**Guidance for 2024 Healthy Living Survey**

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# ****Changes for 2024****

We have removed what was Section 6 on PE, as PE provision is now captured in the school ProcXed Establishments collection.

In Section 5, the shared dining facility dropdown now has “../ Not Applicable” added, to select for schools that do not share a dining facility with another school.

# ****Background****

This survey collects information about pupils taking school lunches and the number of pupils recorded as being entitled to free school lunches. The information is collected under Section 82 of the Education (Scotland) Act 1980.

# ****Important information to note****

The Healthy Living **survey week is the week beginning 19 February 2024**. You should **select a day within this week that is most representative of a normal day in the school**. You should avoid days where large groups of pupils are out of the school or days when you know there is unusually high or low demand for lunches. If there is not a ‘typical’ day within the survey week you should select a day as close as possible to the survey week.

***Pupil status***

When completing your Healthy Living survey return please only include pupils with a Status of 01 - Pupil on roll of this school (except for those attending full time Further Education courses outside this school).

***Shared dining facilities***

If the school does not share dining facilities with another school, please answer ‘*Can Separate / Not Applicable*’ to the question ‘*If you share dining facilities with another school, can you separate your meal information from theirs?*’

If the school shares dining facilities with another school and it **is possible** to separate the meal information between schools, please answer ‘*Can Separate / Not Applicable’* to the question *‘**If you share dining facilities with another school, can you separate your meal information from theirs?’* and continue to record all of the pupils’ information on the return for the base school where the pupils are registered to attend classes.

If the school shares dining facilities with another school and it is **not possible** to separate the meal information between schools, please answer *‘Cannot Separate’* to the question *‘If you share dining facilities with another school, can you separate your meal information from theirs?’* and enter the number of pupils on the school roll, present, and registered for meals against the **base school** where the pupils are registered to attend, and record the total number of lunches (both free and paid for) against the school **where the meals are being taken.** Please enter the SEED code of the school you share these facilities with in the box below the question.

For further clarification, please refer to the examples on the next page.

Example 1: If it **is possible** to separate the school meal information in a shared dining facility please record in the usual way:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| School Name | School Type | Local Initiatives | School Status | **P1-P5** School Roll on survey day | **P6-P7** or **Secondary** or **Special** School Roll on survey day | **P1-P5**  Pupils Present | **P6-P7** or **Secondary** or **Special** Pupils Present | **P6-7** or **Secondary** or **Special** Total Registered | **P6-P7** or **Secondary** or **Special** Registered Present | Shared Dining Facilities | Seed Code of the school your school shares dining facilities with | **P1-P5** Total Lunches | **P6-P7** or **Secondary** or **Special** Total Lunches | **P6-P7** or **Secondary** or **Special** Free Lunches |
| SchoolA | 2 | n/a | 1 | 60 | 65 | 57 | 61 | 6 | 4 | 0 |  | 44 | 30 | 3 |
| SchoolB | 2 | n/a | 1 | 64 | 75 | 59 | 65 | 8 | 8 | 0 |  | 40 | 35 | 4 |

In this example, “Seed Code of the school your school shares dining facilities with” are left blank, as the 2 returns are 2 separate returns for the meals taken data, so no need to cross-refer.

Example 2: If it is **not possible** to separate the school meal information in a shared dining facility please record as follows:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| School Name | School Type | Local Initiatives | School Status | **P1-P5** School Roll on survey day | **P6-P7** or **Secondary** or **Special** School Roll on survey day | **P1-P5**  Pupils Present | **P6-P7** or **Secondary** or **Special** Pupils Present | **P6-7** or **Secondary** or **Special** Total Registered | **P6-P7** or **Secondary** or **Special** Registered Present | Shared Dining Facilities | Seed Code of the school your school shares dining facilities with | **P1-P5** Total Lunches | **P6-P7** or **Secondary** or **Special** Total Lunches | **P6-P7** or **Secondary** or **Special** Free Lunches |
| SchoolA | 2 | n/a | 1 | 60 | 65 | 57 | 61 | 6 | 4 | 1 | 1000011 | 0 | 0 | 0 |
| SchoolB | 2 | n/a | 1 | 64 | 75 | 59 | 65 | 8 | 8 | 1 | 1000022 | 84 | 65 | 7 |

***Pupils attending more than one school***

If a pupil attends more than one school (normally denoted by having a Status of 01 at one school and 02 at the other), please record their information for the base school where the pupil is on roll (i.e. Status 01), *not* the school at which they had their meal on survey day, if this is different. Any school that provides meals to pupils who are not on their school roll should contact the pupils’ base school to inform them that they ate a lunch on survey day.

