



**Brookland Federation**  
**Brookland Junior School**

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**Headteacher – Mrs M. Barton**

**'Kind, Respectful, Best'**



**Monday 24<sup>th</sup> February 2025**

Dear Parent/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 pupils establish healthy habits for life. Healthy school food can also help to improve pupils' readiness to learn.

Families who receive certain benefits may be eligible for free school meals. Your child is eligible for free school meals if you're in receipt of one of the following benefits:

- Universal Credit with an annual net earned income of no more than £7400, before benefits are taken into account
- 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
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

Registering for free meals could raise an extra £1385 for Brookland Junior School to fund valuable support like extra tuition, additional teaching staff or after school activities.

The additional money is available from central government for every child whose parent is receiving one of the benefits listed above.

To check if your child is eligible you can either use the following link

<https://www.hertfordshire.gov.uk/services/schools-and-education/at-school/free-school-meals/free-school-meals.aspx#year3>

Alternatively we can check on your behalf but we need information about you and your child and consent to check.

Please complete the form below (both sides) and return to the school office by 1<sup>st</sup> April 2025. Please return it directly to the school office as it holds information that is personal to you and your child(ren). By you completing the form and handing it in to us, you are giving us consent to check you eligibility on your behalf.

# Free School Meals Check Form

## ABOUT YOUR CHILD/CHILDREN

Child's Last Name	Child's First Name	Child's Date of Birth DD MM YYYY

## PARENT/GUARDIAN DETAILS

	Parent/Guardian 1	Parent/Guardian 2
First Name		
Last Name		
Date of Birth		
National Insurance Number		
National Asylum Support Service (NASS) Number		
Mobile Number		
Address		

## FAMILY INCOME AND BENEFIT DETAILS

If you receive any of the benefits listed below, please place an x in this box

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS under part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit)
- Working Tax Credit run-on
- Universal Credit

**Universal Credit**

If you are in receipt of Universal Credit, is your net earned family income over £7400 per year?  
(Please place an X in the appropriate box).

Your net earned income is your household income after taxes and deductions. It does not include income through Universal Credit or other benefits that you may receive.

YES       NO       UNSURE

**Child Tax Credit**

If you are in receipt of Child Tax Credit, is your joint gross annual income over £16190 per year?  
(Please place an X in the appropriate box).

Your joint gross income is your household income before taxes are taken into account.

YES       NO       UNSURE

If you're not sure whether you receive one of the listed benefits, or what your household income is, but you would still like us to check whether our child is eligible for free school meals, please place an X in this box

**DECLARATION**

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.

Signature of parent/guardian: .....

Date: .....

Thank you for completing this form and helping make sure you child's school is as well funded as possible.