



January 2016

Dear Parents/Carers

### Free School Meals

Did you know that your child could qualify for free school meals? These would be taken in the School's excellent restaurant facility where an extensive, varied range of healthy meals and vegetarian options are available giving your child energy to learn and achieve their full potential.

What is more, if you are eligible, just by registering you will be helping your child **even if you do not wish your child to receive the school meal each day**. For every Free School Meal registration the school receives additional funding which will be used to support your child to achieve their best at our school.

A few points to consider:

- Entitlement to receive free school meals, subject to the criteria below, applies to all students including those in the Sixth Form.
- The weekly menu is published in advance on the School web site. Students may choose from the hot menu, pasta bar or the wide variety of healthy snacks, sandwiches and baguettes available plus a drink.
- All students choose their meals in the same way, there is no segregation at the tills for those registered for Free School Meals. With our new cashless catering system students scan their thumb or enter their PIN and all students are identified using the same procedure.

Your children may receive Free School Meals if you are entitled to receive one or more of the following:

- Income Support (IS)
- Employment Support Allowance (ESA)
- Income Based Job Seekers Allowance
- Support under the Immigration & Asylum Act 1999
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income (as assessed by Her Majesty's Revenue and Customs) that does not exceed £16,190
- The Guarantee element of State Pension Credit
- Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

Students who receive Income Support or Income-based Jobseekers Allowance in their own right are also entitled to register for Free School Meals in the Sixth Form.

To Apply:

Complete the attached application form and return to the School Finance Office together with proof of benefit/award notice and they will be able to process this on your behalf. All information will be treated in confidence and only used for the purpose of processing the claim. The Finance Staff are always available in school to provide confidential advice if required, their direct telephone number is: 01993 899525 or 01993 899529.

Yours sincerely

Mr RW Shadbolt  
Headteacher