



St. Stephen's RC Primary  
Goathland Avenue  
Newcastle-Upon-Tyne  
Tyne and Wear  
NE12 8FA  
T: 0191 6432910  
E: [ststephens.primary@northtyneside.gov.uk](mailto:ststephens.primary@northtyneside.gov.uk)  
W: [www.ststephensprimaryschool.co.uk](http://www.ststephensprimaryschool.co.uk)  
T: @ststephensrc

**Dear Parents/Carers,**

### **Claiming for Free School Meals**

As children receive free meals until they reach Year 3, often income assessed claims aren't made by parents until then. It is important that if parents are eligible, that they make a claim for free school meals as early as possible. This will ensure that school gets the necessary funding to spend on resources for pupils and opens up opportunities to get involved with income-assessed programmes that can benefit our school. In addition, any children in receipt of free school meals are also entitled to attend breakfast club free of charge and receive free school milk which normally ceases once pupils turn 5.

You may be eligible for free school meals if you get any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed 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 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

If you believe you may be eligible, you can make a claim at <http://my.northtyneside.gov.uk/freeschoolmeals> or by ringing 0191 643 2288 option 3 (lines are open from 09:00 – 14:00 Monday to Thursday).

Yours Sincerely,

Miss Celardi

School Business Manager