



## St. Joseph's Catholic Primary School

155 Aldershot Road, Guildford, Surrey, GU2 8YH  
Tel 01483 888401 E Mail [info@stjosephsguildford.com](mailto:info@stjosephsguildford.com)

Dear Parent/Carer

### Can you help St Joseph's get more funding to educate children?

Part of our funding is based on the number of children at our school who are eligible for free school meals. The Government will give the school more money if more of our parents are eligible for free school meals. If you are eligible, you also have the option to claim school meals free for your child if you wish, it's up to you.

Even if you don't wish to claim the free school meal, you can help us just by letting us know you are eligible, *it really is important that you tell us*. That way we can claim the extra funding from the Government which your child would benefit from.

The details we need to claim more funding are very simple and confidential. If you think that any one of the eligibility criteria overleaf apply to you please can you pop in as soon as possible and see Mrs Helowicz in the school office with your National Insurance Number.

Thank you very much for taking the trouble to read this letter.

Yours sincerely

Mrs Sarah Kemp-Powell  
Headteacher



# Are you eligible?

Please look at the criteria below, if you or your child meet one or more of them, fill in the form attached, sign it and return it to the school office.

Thank you for your help

- Income Support
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- If you receive WORKING TAX CREDIT you do not qualify even if you receive child tax credit and your income is below £16,190
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit



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## Are you eligible?

Please help us by letting us know that you are eligible to claim free school meals; you can also claim free school meals for your child(ren) if you wish

<b>Parent/Guardian Surname:</b>			
<b>Date of Birth:</b>			
<b>National Insurance Number or Asylum Support Reference Number:</b>			
<b>Child(rens) Name(s)</b>			

Children who receive any of the qualifying benefits listed above in their own right are also eligible to receive free school meals.

### DECLARATION:

I agree that the school can use the information provided to process my claim for free school meals by contacting Babcock 4S, who will check entitlement via a secure government website.

I understand that I am responsible for informing the school immediately if I stop receiving one of the qualifying benefits and that my child(ren) may not be entitled to receive free school meals.

By signing this form I am confirming that I have read and fully understood the above declaration.

Signed: .....

Date: .....

**N.B.** This form must be signed by the person who is in receipt of the qualifying benefit



