

## WH/RNM/ENTITLEMENTS

4<sup>th</sup> January 2018

Dear Parents/Carers

We would never want any of our school community to be missing any benefits to which they are entitled, and some may be able to access free school meals, which could represent a saving of over £420 a year. The guidance for this is not straight forward, so I hope the below is helpful.

### **Who is eligible for free school meals?**

Your child might be able to get free school meals if you receive any of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit 'run-on' (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit

There is more detailed guidance on the Leeds City Council website, <http://www.leeds.gov.uk/residents/Pages/FreeSchoolMeals.aspx>. Alternatively support is available through the Leeds Welfare and Benefits Service on 0113 222 4404.

### **What do you do if you discover you are able to have free school meals?**

If you already receive Housing Benefit and/or Council Tax Support you should notify a One Stop Centre or your local housing office that you wish to claim a free school meal. Alternatively you can ring the Leeds Welfare and Benefits Service on 0113 222 4404. In this circumstance we will be notified directly that you have an entitlement.

---

Clifford Moor Road, Boston Spa, Leeds LS23 6RW

T: 01937 846636

E: [info@bostonspa.leeds.sch.uk](mailto:info@bostonspa.leeds.sch.uk)

W: [www.bostonspa.leeds.sch.uk](http://www.bostonspa.leeds.sch.uk)

 @BostonSpaAcademy

If you do not already receive Housing Benefit and/or Council Tax Support you will need to complete a Benefits Claim Form, obtainable from One Stop Centre or your local housing office, alternatively you can ring 0113 222 4404.

If you live with relatives or friends in Leeds and do not have any direct housing costs you will need to complete a Benefits Claim Form, obtainable from One Stop Centre, the local housing office, alternatively you can ring 0113 222 4404.

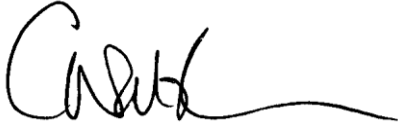
If you are an asylum seeker and currently receiving NASS Support, you do not need to fill in a form. You should bring your Home Office letter confirming your name, date of birth and 9 Digit NASS Reference Number into school and Mrs Spink will be able to support you.

**Where do you send the form?**

The signed and completed form should be sent to Welfare & Benefits, Room 55, Hough Top Court, Leeds LS13 4QP, or you can hand it in at any One Stop Centre or your local housing office.

If you require any support with the above please contact Mrs Spink via Reception, on 01937 846 636 and she will be pleased to provide support.

Yours sincerely

A handwritten signature in black ink, appearing to read 'CWALSH', with a long horizontal flourish extending to the right.

CHRISTOPHER WALSH  
Principal