



June 2018

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 at the 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:

- Universal Credit with an annual net earned income of no more than £7,400
- Income Support
- Income based Jobseeker's Allowance (IBJSA)
- Income related Employment and Support Allowance (IRESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual gross income of no more than £16,190, as assessed by HMRC
 - N.B. If you receive Working Tax Credit you do NOT qualify even if you receive child tax credit and your income is below £16,190
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax 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