

January 2018

Dear Parent/Carer

VERY IMPORTANT – IS YOUR CHILD ELIGIBLE FOR FREE SCHOOL MEALS?

Following a careful analysis it would appear that a number of families within schools have children who are eligible for Free School Meals (FSM) but are not claiming them.

In the present climate it may be very helpful to families if a Free School Meal could be provided when required. As a school we would not want any of our families to miss out on this opportunity and ask that you complete the attached application form if you are in receipt of any of the following benefits:

- Income Support
- Income based Job Seeker's Allowance
- Income related Employment and Support Allowance
- Child Tax Credit but **no element of the Working Tax Credit** and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Support under Part VI of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit
- Working Tax Credit during the four-week period immediately after your employment finishes or after you start to work less hours per week
- Universal Credit

As well as helping individual families it is also the case that claiming Free School Meals can help students in other ways. Free Schools Meals is a key indicator to enable schools to receive Pupil Premium funding. This funding has been used previously to help provide many free and subsidised activities at Copleston. We would very much like to continue offering these which is why the Free School Meals application is so important. The funding will also ensure that children's educational needs are met and that staffing levels remain as high as possible.

It is therefore **essential** that all children who are eligible are registered for Free School Meals otherwise both families and the school will lose out financially. Even if a child is registered for Free School Meals they do not always have to claim it and can still bring a packed lunch if and when they wish.

If you wish to make an application for free school meals you need to do so via Suffolk County Council's website as they no longer accept paper applications. To apply, go to www.suffolk.gov.uk/freeschoolmeals. The school will be informed directly of the outcome of your application.

If you are already in receipt of Free School Meals, you do NOT need to reapply.

Yours sincerely

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Headteacher