



June 2017

Dear Parent/Guardian

**Provision of Free School Meals**

Thank you for your enquiry regarding free school meals.

Surrey County Council through Babcock 4S provide a simple service to process claims for free school meals by checking entitlement via a secure government website.

Parents/guardians are asked to complete the free school meal application form and your entitlement will be checked at termly intervals throughout your child(rens) time with Royal Alexandra & Albert School removing the need for you to provide to us with copies of eligibility documents.

In order to qualify for Free School Meals, the parent/guardian must be in receipt of one of the following:

- Income Support
- Income Based Job Seeker's Allowance
- Income Related Employment and Support Allowance (IRESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The 'Guaranteed' element of State Pension Credit
- Child Tax Credit, provided neither you nor your partner is entitled to Working Tax Credit and have an annual income of less than the current threshold of £16,190. If you or your partner is in receipt of Working Tax Credit, you are **not** entitled to Free School Meals, even if your annual income is below the current threshold of £16,190
- Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Universal Credit

I look forward to receiving your completed application form, please be assured all replies will be kept strictly confidential.

Yours faithfully

Gemma Goodman  
Data & Examinations Administrator