

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

### Introduction

The following Excel spreadsheet was developed as to 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)

The following Excel spreadsheet was developed as to 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

### 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.

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## 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.**

£330	117
£345	135
£405	90
£330	108
<b>£375</b>	<b>108</b>

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

£330	117
x	x
£405	90
£330	108
<b>£375</b>	<b>108</b>

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.

Day	Sep	
	Paid	FSM
1		
2		
3		
4		
5	£2,100	387

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

Day	Sep	
	Paid	FSM
1		
2		
3	x	x
4		
5	£2,100	387

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 for Sheffield.

## School Food Trust Take Up Tracking Tool - Secondary 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							£420	195	x	x							£2,280	720						
2							£465	210	x	x			£480	195										
3			£2,265	705	£405	210	£480	180					£405	210	£2,205	765					£2,205	660	x	x
4					£435	225	£405	195					£390	225			x	x					x	x
5	£2,100	645			£375	225	£435	165					£480	240			£360	180	£2,220	780			x	x
6			£360	210	£465	225					£2,205	705	£465	150	x	x	£390	195			£420	180	x	x
7			£360	195	£480	180									x	x	£405	180			£360	210	x	x
8	£330	195	£540	285											x	x	£450	165	£450	150	£375	195		
9	£345	225	£525	285					£2,100	630			£480	195	x	x			£450	195	£450	165		
10	£480	270	£360	150	x	x							£405	210	x	x			£390	210	£420	180	x	x
11	£330	180			£435	225							£390	225			£390	165	£375	165			x	x
12	£375	240			£525	225	£2,325	720	£480	210			£480	240			£360	180	£390	165			x	x
13					£555	225			£420	240	£2,235	780	£465	150	x	x	£390	195					x	x
14					£480	180			£465	195					x	x	£405	180					x	x
15	£345	165					£420	195	£435	165					x	x	£450	165	£465	150				
16	£330	225					£465	210	£375	255	x	x	£480	195	x	x			£450	180				
17	£465	300	£2,175	675			£480	180			x	x	£405	210	x	x			£360	210	£2,205	780	x	x
18	£345	150					£405	195			x	x	£390	225					£375	195			x	x
19	£360	270					£435	165			x	x	£480	240					£390	165			x	x
20			£375	255							x	x	£465	150	£450	165					£420	180	x	x
21			£390	195	£2,235	900								£435	210					£360	210	x	x	
22			£555	315			x	x						£435	240	£1,950	690			£375	195			
23			£570	255			x	x	£2,385	870	£420	165			£420	255			£450	165				
24			£435	210	£405	255	x	x			£435	210			£450	150					£420	180	x	x
25					£435	225	x	x			£465	195					x	x					x	x
26	£2,280	915			£555	225	x	x	£480	210	£420	165					x	x	£2,250	750			x	x
27			x	x	£555	240			£420	240	£405	180	£2,250	750			x	x			x	x	x	x
28			x	x	£480	180			£465	195							x	x			x	x	x	x
29			x	x			x	x	£435	165							x	x			x	x		
30			x	x			x	x	£375	255											x	x		
31			x	x			x	x													x	x		

# School Food Trust Take Up Tracking Tool – Secondary 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

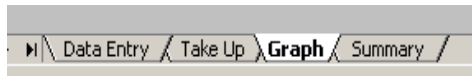
take up. There are three things that you will need to enter on this sheet which are shown in the white boxes. These are the **Total School Roll**, **Number of Pupils Registered for Free School Meals** and **Value in the dining room of a FSM**. These figures should be taken from School Census return.

