



St Mary's Catholic Primary School

Rockingham Close, Uxbridge, Middlesex UB8 2UA

Tel: 01895 232 814

Email: office@stmarysuxbridge.org.uk

Website: www.st-marys.hillingdon.sch.uk

Headteacher: Miss Ann Shevlin B.A. (Hons.) • Chair of Governors: Mrs Maureen Thorpe

PLEASE READ THROUGH THIS INFORMATION CAREFULLY AND COMPLETE THE FORM ONLY IF YOU BELIEVE YOU ARE ELIGIBLE FOR FREE SCHOOL MEALS

Dear Parent/Guardian,

Our aim is to ensure that we are providing your child with the best education and support that we can. Therefore, we would appreciate it if you could read through this letter and return if applicable.

You may be aware that eating healthy food whilst in school can help pupils establish healthy habits for life and improve their readiness to learn. Families who receive certain benefits may be eligible for free and healthy school meals. Your child is eligible for free school meals if you are in receipt of one of the following benefits:

- Universal Credit with an annual net earned income of less 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 less than £16,190

Registering for free meals could also raise an extra £1,320 for our school which would be used to fund valuable support such as extra tuition, additional teaching staff or after school activities. This additional money is available from the government for every child whose parent is receiving one of the benefits listed above.

If you believe that you are eligible for free school meals based on the information on the previous page, please use the online tool to confirm your eligibility for free school meals before you complete this form. Instructions for the online process are as follows:

- ❖ Go to the website pps.lgfl.org.uk and click the 'Check eligibility' button at the bottom of the page.
- ❖ The next page will show you three options; please select the 'Proceed' button in the blue 'Create a new account' section.
- ❖ The screen will then show two drop down boxes, for the 'Local authority' box, select 'Hillingdon' and for the 'School' box, select 'St Mary's Catholic Primary School, UB8 2UA'. Once you have selected the correct options, click the blue 'Next' button.
- ❖ You will now be shown a Privacy Notice, in order to proceed, you must tick the box stating that you have read and understood the Privacy Notice.
- ❖ You should now see a small form, asking for your legal first name, legal surname, date of birth and National Insurance number or National Asylum Seeker Service number (please enter whichever of those is applicable to you.). After completing all of the requested details, click 'Submit'.
- ❖ The website should now tell you whether you are eligible for free school meals. If you are eligible you will be provided with a certificate which you will need to produce at the office along with a completed copy of the form below.

Once you have completed the online process and received your certificate which states you are eligible to receive free school meals, please complete the form on the next page and return it and the certificate to Mrs Taberer in the school office. Any information disclosed will be dealt with in the strictest confidence.

REMINDER: PLEASE ONLY COMPLETE THESE SECTIONS IF YOU BELIEVE YOU ARE ELIGIBLE FOR FREE SCHOOL MEALS.

About Your Child/Children

Child's Last Name	Child's First Name	Child's Date of Birth			Name of School
		DD	MM	YYYY	

Parent/Guardian Details

	Parent/Guardian 1	Parent/Guardian 2
Last Name		
First Name		
Date of Birth (DD/MM/YYYY)		
National Insurance Number		
National Asylum Support Service (NASS) Number		
Daytime Telephone Number		
Mobile Number		
Address		
Postcode		

Family Income and Benefit Details

Carefully read the support and benefits listed below. If you receive any of them, please place an X in the large box below. *Please also tick the box next to the support that applies to you and enclose documents or evidence with this form when you return it.*

- 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 below).

Your net earned income is your household income after taxes and deductions. It does *not* include income from Universal Credit or any 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 below).

Your joint gross income is your household income *before* taxes are taken into account.

Yes

No

Unsure

Still 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 ensure you have completed the 'About Your Child/Children' section and the 'Parent/Guardian Details' section and place an X in the large box.

Declaration

I declare that the information I have given on this form is complete and accurate to the best of my knowledge. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the school and the local authority using this information to process my application for free school meals. I also agree to notify the school and the local authority in writing of any change in my family's financial circumstances as stated in this form.

Signed: _____ Date: _____

Print name: _____

Thank you for taking the time to complete this form and helping make sure your child's school is as well funded as possible.

How will the information in this form be used?

The information you provide in this form will be used by the council to confirm receipt of one of the listed 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 to decide whether they are eligible for free school meals. Your information may be shared with other Council departments to offer other appropriate benefits and services.

We are committed to ensuring that the personal and sensitive information that we hold about you and your child is protected and kept safe and secure. We have measures in place to prevent the loss, misuse or alteration of your personal information.