



Dear parent/carer,

Save Money Now!

Are you entitled to Free School Meals/ Pupil Premium Grant?

As you are aware, all children in Reception, Year 1 and Year 2 are entitled to a daily free school meal under the government's Universal Free School Meal scheme. However, your child may still be entitled to an additional benefit, under the local authority's free school meals scheme, which is related to any welfare benefits you may be receiving. Registering for free meals, with the local authority could raise an extra £1,300 for the school helping to fund valuable support, additional teaching staff or other activities. If you are in receipt of **one** of the benefits listed below, your child **is** indeed entitled. However, you will not automatically receive this entitlement and will need to submit an application.

If you think your child may be entitled to this benefit and you have not completed the simple and quick application, please follow the guidance over leaf to make your application. If your child has moved to Year 3 and you have not applied for free school meals, you will be accruing dinner money charges which will need to be paid. A letter stating how much is outstanding will be sent home via the school office.

If you would like support making an application, I will be running a drop in clinic, that you are invited to, on **Monday 30th September 2019 9:15 am to 12:00 noon**, where I can assist you in making your application. Please bring any supporting benefit documentation with you to help the process.

If you have any questions, please do get in touch.

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part IV of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit, and your annual gross income does not exceed £16,190 as assessed by Her Majesty's Revenue and Customs)
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit (during the initial roll-out of this benefit)

Kind Regards

Abby Souter

Family Support Worker





How to apply for free school meals

If you think you meet the free school meals eligibility criteria, please call us on **0300 300 8306**. When you call to apply for free school meals, please have the following information ready:

- National Insurance numbers and dates of birth for you and your partner
- dates of birth for your children
- if you receive support from the National Asylum Support Service, your NASS number

Getting free school meals after making an application

As soon as we have confirmed that you qualify, we will tell your child's school that their free school meals can start from the date you apply.

Your child can then get a free school meal every day from the standard menu at the school's canteen or cafeteria.

PPG - Help maximise your school's income

All children in Reception class and Years 1 and 2 are eligible for a free school meal, but schools receive extra funding called the pupil premium for children from families who receive a qualifying benefit for free school meals.

If you have a child joining Reception class or in Year 1 or Year 2 and you get a qualifying benefit for free school meals, please contact us on **0300 300 8306**. The information you provide will only be used to increase the school's income, and will remain confidential.