



Shelton Junior School

Free School Meals

## A Parent guide to Free School Meals at Shelton Junior School

### Claiming for Free School Meals

If you think your child may qualify for Free School Meals, please read the following information so that you can begin to start the claim process if you need any support to apply please contact the school office and they will be pleased to support you.

### Why should I claim for Free School Meals?

It is really important that, if you feel you may be entitled to claim for Free School Meals, that you do so. If you are unsure at all please contact school and we will be happy to help you.

All pupils in reception, year one or year two in primary schools are entitled to 'universal' free school meals. This is not the same as 'Free School Meals' (FSM). Pupils that are eligible for free school meals receive additional funding called 'Pupil Premium.' In our school if your child is entitled to Free School meals, your child may also receive support academically and with other aspects of school life. If you apply and are eligible even if at some point your circumstances change and you are no longer eligible for the actual free school meal – you will receive the Pupil Premium funding for six years. Which means all the additional supported listed at the top of this letter will continue for the next 6 years. (Or, whilst your child is at our school).

You may be eligible for free school meals if you get:

- Income Support (IS)
- Income Related Employment and Support Allowance (ESA-IR)
- Income Based Jobseeker's Allowance (IB-JSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit
- Child Tax Credit and are not entitled to Working Tax Credit and your annual income, as assessed by the Inland Revenue, does not exceed £16,190
- Working Tax Credit 'run on' - the payment you receive for a further four weeks after you stop qualifying for Working Tax Credit/Universal Credit

### How do I claim for Free School Meals?

To make a claim for Free School Meals, you can apply by completing the form on the school website APPLICATION FOR PUPIL PREMIUM & FREE SCHOOL MEALS FOR FULL-TIME PUPILS and returning it to **Derby Benefits, Derby City Council, The Council House, Corporation Street, Derby DE1 2FS.**

You only need to apply for free school meals once, your eligibility will then be checked on a 4 weekly basis via the central benefit records database. If, after this check of eligibility, it is found that you are no longer eligible, the School Food Support Service will write to you requesting to see proof of the benefits you are receiving.

**You will need to apply for subsequent children beginning school if you have not applied for FSM previously.**

### Do I have to apply every year?

You only need to apply for free school meals once, your eligibility will then be checked on a 4 weekly basis via the central benefit records database. If, after this check of eligibility, it is found that you are no longer eligible, the School Food Support Service will write to you requesting to see proof of the benefits you are receiving.

You **will** need to apply for subsequent children beginning school.

### Further Information

If you would like any further information about Free School Meals, please contact the school office and we will be able to assist you.