

Please complete in BLOCK CAPITAL

**Please enter details of claimant in receipt of benefit:  
All information is required. Incomplete forms will not be processed.**

Title (Mr/Mrs/Miss/Ms): \_\_\_\_\_ Surname: \_\_\_\_\_ Forenames: \_\_\_\_\_  
 Date of birth: \_\_\_\_\_ Relationship to pupil(s), ie Mother: \_\_\_\_\_  
 National Insurance Number \_\_\_\_\_  
 (one digit per box)  
 Present address: \_\_\_\_\_ Previous address (if moved in past 12 months) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Postcode: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Home phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_  
 Work phone: \_\_\_\_\_

**Please enter below details of all children for whom you wish free school meals to be provided:**

Child's surname	Forenames	Date of birth	Year group	Name of school

**Proof of benefit does not need to be provided at this stage. You will be informed if any supporting documents are required at a later date.**

**DECLARATION:** I wish the children named above taking school meals to receive them free of charge while I am receiving Income Support, Jobseeker's Allowance (Income Based) Employment and Support Allowance (Income Related) the Guarantee element of State Pension Credit or Child Tax Credit.

I undertake to inform the Student Services Operations Team on 01634 331155 immediately if I cease to receive any of these, my type of benefit changes, if I change my name, address or school or I gain refugee status. I understand that not notifying the team could result in having to pay for any free school meals that my child/children have received. I certify that the information given on this form is correct to the best of my knowledge and belief and that the submission of incorrect information may result in legal action.

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 law to verify my initial and ongoing entitlement. I understand that the results of any free school meals entitlement check may also be used to assess my entitlement to other benefits, for example free school travel.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return the completed application form to your child's school office or to FREEPOST RSBA-CYBG-SZSG, Student Services Operations, Medway Council, Gun Wharf, Dock Road, Chatham, Kent ME4 4TR**

OFFICE USE ONLY	VERIFIED	TYPE OF POB PROVIDED
Free meals approved from:	Yes / No, date:	
	Yes / No, date:	
	Yes / No, date:	
	Yes / No, date:	



## Free school meals

From April 2011

**Enjoy your food**

**Eat a variety of different foods**

**Eat the right amount to be a healthy weight**

**Eat plenty of foods rich in starch and fibre**

**Eat plenty of fruit and vegetables**

**Don't eat too many foods which contain a lot of fat**

**Don't have sugary foods and drinks too often**

## Why eat school meals?

### Eat healthily, have fun and learn

Choosing to eat a school meal is a good way of encouraging young people to eat plenty of foods high in important nutrients to keep them healthy and growing properly. School meals also provide lots of energy, needed to ensure young people learn and have fun but without eating too many foods high in fat and sugar.



### Who to contact



If you would like to know more about the **eligibility of free school meals**, please contact Student Services Operations on **01634 331155**.

For further information on the school meal service, please contact the School Contracts Team on **01634 332033**.



Student Services Operatons Team, Gun Wharf, Dock Road, Chatham, Kent ME4 4TR



Email: [schoolstransportandfreemeals@medway.gov.uk](mailto:schoolstransportandfreemeals@medway.gov.uk)  
Web: [www.medway.gov.uk](http://www.medway.gov.uk)



Minicom: **01634 333111**

This information can be made available in other formats and languages from **01634 333333**

## Healthy meals served in Medway schools

Our meals meet the government's food standards, which mean they contain:

- more important nutrients needed by young people;
- lots of fresh fruit and vegetables every day;
- more fresh meat and fish;
- lots of wholegrain cereals;
- lower levels of fat and sugar.

We offer a vegetarian option daily.

## Could you get school meals provided without charge for your child?

Your children, who are attending school, are entitled to receive school meals free of charge if you receive:

- Employment and Support Allowance (income related) or
- Income Support or
- Jobseeker's Allowance (income-based) or
- The Guarantee element of State Pension Credit or
- Support under part VI of the Immigration and Asylum Act 1999 or
- Child Tax Credit, are not entitled to Working Tax Credit and whose annual income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
- If you are in receipt of any element of working tax credit you are not entitled.

All you need to do is complete the application form and send it to the FREEPOST address at the bottom of the form or take it to your child's school office. It's as easy as that.