



# Evergreen Primary School

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Executive Head Teacher: Andrea English

Head of School: Judith Benson

September 2020

Dear Parent / Carer

## **FREE SCHOOL MEALS – CHECKING**

Our school receives funding from the Government to cover the costs of providing education. This can include all school running costs, such as employing teachers and support staff, books and equipment, computers, expenses on our school building and free school meals.

The school receives additional funding (known as the pupil premium) for pupils whose families receive certain benefits. It is in all our interests that we bring in as much money as we can to support our school and ensure all of our children receive the best possible education.

You are currently on the school's Free School Meal register and receive free school meals for your child in school. We have to check your eligibility on an annual basis and in time for the school census which takes place in the Autumn, Spring and Summer terms.

To ensure that we continue to receive our school funding and that **you continue to receive a free school meal for your child, would you please provide us with an income support letter, income based job seekers allowance award letter, Child Tax Credit award notice or an income-related employment and support allowance notice which details your current entitlement for the year 2019 / 2020. Providing us with a letter or award notice gives us the evidence required by Durham County Council for you to stay on the school's free school meal register.**

Alternatively, you can complete the document enclosed with this letter, FSM Entitlement Verification Check and send it to school ASAP, we then forward this document to the County Council for their response. In either case, we will notify you of the outcome.

If we do not receive the required evidence from you, your school meal will become chargeable.

If you have any queries, please do not hesitate to contact Laura in the school's office.

Yours sincerely

**Mrs A English**  
Executive Head Teacher



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