



# Shiplake CE Primary School

Memorial Avenue, Shiplake, Henley on Thames, Oxon, RG9 4DN

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**Headteacher**  
Miss Katherine Page

**Deputy Headteacher**  
Miss Leigh Leadbetter

**Chair of Governors**  
Mrs Alison Weir

Dear Parent/Guardian

## APPLICATION FOR FREE SCHOOL MEALS

We would like to make you aware of the 'Free School Meals' scheme which operates in our School.

Pupils whose parents/guardians are in receipt of particular support payments and meet certain criteria may be eligible to receive free school meals. The relevant support payments include:

- Income Support (IS) or Employment Support Allowance (IR) (ESA(IR)) – proof of entitlement is in the form of a Job Centre plus letter or FF260 form or letter from the Department of Work & Pensions. ESA (C) is not eligible
- Income Based Jobseekers Allowance (IBJSA) – proof of entitlement is in the form of a Job Centre plus letter.
- Support under part VI of the Immigration and Asylum Act 1999 – proof of entitlement is in the form of a Home Office letter.
- Child Tax Credit, provided that Working Tax Credit is not included, and that your 'annual income for Tax Credit purposes' does not exceed a threshold figure. – proof of entitlement is assessed by the 'TC602 Award Notice'
- The Guarantee element of State Pension Credit will be an additional qualifying 'benefit' – proof of entitlement is assessed by the 'Pension Credit M1000 Award Notice'.

Should you feel you might qualify, please contact the School Office for an application form and return this with your proof of entitlement (original up to date copies must be produced and are unable to authorise for free school meals without the necessary paperwork).

Should you be entitled to the free school meals scheme you should be aware that you have a legal duty to inform your school of any changes to your support payment. Re-application to the scheme will be required on a six monthly basis.

Yours sincerely

Katherine Page  
Headteacher



[www.shiplakeprimary.org.uk](http://www.shiplakeprimary.org.uk)

