milk delivered to the school and, consequently, in the level of contribution sought from parents. **Reimbursement for costs incurred for eligible pupils' milk provision will be based on actual cost of delivery to the school minus the EC subsidy payment.**
28. The National Assembly accepts that price variation will continue in light of local circumstances. However, there is scope to reduce the current range of price variation. When negotiating and placing contracts for the purchase of milk for eligible pupils (and this applies also to arrangements for supply in connection with the wider EC Scheme), local authorities are required by the Local Government Act 1999 to have regard to best value. Relevant guidance is set out in National Assembly Circular 14/2000.
29. The National Assembly expects that, wherever it is practicable to do so, LEAs will work closely together to negotiate the very best price for milk for their schools. Suppliers should also be encouraged to provide practical help to schools – for example, the provision of refrigeration units. Claims submitted to the IB for payment will need to identify separately exact costs relating to eligible pupils. The IB will be in touch with claimants about the precise arrangements.
30. The EC Scheme allows any reasonable overhead costs actually and necessarily incurred in respect of the provision of milk/milk products under the Scheme to be included in the price charged to parents for milk. The National Assembly will fund additional payments from IB to cover these costs in the case of eligible pupils only. Accordingly, LEAs/claimants will be eligible to claim 3p per milk serving to eligible pupils covered by the National Assembly funded scheme.
31. As indicated earlier, the National Assembly's intention is the provision of "free milk" and considers its aid package (i.e. top up and residual costs) to be sufficient for the purposes of enabling LEAs to make milk available free of charge to parents of eligible pupils. The National Assembly further considers that LEAs will be able to operate these free milk arrangements within these parameters.
32. **There is no requirement to claim for overhead costs.** Where overhead costs are claimed, claimants must have supporting evidence showing how the cost per serving was calculated, and this must be made available to the Intervention Board.

For example

Number of eligible pupils receiving milk:	5,000
Number of school days per academic year:	190
Cost of milk per serving: 11p]	
EC Subsidy per serving: approx 4p]	<u>Net cost per serving (approx)</u> 7p
Contribution to overhead costs (where claimed)	3p

Therefore:

5,000 (pupils) x 190 (days) = 950,000 servings each year

950,000 (servings) x 7p (net cost per serving) = £66,500 (a)

Where overhead costs are claimed, an additional:

950,000 x 3p = £28,500 (b) would be met by the National Assembly via reimbursed payment from the IB.

33. NB. When submitting their first claim for free milk, **inclusive of overhead costs**, claimants are asked to provide IB with detailed costings to support the claim for overheads.

Further Advice and Guidance

34. General information on the EC School Milk Subsidy Scheme, and how to access it, can be obtained from the Intervention Board at:

School Milk Subsidy Scheme Section
Intervention Board
PO Box 69
Reading
RG1 3YD. (tel: 0118 968 7555; fax: 0118 959 0514)

35. The Welsh Development Agency (WDA) is funding two School Milk Facilitators as part of the School Milk Research Project to work with local education authorities and primary schools throughout Wales, encouraging them to provide milk for their pupils. Schools or local authorities should contact Julie Davies (covers South Wales – telephone 01656 767293; email julie.davies@schoolmilk.co.uk) or Helen Webber (covers North Wales – telephone 01248 853242; email helen.webber@schoolmilk.co.uk) for further information.

36. A number of dairies across Wales are also involved in the EC School Milk Subsidy Scheme. Some of the main ones are Associated Co-operative Creameries (Cardiff), Central (Shropshire), Craig's (Tenby), Express (Liverpool), Golden Vale (Bridgend), Newtown Dairies, South Caernarfon Creameries (Gwynedd) and Unigate (Newport).

Nutrition and Food Safety

37. Should you require further information about the nutritional aspects of milk consumption or food safety, please contact:

Mr Nick Carter
Food Standards Agency, Wales
1st Floor
Southgate House
Wood Street
Cardiff
CF10 1EW

Telephone: 029 2067 8999
Fax: 029 2067 8918
e.mail: Nick.Carter@foodstandards.gsi.gov.uk

38. For further information about the use of fat-reduced milk, please contact:

Jane Sorton Davies
Lifestyles Branch (HP4)
Health Promotion Division
National Assembly for Wales
Cathays Park
Cardiff
CF10 3NQ

Telephone: 029 2082 3180
Fax: 029 2082 5072
e.mail: Jane.Sorton-Davies@wales.gsi.gov.uk

39. I apologise for the absence of a Welsh language version of this advice. This is currently being prepared and will be issued as soon as is practicable.

