

Archdiocese of Southwark
London Borough of Lewisham

St. Augustine's Catholic Primary School

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Co-Headteachers: Mrs H. Jarvis & Miss A. Maat

Assistant Headteacher: Mrs L. Scheuermann

School Business Manager: Mrs J. Santarossa

20th April 2018

Dear Parents/Carers

Increase to School Dinners

I write to inform you that we have been notified by the London Borough of Lewisham of a School Meal increase. Please be advised that the increase from £2.10 to £2.20 per day will take effect from 1st May 2018. Your Parentpay account will be updated to reflect this change.

Eligibility Criteria for free school meals

Families are eligible for free school meals if they receive one or more of the following benefits:

- **Income- based:** Jobseeker's Allowance (**Not eligible if on contribution based Jobseeker's Allowance**)
- **Income –related:** Employment Support Allowance (**Not eligible if on contribution based Employment Support Allowance**)
- Income Support
- Universal Credit
- The guaranteed element of state pension credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Child tax credit

And If the combined annual household income is below £16,190 (**please note if their income is below £16,190 and they are not on any benefits they will not be eligible**)

Please note if they receive working tax credit they will not be eligible for free school meals (**This applies even to those household with combined income below £16,190**)

Please note in case where one partner/spouse in the household is on benefit and the other is on annual income above £16,190 the family will not be eligible for free school meals.

Applying for free school meals

Parent / Guardian can apply for free school meals via Lewisham council website which you can find on the reverse of this letter.

<http://www.lewisham.gov.uk/myservices/education/student-pupil-support/Pages/free-school-meals.aspx>

You will have to create an account and after verifying the account via your email they will then be able to complete an online application and submit.

When creating an account you need to make sure you input the following information

- Your Full name as registered with HMRC
- Your Full address as registered with HMRC
- Your contact details email and telephone

You will have to verify the account by clicking on a link sent to their email address and then you can log back in and submit an application.

When completing the online application you need to make sure you input the following info

- Your full National Insurance number as registered with HMRC
- Your full date of birth as registered with HMRC

You need to make sure you input the details of all your children who are of school age as follows:

- The full name as per birth certificate
- Their full address
- Their full date of birth
- The name of the school they are attending and the date they started there

Yours sincerely

Mrs J Santarossa
School Business Manager