**Newbrough C of E Primary School**

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**Annual Data Collection & Free School Meal Check**

Dear Parents and Carers,

As you may know, pupils from families who meet certain criteria may be eligible for Free School Meals. We want to ensure that all our children can access hot lunches and never go hungry, so it is vital that we ensure all eligible children receive their entitlement.

ParentPay (our school payment system) now offer a free school meal checker as part of their service. You will not notice any difference, but the system will check the eligibility of all families on a regular basis and capture any changes in financial circumstances. We appreciate that the current financial climate is challenging for everyone and when circumstances change it can be unexpected and extremely stressful. This system will ensure any eligibility your child may have to Free School Meals is identified quickly, efficiently and confidentially without any requirement for you to approach school.

As part of this year’s data collection, we would therefore ask that you ensure we have the details listed below:

* Parent/Carer Full Name and Date of Birth
* Up to Date Contact Details
* National Insurance Number (or National Asylum Seekers Number)

If you have any questions regarding the annual data collection or free school meal eligibility, please do not hesitate to get in touch with the school office and they would be happy to help.

**I agree by providing the information requested, I am consenting to my data being used as highlighted above.**

Yours faithfully,

Jo Trotter

Head Teacher