***Schools with no kitchen facilities***

If a school has no kitchen facilities but pupils who are eligible for free school meals are given support to receive a meal please record this as if the meals were being cooked for pupils using on-site facilities and add a comment explaining what provision is in place.

***Special schools***

For Special schoolsyou **do not need to differentiate between stages** when dealing with Special School returns. Only questions with ‘Special School’ in the column headings and the question relating to shared dining facilities need to be completed.

All Special school pupils are eligible for free school meals. However, since not all local authorities had fully rolled out this provision by the 2023 healthy living survey, it is still possible to record less than 100% registration for free school meals in this survey. The expectation is 100% registration so please provide an explanation where this is not the case.

# ****Guidance on how to answer each question****

## **Local Authority question on time taken to provide information**

Please provide an estimate to the nearest hour, on a local authority basis (excluding schools’ time), of the time taken to provide the information in the Healthy Living survey to the Scottish Government.

Please include time taken to extract the information from your systems, and time taken to validate the data and answer queries. Please do not include the time taken to collect this information unless it is only collected for this purpose and is not used internally. Please do not spend too much time collecting or thinking about this, a quick estimate at the point when you are about to send this information to us is sufficient. The UK Statistics Authority requires us to collect and publish this information, so your assistance with this is much appreciated.

## **School Information**

**Question 1.1:** Seed Code: Enter valid SEED code

**Question 1.2:** School name: Valid school name

**Question 1.3:** Describe the type of school you are: Select from dropdown in ProcXed or enter 2 = Primary, 3 = Secondary, 4 = Special, on the XML spreadsheet template.

**Question 1.4:** Please provide details of any local initiatives providing FSM to pupils not eligible under the national eligibility criteria and specify how many pupils receive FSM solely because of this. You have the flexibility to record any local initiative at school level or across all schools in your authority.

For example, if your local authority **does not** have any local initiatives, please enter N/A against the first school in your template and copy that response down to all other populated rows. Similarly, if you have a local initiative that applies **across the majority of schools,** please provide details of the local initiative and how many pupils in your LA would receive FSM solely on this basis. If you have a policy that applies to **only specific schools** in your LA, please provide details of the local initiative and how many pupils in that school would receive FSM solely on this basis and answer N/A against any schools that do not fall under this policy.

Also, if applicable, please explain why free school meal registration figures provided in the Healthy Living survey differ to those supplied in the September 2023 Pupil Census, if this has not already been explained. This additional information will be used to improve our understanding of local initiatives but will not affect the Healthy Living survey statistics.

**Question 2.1:** Is this school open?: Select from dropdown in ProcXed or enter 1 = open, 2 = closed, 3 = mothballed, on the template.

Questions 1.1 to 1.3 and 2.1 will be pre-populated with school level information for schools open as at the beginning of this academic year. If any of the information here is incorrect, please correct it.

If any schools opened before **the beginning of survey week** and have not been pre-populated please add their details by clicking the ‘Add Before’ or ‘Add After’ buttons. This will add a new blank record, which you will be able to amend, before or after (depending on which button you pressed) the existing record. Click Save.

If any of the schools listed are closed or mothballed before **the beginning of survey week**, please change the answer to question 2.1 from ‘open’ to ‘closed’, save, and ignore any subsequent validation error messages for this school. School Meals information is not required for schools which were closed or mothballed before **the beginning of survey week**.

