



SCHOOL MILK UK

A SIMPLE GUIDE

to how the School Milk UK scheme works

School Milk Children aged 5-11 years

Decide the date you will change over to **School Milk UK**. We suggest the start of a new term and recommend allowing at least 4 weeks before the end of the current term to enable us to market the scheme to parents prior to your first delivery. This will allow time for parents to create an account and order their child's milk before the term start date



Register your school on our online system at www.schoolmilkuk.co.uk. Update your account with your school's holidays and inset days to ensure we do not deliver on those days



Notify parents of the change in how they order and pay for their children's milk. We will supply letters and leaflets explaining the scheme and how they can register. Place our posters and banners in prominent areas around your school, as awareness will support uptake of the scheme



On a weekly basis, we will send you a schedule of all students, with class groups, who have paid for their milk. This should be printed and kept on file in case of an RPA audit



Verify the subsidy claims we file on your behalf with one click in a single monthly email

Nursery Milk Children under 5 years

Register with the **Nursery Milk Reimbursement Unit (NMRU)** and inform them that you are changing your claims to the School Milk UK scheme. You will need to inform them of the date when we will take over your claims



Register your nursery on our online system at www.schoolmilkuk.co.uk. Update your account with your school's holidays and inset days to ensure we do not deliver on those days



Before the end of each term, hand out our letters and leaflets to parents whose children will turn 5 years old during the coming term. These children's entitlement to NMRU-funded milk will finish at the end of the term prior to their 5th birthday and parents who would like their children to continue to receive milk at school will need to register, order and pay for milk on the School Milk UK website



Verify the subsidy claims we file on your behalf each month through the NMRU website by entering the amount of milk you have received



Parents receive reminders to renew their orders by email 2-3 week before the next term's payment is due

School Milk UK will administer and claim the NMRU and RPA subsidies

School Milk UK will administer your school milk or nursery milk scheme and liaise directly with the RPA or NMRU on your behalf

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