



'We can and we will'

GLEBE PRIMARY SCHOOL

Head Teacher: Mrs M Penney BA (Hons), PGCE, MA

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Dear Parents and Carers

Did you know ... just registering your child for Free School Meals means that the school gets extra money? Register now to make sure we don't miss out.

The Government is giving money to schools to help children from lower income families do their very best. This funding is called a 'Pupil Premium'.

For every child registered Glebe Primary School gets £1,320 this year.

With our existing pupil premium funding we are already

Providing additional 1:1 tuition

Providing additional support groups

Providing opportunities for individual mentoring

Providing additional teachers and support staff

How Does it work?

1. First, check if you qualify – it is not just if you are unemployed, so please look at the list at the bottom of this letter.
2. Registering is really quick and easy - if you think you qualify, check online at <https://myfreeschoolmeals.firmstep.com/> or contact us at school.
3. If you want your child to have a free healthy meal at lunchtime that's great – they will get the free meal (saving you more than £350 a year), through extra benefits, and the school gets £1,320. per year
4. If you don't want your child to have the school meals they can continue as normal – but as long as you have registered, the school still gets the funding.

If you think you may be entitled to free school meals, please complete your application by **30th September 2019**.

Please come and talk to us if you have any questions or problems using the myfreeschoolmeals website, and we can talk you through it.

Yours sincerely

Mrs M Penney
Head Teacher

Do you qualify?

You can register your child for Free School Meals if you get any of these benefits:

- Universal Credit
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part V1 of the immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Working Tax Credit 'run-on' the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

We can check if your child is eligible on your behalf. If you would like us to do this please complete the attached form and return it to the school office by 30th September 2019.





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To check if your child is eligible for free school meals we need information about you and your child. Please complete this form and return to your child's school by **30th September 2019**.

ABOUT YOUR CHILD/CHILDREN

Child's Last Name	Child's First Name	Child's Date of Birth			Name of School
		D	M	YYY	
		D	M	Y	
		D	M	YYY	
		D	M	Y	
		D	M	YYY	
		D	M	Y	

PARENT/GUARDIAN DETAILS

	Parent/Guardian 1										Parent/Guardian 2									
Last name																				
First Name																				
Date of Birth	DD	MM	YYYY	DD	MM	YYYY														
National Insurance Number*																				
National Asylum Support Service (NASS) Number*			/			/							/			/				
Daytime Telephone Number																				
Mobile Number																				
Address																				
	Postcode:										Postcode:									

FAMILY INCOME AND BENEFIT DETAILS

If you receive any of the benefits listed below, please place an X in this box.

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit)
- Working Tax Credit run-on
- Universal Credit.

Universal Credit

If you are in receipt of **Universal Credit**, is your net earned family income over £7,400 per year? (Please place an X in the appropriate box).

Your net earned income is your household income after taxes and deductions. It does **not** include income through Universal Credit or other benefits that you may receive.

Yes No Unsure

Child Tax Credit

If you are in receipt of **Child Tax Credit**, is your joint gross annual income over £16,190 per year? (Please place an X in the appropriate box).

Your joint gross income is your household income before taxes are taken into account.

Yes No Unsure

If you're not sure whether you receive one of the listed benefits, or what your household income is, but you would still like us to check whether your child is eligible for free school meals, please place an X in this box.

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.

Signature of parent/guardian:

Date:.....

Thank you for completing this form and helping to make sure your child's school is as well funded as possible.

How the information in this form will be used

The information you provide in this form will be used by the council to confirm receipt of one of the listed welfare benefits. Once this is confirmed, this helps to decide how much money your child's school will receive each year.

The information will also be used in relation to pupils in year 3 or above to decide whether they are eligible for free school meals.

You only need to complete this form once and it will last for the duration of your child's time at their current school. You should contact the school or local authority if you have a change in financial circumstances.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information. We will use the information you provide to assess entitlement to free school meals. The information may also be shared with other Council departments to offer benefits and services.