## **School Roll**

**Question 3.1: School Roll on Healthy Living survey day.**

**P1-P5 (not special)**: This question is for the school roll on Healthy Living Survey day **for P1-P5 pupils only**. *Must be a non-negative number.*

**P6-7/ Secondary/ Special:** This question is for the school roll on Healthy Living survey day for **P6-P7, Secondary, or Special pupils only**. *Must be a non-negative number.*

**Question 3.2: Total number of pupils present on survey day.**

**P1-P5 (not special):** Enter the total number of P1-P5 pupils on the school roll who are present on the Healthy Living survey date. *Please enter a value less than or equal to the P1-P5 school roll, provided in question 3.1. Must be a non-negative number. This question is for P1-P5 pupils only.*

**P6-P7/ Secondary/ Special:** Enter the total number of P6-P7, Secondary, or Special pupils on the school roll who are present on the Healthy Living survey date: *Please enter value less than or equal to the corresponding school roll given in Question 3.1. Must be a non-negative number. This question is for P6-P7, Secondary, or Special pupils only.*

## **Free school lunch registration**

National eligibility criteria entitle all special school pupils and all pupils in P1 to P5 to free school meals. Pupils in P6-P7 and secondary schools may be eligible under means-tested provision.

**Question 4.1: Total number of pupils registered for a free lunch**

Enter thetotal number of P6-P7, Secondary, or Special pupils registered for a free lunch: *Must be less than or equal to the school roll in Question 3.1. Must be a non-negative number.*

*This question is for P6-P7, Secondary, or Special pupils only, although the expectation is for 100% registration of Special school pupils*. Enter the total number of pupils on the school roll who are registered for a free school lunch. This will **include** **all pupils eligible under local initiatives and national eligibility criteria**. Details of national eligibility criteria and the full definition of a school lunch are given in Annex A for information.

**Question 4.2: Total number of pupils registered for free lunches who were present on survey day**

Enter the total number of P6-P7, Secondary, or Special pupils registered for free school lunches (either under local initiative or national eligibility criteria) who were present on survey day: *Must be less than or equal to the total number of registered pupils in Question 4.1. Must be a non-negative number.*

*This question is for P6-P7, Secondary, or Special only, although the expectation is that this will be 100% of Special school pupils who were present.* Enter the total number of pupils on the school roll who are registered for a free school lunch and who were present on the school lunch survey day. This will include **all pupils eligible under local initiatives and national eligibility criteria**.

## **Pupils taking lunches**

**If you share dining facilities with another school, can you separate your meal information from theirs?**

On the template enter as follows: 1 = Cannot Separate or 0 = Can Separate / Not Applicable.

You should only answer ‘Cannot Separate’ to this question if the school shares dining facilities with another school *and* it is **not possible** to differentiate which school each pupil who eats a meal is based at.

If your answer is ’Cannot Separate’, you will be asked to enter the SEED code of the school you share these dining facilities with.

**Question 5.1: Total number of pupils taking a lunch on survey day**

**P1-P5 (not special):** Enter thetotal number of P1-P5 pupils taking lunch on survey day: *Must be less than or equal to the number of P1-P5 pupils present in Question 3.2 and is required. Must be a non-negative number*.

*This question is for P1-P5 pupils only.* Enter the total number of P1-P5 pupils taking lunches provided at the school on the school lunch survey day. This includes lunches in a cafeteria.

**P6-P7/ Secondary/ Special:** Enter the total number of P6-P7, secondary, or special pupils taking lunch on survey day (either charged or free): *Must be less than or equal to the number of pupils present in Question 3.2 and is required. Must be a non-negative number.*

*This question is for P6-P7, Secondary, or Special pupils only*. Enter the total number of pupils taking lunches provided at the school on the school lunch survey day, whether free or not. This includes lunches in a cafeteria, and lunches for which a fixed price is charged. If necessary, estimate the numbers taking lunches using till receipts or other information from catering staff (include pupils who have insufficient funds on the day of the survey).

**Question 5.2: Total number of pupils taking a *free* lunch on survey day**

Enter the total number of P6-P7, Secondary, or Special pupils taking a free school lunch on survey day: *Must be less than or equal to the total number of lunches in Question 5.1 and must be less than or equal to the number of pupils registered for free school lunches and present in Question 4.2. Must be a non-negative number*.

*This question is for P6-P7, Secondary, or Special pupils only, although the expectation is for 100% of Special school meals to be free*. Enter the total number of pupils who were registered for a free school lunch and took a free lunch on Healthy Living survey day.