40. Copies of this letter are also being issued to those on the attached list for information.

Yours sincerely

Rory O'Sullivan
Head, Agriculture Policy Division

ANNEX A

The EC School Milk Subsidy Scheme

Member States have a discretion to provide national aid. They are required to make certain products available as part of their scheme which delivers the Community aid or subsidy. In the UK, the products are plain and flavoured whole milk, plain and flavoured semi-skimmed milk, plain whole milk yoghurt and (from 1 January 2001) plain semi-skimmed milk yoghurt provided to pupils in nursery and primary schools. Member States also have the option of subsidising cheese in all schools, drinking milk, yoghurt and cheese in secondary schools and milk and milk products used in the preparation of school meals – catering milk.

In the UK, the subsidy is only provided on the mandatory elements of the scheme, ie. milk (plain and flavoured) and milk yoghurt in nursery and primary schools (up to the age of eleven).

The scheme is mandatory for Member States (with the exception of the optional elements) and participation by individual schools or Local Education Authorities is optional. Even if a LEA claims the subsidy, it is for individual schools to decide whether they wish to provide milk and benefit from the subsidy. The final decision rests with the head teacher or governing body.

There are different rules for the different ways in which the subsidised milk or yoghurt is used. It can be sold individually as milk or yoghurt throughout the day or served with a meal, where a single price is paid to cover both the meal and the milk/yoghurt. If the milk or yoghurt is served as part of a set-price meal, the subsidy must be used to reduce meal prices. The scheme has maximum selling price rules to ensure that the benefit of subsidy is passed on to the school children for products sold on their own.

The subsidy is available throughout the UK. The Intervention Board (IB) administers the scheme in Great Britain.

Claims are made to the IB as follows:

The LEA claims for its maintained schools.

The Incorporated Association of Preparatory Schools claims for independent/non-maintained schools.

The supplier of the milk products may claim on behalf of a local authority's maintained schools in agreement with the local authority concerned.

Claims must be made termly in arrears. (From January 2001, claimants may round school terms to whole months or opt to use the same claim periods as they do for the Welfare Food Scheme.) Claimants normally submit one composite claim covering all

their schools to the IB at the end of each period. The claims must be received by the end of the 4th month following the term during which the products were distributed. If the schools (rather than the local authority) bear the cost of purchasing the milk, the claimant is required to forward the EC subsidy payment to the school concerned.

NB. Late claims will result in reduced subsidy payment:

For example:

Term (or claim period) ends in for	Deadline (*) for full payment	Deadline (*) for 95% payment	Deadline (*) for 90% payment
April 2001	31/08/01	30/09/01	31/10/01
May 2001	30/09/01	31/10/01	31/11/01
June 2001	31/10/01	30/11/01	31/12/01
July 2001	30/11/01	31/12/01	31/01/02

Note: (*) Deadline for receipt of claim by the Intervention Board.

NB. This will apply to the whole claim, including national top-up, the National Assembly's free milk provision and administration costs.

Claims received more than six months after the month in which term ends will not be paid.

The IB must pay the subsidy within 4 months of receipt of the claim, unless the claim is subject to query.

The IB is required to take a range of supervisory actions to ensure that the administration of the Scheme within the UK is fully consistent with EC regulations governing the payment of subsidy in Member States. Such actions will include audit trail examination for scrutiny of invoices, checks on compliance to entitlement, on-site inspections and use of subsidised milk products.

Existing Free School Milk Provision

Local authorities had discretion to provide free school milk at their own expense until 1986 when the Social Security Act precluded the provision of free school milk except for those pupils in a family receiving income support grants.

Section 512 of the Education Act 1996 empowers local education authorities to provide milk, but where they do so they must levy a charge. Where LEAs and schools choose to provide milk, they must provide it free of charge to children whose parents are in receipt of Income Support or income-based Job Seekers' Allowance. All other milk provided must be charged for, although LEAs and governing bodies may charge less than the full price. Recipients of other benefits (eg Working Families' Tax Credit or Disabled Person's Tax Credit) do not qualify for free milk).

Only reasonable costs will be covered by National Assembly's free milk provision. There will still be a charge made to the parent or guardian, but it will be defrayed out of funding from the National Assembly which the LEA will administer, so in practice the parent or guardian will pay nothing.

When free milk is provided in schools in a LEA area, funding for provision at schools, which were not formerly grant-maintained, is normally held centrally by the LEA and it meets the costs. Former grant-maintained schools have the funding delegated to them using a factor in the overall school funding formula used by the LEA. In either case, the LEA claims the EC subsidy element on behalf of the schools.

