

Department for Children, Education, Lifelong Learning and Skills



Llywodraeth Cynulliad Cymru
Welsh Assembly Government

PLASC Guidance for Primary Schools Free Breakfast Initiative



Guidance

Welsh Assembly Government Circular No: 027/2008

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PLASC Guidance for Primary Schools Free Breakfast Initiative

Audience	Directors of Education, Primary Schools Free Breakfast Initiative Co-ordinators within Local Authorities, Primary/Nursery/Special school Head teachers.
Overview	Guidance on how to collect the Pupil Level Annual School Census (PLASC) data required in respect of participation in the Primary Schools Free Breakfast Initiative.
Action required	Information on numbers of pupils taking a Welsh Assembly Government Primary School Free Breakfast Initiative breakfast on Census day and the last full week leading up to Census day, should be recorded on the Management Information Strategy (MIS) software annually by schools. This data should be taken from the Primary Schools Free Breakfast Initiative register for the designated period.
Further information	Sarah Lewis Support for Learners Division Food in Schools Branch Department for Children, Education, Lifelong Learning and Skills Welsh Assembly Government Cathays Park Cardiff CF10 3NQ Tel: 029 2082 5730 Fax: 029 2080 1044 E-mail: Breakfastinfo@wales.gsi.gov.uk
Additional copies	Further copies of this document can be obtained from the address above and/or via the website at www.wales.gov.uk/breakfast
Related documents	Welsh Assembly Government's PLASC completion notes on the Pupil Level Annual Schools' Census (PLASC) updated annually Primary Schools Free Breakfast Initiative Guidance (Circular Nos: 21/2008, 10/2006)



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Introduction

1.1 This information document sets out how the PLASC data for the Primary School Free Breakfast Initiative (PSFBI) is to be collected.

1.2 This data will be collected from January 2009 under Section 408 of the Education Act 1996. This should help reduce the overall burden currently associated with collecting data take-up on the Primary Schools Free Breakfast Initiative, reducing the amount of data collected, from the current termly basis (3 times a year) to an annual basis.

1.3 We consulted with all Local Authorities in Wales on 19 February 2008, seeking their views on our proposals to:

- Reduce the number of data collection exercises from termly to annually.
- Collect data relevant to the breakfast initiative.

Strategic Context

2.1 Currently we collect data on schools and pupils who participate in the Primary Schools Free Breakfast Initiative on a termly basis - this is not through PLASC.

2.2 The current system of collecting annual data on schools is through PLASC, which is collected from primary, secondary and special schools.

2.3 From January 2009, collection of this data will be moved to PLASC, and will therefore now be collected on an annual data basis relating to the Welsh Assembly Government's Primary School Free Breakfast Initiative. Please note, you should not include data relating to any other breakfast sessions that the school may be operating.

The new items to be included in the PLASC are as follows:

- Number of pupils who took a free breakfast on census day.
- Number of pupils eligible for free school meals who took a free breakfast on census day.
- Number of pupils who took at least one free breakfast in the week prior to census day.
- Number of pupils eligible for free school meals who took at least one free breakfast in the week prior to census day.

2.4 If the week prior to Census day is **not** a proper/full school week i.e. due to Public Holidays, training days etc, then the data should be taken from the nearest typical full week prior to Census day.

2.5 This will allow us to help reduce the overall burden by moving from a termly submission to the annual data collection.

2.6 Following the consultation exercise, we received responses from 5 of the 22 local authorities. These responses were fully considered in preparing this guidance.

2.7 The School Workload Advisory Panel were content that this move should reduce the overall burden of the collection of data involved in the breakfast initiative.

Rationale for collection

3.1 The Welsh Assembly Government's Primary School Free Breakfast Initiative was first introduced in September 2004. The provision of free breakfast is optional, however, at present (June 2008) around 55 per cent of primary schools have signed up to provide their pupils with the opportunity of having a free healthy breakfast at school each day.

3.2 No annual data is currently collected on the Primary Schools Free Breakfast Initiative as part of PLASC. It is felt that the current arrangements for the collection of termly take up figures can be burdensome whilst an annual take up exercise would help reduce some of the workload and improve the relevance of the data. It would provide data on take-up by schools and by pupils. Data on take-up of school meals (paid and free) is collected via PLASC. This information, together with that collected from the primary school free breakfast initiative will help shape and inform other strategies targeted at improving food and nutrition in schools. It will also enable us to undertake an analysis of the numbers attending the primary school free breakfast initiative that are also in receipt of free school meals; this information is not currently collected.

Action required

4.1 Schools are required to input breakfast data when creating the school's PLASC return. An example of the data required is shown on page 7 of this guidance.

Example Scenario

5.1 A Local Authority has a school participating in the Primary Schools Free Breakfast Initiative. The school has 16 pupils on its breakfast register; the table on page 7 shows where pupils actually attended breakfast on different days.

