

January 2011

Dear Parent/Carer

FREE SCHOOL MEAL ENTITLEMENT

I am writing to you because I am concerned that some parents may not claim their entitlement of a Free School Meal for their child(ren). It may be that you are not aware of the benefit – **if you are unemployed or receive income support then your child is entitled to a free school meal.**

Funding the free school meal service is not a charge on the school's budget: in fact the opposite is true. Schools receive additional funding to help support the educational needs of children on free school meals in addition to the funding to cover the cost of their meals.

You may be concerned that your child could be singled out by other students if they are receiving free school meals. This is not the case at Westborough and soon we will have a cashless catering system which means every child goes through the queue system in the same way therefore ensuring that every child can eat a nutritious meal or freshly made sandwich.

IF YOU ARE UNEMPLOYED OR RECEIVE INCOME SUPPORT THEN YOUR CHILD IS ENTITLED TO A FREE SCHOOL MEAL.

If you are eligible we would encourage you to make a claim and use your entitlement – please do not waste it.

If you wish to apply for a free school meal then please complete the attached form and return it to the Local Authority. Further details about the criteria for eligibility are on the back of the form. Please ensure you enclose proof of your entitlement by providing your income support letter and other relevant evidence, when you submit your application.

You can take your application and documentation to the Kirklees Information Point in Dewsbury Town Hall. If you do this then your entitlement to free school meals will be processed on the same day if you call in before 11.30 am.

If you wish the school to do this for you, please send your application and documentation to me at the school and I will arrange for the Business Office to do this for you.

CONFIDENTIALITY WILL BE MAINTAINED AT ALL TIMES.

Should you require further information please contact Mrs Muhammed, the School Business Manager who will be only too pleased to help you.

Yours faithfully

Janet Pruchniewicz (Mrs)
Headteacher