

20 October 2023

Dear families,

Family Dining Charges

We would like to take this opportunity to remind all our families about our charges for family dining. Across our academy all our students participate in family dining, which is an essential part of our academy day. We eat lunch 'family dining' style and all sit down and eat together as a school; adults eat the school lunch with the children to encourage and model good conversations. We serve each other food and help tidy away together. We value this time and see it as a key learning opportunity.

The academy charges **£2.40 per day per child** for family dining and if you have more than one child attending Dixons Trinity Chapeltown we **automatically apply a discount of 25%**. Charges for family dining are added to your child's ParentPay account on a **weekly basis and these costs should be cleared within 7 days of being placed onto the account**.

After half term we will be transitioning to our new platform for payments which is My Child At School (MCAS). Over recent weeks we have been encouraging families to start using this platform and it is important that if you have not already registered for this that you do so before **Monday 6 November**. If you are unsure of how to do this, please contact reception.

Free School Meal Eligibility

Many families' circumstances may change over the course of the year and it's appropriate at this time to remind families of the criteria below meaning you are eligible for free school meals. Many families may find that in the past they were not eligible but due to a change in circumstances recently they are now eligible to claim. I would strongly advise parents to apply for Free School Meals if you are eligible. To apply, check the criteria and complete the application process outlined below.

Free School Meal Eligibility Criteria

- Income Support
- Income Based Jobseekers Allowance
- Income Related Employment and Support Allowance
- Child Tax Credit with an annual income of less than £16,190, provided they are not receiving Working Tax Credit
- the 'Guaranteed' element of the State Pension Credit
- support under Part VI of the Immigration and Asylum Act 1999 (you will need to apply directly to the school or call the Education Service on 01274 439393)
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit with an annual net earned income threshold of less than £7,400

If a child receives free school meals, they will continue to get them, even if a parent's income changes. This will remain in place until Universal Credit is fully rolled out across the UK.

Students in Reception, Year 1 and Year 2

All children in Reception, Year 1 or Year 2 at a state funded school or academy, will automatically get free school meals through the Universal Infant Free School Meals scheme. Parents do not need to make an application to receive the free meal they get, but if you do receive **benefits** and your child already gets Universal Infant Free School Meals, **you should still apply** for free school meals which means that the academy can claim additional funding which in turn supports your child.



Students in Year 3 – Year 11

Children in Year 3 or above, are only eligible for free school meals if their parents or carers are entitled to benefits, and they make an application for free school meals.

How to apply for Free School Meals

If you live in Leeds and you **do not already receive Housing Benefit or Council Tax Support**, you will need to complete the Leeds City Council online form: leeds-hbnewclaim.egovhub.net/HBNewClaim/launch

If live in Leeds and **you already receive Housing Benefit or Council Tax Support**, you will need to complete the paper form which is attached to this letter and return it to the following address: (You can also get a copy of this form from reception)

Welfare and Benefits (FSM Claims)

Leeds City Council

PO Box 911

Leeds

LS1 9WJ

Please remember you can also apply at any time in the academic year. If you have any questions, please do not hesitate to contact the academy.

Yours faithfully



Emma Hickey
Head of Secondary



Angelique O'Garra
Head of Primary

Application Form for Free School Meals

This application form can be used by the following individuals:

1. Parents or carers who live outside Leeds but have children who attend a school or Academy in Leeds.
2. Parents or carers who live in Leeds but who do not have any direct Rental or Council Tax liability (for example they are living with relatives or friends or are temporarily homeless).
3. Any parent who wishes to claim Free School Meals for children they are fostering or acting as a Family Network Carer under an arrangement sponsored by Social Services.
4. Parents or carers already in receipt of Housing Benefit and/or Council Tax Support who wish to claim Free School Meals for their children now attending school in Leeds.

If you wish to claim help with your rent and/or Council Tax for an address in Leeds, you should complete the full Leeds City Council benefits application form. This will also allow you to claim Free School Meals for all the children under your direct care. You can apply online at <https://www.leeds.gov.uk/residents/council-tax-and-benefits/housing-benefits>

If you have children who live with you but attend schools or Academies outside Leeds, we cannot award Free Meals to them- you must make a separate claim to the Local Authority in which their school is located.

