



**Plaistow and Kirdford Primary School**  
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Headteacher: Mr C King

1<sup>st</sup> October 2021

## Free School Meals

Dear Parents and Carers,

### Have your circumstances changed?

We are very aware that due to the ongoing Covid-19 Pandemic, some families' situation may have changed financially and that there may be more children eligible for free school meals than before. If you think your child may be eligible, please fill in the form attached to this letter or contact the school office in complete confidence for further guidance. If you would prefer to complete the form online, please click on the link below.

[FSM Application Form](#)

If your child is in Years Reception, One or Two, they are automatically entitled to receive a free hot school meal through the Universal Free School Meal Scheme. However, being entitled to a Free School Meal can also help cover other costs such as School Trips.

### Could your child be eligible for Free School Meals?

They may be entitled if you are in receipt of any of the following:

- 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
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit

Attached is the Free School meals application form for you to complete. The quickest way for us to process your application is for you to complete the word document attached and email it back to the school office. Please contact school via the office email: [office@plaistowkirdford.com](mailto:office@plaistowkirdford.com) with the subject heading: Free School Meals so that we can process your application or if you have any questions.

Yours sincerely,

Mr King  
Head Teacher



## APPLYING FOR FREE SCHOOL MEALS

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 extra funds for your child's primary school which helps provide additional resources and services

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

To check if your child is eligible, we need information about you and your child. Please complete this form and return to your child's school.

### ABOUT YOUR CHILD/CHILDREN

Child's Last Name	Child's First Name	Child's Date of Birth			Name of School

**PARENT/GUARDIAN DETAILS**

	Parent/Guardian 1	Parent/Guardian 2
Last name		
First Name		
Date of Birth		
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 (pupils in years R, 1 and 2 are automatically eligible for universal 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.