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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.

A handwritten signature in blue ink that reads "M. Martin".

Martina Martin
Head Teacher

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.