

9th January 2015

FREE SCHOOL MEALS AND PUPIL PREMIUM FORM

Dear parents/carers,

From September 2014, the Government offers state funded free School meals to all pupils in Reception, Years 1 and Year 2. Tower Hamlets Council is providing further funding so that every Primary School pupil in the Borough from Reception to Year 6 can receive a free School meal.

However, it is very important that families register for free School meals if you think you are entitled to them. Registering for free School meals could raise an extra £1,300 per pupil 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/carer is receiving one of the welfare benefits listed on the form. It is therefore important to sign up for free School meals so that the School receives as much funding as possible.

The information you provide in the attached form will be used by the School and Tower Hamlets Benefits Office to assess your child/ren's entitlement to free School meals. We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information. The information may also be shared with other Council departments who offer benefits and services.

Please complete the attached form and hand to the Interim Office Manager, Thanjima Hussain, at the Park at drop off or collection or hand into the administration office on **Monday 12th January 2015.**

Yours faithfully,



Amanda Phillips
Executive Principal

Executive Principal: **Amanda Phillips**

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FREE SCHOOL MEAL AND PUPIL PREMIUM REGISTRATION FORM

ABOUT YOUR CHILD/REN

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

PARENT/CARER DETAILS

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

* Complete as appropriate

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 the box if you¹ are in receipt of any of the benefits listed below:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit

¹ This includes those who have parental rights for the child/children named on this form.

- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Working Tax Credit run-on
- Universal Credit.

Please place an X in the box if you are not sure whether 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:

DECLARATION

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

Signature of parent/carer:

Date:.....

Thank you for your co-operation.