September 2018

Dear Parent/Carer

Teesdale School receives funding from the Government to cover the costs of providing education. This can include all school running costs, such as employing teachers and support staff, books and equipment, computers, expenses on our school building and free school meals.

The school receives additional funding (known as the pupil premium) for pupils whose families receive certain benefits.

It is in **all** our interests that we bring in as much money as we can to support our school and ensure all of our children get the best possible education. To help your child and your school, we can do a very quick eligibility check for this additional funding via Durham County Council. In order to do this we require some simple information.

The information we need is:

**Full name of Parent/Guardian**

**Date of Birth**

**National Insurance Number or**

**Asylum Seekers Reference Number**

For the whole of the time your child is in our school this is the only information we will need to check (unless your surname changes) and therefore are asking all parents, no matter what your current circumstances are to complete the above. Please rest assured that the information you provide is confidential and will be treated with the strictest confidence and safe keeping.

If you could provide the information on the attached form, sign and return it to the school, we will do the rest. If your child is entitled to receive the additional funding and a free school meal we will let you know the outcome as soon as possible.

Many thanks for your help.

Kind regards

**Ms Clare Ellis**

Head Teacher

**School Contact: Mrs C Dowson Telephone: 01833 638166**

**Email: office@teesdaleschool.co.uk**

**FREE SCHOOL MEALS ENTITLEMENT CHECK**

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| **Name of student** | | | | | | | | | | | | | | | | | | | | | | | | **Year group** | | | | |
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| **Surname of parent/carer who is in receipt of an eligible benefit** *(Please print)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **National insurance number of parent/carer who is in receipt who is in receipt of an eligible benefit** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **OR Asylum seekers reference number:** | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| **DOB of parent/carer** | | | | | | | | |  | | |  | | **/** | |  | |  | | **/** |  | | | |  |  | |  |
| *I hereby give consent to a check for Free School Meals eligibility, via Durham County Council’s Benefit Systems and the Department for Education’s online service which includes data from HMRC and DWP. (Communication with Durham County Council may be subject to monitoring and recording.) I understand that it is my responsibility to inform the school if I no longer receive the relevant benefit.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Parent/carer signature** | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| **Date** | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| **Home to school transport entitlement**  *(Please note a separate application must be made to the school transport section).*  A national policy provides extended rights to pupils eligible for free school meals or whose parents receive their maximum level of Working Tax Credit. This provides transport for secondary school pupils when:   * One of the three nearest qualifying secondary schools, where the school is more than two but less than six miles from the child’s home, and * the nearest suitable school preferred because of religion or belief for pupils whose parent(s) adhere to that particular faith, where that school is more than 2 but less than 15 miles from the child’s home. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **FOR SCHOOL USE ONLY** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Approved/ not approved** |  | | | **Date** |  | | | **Academic year** | |  | | | | | **Completed by** | | | |  | | | **Check no** | | | | |  | |
| **Approved/ not approved** |  | | | **Date** |  | | | **Academic year** | |  | | | | | **Completed by** | | | |  | | | **Check no** | | | | |  | |
| **Approved/ not approved** |  | | | **Date** |  | | | **Academic year** | |  | | | | | **Completed by** | | | |  | | | **Check no** | | | | |  | |
| **Approved/ not approved** |  | | | **Date** |  | | | **Academic year** | |  | | | | | **Completed by** | | | |  | | | **Check no** | | | | |  | |