

**18<sup>th</sup> November 2011**

Dear Parents,

**For your URGENT ATTENTION**

You may be aware that the Coalition Government has changed the way in which our schools are funded. In order to access a **large amount of funds**, we need to submit to Government, a figure for the number of pupils in our school who are entitled to free school meals. For **every child** entitled to free school meals (whether or not they have them) we receive a considerable amount of money. **In order to maintain the quality of resources and the high standards of our school it is vital that families complete and return this letter.**

Our recent request to parents has resulted in a much lower figure than we know to be accurate. Below are the criteria which allow our children free school meals.

If you are confused about this and need some help, please call the following telephone number Tel: 0121 464 5650. If necessary we will even make home visits to assist you in any way that we can. I would ask you to complete the slip below and return it to your child's tutor as soon as possible.

Thank you in advance for your assistance.

**FREE SCHOOL MEALS - Entitlement Criteria**

Free School Meals is a benefit awarded in respect of children under the age of 19 where the parent or guardian is in receipt of one of the benefits shown below:

- Income Support (IS);
- Income Based Jobseekers Allowance (IB JSA);
- Child Tax Credit, **provided they are not entitled to Working Tax Credit** and have an annual income (as assessed by Her Majesty's Revenue and Customs) that, as of **6<sup>th</sup> April 2011**, does not exceed **£16,190**;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit The Guaranteed Element of State Pension Credit;
- Employment and Support Allowance

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Name(s) of child(ren): ..... Tutor group .....  
..... Tutor group .....  
..... Tutor group .....  
..... Tutor group .....  
..... Tutor group .....  
..... Tutor group .....

Please tick (✓) as appropriate:

The above is/are entitled to free school meals

The above is/are not entitled to free school meals

I am not sure and require assistance

Signature of parent/carer .....