# ****Enquiries****

If you have any queries, please contact Dhramveer Kumar or Colin Gallacher by emailing: [scotxed@gov.scot](mailto:scotxed@gov.scot)

**/Annex A**

**Annex A**

**6.1 National eligibility criteria for free school lunches**

Pupils are entitled to free school lunches if:

* They are in P1-P5 or Special School at any publicly funded school in Scotland; or
* They are in P6-P7 or Secondary and meet the following national eligibility criteria:
* [Universal Credit](https://www.gov.uk/universal-credit) (where your monthly earned income is not more than £726)
* [Income Support](https://www.gov.uk/income-support)
* income-based [Job Seeker's Allowance](https://www.gov.uk/jobseekers-allowance)
* income-based [Employment and Support Allowance](https://www.gov.uk/employment-support-allowance)
* support under [Part VI of the Immigration and Asylum Act 1999](http://www.legislation.gov.uk/ukpga/1999/33/part/VI)

Your child is also entitled to free school lunches if you get:

* [Child Tax Credit](https://www.gov.uk/child-tax-credit), but not [Working Tax Credit](https://www.gov.uk/working-tax-credit), and your income is less than £18,725
* both Child Tax Credit and Working Tax Credit and have an income of up to £8,717

For more information, visit the Scottish Government website [here](https://www.mygov.scot/school-meals).

**6.2 Definition of a school lunch**

For the purpose of the survey, a lunch is defined in the Education (Scotland) Act 1980 as amended by the Schools (Health promotion and Nutrition) (Scotland) Act 2007 as any food or drink provided in the middle of the day which the education authority consider is appropriate for consumption as a meal at that time of the day.

For more guidance of schools meals please refer to the [**The** **Nutritional Requirements for food and drink in schools (Scotland) Regulations 2008**](http://www.gov.scot/Resource/Doc/238187/0065394.pdf)**and** [**The Schools (Health Promotion and Nutrition( (Scotland) Act 2007**](https://www.legislation.gov.uk/asp/2007/15/contents).

**6.3 Survey method**

The survey will be collected via the online data collection platform ProcXed. A facility is available for survey managers to upload information to ProcXed using an “XML Spreadsheet 2003” template supplied by ScotXed.

To **upload** your completed XML spreadsheet to populate the ProcXed form:

* Log in to ProcXed ( [Logon (scotxed.net)](https://procxed.scotxed.net/ProcXed/Security/Logon.aspx) ) using your username and password
* Select Menu > Data Returns > Manage Data Returns
* Select Data Collection Type: “Healthy Living”; then Data Collection: “Healthy Living 2024”
* Then click the Select button if present; then the Upload button
* Tick ‘Transform data first’ and in the ‘Upload Data Transformer’ dropdown, select the (only) transformer;
* Tick ‘Auto Upload’ and ‘Notify me by email when job completes’
* Click Browse and navigate to your completed template, and click Open to pick it up
* Click the “Upload Data Return” button
* Expect a banner message: The Data Return was uploaded to the transform queue successfully
* The upload may take a few seconds to complete after the transform, so you may have to wait a few seconds before being able to see your data in your return (in Menu > Data Returns > Manage Data Returns). (You can check progress with your template transform (including whether it has succeeded or failed) by navigating Menu > Data Returns > Manage Data Transform Jobs)
* Selecting the options above ensures your data is automatically uploaded and validated. You will receive an email to tell you when the process is complete (if you ticked “email me”).

To look at your data on your ProcXed form:

* To **look** at your uploaded data **on the ProcXed form**, select Menu > Data Returns > Manage Data Returns then…
* Select Data Collection Type: “Healthy Living”; and Data Collection: “Healthy Living 2024”
* Click the blue Select button if present, then use the blue Edit button.

To identify any validation errors:

* Once you have uploaded, please select Data Returns > Manage Data Returns > Validation Errors
* Select Data Collection Type: “Healthy Living”; then Data Collection: “Healthy Living 2024”
* Click the blue Select button of the error you want to examine, then the View (which is read-only) or Edit buttons to **identify the validation error**. Once identified, please amend your template and re-upload it (which completely overwrites the previous upload). That way your template and ProcXed always agree.

If you have any queries or require support when uploading your data, please contact [scotxed@gov.scot](mailto:scotxed@gov.scot)