

8 December 2021

Dear Parent/Carer,

### Free School Meals – Getting Help with Your Application

We are aware that some students who are entitled to free school meals do not receive them as an application has not been completed.

Your child might be eligible for a free school meal if you access:

- Income Support
- Income-based Jobseeker's Allowance or Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on
- Universal Credit, provided you have an annual net earned income not exceeding £7,400 (£616.67 per month).

If you are successful in your application, the school will also receive an additional £955 (called 'pupil premium' funding) which we can use for educational provision and resources at school. So, we do encourage you to take up your entitlement as this supports your school.

Your child does not have to eat the free school meal as they may prefer eating a packed lunch, However, please do still apply as we will still receive additional funding and you may be eligible for a meal voucher during school holiday periods.

To apply, please complete the application form [here](#).

If you find it difficult to get online, or you require some guidance to complete the form, **please come to the school reception between 3.00pm and 5.00pm on Thursday 9 December.**

All you will need to bring with you is your National Insurance (NI) Number or your National Asylum Support Service Number.

Yours faithfully,



**Euan Ferguson**  
Headteacher