

20<sup>th</sup> September 2018

Dear Parent/Carer

### **Free School Meals (FSM) - are you entitled?**

**This letter is designed to give you guidance as to whether your child may be eligible for free school meals.** This eligibility not only gives you access to free school dinners but the Government also provides schools with additional funds, called Pupil Premium, for all children that are registered for FSM. *(Some useful information on Pupil Premium can be found at*

<https://www.gov.uk/guidance/pupil-premium-information-for-schools-and-alternative-provision-settings>

The criteria to receive free school meals are set by central government and generally an award can only be provided where a parent/carer/child receives one of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Child Tax Credit (not Working Tax Credit), with an annual income of below £16,190
- Pension Guarantee Credit
- Employment and Support Allowance, income related
- Support under part 6 of the Immigration and Asylum Act, 1999
- Working Tax Credit run-on, paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit, with an income of £7,400 or less

**If you believe you are eligible,** then please provide a current letter of evidence from the appropriate department, relating to any of the above, and return this to the School Office as soon as possible. *Please note, an application for FSM can be made at any time.*

However, if you were previously eligible for free school meals at this school and you **do not** return evidence of your current entitlement to us again now then, unfortunately you are likely to be charged for all meals taken since the beginning of this autumn term and you will need to make payments via our online payments system.



For parents of our new **Year 3** children please note that free school meal eligibility cannot be transferred from a previous school and therefore, we still require you to provide evidence as set out above.

As already explained, confirmation of free school meals eligibility also means that the school is able to access the additional Pupil Premium funding from central Government. Therefore, even if you do not wish to take up free meals (by providing us with the evidence outlined above) the school will still benefit as, we will receive additional funds which can be used to provide extra support, resources and activities both in and outside of the classroom.

If any parent or carer is unsure as to whether they are entitled to free school meals, or has any queries concerning the above information, please do not hesitate to contact the School Office (01245 352098 or [finance@moulsham-jun.essex.sch.uk](mailto:finance@moulsham-jun.essex.sch.uk)) and we will be pleased to help in any way we can.

Yours Sincerely

A handwritten signature in black ink, appearing to be 'Stuart Reeve', written in a cursive style.

Mr Stuart Reeve  
School Business Manager