

Wednesday 19<sup>th</sup> July 2017



Dear Parent/Carer,

## Free School Meals

North Somerset Council are changing the way that they process free school meals. If your child is entitled to free school meals, parents will need to reapply every school holiday (so 6 times per year) and eligibility will last for the whole school term. (This is also relevant if you have other children receiving universal free school meals in Reception, Year 1 and Year 2.) Your applications also ensure that the school continues to receive the appropriate Pupil Premium Funding to enable us to maintain the excellent provision that we currently provide.

Each child, in every family will need to be checked individually as the online checker creates a system code for each child.

If parents give schools their permission, schools can check eligibility on their behalf. In order to do this, the school would require the parents full name, National Insurance number and date of birth.

Schools will be sent an email at the beginning of each term detailing who has applied. Anyone who applies mid-term will be able to show schools their eligibility letter. Eligibility starts from the date on the letter, and stops at the end of that term.

The new checker can be found here: [www.n-somerset.gov.uk/fsm](http://www.n-somerset.gov.uk/fsm)

This online checker application will need to be completed during the holidays so that an email has been received by the school for the first day back after the holidays. If the school have not received your application then your child will **NOT** be entitled to Free school meals until the application has been completed.

The entitlement to free school meals will start from the date of application and **NOT** be backdated.

*For example, if your child starts school on Tuesday 5<sup>th</sup> September and you fill out the application on Thursday 7<sup>th</sup> September then you will have to pay for the school meal on Tuesday 5<sup>th</sup> September and Wednesday 6<sup>th</sup> September at a cost of £2.15 per day.*

Therefore, we are asking you to complete the attached form giving the school permission carry out this procedure on your behalf, so that your child is entitled to free school meals from the first day of the term.

Yours sincerely,

Tracy Towler  
Headteacher



I ..... give my permission for Westhaven School to apply for my child/children's free school meal entitlement throughout the academic school year 2017-2018. This will be completed 6 times over the year.

**Child/children's name:**

.....  
.....

**Address :**

.....  
.....  
.....  
.....

**Parent's name:**

.....

**Parent's Date of Birth:**

.....

**Parent's National Insurance Number:**

.....

**Signed:** .....

**Date:** .....