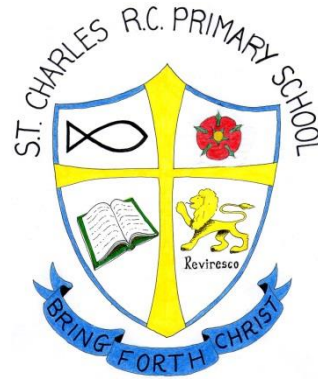


# ST CHARLES' RC PRIMARY SCHOOL

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Head teacher: Mrs V Baker BA (Hons) ALCM PGCE



3 November 2014

Dear Reception Class Parents,

## Pupil Premium Grant 2014 - We need to know if you are eligible!

I have written to you in the past to let you know that all Infant children (which of course includes your child) are entitled to a free meal at school during the day. We are delighted that so many parents have encouraged their children to try school meals and have been heartened by the many clean plates!

In the past, parents income has been assessed to see whether their child has been entitled to a free meal at lunchtime in school. From September this year, things have changed as all infant children can have a free meal however there is a little confusion about whether it is important for parents to apply for the Pupil Premium Grant. I would like to give you a little more information.

The Pupil Premium Grant (PPG) was introduced by the Coalition Government in 2012 with the aim of addressing the gap between the achievements of children. Historically, many children who come from families with a lower income go on to achieve less well. The PPG (in 2014) is £1,300 for every primary school child from a family on a lower income. Last year, we received roughly £66,000 in PPG which has provided additional specialist teachers in reading, writing and maths on a 1-1 basis for the children with the greatest difficulties as well as extra teacher assistant time. We have also bought specialist resources for these projects and invested in high quality training.

Children who are entitled to PPG receive free milk, fruit, music tuition and any additional costs of trips [a visit to the theatre which would usually cost £10-£12] are paid for through the PPG budget. We subsidise our many and varied extra-curricular activities partly through PPG and this allows us to offer a rich and varied diet of sports activities, as your children will soon discover.

But... we have had very few PPG applications from Reception class parents and I'm writing to you to let you know how important the PPG money is to us at St Charles. I find the form very hard to understand (but I'm getting there!) so please don't feel uncomfortable about asking any questions - there really is no such thing as a daft question!

We treat all information you give us in school confidentially, it is shared only on a 'need to know' basis and we ensure that all children are treated fairly when letters are sent out requesting money. If necessary, every child will receive a letter in a sealed envelope (probably far less crucial in Reception class!) so that PPG children cannot be identified by other children in their class. Attached is an application form which we would be grateful to receive back.

Warm Regards,

Mrs Vivien Baker  
Head teacher

# ST CHARLES' RC PRIMARY SCHOOL

## PPG APPLICATION

### PARENT/GUARDIAN DETAILS

	Parent/Guardian 1	Parent/Guardian 2
Last name		
First Name		
Date of Birth	DD MM YYYY	DD MM YYYY
National Insurance Number*		
National Asylum Support Service (NASS) Number*	/ /	/ /
Daytime Telephone Number		
Mobile Number		
Address		
	Postcode:	Postcode:

\* Complete as appropriate

### FAMILY INCOME AND BENEFIT DETAILS

Is your joint family income over £16,190 per year? (Please place an X in the appropriate box).

Yes  No

If you have ticked yes, you do not need to complete the next section and can go straight to the declaration at the end of the form.

If you ticked no, please place an X in this box if you<sup>1</sup> are in receipt of any of the benefits listed below:

- 
- Income Support
  - Income-based Jobseekers Allowance
  - Income-related Employment and Support Allowance
  - Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
  - the guarantee element of State Pension Credit
  - Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
  - Working Tax Credit run-on
  - Universal Credit.

Please place an X in this box if you are not sure whether your joint family income is over £16,190, or whether you are in receipt of one of the benefits listed above, but you would still like us to check whether your child is eligible for free school meals:

### DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.

Signature of parent/guardian: .....

Date:.....

<sup>1</sup> This includes those who have parental rights for the child/children named on this form.

## About this form

From September 2014 all children who are in reception, year 1 or year 2 in a state-funded school will be offered a free healthy school lunch. Children in other school years will also be offered a free school lunch if their parent is receiving any of the welfare benefits listed overleaf.

## Registering could raise money for your child's school

Registering for free meals could raise an extra £1,300 for your child's school, to fund valuable support like extra tuition, additional teaching staff or after school activities.

This additional money is available from central government for every child whose parent is receiving one of the welfare benefits listed in the form. It is therefore important to sign up for free school meals, even if your child is in reception, year 1 or year 2, so that your child's school receives as much funding as possible.

## How the information in this form will be used

The information you provide in this form will be used by the council to confirm receipt of one of the listed welfare benefits. Once this is confirmed, this helps to decide how much money your child's school will receive each year.

The information will also be used in relation to children in year 3 or above to decide whether they are eligible for free school meals.

You only need to complete this form once and it will last for the duration of your child's time at their current school.

**Thank you for completing this form and helping to make sure your child's school is as well funded as possible.**

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 use the information you provide to assess entitlement to free school meals. The information may also be shared with other Council departments to offer benefits and services.

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