5.2 **Example**

PLEASE NOTE: If the week prior to Census day is **not** a proper/full school week, then the data should be taken from the nearest typical full week prior to Census day.

Breakfast Club Register

	Mon 5 Jan	Tue 6 Jan	Wed 7 Jan	Thu 8 Jan	Fri 9 Jan	Census Day (Tues 13 Jan)	FSM eligible pupils who had breakfast on census day	Pupils who had breakfast at least once in the week prior to census day	FSM eligible pupils who had breakfast at least once in week prior to census day
Jimmy Cook*	X	X						X	X
Steve Bones				X	X			X	
Gav Jones	X	X		X	X	X		X	
Charlie Birch	X	X		X	X	X		X	
Sion Williams*	X		X		X			X	X
Rhodri Stephens*	X	X	X	X	X	X	X	X	X
Derek Way*	X							X	X
Huw Thomas									
Kelly James*	X	X	X	X	X	X	X	X	X
Meinir Edwards		X	X	X				X	
Sarah Price				X	X	X		X	
Cath Wright	X	X	X					X	
Carys Davies*	X		X	X	X	X	X	X	X
Geraint Evans					X	X		X	
Dafydd Richards*									
Aled Hughes	X	X			X			X	
Total	10	8	6	8	10	7	3	14	6

Pupils marked with * are eligible for Free School Meals; the MIS Software will be able to identify these pupils.

On Monday: Jimmy, Gav, Charlie, Sion, Rhodri, Derek, Kelly, Cath, Carys and Aled = 10 children

On Tuesday: Jimmy, Gav, Charlie, Rhodri, Kelly, Meinir, Cath and Aled = 8 children

On Wednesday: Sion, Rhodri, Kelly, Meinir, Cath and Carys = 6 children

On Thursday: Steve, Gav, Charlie, Rhodri, Kelly, Meinir, Sarah and Carys = 8 children

On Friday: Steve, Gav, Charlie, Sion, Rhodri, Kelly, Sarah, Carys, Geraint, and Aled = 10

5.3 Notes

Number of pupils who took a free breakfast on census day. In this case, census day fell on Tuesday 13th January.

Count the number of pupils who had a breakfast on census day, in this example it is **7**.

Number of pupils eligible for free school meals who took a free breakfast on census day.

The school administration system will identify those pupils who are eligible for Free School Meals. You will need to cross-reference the pupils on the Breakfast club register with their details on the MIS Software.

There are a total of 7 children eligible for FSM in this school. Rhodri, Kelly and Carys had breakfast on Census day therefore the number of children eligible for Free School Meals who had breakfast on census day is **3**.

Number of pupils who took at least one free breakfast in the week prior to census day.

If a child has had breakfast at least once this week, they should be counted towards this total. In this example, of all the pupils in the school only 2 pupils did not have breakfast this week - Dafydd and Huw, therefore the number of pupils who had breakfast at least once is **14**.

Number of pupils eligible for free school meals who took at least one free breakfast in the week prior to census day.

Again, the MIS Software will identify those pupils who are eligible for Free School Meals. You will need to cross-reference the pupils who had breakfast at least once this week with their details on the MIS Software. In this example there are a total of 7 children eligible for FSM in this school, however, only Dafydd didn't have breakfast at school on any day this week, therefore the number of FSM eligible pupils who had breakfast at least once is **6**.

Frequently Asked Questions (FAQs)

How do I count the numbers if it's a split site between a Junior and Infant school but both run the breakfast scheme on the Junior School Site?

It would be advisable to use a separate register for the Infant and Junior schools as the number of pupils should be recorded against the school of which those pupils are on the school role.

How do I calculate the number of pupils who have had breakfast at least once this week?

You will have a register of the pupils attending the breakfast session each day. If pupil X is marked as attending a breakfast session on at least one day of the week then they are counted towards this total.

Who has responsibility for completing this information?

Breakfast staff have responsibility for keeping a register of all pupils who attend the Primary Schools Free Breakfast Initiative breakfast sessions. From this, the pupils who receive free school meals can be identified by checking the breakfast register against the MIS system. Once the data for the relevant days has been completed by breakfast staff, this should be passed to the person responsible for inputting the PLASC information.

What happens if the week prior to Census week is only a four day school week as it has a bank holiday/Inset day?

You will need to go to the previous full week to this to ensure that it is a five day school week.

Is it compulsory that schools complete this information for PLASC?

It is a requirement under Section 408 (Provision of Information) of the Education Act 1996 for schools to provide this information. This section states:

'Regulations may require, in relation to every maintained school, the local education authority, the governing body or the head teacher to make available either generally or to prescribed persons, in such form and manner and at such times as may be prescribed...'

Do schools still need to complete the termly take-up exercise currently being requested by the Welsh Assembly?

No. As from January 2009, local authority breakfast co-ordinators will no longer request this information from schools. Instead, schools will complete the take-up information on the breakfast initiative via PLASC on the MIS system.