

## School Food Trust Take Up Tracking Tool – Primary Schools

### Introduction

The following Excel spreadsheet was developed as a tool to allow various partners to monitor their school meal take up throughout the year, and to give a value for the NI52 take up calculation.

A spreadsheet is a computer tool used to automatically calculate formulas. When you place information in one part of the spreadsheet the computer can then calculate the answers to any questions that you tell it to work out. This tool has been developed so that it performs all the calculations that are needed to work out the annual take up figures for your school meal service.

For further information on the tool, the NI52 calculation methodology or any other aspect of this tool please contact the Trust via our helpdesk email account: [info@sft.gsi.gov.uk](mailto:info@sft.gsi.gov.uk)

### Why?

- Undertaking this type of analysis will give you an added tool in the planning and budgeting of resources relating to school meals
- It will help you think about ways of increasing the number of pupils eating a school lunch
- Term by term graphs will help you identify key trends in the take up of school dinners
- Printing out the graph and placing it on the wall of the school office/kitchen can help visually show the impact and success of the hard work undertaken by the kitchen staff

### Description

The Take Up Tool has four sheets which the user will interact with, which are:

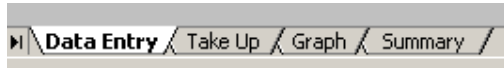
- Data Entry
- Take Up
- Graph
- Summary

Each of the sheets can be selected by clicking on the relevant tab at the bottom of the Excel Spreadsheet.

# School Food Trust Take Up Tracking Tool - Primary Schools continued...



## Data Entry Sheet



Click on the Data Entry tab at the bottom of the Excel spreadsheet

The first step is to enter the School Name and the School URN in the relevant cells. This provides an easy way to track which schools are being monitored if as a user you are observing more than one school.

To allow you to compare against last years performance, place the previous years % take up figures in the relevant box. These figures will translate directly across into the graph on the Graph sheet.

The spreadsheet also provides a simple drop down menu to allow the user to choose between entering data on a Financial year (Apr – Mar) or on an Academic year basis (Sep – Aug). Simply select the entry type by clicking on the drop down menu.

The school meal data entered onto the Data Entry sheet can be completed on a daily or a weekly basis.

**The Excel spreadsheet allows you to pick and choose each week whether you want to enter the data as a daily or a weekly figure. You will not be locked into only entering the figures the same way. Whatever is easiest for you in any given week.**

Day	Sep	
	Paid	FSM
1	22	13
2	23	15
3	27	10
4	22	12
5	25	12
6		

**For data entered on a daily basis,** enter the information within the relevant cell. Enter the total number of paid meals and FSMs provided each day in the relevant columns.

Day	Sep		Pa
	Paid	FSM	
1	22	13	
2	23	15	
3	x	x	15
4	22	12	
5	25	12	
6			

If there is a day where there is no lunch service (e.g. school holidays, half term, INSET days etc.), enter an “x” in the cell instead of a number. This will ensure that take up is calculated using the correct number of trading days.

**School Food Trust Take Up  
Tracking Tool - Primary Schools  
continued...**



Day	Sep		Paid
	Paid	FSM	
1			
2			
3			15
4			
5	140	43	

For data entered on a weekly basis, enter the information in the blue cell of the week (this corresponds to the **Friday**). Enter the total number of paid meals and FSMs provided over the week in the relevant columns.

Day	Sep		Paid
	Paid	FSM	
1			
2	x	x	
3			15
4			
5	122	30	

As above, if there is a day where there is no lunch service (e.g. school holidays, half term, INSET days etc.), enter an “x” in the cell instead of a number. This will ensure that take up is calculated using the correct number of trading days.

The blue cell is the space where you enter the figures for Friday, so in the example above the 5<sup>th</sup> of September is a Friday. If you are entering data on a weekly basis, all you need do is put the number in the blue box.

You can mix and match data entry throughout the year on a daily or weekly basis. The following diagram shows data for a school year based on the term dates in Sheffield.

