

June 2020

Dear Parent / Carer

Free school meals are available to any full-time student (aged 5-18) who is still at school and eligible, even if your child chooses not to take a meal. By receiving your correct entitlement for free school meals, this also means that Rooks Heath College will receive increased funding and ultimately improve the level of resources we can provide for your child's education. A substantial amount of this funding does not reach schools because not all parents who are eligible apply for free school meals for their child. As all students at the College now use the biometric system in the canteen, very few staff are aware of a student's entitlement, which ensures that the whole process runs discretely.

Please complete our Free School Meal application form and return to the College Reception or email to finance@rooksheath.harrow.sch.uk. We will use the information provided to run a check on your eligibility via the London Grid for Learning - Free School Meal Eligibility Checker. In some cases, we may need you to also provide the appropriate documents to support your application which will need to be dated within the last 3 months. Eligibility for Free School Meals cannot be backdated. If your child is receiving free school meals at their current school, your entitlement will continue. However, please note that this will not happen until your previous school has confirmed directly with us. Please be aware that this process may delay your entitlement and you will need to make alternative arrangements. We will email or telephone you to confirm the result of your application.

Whilst Universal Credit is being rolled out and the phasing out of other income-based benefits (expected to complete in March 2022), you now only need to complete this form once and it will last for the duration of your child's time at Rooks Heath until the end of Year 11.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information. We will only use the information you provide to assess entitlement to free school meals.

Please do not hesitate to contact me if you require any assistance completing this form.

Yours faithfully



Jacqueline Wright
Director of Business