Welfare Food Scheme – Nursery Milk

The National Assembly has executive functions covered by the Welfare Food Regulations 1996 (SI 1434/1996) to administer the Welfare Food Scheme in Wales.

The Scheme allows for children under the age of 5 to receive, free of charge, 189 ml (1/3rd pint or 1/5th litre) of liquid milk for each day they attend approved day care facilities for 2 hours or more. If you are eligible for EC School Milk Subsidy you should claim it and deduct the amount of the subsidy from the cost of the milk you have supplied (ie. on your Welfare Food Scheme claim).

The Welfare Food Scheme is administered in the UK by the Department of Health's Welfare Food Reimbursement Unit, PO Box 31048, London, SW1V 2FE

Tel: 020 7887 1212

Fax: 020 7887 1258

Existing LEA Registration with IB for EC School Milk Subsidy Scheme

Claimants Approved:	with effect from	no. of maintained
schools		
Blaenau Gwent CBC	1 April 1996 (never claimed)	42
Bridgend CBC	1 April 1996	71
Caerphilly CBC	1 April 1996	97
Cardiff County Council	1 April 1996	120
Carmarthenshire County Council	1 April 1996	142
Ceredigion County Council	1 April 1996	62
Connahs Quay Town Council		5
Conwy CBC	1 April 1996	67
Denbighshire Council	1 April 1996	57
Flintshire Council	1 April 1996	6
Gwynedd	1 April 1996	108
Isle of Anglesey	1 April 1996	52
Merthyr Tydfil CBC	1 April 1996	39
Neath and Port Talbot CBC	1 April 1996	74
Newport CBC	1 April 1996	62
Pembrokeshire County Council	1 April 1996	96
Powys County Council		91
Rhondda Cynon Taff CBC	1 April 1996	151
Sealand Community Council	(last claimed Spring 1998)	1
Swansea CBC	1 April 1996	93
Torfaen CBC	1 April 1996 (last claimed Spring 1999)	44
Vale of Glamorgan CBC	1 April 1996	62
Wrexham County Borough	1 April 1996	80

INTERVENTION BOARD
PO Box 69
Reading
RG1 3YD

Direct Line (0118) 968 7560
Direct Fax (0118) 959 0514

School Milk Subsidy Claimants
[In England and Scotland][in Wales][IAPS]
cc other interested parties

7 December 2000

Dear Sir/Madam

FUTURE OF THE EC SCHOOL MILK SUBSIDY SCHEME

Subject to the publication of an amending regulation, it has been decided that EC aid will be cut by 21% on whole milk and 5.4% on semi-skimmed milk with effect from 1st January 2001. However, in the UK agreement has been reached to make up the shortfall in funding for whole milk, and to top up the aid on semi-skimmed milk by the same amount.

The effect of this will be **no change** in the overall subsidy rate for whole milk, and a 28% **increase** in the rate for semi-skimmed milk. This takes account of the available budget, the Department of Health's recommendation that (over the age of two) children should drink semi-skimmed milk, and results of the IB School Milk claimant survey.

Subsidy rates will be separately notified. The actual "top up" rates will be fixed in sterling, using the exchange rate applicable on 1st January 2001. They are likely to be reviewed annually. The firm intention is to "top up" every claim. However, it may be necessary to review the position in the light of take up of aid and budgetary constraints.

In addition to the funding changes outlined above, a number of other changes are to be made to the scheme, following discussions with the European Commission. Subject to the publication of an amending EC Regulation, the changes to the scheme, with effect from 1st January 2001, will include the following:

- Plain yoghurt made from semi-skimmed milk will be eligible for aid. In our survey, 18% wanted low fat yoghurt to be eligible, and 41% wanted flavoured yoghurt. The UK pressed the Commission to include flavoured yoghurts, but the

Commission took the view that this was not justified in the light of current market conditions. However, they undertook to review the range of products in due course.

- Holiday camps are no longer eligible.
- Claims may be for a school term (as now), for a school term rounded to whole months, or for the same period as claims for the Welfare Food Scheme (WFS). In our survey, 47% of respondents wanted to continue claiming for school terms, 20% wanted to claim for terms rounded to whole months, and 27% wanted to use the same periods as the WFS. If you would like to make use of this flexibility and not submit termly claims, please let us know in writing before submitting any further claims. (You need not let us know if you wish to continue claiming for school terms, as you do now.)

There are a number of issues on which further clarification is being sought from the Commission. We will write again following advice from the Commission, and the publication of the Regulation. In the meantime, other aspects of the scheme will remain unchanged.

[For claimants in Wales & IAPS only: The National Assembly for Wales will be writing to you shortly about the plan for milk to be made available free to children in Key Stage 1 (5-7 year olds).]

