

15 April 2020

Dear Parent/Carer

### Eligibility for free school meals – How to apply

I am acutely aware of the financial difficulties the current Covid-19 situation may well be causing to families. I thought it would help to remind you of the criteria, where if a parent/carers receives at least one of the following, children may be able to receive free school meals:

- Universal Credit – *(providing you have an annual net earned income of no more than £7,400 as assessed by earnings from up to three of your most recent assessment periods)*
- *Income Support*
- Income Based Jobseekers Allowance
- Income Related Employment and Support Allowance
- The Guaranteed Element of Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit - *provided you are not also entitled to Working Tax Credit and have an annual gross income as assessed by Her Majesty's Revenue and Customs of no more than £16,190*
- A 'Run-On' of Working Tax Credit - *paid for 4 weeks after you stop qualifying for Working Tax Credit*

Students who receive any of the above benefits in their own right, are also entitled to free school meals.

For full information please visit the RCBC website here: <https://www.redcar-cleveland.gov.uk/resident/schools-and-learning/advice/Pages/Free-School-Meals.aspx>

If you think you might be entitled to claim for your child/children, please download and complete the application form available on the RCBC website or visit our website here: [www.normanby.outwood.com/letters-to-parents](http://www.normanby.outwood.com/letters-to-parents) Here you can also download our guide to completing the form online, particularly as it is in the format of a PDF.

Email the completed application form to: [educationalbenefits@redcar-cleveland.gov.uk](mailto:educationalbenefits@redcar-cleveland.gov.uk)

Alternatively you can print and complete the form and post it to: Educational Benefits, Redcar & Cleveland House, Kirkleatham Street, Redcar, TS10 1RT

Some parents are embarrassed to ask for help. I would assure you that we keep all communication in this regard confidential and that the process of recording the children receiving free school meals is very discreet.

Yours faithfully



Andrew Wappat  
Principal