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Doc Ref  
Ask for Ilys Cookson  
Direct Line 0161 342 4056  
Date 24 September 2018

Dear Parent / Guardian,

**RE: FREE SCHOOL MEALS APPLICATION**

Healthy food has many 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 to receive free school meals for their child/ren. Your child/ren is eligible to receive free school meals if you are in receipt of one of the following benefits:

- 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
- Universal Credit with an annual net earned income of no more than £7,400.

Registering for free meals could also raise an extra **£1,320** for your child's primary school or **£935** if your child is in secondary school. This money is used 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.

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 immediately to maximise the school's funding

Yours sincerely,

*I. Cookson*

**Ilys Cookson**

## **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 and make sure your child/ren receives free school meals if they are in year 3 or above. Once this is confirmed, this helps to decide how much money your child's school will receive each year.

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.