



The Holt School Free School Meal Policy/Procedure November 2016

Version	DATE	DESCRIPTION
1	October 2012	Policy review
2	November 2016	Policy review

Reviewed	November 2016
Responsibility	Mrs J Perry
Committee	Finance & Premises
Review Date	November 2019

The Holt School Free School Meal policy states that any pupil who qualifies for a Free School Meal will be dealt with promptly and in a sympathetic manner.

New Intake into Year 7, Mid-Year Joiner

Upon accepting a place at The Holt School, each student is given a welcome pack including a Data Checking Sheet. This sheet is completed by the Parent/Guardian and returned to the school. One of the fields there to be completed is the meal type. If a Parent/Guardian ticks Free School Meal, the Data Assistant will make contact with the Parent/Guardian to ask them to complete a Free School Meal Application form. On receipt of the completed form, the Data Assistant will process the application and if approved by Wokingham BC, the student becomes eligible for a Free Meal when she starts at The Holt School.

Ad-Hoc requests

At any point during the school year a Parent/Guardian can apply for their daughter/son to have Free School Meals.

Usually they would ask at the School Office and the receptionist would then pass the enquiry on to the Data Assistant who will make contact with the parent. The parent will be required to complete a Free School Meal Application form. Upon receipt of the completed form, the Data Assistant will process the application and if approved by Wokingham BC, the student becomes eligible for a Free Meal the next day.

How the Student Purchases their Meal

The Holt School operates a cashless catering system. Those students taking Free School Meals will automatically have a free meal allowance. This is for up to £3.20 per day, sufficient to purchase a two course meal and a drink. The student will be encouraged to have a set meal or a meal consisting of carbohydrates, protein and at least one portion of fruit and vegetable at lunchtime from the cafe. The allowance can also be used at break time.

Processing an Application for Free School Meals

When an application for Free School Meals is received, the contents of the application form are entered onto a spreadsheet and sent to WBC via S2S. They process the form and return it to The Holt School within a few days. This will show a True or False setting. If the application has been returned with a True, then the parent and student will be informed that they are eligible for Free School Meals from the next day.

If the application has been returned with a False, then they are not eligible for Free School Meals and the Data Assistant will contact the parent to let them know. We will not know why, only that they are not entitled. It is then up to the parent to produce evidence that they are entitled and to contact the benefits office to make sure they are correctly entered on the system. If they can show recent documentary evidence, we can provide Free School Meals in the interim until the parent has resolved the issue with the benefits office. Further checks will be made during the Termly Verification.

Termly Verification

At the beginning of each school term, WBC will send a file to the school via S2S listing all the students who have previously applied for Free School Meals with a True or False setting against each name. The Data Assistant will make contact with any parents where a False is returned where there was previously a True. This would indicate a change of circumstances and the student is no longer entitled.

When a Student is no longer entitled to Free School Meals

If for any reason a student is no longer eligible for free school meals, e.g. a False has been returned during the Termly Verification or a parent has contacted the school to indicate change of circumstances, the Data Assistant will update the student records and the Free School Meals list.

The Parent/Guardian can at any time re-apply for free meals by completing a new Free School Meals Application form.

It is noted that it is the responsibility of the Parent/Guardian to inform The Holt School of a change in circumstances that means that a student is no longer entitled to Free School Meals.

Attached to this Policy

1. Blank Application for Free School Meals form
2. Blank Data Checking Sheet



APPLICATION FOR FREE SCHOOL MEALS

Sections 1 to 3 of this form must be completed in full to process your application. Please read the guidance notes first.

