



**September 2018**

**Dear Parent or Guardian,**

**Free school meals**

The way that eligibility for individual free school meals is checked has changed. Some parents may recall that there was a form to fill in which you returned to school – this is no longer the case. Lincolnshire County Council have introduced a new system which means you will need to log on to the online parent portal (see attached information sheet) and submit your own information for checking. If you need some help accessing the portal please get in touch with me via either of the school offices and I will do my best to help.

It is important that even though your child will get a Universal Infant Free School meal while in Reception, Y1 or Y2, that you still check eligibility for individual free school meals. It could raise extra money for our school to fund valuable support for your child like extra tuition, subsidised school trips, music lessons and after school activities or additional teaching staff.

Children in Y3, Y4, Y5 or Y6 will not automatically qualify for an individual free school meal unless eligibility has been checked using the online parent portal.

Your child is eligible for individual free school meals if you are in receipt of one of the following benefits:

- Universal Credit with an annual net earned income of no more than £7,400
- Income Support
- Income-based Jobseeker's 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

This additional money is available from central government for every child whose parent is receiving one of the benefits listed above.

Even if your child prefers not to take a hot meal in school, please still check their eligibility as the school will still receive funding for them which we will use to support them during their time with us.

If you have any questions at all, please do not hesitate to contact me.

Yours faithfully,

**Mrs Emma Woods**

School Business Manager