

May 2020



**West Kirby**  
Grammar School

Graham Road, West Kirby, Wirral CH48 5DP

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[www.wkgs.org](http://www.wkgs.org)

Dear Parents and Carers

The Free School Meal entitlement system has changed, if you are receiving certain benefits a tasty and nutritious, free meal is available for your child. ***Even if you are already eligible for Free School Meals you need to re-register for the new online service by following the link given below, which is also on the WKGS website.*** Alternatively, complete the attached form and we will register on your behalf.

<https://www.cloudforedu.org.uk/ofsm/sims-wirral/>

Please click on NEW APPLICATION

Remember..... just registering your child for Free School Meals means that WKGS receives extra funding, to support your child's education, even if you don't take up the free meal. Registration is completely confidential and will not affect any other benefits you may be claiming. The system of payment for the meals happens in the same way for everyone, other pupils and canteen staff do not know who receives a free school meal.

By registering your child now, the system will check your status every 2 weeks and automatically update when children fall in and out of entitlement without having to re-register.

If you wish WKGS to process your claim on your behalf you must complete the consent form attached and sign to give permission for school to complete. The completed form should be emailed to [finance@wkgs.net](mailto:finance@wkgs.net).

If you do not qualify for FSM and are struggling with affording food then please call the Wirral Council's Coronavirus helpline on 666 5050 or apply online at [www.wirral.gov.uk/foodhelp](http://www.wirral.gov.uk/foodhelp). Please note that in the referral section you should put West Kirby Grammar School.

If you have any questions or need any help please email [finance@wkgs.net](mailto:finance@wkgs.net)

Yours sincerely

*N McDonald*

N McDonald (Mrs)  
School Business Manager

## Online Free School Meals – Consent Form

- I agree that you will use the information provided to process my claim for free school meals and that you will contact other sources as allowed by law to verify my initial, and ongoing, entitlement.
- I agree that the information may be used to ensure accuracy of records across the local authority and the check against fraud.
- I agree that you can inform the school attended by my child of their initial and ongoing entitlement to free school meals.

Eligibility is based on one of the following benefits:

- Universal Credit
- Income Support
- Income-based Job Seekers Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guarantee element of pension credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on, paid for four weeks after you stop qualifying for Working Tax Credit

**Please complete the form by printing clearly**

Your name (including Mr/Mrs/Ms)	
Parental/Carer National Insurance Number	
Parent/Carer Date of Birth	
Your Email	
Your Phone Number	
Home address (first line & post code)	
Child's name	
Child's Date of Birth	

I confirm that I have parental/carer responsibility and that the child/children live with me. I agree that you will use the information provided only to process my claim for free school meals.

Signed: ..... Date: .....