DO I QUALIFY FOR HELP?

You can claim Free School Meals for any child who normally lives with you and who is classed as being under your parental care. To get Free School Meals you must receive one of the following benefits:

- Universal Credit (and your net combined household income is less than £7,400 a year after tax)
- Income Support, Pension Guarantee Credit, Income-based Job Seekers Allowance.
- Income-related Employment Support Allowance
- Child Tax Credit Only (With No Working Tax Credit) and your Annual Taxable Income does not exceed £16,190.

WHICH CHILDREN GET FREE SCHOOL MEALS?

You can claim Free School Meals if you have any children in your care who attend a non-fee-paying school full-time. This includes Academies and Free Schools, those in the sixth form (except Notre Dame and Elliott Hudson Sixth Form Colleges), those attending Pupil Referral Units and Specialist Inclusive Learning Centres and those below Reception age who have full day places at nurseries attached to an LEA maintained school (that is they attend nursery both before and after lunch).

HOW DO I FILL OUT THIS FORM?

Simply complete the questions on the other side of this sheet, making sure that you give us the following details: - your name, address and daytime telephone number, details of yourself and your partner including both your National Insurance Numbers, and details of all children under your care who attend schools or Academies in Leeds, including the name of each establishment. Please do not include children attending a school outside Leeds. Tell us which of the qualifying benefits you receive. We will verify your eligibility using the Government's secure ECS website. If we are unable to determine entitlement using this service, we will write to you to request paper proof of benefit. Finally, read and sign the declaration at the end.

WHERE DO I SEND IT?

Once you have filled in the form, you can hand it back at your child's school, return it to any Council One Stop Centre or Community Hub in the city, or post it to us directly at the following address:

Welfare and Benefits (FSM Claims)

Leeds City Council

PO Box 911

Leeds

LS1 9WJ

Finally, if you are an Asylum Seeker receiving NASS Support, you do not need to complete this form. Simply show your UK Border Agency identification at your child's school and they will contact us directly.

Application Form for Free School Meals

Please complete this form in capital letters:

Parent's Name _____

Address _____

Postcode _____ Telephone number _____

Please provide the following details below about you and your partner (if you have one). We use this information to check your eligibility via a secure government website. If we cannot confirm your details, we will contact you. You may have to provide proof of the qualifying income you receive if we cannot confirm your eligibility (your full award letter). If you provide your telephone number, we can ring you:

Title First Names Surname Date of birth National Insurance number

Please tick the box below to tell us which qualifying benefit you are currently in receipt of:

- | | |
|---|--|
| <input type="checkbox"/> Universal Credit | <input type="checkbox"/> Income-related Employment Support Allowance |
| <input type="checkbox"/> Income Support | <input type="checkbox"/> Child Tax Credit (but not Working Tax Credit) |
| <input type="checkbox"/> Income-based Job Seekers Allowance | <input type="checkbox"/> Guaranteed Pension Credit |

Please list below the children who you want to claim free school meals for – they must normally live with you and attend schools within Leeds. Do not list children who attend schools outside of Leeds:

Title First Names Surname Date of birth Date started Name of School

Please read the statement below and then sign and date the form:

- This is my claim for Free School Meals **ONLY**.
- I declare that all the information I have given is correct and complete to the best of my knowledge.
- I authorise Leeds Welfare & Benefits Service to make any necessary enquiries to verify the details I have provided and to cross check them with other council departments, councils and benefit authorities.
- I understand that if I give information which is incorrect, or fail to report any changes which may affect my entitlement to benefit I may be prosecuted.
- I am aware that I have a duty to notify Leeds Welfare & Benefits Service in writing immediately of any changes in my circumstances which might affect my entitlement to Free School Meals, including change of income, change of address or change of school.
- I understand that the information I have provided on this form may be used by Leeds City Council to prevent and detect fraud.

Signature of person claiming: _____

Date: _____