

# THE HARMONY TRUST

## Greenfield Academy



February 2022

Dear Parents/Carers

### **IMPORTANT – FREE SCHOOL MEALS CHECK.**

We have a new system available to school to enable a full check to be carried out to see if your children are eligible for Free School Meals. Children eligible for Free school meals also brings in extra funding to school which in turn enhances the support we can give to those children. It may also enable your child to receive a free school meal from school at lunchtime.

Free school meals are available to pupils whose parents are in receipt of one or more of the following benefits:-

Universal Credit (net income of less than £7,400)  
Income Support  
Income Based Job Seekers allowance  
Income related Employment and Support Allowance  
Pension Credit  
Child Tax credit (gross income of less than £16,190) or Working Tax Credit Run-on

To enable us to complete the application on your behalf we need more information providing about you than we already hold - please complete the form on the other side of this letter with all the information requested.

We want to be able to check **every family** in school so that no children are missing out on being able to access a free school meal. It is very important that we receive this form back promptly so that we can carry out the check on your behalf.

If you would prefer to do this check yourself, we can provide you with information and website details of where you can complete this process yourself – please ask at the office.

Yours sincerely

*M Eccles*

Mrs M Eccles  
Executive Principal

Executive Principal: Mrs M Eccles

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Please print very clearly – the National Insurance number is very important in this process.

	Parent/Guardian 1								Parent/Guardian 2							
First name																
Last Name																
Date of Birth	DD			MM				YYYY	DD			MM				YYYY
National Insurance Number*																
National Asylum Support Service (NASS) Number*			/			/					/			/		
Daytime Telephone Number																
Mobile Number																
Email address																
Address																
	Postcode:								Postcode:							
Signature																

Please complete this section with your children's names – we have to carry out the check for each child.

Child's First Name	Child's Last Name	Child's Date of Birth		
		DD	MM	YYYY
		DD	MM	YYYY
		DD	MM	YYYY
		DD	MM	YYYY

Please complete as soon as possible and return to school – the quicker we have the form back, the quicker we can make the checks.

