



My Lord! Increase me in knowledge (20:114)
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Friday 8th September 2017

FREE SCHOOL MEALS AND PAID MEALS

Assalamu alaikum wa rahmatullahi wa barakatuhu

Dear Parents/Carers,

It is that time of year again where we ask all parents to renew your free school entitlement for the academic year by completing the attached forms.

PLEASE COMPLETE THE ATTACHED FREE SCHOOL MEAL ENTITLEMENT FORM TO MAKE SURE THAT YOU'RE CHILD/CHILDREN ARE ELIGIBLE TO HAVE A FREE SCHOOL MEAL DURING THIS ACADEMIC YEAR (2017-18).

We would like ALL PARENTS to complete this form (even if you think you are not eligible or you prefer your children to have packed lunch).

Registering could raise money for the school

Registering for free meals could raise an extra £1,320 per child for the 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 welfare benefits listed in the form. It is therefore important to sign up for free school meals, even if your child is in reception, year 1 or year 2 receiving universal free meals, so that the school receives as much funding 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 the school will receive each year.

Therefore to summarise:

- Reception, Year 1 & Year 2 – Free meal status will apply automatically, but please complete a Free School Meal Application Form for the school to access further funding.
- Year 3, 4, 5 & 6 – MUST complete the Free School Meal form for entitlement to continue.

(A reminder to current Year 3 Parents, you must complete a free school meal application to see whether you are eligible for free meals to continue for your child when they begin Year 3. The automatic free meal status ends when a child leaves the year 2 class).

Completing the Application form

If you are unable to provide proof with the form, but believe you may be entitled or would like to check whether your child/children are entitled to a free meal, then please complete the attached form and make sure that **your** full name, date of birth and National insurance number is completed, so that we can check with the Local Council on your behalf. If the local council confirms that you are not entitled to a free meal but you believe that you are, you will need to provide proof as mentioned on the attached application form.

For pupils in Year 3 – 6, you are only entitled to free school meals if you are in receipt of one of the following benefits as mentioned on the attached application.

Forms must be completed and returned to the office by **Friday 22nd September 2017**. (We will be unable to process forms that are incomplete or without the correct proof of entitlement).

For parents with pupils in Y3 to 6 from September 2017, if forms are not submitted by the closing date or are incomplete or without proof on the closing date, then the office staff will assume that you are no longer claiming a free school meal for your child/children and you will incur charges for any meals that are taken in the new academic year. You will be charged the rate of a pupil paid meal (details below) and this will be charged until such time the form is returned to the school office with the correct proof of entitlement in compliance with the Lambeth procedure.

Your child/children's free meal entitlement will begin from the day we receive your proof/evidence. Free school meals cannot be backdated therefore all parents will be liable to pay for meals unless they provide a pack lunch.

Please make sure you include all children on your application (including any reception pupil that maybe starting in September 2017).

COST OF PAID MEALS

The cost of a school meal from September 2017 will be £2.30 per child per day.

PAID MEAL PAYMENT OPTIONS

If you are intending to pay for your child/children's meals, then you are **required to pay in advance of receiving the meal**. This needs to be done on a weekly, monthly or on a termly basis as arrears are not allowed. If payments are not made on time the school will not provide a school meal for your child and we will call parents to provide a packed lunch until arrears have been cleared.

All payments for school meals are now taken online, for further details on this please see attached letter regarding School Money.

If you have any further questions or would like assistance with your form please come and speak to a member of the admin team in the school office.

Wa alaikum salaamu rahmattulaahi wa barakut

Yours sincerely

Br Jamshed Malik
Senior Admin Officer