

Lanchester E.P. Primary School & Nursery
A Caring Community Where All Can Flourish



Meal Transfer Form

Please fill in this form **ONLY** if your child is changing their meal type, and give to the school office by **Friday 12th July**, so that we can prepare for September.

Please remember if your child is moving from Year 2 to Year 3, from September your child's meal will cost £2.05 per day (£10.25 per week) unless you are entitled to Free School Meals (the criteria for this is detailed on the back of this letter - please apply if you think you are eligible).

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|---------------------------------------|--|
| Name of Child: | |
| Class: | |
| Type of meal receiving at the moment: | |
| Type of meal changing to: | |
| Date: | |
| Signature of Parent/Guardian: | |

If you are changing from School Meals to Packed Lunches, you will need to make sure that your payments for school meals are up to date, and will not be able to change until any arrears have been paid, or there has been an arrangement made with the office to pay off the outstanding balance.

If your child is changing to School Meals, you will need to fill in a menu, available from the School Office. Otherwise your child will be given a default vegetarian meal pattern.

Staff Use Only:

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| Meal Pattern Changed on SIMS: | |
| Menu Received (if changing to school dinners): | |
| Bands List Updated: | |
| Kitchen Lists Updated (if applicable): | |
| Dinner Money Arrears Paid Off: | |

Early Years Pupil Premium & Pupil Premium Entitlement

All schools receive additional funding (known as early years pupil premium, or pupil premium) for pupils whose families are in receipt of the benefits below:

- Universal Credit with an earnings threshold **that doesn't exceed £7,400**
- Income Support
- Income Based Jobseekers Allowance
- Income Related Employment and Support Allowance
- Child Tax Credit, provided you **are not** entitled to Working Tax Credit and have an annual income, as assessed by HMRC that does not exceed £16,190
- Guaranteed Element of State Pension Credit
- Where a parent is entitled to Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit).
- Support under part VI of the Immigration and Asylum Act 1999.

If you are eligible for Pupil Premium, your child will be entitled to Free School Meals. However, if your child will be on packed lunches it is still worth applying for Pupil Premium, as we will still get extra funding for the school.

It is in **all** our interests that we bring in as much money as we can to support our school and ensure all of our children get the best possible education. To help your child and your school, we can do a very quick eligibility check for this additional funding via Durham County Council.

Please rest assured that the information you provide is confidential. If your child is entitled to receive the additional funding you will be informed by the School Office.

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|--|--|
| Pupil Name | |
| Parent/Carer's Surname | |
| Parent/Carer's Date of Birth | |
| Parent/Carer's National Insurance Number | |
| Asylum Seekers' Reference Number (if applicable) | |

I hereby give consent to a check via Durham County Council and the Department for Education's eligibility checking system. This check will be carried out on a yearly basis.

I understand that it is my responsibility to inform the school if I no longer receive the relevant benefit.

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|------------------------|
| Signed (Parent/Carer): |
| Date: |