Wednesday 29th April

**Free School Meal Update**

Dear Parents and Carers,

We are updating our Free School Meal (FSM) data to ensure that we have the correct information on our records. We need to ensure that the correct families receive a FSM voucher.

**Qualification for free school meals is predicated on the parent(s) being in receipt of any of the following:**

* Income Support
* Income-based Jobseeker's Allowance
* Income-related Employment and Support Allowance
* Support under Part VI of the Immigration and Asylum Act 1999
* The Guarantee element of State Pension Credit
* Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income of £16,190 or less
* Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit.
* Universal Credit (provided their annual net earned income does not exceed £7,400, as assessed by earnings from up to three of the most recent monthly assessment periods).

If you think you are entitled to Free School Meals and therefore a voucher we would be expected to be able to check this using your National Insurance number.

We are asking all parents who think they should be in receipt of FSM vouchers to complete the details on the slip below and email to Forida in the office on the admin email: [admin@williamdavis.towerhamlets.sch.uk](mailto:admin@williamdavis.towerhamlets.sch.uk)

Or you can also complete the details on <https://pps.lgfl.org.uk/> to check your eligibility instantly. If you click on the link and click on ‘check eligibility’. If you remember your LGFL email that was used to apply for your child’s reception or secondary school place enter the login details; alternatively click on proceed and enter the necessary details and complete the form.

Alternatively you can prove your eligibility by **Emailing us or bringing on Friday a less than 3 month old letter provided by Tower Hamlets Benefits Office** stating that your child is eligible for free school meals. If you think that you are eligible and you don’t have a letter you can contact Tower Hamlets to apply for FSMs. Once you have received the letter please send to the school and we can back date the vouchers.

The deadline for this information is 15th May 2020, failure to do this can affect your voucher entitlement.

**How to claim free school meals**

The child’s parent (or guardian) must make a claim either by:

* telephoning the benefits service on **020 7364 5000**. If you qualify, the Benefits Office will send you a letter and it is that letter that you need to send to us.
* if you are already in receipt of housing and/or council tax benefit (this **entitles you to claim free school meals** – you do not need to complete a separate form in this case). You just need to send us a letter issued in the **last three months** showing your entitlement for housing or council tax benefit.

Child’s full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent full name (including surname): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s National Insurance number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_