School Roll	<input type="text" value="1000"/>	<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="400"/>	<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	600	<i>This is the school roll minus the number of pupils registered for FSM</i>
Total lunch time paid meal income (total till receipts)	£86,130	<i>This includes income from all meals served as part of lunch time provision, including any income from 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>
Value in the dining room of a FSM	<input type="text" value="£1.85"/>	<i>This is the free meal allowance given to eligible secondary pupils or the value up to which they can select their menu choice on a daily basis</i>
Total number of paid meals served	46557	<i>This is the total lunch time paid meal income divided by the value in the dining room of a FSM</i>
Total number of FSM served	35325	<i>This is the total number of FSM (based on till transactions) served</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	235.14	<i>This is the total number of paid meals divided by the number of trading days</i>
Average number of FSM served per day	178.41	<i>This is the total number of FSM divided by the number of trading days</i>
% take up of paid meals	39.2%	<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	44.6%	<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	41.4%	<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>

If you wish to change the value of the Free School Meal during the data entry period, simply place the new price and the date that the change is effective from. (making sure that the date is a valid weekday and not a weekend)

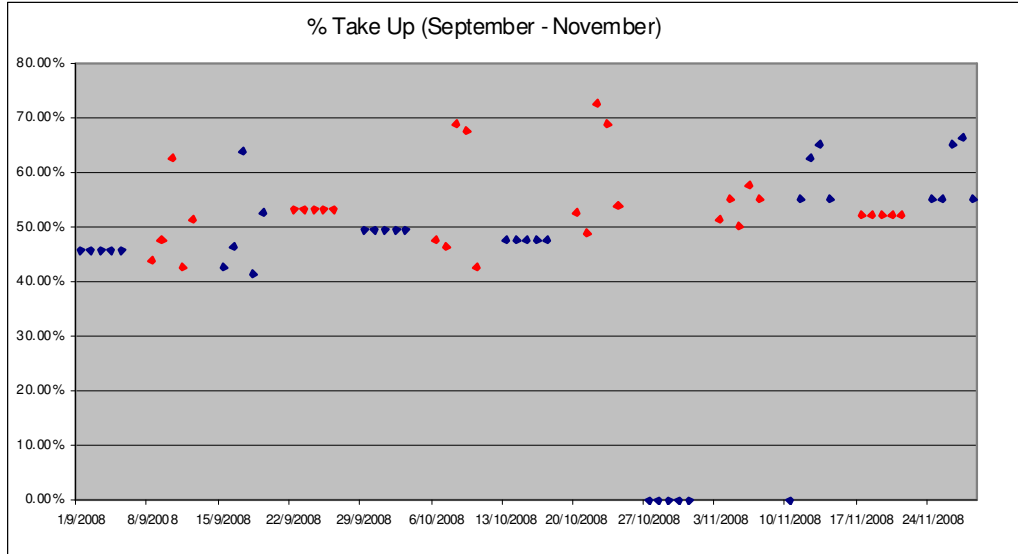
Revised value in the dining room of a FSM	<input type="text"/>	<i>If the value of the free meal allowance changes mid year enter this here, with the date of the change below it</i>
Date of Revised price	<input type="text"/>	<i>Enter the date of the FSM change</i>

## 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).

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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 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	38.28%	41.22%	39.80%	39.89%	37.61%	38.34%	39.19%
% take up of FSM	46.97%	48.20%	42.58%	45.91%	42.03%	41.34%	44.60%
% take up of school meals	41.75%	44.01%	40.91%	42.29%	39.38%	39.54%	41.35%

	September	October	November	December	January	February
% take up of paid meals	33.11%	44.59%	41.82%	40.45%	39.80%	39.55%
% take up of FSM	42.95%	51.88%	0.00%	43.50%	45.38%	40.00%
% take up of school meals	37.05%	47.51%	45.86%	41.67%	42.03%	39.73%

	March	April	May	June	July	August
% take up of paid meals	36.49%	33.00%	47.03%	35.07%	42.34%	0.00%
% take up of FSM	43.30%	37.19%	50.25%	37.67%	45.83%	0.00%
% take up of school meals	39.21%	34.67%	48.32%	36.11%	43.74%	0.00%