Part 1: Details of Parent / Guardian			
Surname			
Other names			
Date of Birth			
Relationship to child(ren)			
National Insurance Number or National Asylum Service No. (NASS)			
Part 2: Details of each dependent child who needs free school meals			
Surname	Other names	Date of Birth	School attended at present
Part 3: Declaration by applicant			
<p>I CERTIFY THAT THE INFORMATION GIVEN IS TO THE BEST OF MY KNOWLEDGE AND BELIEF CORRECT.</p> <p>I confirm that I will inform the School immediately of any change in my circumstances.</p> <p>I agree that you will use the information I have provided to process my claim for free school meals and will contact other sources as allowed by the law to verify my initial, and ongoing, entitlement.</p> <p>I understand that the results of any free school meal eligibility check may also be used to assess my entitlement to claim other benefits related to my child's education, e.g. school travel.</p>			
Signature of Applicant:		Date:	



THE HOLT SCHOOL

DATA CHECKING SHEET

Please check that the information below is correct.
Complete any missing details, and return to the school office.
Explanatory Notes for each section are contained on the back of this sheet.

Forename:	Surname:
THE NAME ENTERED ABOVE WILL APPEAR ON YOUR DAUGHTER'S EXAMINATION CERTIFICATES AND MUST MATCH HER PASSPORT AND BIRTH CERTIFICATE.	
Chosen name:	Middle name:
Date of Birth:	Reg Group:
Address:	Parent/Guardian Salutation:
Home Telephone:	

Priority	Name/Relationship	Home Address/Phone/Mobile	Work Phone/Email
1		Mobile: Email:	Tel: Email:
2		Tel: Mobile: Email:	Tel: Email:

Travel Arrangements:	Route:
If the above information is incorrect, please tick the <u>main</u> method by which your daughter gets to school	
<input type="checkbox"/> Car Share <input type="checkbox"/> Car/Van <input type="checkbox"/> School Bus <input type="checkbox"/> Public Bus <input type="checkbox"/> Cycle <input type="checkbox"/> Taxi <input type="checkbox"/> Train <input type="checkbox"/> Walk <input type="checkbox"/> Other	

Meal Arrangement:	
If the above information is incorrect, please tick the predominant meal choice.	
<input type="checkbox"/> Free School Meal <input type="checkbox"/> Paid School Meal <input type="checkbox"/> Sandwiches <input type="checkbox"/> Home <input type="checkbox"/> Other	

Medical Practice:	Tel Number:
Address:	
Medical Information:	

DATA PROTECTION

If you have read and returned previous Data Notices your response is given below. (Please see the explanation overleaf). Obtained
Please read the attached Fair Processing Notice and cross out one of these two statements:
I give permission for the school to pass relevant information to Connexions:
I want the school to pass only name and address details to Connexions:

I give the school permission to use <student>'s photograph on the school website:	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
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The following information is required from us by the LA for an annual survey:	
Ethnic Background :	Religion:
Home Language:	First Language:

BROADMOOR ALARM (S - Stay at School, G – Go Home): S

SERVICE CHILD IN EDUCATION?:

PARENTAL OCCUPATIONS [Optional]

It is very helpful for us to have some indication of the personal contacts and the range of skills within the parent body. If you are happy to provide this information, we will treat it as confidential and never use it without prior consultation with you.	
EMPLOYER (Contact 1):	Role:
EMPLOYER (Contact 2):	Role:

Please sign the form to show that you have checked the information and that it is accurate. Thank You.

PARENT/GUARDIAN SIGNATURES:

[1]

[2]

Relationship: _____

Relationship: _____

EXPLANATORY NOTES AND SPECIMEN STUDENT DATA CHECKING SHEET

[This is an example sheet with explanations of why we need this information, often in a particular way. "Dummy" data appears in **bold** and explanations and requests appear in [square brackets] underneath an item.