[For IAPS only: As funding of the national "top up" in Scotland and Wales is provided by the devolved administrations, we must have separate claims for schools in England, Wales and Scotland, from Spring Term 2001 onwards. If you see a problem with this please let me know.]

Please contact me if you have any queries with this letter, which is being copied to Agriculture Departments, DfEE, DH and other interested parties.

Ivan Cheary
Scheme Manager – School Milk Subsidy & Casein in Cheese Schemes
Operations Reading "C"

ANNEX D

Model letter for LEAs and the Incorporated Association of Preparatory Schools to send to schools **that participate** in the EC School Milk Subsidy Scheme.

Chair of Governors/Head teacher

SCHOOL MILK PROVISION FOR KEY STAGE 1 PUPILS

This letter informs you about **free milk** for key stage 1 (5-7 year old) pupils in Wales.

This is a National Assembly for Wales initiative. It builds on the existing EC School Milk Subsidy Scheme with which you are already familiar.

Beneficiaries are largely pupils at key stage 1, but include others in the same academic years i.e. pupils receiving primary education other than those receiving nursery education or education at key stage 2. This means that eligibility arises for the whole of the academic year in which a child attains five years of age and continues until the pupil reaches the end of his/her key stage 1 education. This ought to ensure a seamless transfer from milk provision under the Welfare Food Scheme (where offered) to milk provision under the National Assembly's scheme.

The National Assembly has decided to cover in full the cost of the reduced value of the EC subsidy from 1 January 2001, and to meet the reasonable cost of milk provision for eligible pupils.

The National Assembly support for eligible pupils is to defray the cost that would otherwise be sought from parents so that, in practice, parents will pay nothing for the milk.

You need to inform parents as soon as possible of the new arrangements for eligible pupils and ask them to decide whether they wish their child to receive school milk under the National Assembly's support regime. You will need to decide on a sensible implementation date for these new arrangements. The implementation date should allow sufficient time for you to consult parents (see model letter attached) and make any necessary arrangements with the authority. From that date, schools should no longer levy a milk charge on the parents/guardians of eligible pupils.

The National Assembly will meet the costs associated with the delivery of milk to the school, less the subsidy element provided under the EC School Milk Subsidy Scheme. The local education authority will continue to arrange for supplies of milk, and other products covered by the EC scheme to be delivered to your school and for claim forms to be submitted to the Intervention Board for payment. It will be necessary for schools to identify separately pupils eligible for milk provision under the National Assembly's regime, from those receiving nursery education or in key stage 2, in returns they make to the authority.

I should like to take this opportunity to remind you that arrangements need to be made within the school for the proper storage of milk at the correct temperature.

You should bear in mind that some children are allergic to cows' milk or suffer lactose intolerance. When consulting parents, you need to ask parents to tell you if their children have an adverse reaction to milk. Parents should be advised that if their children have a problem with cows' milk they should not drink it.

If you require further information about any aspect of milk provision in your school, please contact [] at the above address, telephone number []. Further information about the EC scheme and the National Assembly's support regime is available from the Intervention Board, telephone (0118) 968 7602.

Yours sincerely

Local Education Authority

Model letter for schools **that participate** in the EC School Milk Subsidy Scheme to send to parents of key stage 1 pupils.

Dear Parent/Guardian

SCHOOL MILK PROVISION FOR KEY STAGE 1 PUPILS

This letter informs you about **free milk** for key stage 1 (5-7 year old) pupils in Wales.

Children attending this school can, if their parents wish, already benefit from subsidised milk provision under the EC School Milk Subsidy Scheme.

The National Assembly for Wales places great importance on children and young people drinking milk and has decided to meet the reasonable cost of milk provision for eligible pupils by defraying the charges that would otherwise be sought from parents. This should mean that, in practice, parents pay nothing for the milk.

The Governing Body welcomes this and has decided to introduce the National Assembly's support regime from [the beginning of next term].

This means that from [date] no parental contribution will be required in respect of milk provided to children in reception, year 1 and year 2, from the start of the school year in which pupils reach 5 years of age to the end of key stage 1. If you wish your child to receive school milk, you need to return the form at the end of this letter to the school by [date].

Some children are allergic to cows' milk or suffer lactose intolerance. If your child has such an allergy or suffers any adverse reaction he or she should not drink cows' milk.

Please would you complete the reply slip below and return it to the school by [date]. If you require further information, please contact [] at the school.

Yours sincerely

Head teacher

Reply Slip

Please tick as appropriate.

