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SCHOOL MEALS PARENT INFORMATION

Hamilton Academy

Headteacher: Stephen Nunn

Why are school meals important?

Helping your child eat well and learn better

Research shows that children who eat a healthy lunch:

- Have more energy and better focus in lessons
- Are more ready to learn in the afternoon
- Develop better eating habits for life

What is on offer?

Our school offers hot, healthy meals every day:

- A choice of 2–3 meal options each day
- A vegetarian option every day
- A halal meat option most days

Children choose their meal each day at school. This helps them become more confident and independent.

Meals are nutritionally balanced and follow a 3-week rotating menu. You can see the current menu and allergy information on our website:

👉 **www.hamiltonacademy.org.uk**

Children in Reception-Year 2 eat for free. The cost of a school meal for Years 3-6 is currently £2.75 per day, but your child may be able to get meals for free.

What are Free School Meals?

Free school meals mean your child gets a hot, healthy meal every day – and you save money too! There are two schemes that provide free meals for children:

1. **Universal Infant Free School Meals** – All children in Reception, Year 1 and Year 2 get a free lunch every day.
   👉 You do not need to apply.

2. **Free School Meals and Pupil Premium** – For children in Year 3 and above, whose parent gets certain benefits.
   👉 You need to apply.

Pupil Premium is a Government scheme that provides funding to schools of £1,100 - £1,550 per pupil whose parents qualify for free school meals under the **targeted** eligibility criteria listed on the application form overleaf. **If you receive these qualifying benefits but your child is in Reception–Year 2, please still apply!** They automatically get Universal Infant Free School Meals but could still benefit from Pupil Premium support.

Who can apply for Free School Meals?

The eligibility criteria are on the application form over the page. Eligibility is for the child, not the family, so please complete this form even if you have applied for siblings in the past. **Not sure? It's still worth applying!**

How to apply

Complete the form over the page and return it to the school office. You will need:

- Your name, date of birth, address and telephone number
- Your National Insurance or NAS number
- Your child's name and date of birth
- To sign and date the declaration

Your information is safe

We will keep your details private and secure. They are only used to check if your child can get free meals.

Iris ParentMail App

To pay for hot meals in Years 3-6, manage your account via ParentMail:

- Click the menu button (3 lines icon, top right)
- Select 'Accounts and Products'
- Select 'Dinner Topup'

How to top up your account

- Click 'Top Up' to add a one off payment
- Enter the 'Top Up Amount'
- Click 'Add to Cart'
- Click 'Checkout'
- Select your preferred payment method
- Follow the onscreen prompts for your account information, then click 'Pay Now'
- Alternatively, you can select 'Automatic Top up' on the first screen and follow prompts if you want payments to be taken automatically when the balance reaches a set amount

Need help?

Please speak to the school office – we are happy to help you apply or answer any questions.

Please check if you are eligible for 'Free School Meals and Pupil Premium' funding – it could make a big difference to you and the school!

Buckinghamshire Council 2026/27

FREE SCHOOL MEAL & PUPIL PREMIUM APPLICATION FORM

CHILDREN WHOSE PARENTS/CARERS RECEIVE ONE OF THE FOLLOWING BENEFITS ARE ENTITLED TO FREE SCHOOL MEALS. ONLY PARENTS/CARERS WHO RECEIVE ONE OF THE TARGETD BENEFITS GENERATE PUPIL PREMIUM FOR THEIR SCHOOL:

TARGETED ELIGIBILITY	EXPANDED ELIGIBILITY
✓ **Universal Credit** with an annual net earned household income of no more than £7,400 ✓ **Support under Part VI of the Immigration and Asylum Act 1999** ✓ **The guaranteed element of the State Pension Credit** ✓ **Income Based Employment and Support Allowance** ✓ **Parents with No Recourse to Public Funds contact your school about how to apply under this criteria** *Children who receive Universal Credit in their own right are also entitled to receive free school meals.*	✓ **Universal Credit** with an annual net earned income OVER £7,400 ✓

Administration for the provision of free school meals is undertaken by Buckinghamshire Council for those pupils attending an education establishment within Buckinghamshire. This form should be completed and returned to your child's school.

1. DETAILS OF PARENT/CARER WITH QUALIFYING BENEFIT – COMPLETE IN BLOCK LETTERS

SURNAME/FAMILY NAME as it appears on your benefit letter:

FORENAME: **TITLE:** **DATE OF BIRTH:** *dd/mm/yyyy*

NATIONAL INSURANCE NUMBER **OR** **NATIONAL ASYLUM SEEKER NUMBER**

ADDRESS

POST CODE **DAYTIME TEL. NO(s)**

2. DETAILS OF THE CHILD/CHILDREN

Surname/Family Name	Forename	Date of Birth	Name of School

3. DECLARATION

I declare that the information given on this form is true and complete and I undertake to inform the school if my entitlement to one of the qualifying benefits is terminated. I understand that the results of any free school meal eligibility check may also be used to assess my entitlement to other support/benefits, including free travel to school. *The remainder of this declaration does not apply to pupils in Reception, Year1 or Year 2* - 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 to free school meals. I understand that I may be liable for any costs incurred in providing free school meals for my child(ren), should I fail to inform the school of the termination of my benefit.

I have read and I understand the above declaration.

SIGNATURE _____ (Parent/Guardian) **DATE** _____

s110 of The Education Act 2005 requires that data is only used for its intended purpose, i.e. to determine eligibility for free school meals and that improper use of information is an offence. All LA users are required to sign a declaration to confirm that they will only use data for its intended purpose.