



Huxlow Science College

Ref: LG/AMW/PC/SS/Gen

May 2017

Dear Parent/Carer,

Many students receive free meals, if you receive one of the following benefits, your child could be eligible to receive this. Every student at Huxlow uses the finger code payment system, so no students are singled out as 'free meals students'. For eligibility you must receive one of the following benefits:

- Income support
- Income based Job Seekers Allowance
- Income related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, with no element of Working Tax Credit, and a household income below £16,190 (as assessed by HM Revenue and Customs)
- Guarantee Element of State Pension Credit
- Universal Credit

However, if you are receiving Working Families Tax Credit and have stopped working, you may qualify for Free School Meals for four weeks (from the date you became unemployed). Or if you have reduced your hours to less than 16 hours per week, you could be eligible for Free School Meals for four weeks from the date your hours reduced.

If you receive one of the above benefits, and would like to apply for a free nutritionally balanced meal for your child/children at school, please contact the Free School Meals Team on 01604 366656, email freeschoolmeals@northamptonshire.gov.uk. You can apply online at www.northamptonshire.gov.uk/freeschoolmeals. or text FSM, your full name, National Insurance Number (or NASS number) your date of birth, your child's name and school to 60622.

What happens next?

- Your claim will be sent to the free school meals team for authorisation.
- The school will be informed within 3 working days when authorisation has been confirmed. You will then need to find out from the school how to order and access the meals.
- The school will receive £2.30 towards the cost of your child's meal.

What if my circumstances change?

You need to let Northamptonshire County Council know if there is a change in circumstances which may affect your child receiving free school meals. Please contact the free school meal team if

- you stop receiving an eligible benefit
- you change your address

freeschoolmeals@northamptonshire.gov.uk

If you require any help or support in checking your eligibility for free school meals, please do not hesitate to get in touch with the free school meals team on the website address above.

All discussions and/or information you provide will remain in the strictest of confidence. Any data collected on the college biometric system for cashless pay will be held securely and not passed on to a third party. This information is used only to identify individual account balances for transaction purposes. Students who qualify for a free school meal cannot be identified from information displayed on digital till readouts. All information on the biometric system is covered by the college's Data Protection registration

Yours sincerely

Mr S Gordon
Headteacher