I would like my child [name] to receive milk.

or I do not want my child [name] to receive milk.

or My child [name] suffers from an adverse reaction to milk.

Model letter for LEAs and the Incorporated Association of Preparatory Schools to send to schools **that do not participate** in the EC School Milk Subsidy Scheme.

Chair of Governors/Head teacher

SCHOOL MILK PROVISION FOR KEY STAGE 1 PUPILS

This letter informs you about **free milk** for key stage 1 (5-7 year old) pupils in Wales, as part of the existing EC School Milk Subsidy Scheme.

The EC School Milk Subsidy Scheme is mandatory on all Member States although participation by local education authorities and schools is voluntary. Within Great Britain, the Scheme applies to primary and nursery age pupils and is administered by the Intervention Board.

While this local education authority is registered with the Intervention Board for the purposes of the EC School Milk Subsidy Scheme, your school has, to date, decided not to take advantage of the Scheme which reduces the cost to parents of milk and other milk products served at school to pupils. Under the Scheme, parents on income support are not asked to contribute towards the cost of milk at school. This cost is borne by the local education authority.

For much of last year, the future of the EC Scheme was in doubt. The EC has decided that the Scheme should continue, but at a reduced rate of subsidy thus making the scheme less attractive for parents. The National Assembly for Wales places great importance on children and young people drinking milk and has decided to meet the full cost of the reduced value of the EC subsidy. This means that parents of primary or nursery age children wishing to benefit from subsidised drinking milk under the EC Scheme will be able to do so as before.

Furthermore, last October the National Assembly announced its commitment to provide milk at school for eligible pupils in Wales. Beneficiaries are largely pupils at key stage 1, but include others in the same academic years i.e. pupils receiving primary education other than those receiving nursery education or education at key stage 2. This means that eligibility arises for the whole of the academic year in which a child attains five years of age and continues until the pupil reaches the end of his/her key stage 1 education. This ought to ensure a seamless transfer from free milk provision under the Welfare Food Scheme (where offered) to milk provision under the National Assembly's scheme.

The National Assembly will meet the costs associated with the delivery of milk to the school, less the subsidy element provided under the EC School Milk Subsidy Scheme. The local education authority will arrange for supplies of milk and other products covered by the EC scheme to be delivered to your school and for claim forms to be submitted to the Intervention Board for payment. It will be necessary for schools to identify separately pupils eligible for milk provision under the National

Assembly's regime, from those receiving nursery education or in key stage 2, in returns they make to the authority.

You are asked to consider whether milk should be offered to children at your school. You are advised to consult parents on the new arrangements and ask parents of eligible pupils whether they wish their children to receive school milk under the National Assembly's support regime.

Suitable arrangements would need to be made for the proper storage of milk at the correct temperature. If suitable facilities do not exist in your school, the authority may be able to negotiate with suppliers the provision of purpose built refrigeration units.

Some children are allergic to cows' milk or suffer lactose intolerance. When consulting parents (see model letter attached) you need to ask parents whether their children suffer any adverse reaction to cows' milk. Parents should be advised that if their children have a problem with cows' milk they should not drink it.

If you require further information about any aspect of milk provision in your school, please contact [] at the above address, telephone number []. Information about the EU Scheme and about the National Assembly's milk provision is also available from the Intervention Board in Reading on (0118) 968 7602.

Yours sincerely

Local Education Authority

Model letter for non-participating schools to send to parents of key stage 1 pupils

Dear Parent/Guardian

SCHOOL MILK PROVISION FOR KEY STAGE 1 PUPILS

The letter informs you about the availability of **free milk** for key stage 1 (5-7 year old) pupils.

The National Assembly for Wales places great importance on children and young people drinking milk, and has decided to meet the reasonable cost of milk provision for eligible pupils by defraying the charges that would otherwise be sought from parents. This should mean that, in practice, parents pay nothing for the milk.

Pupils eligible for the National Assembly's school milk provision are those aged 5-7 years in reception, year 1 and year 2 – from the start of the school year in which they reach 5 years of age to the end of key stage 1.

The Governing Body welcomes this initiative, but before proceeding wishes to know from you whether or not you wish your child to receive milk.

Some children are allergic to cows' milk or suffer lactose intolerance. If your child has such an allergy or suffers any adverse reaction, he or she should not drink cows' milk.

Please would you complete the reply slip below, and return it to the school by [date]. If you would like to receive more information about this, please contact [name] at the school.

Yours sincerely

Head teacher

Reply Slip

Please tick as appropriate.

I would like my child [name] to receive milk.

or I do not want my child [name] to receive milk.

or My child [name] suffers from an adverse reaction to milk.