



Westlands Primary School

A member of Swale Academies Trust



Headteacher: Mrs L Hopkins
Deputy Headteacher: Miss V Chant

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LOH/ELB/Year 3 FSM September 2017

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Dear Parents and Carers

As you will already know your child has been entitled to receive a free school meal under the Government's initiative to provide all children in Reception, Year 1 and Year 2 with a school dinner.

Now that your child is moving up into Year 3 they will no longer be entitled to a free school dinner unless they qualify for means-tested free school meals. If you are in receipt of the following benefits your child will be eligible:

- Income Support
- Income Based Job Seekers Allowance
- Guaranteed element of Pension Credit
- Child Tax Credit (without Working Tax Credit) and an annual income of below £16,190
- Employment and Support Allowance (income related)
- Support under Part VI of the immigration and Asylum Act 1999

Please complete the enclosed application form for free school meals if you think you may be eligible and return it to the school office as soon as possible.

If you are eligible for means-tested free school meals, you will also be eligible for Pupil Premium funding. This means that the school will receive additional funding to purchase more resources for your child's education and it is therefore vitally important that you complete the enclosed form ***even if your child wishes to bring a packed lunch from home.***

We actively promote a healthy, balanced diet here at Westlands Primary and offer high-quality meat, poultry, or oily fish, fruit and vegetables, and bread or other cereals and potatoes on a daily basis. A copy of next term's menu will be sent to you shortly.

Yours sincerely

Mrs L Hopkins
Headteacher

Westlands Primary School is a creative learning environment where all children are supported to achieve their best.

Trust Principal: Mr J Whitcombe MA

Director of Primaries: Mr M Wilson

Swale Academies Trust Registered Office: Ashdown House Johnson Road Sittingbourne Kent ME10 1JS

Registered in England No. 7344732

APPLICATION FORM FOR FREE SCHOOL MEALS – ASSESSMENT TEAM

Please tick which benefit you receive:-

- INCOME SUPPORT
- INCOME-BASED JOB SEEKERS ALLOWANCE
- GUARANTEED ELEMENT OF PENSION CREDIT
- CHILD TAX CREDIT (without working Tax Credit) and an annual income below £16,190
- EMPLOYMENT AND SUPPORT ALLOWANCE (Income Related)
- SUPPORT UNDER PART VI OF THE IMMIGRATION & ASYLUM ACT 1999

Office No:

Your child/children who are attending a maintained school are entitled to receive meals free of charge, if you are in receipt of one of the benefits above.

**PLEASE NOTE: IF YOU ARE RECEIVING WORKING TAX CREDIT, YOU DO NOT QUALIFY FOR FREE SCHOOL MEALS
NO EVIDENCE IS REQUIRED TO BE SENT WITH THIS FORM.**

Please enter **IN CAPITALS** details of applicant (BENEFIT APPLICANT)

Title (Mr/Mrs/Miss/Ms) _____ Surname _____

Forenames _____ Date of Birth _____

Address _____

_____ Postcode _____ Daytime Tel. No. _____

Relationship to pupil(s) _____ National Insurance Number _____

Please enter below details of **all** the children for whom you wish free school meals to be provided.

Child's SURNAME	FORENAMES	Date of Birth	SCHOOL

DECLARATION

1. I wish my child/children to receive school meals free of charge while I am receiving one of the qualifying benefits listed above and I undertake to inform the Assessment Team immediately if I cease to receive any of these benefits.

NB: You must also inform the Assessment Team if there are any changes to your claim, ie new claimant, different address, marital status (name change), change of school or if any of these benefits cease or change.

I confirm that the information I have given is correct. I understand the Council will make enquiries to check the information.

2. I agree that you will use the information I have provided to process my claim for free school lunches and will contact other sources as allowed by the law to verify my initial, and ongoing, entitlement.

Signature of Applicant: _____ Date: _____

Print Full Name: _____ National Insurance No: _____

WARNING: The Authority reserves the right to review an award made at anytime.

**PLEASE RETURN THE COMPLETED FORM TO:
THE ASSESSMENT TEAM, KENT COUNTY COUNCIL, ST PETERS HOUSE, DANE VALLEY ROAD, BROADSTAIRS,
KENT, CT10 3JJ. TELEPHONE NUMBER 03000 415123 FAX NUMBER 01843 866305.**