

5th November 2018

Dear Parent/Guardian/Carer,

We want to make sure that we are providing your child with the best education and support we can. Healthy school food has obvious health benefits and can help students establish healthy habits for life and improve their readiness to learn.

Free School Meals are administered by Leeds City Council and your child could be entitled if you're in receipt of one of the following benefits:

- Universal Credit and you and your partners' annual net earned income is £7,400 or less.
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit and you and your partners' annual taxable income is £16,190 or less.

However, if you or your partner also receive any Working Tax Credit, you will not qualify for Free School Meals, so please wait until this benefit has stopped before you apply.

If you are currently claiming for help with your rent or Council Tax, Leeds City Council will already hold your details and your children will automatically be considered for Free School Meals without you having to fill in any further benefit application forms. This includes children who are changing schools or starting school for the first time in September.

If you do not have a current claim and would like to apply for Free School Meals, please visit the Council's website link: <https://www.leeds.gov.uk/residents/council-tax-and-benefits/free-school-meals>

Alternatively, if you would like help to complete the form, you can visit any Council One Stop Centre or Community Hub and ask for assistance.

Finally, Transitional Protection rules that came into effect from 1st April 2018, mean that whilst Universal Credit is being rolled out to families in Leeds, once your child has a Free School Meals award in place, they will now keep it right through until they leave school. This will apply even if your earnings rise above the new threshold or if you stop being entitled to Universal Credit.

Thank you for reading this letter and remember, by completing an application form you are helping to make sure your child's school is as well funded as possible.

Yours sincerely,



Paul Cooper
Principal