

Love of Learning, Bright Futures, Happy Memories



HEACHAM JUNIOR SCHOOL

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17th November 2022

Dear Parents/Carers

I wanted to remind you all parents, in receipt of certain benefits, might be entitled to Free School Meals based on a low income. Even if your child only has the occasional school meal, I would urge you to apply if you think you may be entitled.

I have attached a copy of the Free School Meal application with this letter, which provides more information; you can also apply online using the link below

<https://fiso.norfolk.gov.uk/synergy/neo/Enquiries/Citizen/FreeSchoolMeals.aspx>

If your circumstances change this link is always on the Newsletters sent home, and past issues are available on our website.

I also wanted to remind all parents that any lunch money owing should be paid in full at the end of each week; you can also add a credit to your child's meal account ready for the following week. We do have a strict Trust policy for school meal payments and the procedures that we need to follow if monies are owed, I have detailed this below for your information.

Parents who owe one week's dinner money will be contacted by the school at the end of the week and asked to pay the outstanding debt by the following week.

Parents who owe two weeks' dinner money will be contacted by the school at the end of the second week and informed that their child will need to bring packed lunches from the start of the following week unless the parent makes an arrangement with the school to repay the debt.

Thank you for your continued support, if you have any questions or concerns or are having problems accessing ParentPay, please speak to Denise Bridge in the school office.

Yours sincerely,

Louise Jackson.
Executive Headteacher.

EXECUTIVE HEADTEACHER
Ms L Jackson

EXECUTIVE DEPUTY HEAD
Mrs E Hunt

ASSISTANT HEAD
Mrs E Jones



FREE SCHOOL MEALS AND PUPIL PREMIUM APPLICATION

Dear Parent/Guardian,

We want to make sure that we are providing your child with the best education and support we can. Healthy school food has obvious health benefits and can help pupils establish healthy habits for life. Healthy school food can also help to improve pupils' readiness to learn.

Families who receive certain benefits may be eligible for free school meals. Your child is eligible for free school meals if you're in receipt of one of the following benefits:

- Universal Credit with an annual net earned income of no more 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 no more than £16,190

Registering for free meals could also raise an extra (**£1,320** for your child's primary school)/(**£900** for your child's secondary 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 is receiving one of the benefits listed above.

To check if your child is eligible, we need information about you and your child. Please complete this form and return to your child's school

ABOUT YOUR CHILD/CHILDREN

| Child's Last Name | Child's First Name | Child's Date of Birth | Name of School |
|-------------------|--------------------|-----------------------|----------------|
| | | | |
| | | | |
| | | | |
| | | | |

EXECUTIVE HEADTEACHER
Ms L Jackson

EXECUTIVE DEPUTY HEAD
Mrs E Hunt

ASSISTANT HEAD
Mrs E Jones



PARENT/GUARDIAN DETAILS

| | Parent/Guardian 1 | Parent/Guardian 2 |
|--|-------------------|-------------------|
| Last name | | |
| First Name | | |
| Date of Birth | | |
| 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

If you receive any of the benefits listed below, please place an X in this box:

- 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
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Working Tax Credit run-on after work ends
- Universal Credit. – see below

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). Your net earned income is your household income after taxes and deductions. It does **not** include income through Universal Credit or other benefits that you may receive.

Yes No Unsure

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

Yes No Unsure

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/guardian:

Date:.....

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

How the information in this form will be used

The information you provide in this form will be used by the council to confirm receipt of one of the listed welfare 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 in year 3 or above to decide whether they are eligible for free school meals.

You only need to complete this form once and it will last for the duration of your child's time at their current school. You should contact the school or local authority if you have a change in financial circumstances.

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. We will use the information you provide to assess entitlement to free school meals. The information may also be shared with other Council departments to offer benefits and services.

Your completed form should be returned to the Headteacher or can be sent to Free School Meals, Norfolk County Council, Floor 8, County Hall, Norwich, NR1 2DL

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