



Garfield Primary
Today's children. tomorrow's future.

16th May 2017

Dear Parent/Carer

Important Information - Free School Meals

It is more important than ever that all families who are entitled to free school meals register their entitlement. This letter explains why and outlines the criteria and procedure for applying.

You may be aware from the news and media that schools will receive some funding according to the number of children/students who are entitled to free school meals and so it is vital that all those families who are eligible claim the support to which they are entitled.

Please be assured that children/students remain anonymous and so there is absolutely no embarrassment involved in claiming what is rightly yours.

You are entitled to free school meals where parents are receiving one of the following:-

- Income Support
- Income-based Job Seeker's Allowance
- Income-based Employment and Support Allowance
- Child Tax Credit only (with no working tax credit, provided that your annual income is less than £16,190)
- The guarantee element of State Pension Credit
- Support from NASS (National Asylum Support Service)
- Universal Credit

If you would like to apply for free school meals, please complete the attached form and return it to Pupil Benefits, P O Box 56, Civic Centre, Silver Street, Enfield EN1 3XQ. Alternatively you can return your form to the School Office and we will forward it to the Local Authority for processing.

If your child already receives free school meals, you do not need to take any further action.

Please do not hesitate to contact the School Office if you require further information. We would be happy to help you complete the forms.

Yours sincerely

Karen Khwaja
Headteacher