

Mrs M Martin
Head Teacher

T 020 8654 2260
F 020 8239 7134
E office@st-johns.croydon.sch.uk

St. John's Church of England (V.A.) School
Spring Park Road
Shirley
Croydon
CR0 5EL



Dear Parent/Carer

Universal Infant Free School Meals

All children in Reception, Year 1 and Year 2 receive a free school meal each day under the Universal Infant Free School Meals (UIFSM) scheme. Each child will receive a delicious, nutritional meal which will help them maximise their learning potential at this critically important time in their school career, without the need for you to register.

In addition to this scheme, families who receive certain benefits may be eligible for the Free Schools Meal scheme. This enables children to receive free school meals after Year 2 and raises an extra £1,320 per year of funding for your child's primary school.

If you wish to check if your family is entitled to the Free School Meals Scheme, please refer to the letter on the next page which sets out the criteria. If you meet the criteria, please complete and return the form to the school.

If you do not meet the criteria there is no need to complete the form as your child will still receive a meal under the Universal Infant Free Schools Meals Scheme, which doesn't require you register.

If you have any concerns or queries, please contact the school.

Thank you for your support.

Martina Martin
Head Teacher

Allergen Menu Request

In adherence with the new allergy regulations, which came into effect in December 2014, Alliance in Partnership are able to provide a full and detailed listing of allergens present within our menu range we serve at each school. Each kitchen will have listings highlighting any of the 14 EU regulated allergens present in our menu. Further extensive ingredient lists are present on site or with the Quality and Nutrition Manager in our head office. All of this material is available upon request from the kitchen manager, or from our Quality and Nutrition Manager at allergens@ainp.co.uk.

Children with severe or multiple allergies need to have specific menus created tailored to their needs. The information sheet below must be filled in and sent to the Quality and Nutrition Manager before the child can begin eating school meals. Please also include medical documentation of the allergies to ensure that we can assess all of the risks to the child. Meals are on a three-week menu cycle and your choices will repeat every three weeks. There is no need to reorder each time.

Allergen Information:

Child's Name	
School Attending	
Year Group	
Parent's Name	
Phone Number	
Email Address	
Allergen Information	

Please email this form along with your medical documentation to allergens@ainp.co.uk and the Quality and Nutrition Manager will contact you with your menu or any questions. Alternatively, you may fax your information to 0121 420 3035.

If you have any problems or questions, please contact the Head Office at 0121 420 3030.

Dear Parent/Guardian,

Free School Meals

We want to make sure that we are providing your child with the best education and support we can. Healthy school food has obvious health benefits and can help pupils establish healthy habits for life. Healthy school food can also help to improve pupils' readiness to learn.

Families who receive certain benefits may be eligible for free school meals. Your child is eligible for free school meals if you're in receipt of one of the following benefits:

- Universal Credit with an annual net earned income of no more than £7,400.
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

Registering for free meals could also raise an extra **£1,320** for your child's primary school, to fund valuable support like extra tuition, additional teaching staff or after school activities.

This additional money is available from central government for every child whose parent is receiving one of the benefits listed above.

ABOUT YOUR CHILD/CHILDREN:

Child's Last Name	Child's First Name	Child's Date of Birth			Name of School
		DD	MM	YYYY	
		DD	MM	YYYY	
		DD	MM	YYYY	

	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, 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.