



Ridgeway Primary School and Nursery

Southcote Road, South Croydon, CR2 0EQ
www.ridgewayprimaryschool.org.uk

Tel: **020 8657 8063/6957** Email: office@ridgeway.croydon.sch.uk

Headship Team: Mrs R Shelley (Co - Headteacher) Miss S Kelly (Co - Headteacher)
Mr J Smith (Deputy Headteacher) Mrs D Gibbs (Assistant Headteacher)

Dear Parents and Carers,

Free School Meals

£1,345 Available to Help your Child in School

We want to make sure that we are providing your child with the best education and support we can. Healthy school food has 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. Registering for free meals could also raise an extra **£1,345** for school to use to help children.

It does not matter if your child does not want the free school meals or if they already get a free school meal in KS1 through the Universal Free School Meals scheme. The money is available in school to help children from these families. All applications and information is confidential and we would like to encourage everyone to claim their entitlement.

If you earn less than £16,190 annually and claim any of the benefits below, please do apply:

- 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

If you think you may be eligible, please complete this form and return to the school office. If you require a paper copy of this form, please email office@ridgeway.croydon.sch.uk and we will give a copy of the form to your child to bring home.

ABOUT YOUR CHILD/CHILDREN

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

PARENT/GUARDIAN DETAILS

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

FAMILY INCOME AND BENEFIT DETAILS

If you receive any of the benefits listed below, please place an X in this box.

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit)
- Working Tax Credit run-on
- Universal Credit.

Universal Credit

If you are in receipt of **Universal Credit**, is your net earned family income over £7,400 per year? (Please place an X in the appropriate box).

Your net earned income is your household income after taxes and deductions. It does **not** include income through Universal Credit or other benefits that you may receive.

Yes No Unsure

Child Tax Credit

If you are in receipt of **Child Tax Credit**, is your joint gross annual income over £16,190 per year? (Please place an X in the appropriate box).

Your joint gross income is your household income before taxes are taken into account.

Yes No Unsure

If you're not sure whether you receive one of the listed benefits, or what your household income is, but you would still like us to check whether your child is eligible for free school meals, please place an X in this box.

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.

Signature of parent/guardian:

Date:.....

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

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 in relation to pupils in year 3 or above 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.