# School Food Trust Take Up Tracking Tool - Primary Schools continued...



Day	Sep		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		Jun		Jul		Aug	
	Paid	FSM	Paid	FSM	Paid	FSM	Paid	FSM	Paid	FSM	Paid	FSM	Paid	FSM	Paid	FSM	Paid	FSM	Paid	FSM	Paid	FSM	Paid	FSM
1							28	13	x	x							152	48						
2							31	14	x	x			32	13										
3			151	47	27	14	32	12					27	14	147	51					147	44	x	x
4					29	15	27	13					26	15			x	x					x	x
5	140	43			25	15	29	11					32	16			24	12	148	52			x	x
6			24	14	31	15					147	47	31	10	x	x	26	13			28	12	x	x
7			24	13	32	12									x	x	27	12			24	14	x	x
8	22	13	36	19											x	x	30	11	30	10	25	13		
9	23	15	35	19					140	42			32	13	x	x			30	13	30	11		
10	32	18	24	10	x	x							27	14	x	x			26	14	28	12	x	x
11	22	12			29	15							26	15			26	11	25	11			x	x
12	25	16			35	15	155	48	32	14			32	16			24	12	26	11			x	x
13					37	15			28	16	149	52	31	10	x	x	26	13					x	x
14					32	12			31	13					x	x	27	12					x	x
15	23	11					28	13	29	11					x	x	30	11	31	10				
16	22	15					31	14	25	17	x	x	32	13	x	x			30	12				
17	31	20	145	45			32	12			x	x	27	14	x	x			24	14	147	52	x	x
18	23	10					27	13			x	x	26	15					25	13			x	x
19	24	18					29	11			x	x	32	16					26	11			x	x
20			25	17							x	x	31	10	30	11					28	12	x	x
21			26	13	149	60									29	14					24	14	x	x
22			37	21			x	x							29	16	130	46			25	13		
23			38	17			x	x	159	58	28	11			28	17					30	11		
24			29	14	27	17	x	x			29	14			30	10					28	12	x	x
25					29	15	x	x			31	13					x	x					x	x
26	152	61			37	15	x	x	32	14	28	11					x	x	150	50			x	x
27			x	x	37	16			28	16	27	12	150	50			x	x			x	x	x	x
28			x	x	32	12			31	13							x	x			x	x	x	x
29			x	x			x	x	29	11							x	x			x	x		
30			x	x			x	x	25	17											x	x		
31			x	x			x	x													x	x		

# School Food Trust Take Up Tracking Tool - Primary Schools continued...



## Take Up Calculations Sheet

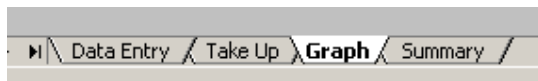


Click on the Take Up tab at the bottom of the Excel spreadsheet. The data entered on the Data Entry sheet this will calculate a running average for school meal

take up. There are two things that you will need to enter on this sheet which are shown in the white boxes. These are the **Total School Roll** and **Number of Pupils Registered for Free School Meals**. These figures should be taken from the School Census return.

