



10<sup>th</sup> October 2011

Dear Parent/Guardian

I would like to draw the attention of all parents and guardians to criteria and procedures for applying for free school meals. I would also like to assure you regarding the sensitive approach we take to ensure children obtain their entitlement.

As a free school meal student money for our canteen is credited daily using the school's parent-pay system. Apart from the administrator and yourself, no other child or member of staff will be aware that an individual obtains free school meals

The new government has also provided additional funding for schools under the pupil premium scheme. As a result, we do have some funds in school to support free school meal children with extra-curricular trips, visits and essential school items. Any parent with children on free school meals can contact our finance officer, Mrs Smith, to seek appropriate assistance.

In the current economic situation it is unfortunately apparent that more families will be entitled to support offered through free school meals. We hope that our procedures will help support families through this process.

I enclose a leaflet which has details of the scheme and the criteria. If you wish to discuss this further, in confidence, please contact our administrative assistant, Miss Donnelly.

Yours sincerely

V Scutt  
Head Teacher



# PLEASE READ CAREFULLY

## GUIDANCE NOTES FOR CLAIMANTS OF FREE SCHOOL MEALS

You may be eligible to claim Free School Meals whilst in receipt of:-

### 1. CHILD TAX CREDIT

**However Free School Meals will only be granted if: -**

- You are in receipt of Child Tax Credit and your annual income (as assessed by The Inland Revenue from 6 April 2010) does not exceed **£16,190;**  
**and**
- You are **not** in receipt of Working Tax Credit.  
**and**
- You have a current **Tax Credit Award Notice (TC602).**

If you have not received your award you can contact the TAX CREDIT HELPLINE on 0845 300 3900.

If you match all the above statements **please complete all sections of the form overleaf and return the form to school.**

### 2. GUARANTEED ELEMENT OF STATE PENSION CREDIT

Parents who receive the **Guaranteed element of State Pension Credit** please complete the application form overleaf and return the form to school.

### 3. INCOME SUPPORT/JOB SEEKER'S ALLOWANCE (INCOME BASED)

The benefit papers issued by the Benefit Agency should state which benefit you are receiving. Job Seeker's Allowance must be income based to claim Free School Meals. If you claim either of the above benefits please complete the application form overleaf and return the form to school.

### 4. SUPPORT UNDER PART VI OF IMMIGRATION AND ASYLUM ACT 1999

Parents who are supported under part VI of the Immigration and Asylum Act 1999 please complete the application form overleaf quoting your NASS Reference Number and return the form to school.

### 5. EMPLOYMENT & SUPPORT ALLOWANCE (INCOME RELATED)

Parents who are receiving (Income Related) Employment & Support Allowance may also be eligible, please complete the application form overleaf and return the form to school.

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## PLEASE BE AWARE

YOU ARE **NOT** ENTITLED TO FREE SCHOOL MEALS IF YOU ARE RECEIVING

**(1) Working Tax Credit or**

**(2) Job Seekers Allowance (Contribution-Based)**

(This benefit usually follows a period of employment. Please check with your Job Centre)