



Enrolment Check List

To complete your enrolment for the Food for Life Schools programme, you will need the following information ready to hand. You may need to gather some of this ahead of enrolment, so we have put together this printable checklist to help.

If you need support at any point during enrolment, please contact our advice line on 0117 314 5180 or email ffl@foodforlife.org.uk

- **Full name, URN and address of your school.**
- If you are unsure of your URN, visit www.education.gov.uk/edubase

- **Direct contact details of the nominated person who will lead the project in your school including:**
 - Full name
 - Job title
 - Email address
 - Telephone number

- **Invoicing details (if required)**
 - Who is paying for your enrolment? (self or third party)
 - Invoicing contact name
 - Invoicing address
 - Invoicing contact email
 - Invoicing contact phone

- **What package do you want to enrol on?**
 - Membership package
 - Awards package

- **Information on catering in your school including:**
 - Whether your school catering is provided in-house, by a local authority or private caterer.
 - How your meals are provided i.e. cooked in-house, transported hot etc.
 - Contact details for your catering lead (whether in-house or external) including:
 - Name of Caterer (external caterers only)
 - Contact name
 - Contact email
 - Whether they hold a Food for Life Catering Mark* (external caterer only).

You will find that information here: www.sacert.org/catering/schoolcaterers

Continued on next page



*Please note: From January 2015 onwards, all schools with external (private or local authority) caterers need their caterer to hold the Food for Life Catering Mark in order for you to be able to apply for a Food for Life Award on the Awards Package.

If your caterer does hold a current Food For Life Catering Mark, you will have automatically completed the food quality section of your award at the respective level (i.e. Bronze Catering Mark – Bronze School Award).

If you have an external caterer who does not hold the Food for Life Catering Mark you can still enrol on the Food for Life Membership package or visit <http://www.foodforlife.org.uk/school-awards/catering-mark> for more information.

Ofsted details:

- o When was your last Ofsted Inspection (month and year)?
- o What grade did you receive?
- o If you have been inspected after September 2015, what grade did you receive for Personal Development, Behaviour and Welfare?

Payment Details (if required)

- o Card holders name and address
- o Card type
- o Card number
- o Card security number
- o Card expiry date
- o School name and URN