

Graveley Primary School
A Church of England (VC) School
Headteacher Mrs Nicky Hand



Ashwell Common, Graveley Nr Hitchin, Hertfordshire SG4 7LJ
Telephone: 01438 351377 Email: admin@graveley.herts.sch.uk

Dear Parent,

We want to make sure that we are providing your child with the best education and support we can. Healthy school food can help pupils establish healthy habits for life and help to improve pupils' readiness to learn.

You may be entitled to receive free school meals if you are in receipt of certain benefits or support. You could also raise additional pupil premium funding for your child's school to fund support like extra tuition, additional teaching staff or after school activities. The information collected in this form will allow us to make this assessment. **Parents of pupils already receiving Free School Meals will be required to complete this form again so we can carry out an annual eligibility recheck.**

You only need to complete this form once. Subsequent rechecks of your eligibility will be carried out annually to assess whether you continue to be eligible for free school meals. Should you move your child to a new school, your child's new school may proactively assess whether you continue to be eligible for free school meals. You should contact the school or local authority if you have a change in financial circumstances.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information. We will use the information you provide to assess entitlement to free school meals. The information may also be shared with other Council departments to offer benefits and services.

What to do

To see if your children can get/continue to get free school meals (FSM), please fill in all sections of this form and return it to the school office as soon as possible.

If there is any information you cannot find, or you are having problems understanding, please contact the school office (admin@graveley.herts.sch.uk).

Kind regards,

Mrs Nicky Hand (Headteacher)

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Contact email (We'll use your email to address to confirm your application or for more information)

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Children and school details

Include all children that will be attending this school. Print extra sheets if you need them.

Child 1							
First name							
Last name							
Date of birth (DD/MM/YYYY)							
Include details of child's previous school (optional)							
School name							
School postcode							

Child 2							
First name							
Last name							
Date of birth (DD/MM/YYYY)							
Include details of child's previous school (optional)							
School name							
School postcode							

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Additional children

Print extra sheets if you need them.

Child								
First name								
Last name								
Date of birth (DD/MM/YYYY)								
Include details of child's previous school (optional)								
School name								
School postcode								

Declaration

By signing below, I confirm that:

I allow the use of the data in this form for the purpose of checking whether my children are entitled to free school meals.

I allow the sharing of the above data with the schools my children attend and its local authority, for the purpose of providing free school meals if entitlement is confirmed.

This includes re-applying for free school meals in future.

Signature

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Date (DD/MM/YYYY)

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