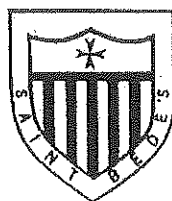


Diocese of Brentwood
St Bede's Catholic Primary School and Nursery
Canon Avenue, Chadwell Heath, Romford, Essex RM6 5RR

Head teacher

Mr Gary Nott B.Ed (Hons)



Tel: 020 8590 1376 Fax: 020 8597 7440

Email: admin.stbedes@redbridge.gov.uk

Website: <http://www.st-bedes.redbridge.sch.uk>

IMPORTANT COMMUNICATION

Dear Parent(s)/Carer(s)

FREE SCHOOL MEAL ENTITLEMENT

Every pupil in reception, year 1 and 2 is eligible for free school meals.

However, there are many families in our community who could be entitled to free school meals but are not registered to receive them. We need to make sure that our school receives all the government funding to which it is entitled – called pupil premium and worth approximately £1300 for each eligible child - so that we can provide your child with the best education and support.

It is important that we continue to register pupils who attract pupil premium regardless of whether or not they automatically receive infant free school meal entitlement.

If you receive one or more of the following benefits you are encouraged to register for free school meals as soon as possible:

- Income Support/Income Based Job Seekers Allowance (IBJSA)
- Income related Employment and Support Allowance (ESA)
- Support under part VI of the immigration and Asylum Act 1999
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

Note: Where a parent is entitled to Working Tax Credit run on, paid for 4 weeks period immediately after their employment ceases, or after they start to work less than 16 hours per week, their children may be entitled to free school lunches

- The Guaranteed Element of State Pension Credit
- Universal Credit

You are reminded that:

- registering is confidential
- taking up the meal is recommended but not compulsory
- a child may also receive additional help as a result of being registered e.g. with the cost of music lessons, school trips and other specific activity that the headteacher or governors may determine is reasonable in the circumstances.

Information you will need to provide

You may not need to provide proof of benefit as the Department for Education (DFE) has provided the local authorities with an online free school meals (FSM) eligibility checking service (ECS); this allows the Borough to verify if parents/carers registering for FSM meet the eligibility criteria entitlement. Please complete the attached form which will enable your eligibility to be checked. Please note this service is only used for checking free school meals eligibility as part of the free school meals registration process.

Should further proofs be required the Redbridge Awards & Support Team will write to you to request proof of benefit received as listed above.

Where to register for free school meals?

For more information regarding free school meals and to register visit www.redbridge.gov.uk/freeschoolmeals.

Yours sincerely

Gary Nott

Gary Nott
Headteacher

Diocese of Brentwood
St Bede's Catholic Primary School and Nursery
 Canon Avenue, Chadwell Heath, Romford, Essex RM6 5RR

Head teacher
 Mr Gary Nott B.Ed (Hons)



Tel: 020 8590 1376 Fax: 020 8597 7440
 Email: admin.stbedes@redbridge.gov.uk
 Website: <http://www.st-bedes.redbridge.sch.uk>

CONFIDENTIAL
FREE SCHOOL MEAL ENTITLEMENT & PUPIL PREMIUM

Child's Name:

| Parent's Information |
|-------------------------------|
| Parent's surname: |
| Parent's first name: |
| Full address: |
| Parent's date of birth: |
| Parent's NI number: |

FAMILY INCOME AND BENEFIT DETAILS

Is your joint family income over £16,190 per year (please place an X in the appropriate box)?

Yes No

If you have ticked yes, you do not need to complete the next section and can go straight to the declaration at the end of the form.

If you ticked no, please place an X in this box if you, as the parent/carer of the above child, are in receipt of any of the benefits listed below:

- Income Support/Income Based Job Seekers Allowance (IBJSA) or
- Income related Employment and Support Allowance (ESA)
- Support from NASS (National Asylum Support Service) under part 6 of the immigration and Asylum Act 1999 or
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190).

Note: Where a parent is entitled to Working Tax Credit run on, paid for 4 weeks period immediately after their employment ceases, or after they start to work less than 16 hours per week, their children may be entitled to free school lunches

- The Guaranteed Element of State Pension Credit
- Universal Credit

Please place an X in this box if you are not sure if your joint family income is over £16,190, or whether you are in receipt of one of the benefits listed above, but you would still like us to check whether your child is eligible for free school meals:

Please turn over

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will only be used for eligibility checking of my entitlement to free school meals.

Signature of parent/carer: Date

Print name