

Walkley primary School
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Headteacher: Val Sian

Deputy Headteacher: Chris Wallis

Chair of the Governing Body: Andy Wilcock



'Enjoyment, Achievement, and Learning for life...'

9th April 2020

Dear parents/carers,

Applying for free school meals

Find out if you're eligible for meal support while your child isn't attending school, and how to apply

Who's eligible?

Our school is providing meal support for pupils who would usually receive benefits-related free school meals in school.

You're eligible for meal support if your child is between 5 and 16 years old and if you receive any of the following benefits:

- 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 guaranteed element of pension credit
- Child tax credit (if you're not also entitled to working tax credit and have an annual gross income of no more than £16,190)
- Working tax credit run-on, which is paid for 4 weeks after you stop qualifying for working tax credit
- Universal credit - if you applied for it on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

If you've started receiving any of these benefits since the coronavirus outbreak, you're eligible for meal support.

Please note: we only receive funding for pupils who get food support because their parents receive any of the benefits listed above. If your child usually receives universal infant free school meals you will not be eligible for the Free School Meal Voucher Scheme.

How to apply:

- You can do this online at: <https://www.sheffield.gov.uk/home/schools-childcare/school-meals>
- You can complete the form attached and return it to school.
- For further information please contact Sheffield City Council Customer Services on **0114 2734567** (option 4, then option 3)

If eligible how will I receive the meals?

Walkley is using the National E-voucher scheme

- You will receive a single voucher of £15 each week per eligible child. We will register the details for you. Once you have received your E-code by Email you can convert it into an eGift Card voucher to use at one of the following supermarkets. If you are unable to do this, due to not having an active Email address, we will post them to you.
- You can spend this eGift card voucher in the listed supermarkets on appropriate food and drink for your child.
 - Morrisons
 - Tesco
 - Sainsbury's
 - Asda
 - Waitrose
 - M&S
- You should not spend the voucher on any age-restricted items, such as alcohol, cigarettes or lottery tickets
- Further details and guidance for how the scheme operates will be forwarded to you when we receive confirmation that the applications we have made have been processed by Edenred, the company delivering the National E-voucher scheme.

We hope that this provides more clarity about your eligibility to Free School Meals entitlements. Please see the form attached if you think that you may be eligible. Please declare your joint income or you may not be successful.

Kind regards

WPS Safeguarding Team

Is your joint family income over £16,190 per year? (Please place an X in the appropriate box)



About You and Your Child/Children

[illegible]

*If your child has had an Income Based Free School Meal (FSM) on or after 01/04/18 **outside of Sheffield** please state "Yes" to the FSM award box and add the child's previous school name and location so we can confirm their eligibility, otherwise **please leave the school fields blank***

Parent / Guardian Details	PARENT/GUARDIAN 1								
Title: i.e. Mr, Mrs, Miss, Ms, Mx									
Last Name:									
First Name:									
Date of Birth: (DD/MM/YYYY)									
National Insurance No. or NASS No:									
Daytime Telephone Number:									
Mobile Number:									
Email Address: If you prefer to receive the decision via email then please provide this here									
Address:	Postcode:								
Your relationship to the child:									

PARENT/GUARDIAN 2									
Postcode:									

- The information I have given on this form is complete and accurate.
- I understand that my personal information is held securely and agree to the Local Authority using this information to process my application for free school meals and pupil premium.
- I understand that if eligible, my child's eligibility will be shared with the current and future educational settings they attend, and if I make a claim for Free School Meals in a new area, that Sheffield may confirm my child's eligibility for Free School Meals.
- I agree to notify the Local authority in writing if the person claiming the appropriate benefit no longer has responsibility for the child.

Signature of parent/guardian: _____

Date: _____

Thank you for filling in this form. Please return it to your child's current school.