
Please ask for:
Free School Meals

Tel:
0300 123 7021

Date
26 May 2016

Dear Head teacher,

Please find attached an application form to encourage parents/guardians to apply for a Free School Meal from September 2016, in order to claim/receive the correct level of pupil premium (£1320 per pupil 2016/2017).

Can I please ask you to distribute the form to all parents/guardians for your new reception intake. Can you please also where possible make this a newsletter item, highlighting the importance of completing and returning the form. You can also ask parents of your current reception and years 1 & 2 to complete a form where a pupil premium is not already claimed. Forms can be returned to us via internal post to Civic Way offices.

I would recommend that all new reception parents/guardians are encouraged to complete the form at welcome meetings wherever possible. This will ensure we can process all claims during the summer break.

The autumn census is planned for October 2016 and the future funding/ adjustment of initial payments will be based on the number of meals claimed for on this date. We must encourage as many pupils to have claimed with us by this date to secure maximum funding for you.

Should you have any queries or wish to discuss this letter in more detail then please do not hesitate to contact us.

Yours Sincerely

Free School Meals team.