

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. The eligibility criteria for free school meals have been changed.

What are the new eligibility criteria?

Children are entitled to receive free school meals if they or their parents or guardians receive any of the benefits below.

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 £935 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.

I don't currently claim free school meals – what does this mean for me?

If you think you might be eligible for free school meals, submit a claim to school (using the form below) or local authority by visiting the free school meal website to check your eligibility or to apply for free school meals:

<https://pps.lgfl.org.uk/>

The information you provide will be used to check if you are in receipt of a qualifying benefit and, if you are on Universal Credit, that your earnings do not exceed the threshold. If you claim Universal Credit, your earnings will be assessed from up to three of your last Universal Credit assessment periods.

If you are eligible, your school will be notified. Your child will receive free school meals and the school will receive extra funding.

FSM- query form

To check if your child is eligible for FSM, we need information about you and your child. Please complete this form and return to the school administration office.

ABOUT YOUR CHILD/CHILDREN			
Forename	Surname	Tutor Group	Date of Birth
PARENT/GUARDIAN DETAILS			
	Parent/ Carer 1	Parent/ Carer 2	
First name			
Surname			
Date of Birth			
National Insurance or NASS Number			
Mobile Number			
Email address			

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

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.*

I have read and understood the FSM Eligibility Checker Privacy policy. <https://pps.lgfl.org.uk/FAQ.aspx#>

Signature of parent/guardian: _____

Date: _____

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 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.

Office use only: Eligible Not Eligible Date of Check _____