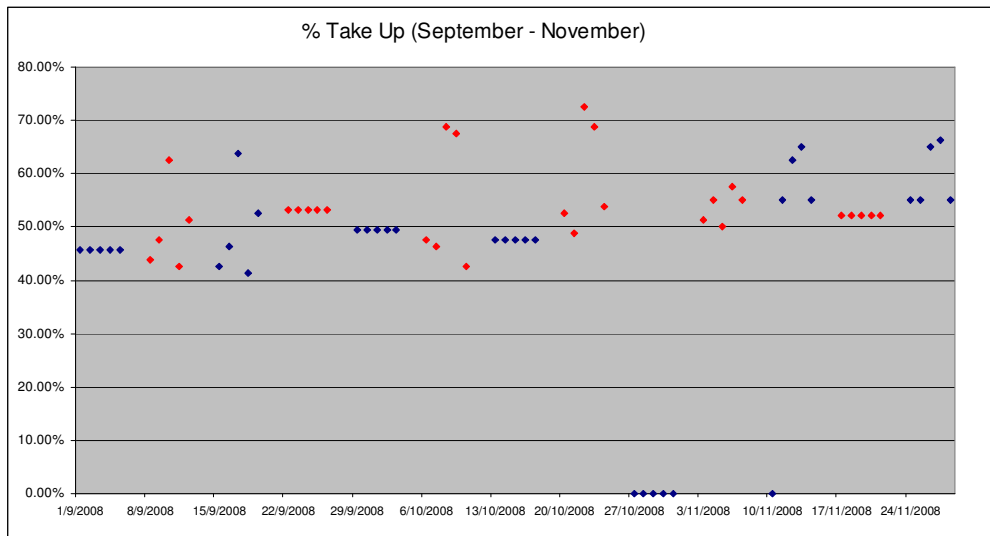
School Roll	<input type="text" value="80"/>	<i>This data should be taken from the 2008 School Census return. School roll is defined as number of pupils attending school full time</i>
Of the school roll identified above, number of pupils registered for FSM	<input type="text" value="25"/>	<i>This data should be taken from the 2008 School Census return</i>
Of the school roll identified above, number of pupils not registered for FSM	55	<i>This is the school roll minus the number of pupils registered for FSM</i>
Total number of paid meals served	5742	<i>This includes all meals served as part of lunch time provision, including any meals served at mid-morning break which are considered to form part of school lunch provision. Meals served to staff should not be included</i>
Total number of FSM served	2355	<i>As above</i>
Number of trading days	198	<i>This is the number of days on which a catering service is provided</i>
Average number of paid meals served per day	29.00	<i>This is the total number of paid meals divided by the number of trading days</i>
Average number of FSM served per day	11.89	<i>This is the total number of FSM divided by the number of trading days</i>
% take up of paid meals	52.7%	<i>This is the average number of paid meals per day (divided by the number of pupils not registered for FSM, multiplied by 100</i>
% take up of FSM	47.6%	<i>This is the average number of FSM per day divided by the number of pupils registered for FSM, multiplied by 100</i>
% take up of school meals	51.1%	<i>This is the average number of paid meals per day plus the average number of FSM per day, divided by the school roll, multiplied by 100</i>

## Graph Comparison Sheet



Click on the Graph tab at the bottom of the Excel spreadsheet. As you enter data on the Data Entry sheet, figures will automatically be plotted on this

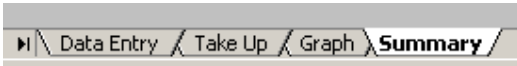
graph to show how things are going, and also compare against last years performance (as entered above).



# School Food Trust Take Up Tracking Tool - Primary Schools continued...



## Summary Take Up Calculations Sheet



Click on the Summary tab at the bottom of the Excel spreadsheet.

Enter the dates for the start of each half term within your school year. The data entered on the Data Entry sheet this will then be assigned to each month and each of the six half term periods within the school year.

The three take up figures, for paid, FSM and a total figure will be shown within a summary table.

Autumn Term First Half Start Date	<input type="text" value="1-Sep-08"/>
Autumn Term Second Half Start Date	<input type="text" value="3-Nov-08"/>
Spring Term First Half Start Date	<input type="text" value="5-Jan-09"/>
Spring Term Second Half Start Date	<input type="text" value="24-Feb-09"/>
Summer Term First Half Start Date	<input type="text" value="20-Apr-09"/>
Summer Term Second Half Start Date	<input type="text" value="1-Jun-09"/>

	Autumn Term		Spring Term		Summer Term		Total
	First Half	Second Half	First Half	Second Half	First Half	Second Half	
% take up of paid meals	51.50%	55.45%	53.55%	53.67%	50.61%	51.59%	52.73%
% take up of FSM	50.10%	51.41%	45.42%	48.97%	44.83%	44.10%	47.58%
% take up of school meals	51.06%	54.19%	51.01%	52.20%	48.80%	49.25%	51.12%

	September	October	November	December	January	February
	% take up of paid meals	44.55%	60.00%	56.27%	54.42%	53.55%
% take up of FSM	45.82%	55.33%	55.37%	46.40%	48.40%	42.67%
% take up of school meals	44.94%	58.54%	55.99%	51.92%	51.94%	49.92%

	March	April	May	June	July	August
	% take up of paid meals	49.09%	44.39%	63.27%	47.19%	56.97%
% take up of FSM	46.18%	39.67%	53.60%	40.18%	48.89%	0.00%
% take up of school meals	48.18%	42.92%	60.25%	45.00%	54.44%	0.00%