FORENAME: Sally Anne	SURNAME: Gallask
[FORENAMES, MIDDLE NAMES and SURNAMES should be as on the Birth Certificate . We use these for examination entry.]	
CHOSEN NAME: Sally Gallask	MIDDLE NAME: Jemima
[We shall try to use chosen names on school lists wherever possible.]	
D.O.B: 11 Jan 1995	
ADDRESS: 123 Westhampstead Avenue, Crowthorne, Berkshire, RG41 7QQ	
HOME PHONE NO: 0118 979 2105	
PARENTS/GUARDIANS SALUTATION (including Title or Rank): Mr and Mrs Gallask	

DAYTIME EMERGENCY CONTACTS

PRIORITY NAME	ADDRESS AND PHONE NUMBERS	WORK PLACE AND CONTACT NUMBERS
[The order in which we try to make contact in an emergency]		
The email addresses given here will be used by the school to communicate with you, send newsletters and trip information, so please ensure they are correct.		
1. Mrs Anita Gallask Mother	123 Westhampstead Avenue, Wokingham, Berkshire, RG41 7QQ Tel: 0118 979 2105 Email: gallaska@yahoo.co.uk	Wokingham Florists (10am-2pm) 0118 975 2365 a.gallask@wokflorists.co.uk
2. Mr Peter Gallask Father	123 Westhampstead Avenue, Wokingham, Berkshire, RG41 7QQ Tel: 0118 979 2105 Email: gallaskp@gmail.com	Bracknell Computers (9am-5pm) 01344 926335 gallaskp@bracknellit.co.uk

TRAVEL ARRANGEMENTS TO THE HOLT SCHOOL: e.g. Cycle

[Please give your normal way of travel from this list. Please tick one box only.]

ROUTE: If you use Public Transport, please choose route below.

Barkham, Bracknell, Crowthorne, Earley, Eversley, Garrison, Hurst, Lower Earley, Nine Mile Ride, Reading, Sandhurst and Winnersh

MEAL ARRANGEMENT: Please tick where applicable

[If your child is entitled to Free School Meal and isn't currently having one, please contact the School Finance Department]

MEDICAL INFORMATION:

MEDICAL PRACTICE: Rectory Road Surgery	TEL NUMBER: 0118 979 5387
ADDRESS: 106 Rectory Road, Wokingham, Berkshire RG6 4ER	
MEDICAL INFORMATION: eg Skin reaction to sticking plaster.	
[Enter any first aid and any relevant medical information here please]	

DATA PROTECTION: (Connexions is the governments support service for all young people aged 13-19 in England)

[If you have returned previous Data Notices your response is shown]. The meaning of each is shown here.	
Unsought – means we have yet to send you a Data Protection Notice. One is attached to this sheet for you to read.	
Connexions Assent Obtained – means you have given us permission to pass relevant information on to Connexions.	
Connexions Assent Refused – means you have asked us only to pass on name and address details to Connexions.	
Sought no reply – means we have sent you a Data Protection Notice previously and have had no reply. Please read the one attached to this sheet.	
If you wish to change your decision, please cross out the statement that does not apply. If you wish your decision to remain the same, please do nothing in this section.	

Photo Permission: If you are happy for us to use your daughters photo on the school website please tick 'Yes'.

The following information is required from us by the LEA for an annual national survey.

ETHNIC BACKGROUND: eg White British, White and Black African, Chinese, Indian etc	RELIGION: eg Roman Catholic, Hindu, No Religion
HOME LANGUAGE: eg English, French, Japanese, Urdu etc. [Main language spoken at home]	FIRST LANGUAGE: English or Other than English [Enter Other than English if your daughter was exposed to a language other than English and continues to use this language. Default is English]

BROADMOOR ALARM FLAG : S

[Please use **G** (= "go") if you consent to your daughter returning home in the event of a Broadmoor alarm and

S (= "stay") if you wish to collect your daughter from school at 3.30 after a Broadmoor alarm.]

NB It is very important that you clearly indicate G or S. In the event of an alarm it will not be possible to pass messages into or out of school by telephone.

SERVICE CHILD IN EDUCATION: Please tick 'Yes' if you are a Service family

OPTIONAL INFORMATION: Parents are a considerable resource to schools in terms of contacts and experience. It is therefore most helpful if you indicate the broad nature of your occupation.
