



The John Roan School

The best in everyone™

Part of United Learning

Applying for Free School Meals and Hardship Fund

Free School Meals and Hardship Fund applications are processed directly by The John Roan School.

Your child may be able to get Free School Meals if you receive any of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State 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 - your household income must be less than £7,400 a year (after tax and not including any benefits you get)

How does it work?

1. First, check if you qualify – it is not just if you are unemployed, so please look at the list above.
2. Registering is quick and easy. Please complete the form overleaf and return it to the school office along with proof of your benefits (original documentation will be required).
3. For any queries, please email info@thejohnroanschool.org.uk.

Registering for Free School Meals will not affect any other benefits you are claiming.

What is the Hardship Fund?

We are fortunate to have the generous support of The John Roan Foundation behind us. Each year, the Trustees allocate funds to the school to support our families who have difficulty in paying for:

1. Curriculum trips, visits and year group residential trips (up to 100% of the cost)
2. Uniform, shoes or sports kit

The allocation of funds from The Hardship Fund is discretionary and, if awarded, does not need to be repaid.

How to apply to the Hardship Fund

There are separate application forms for uniform and for curriculum trips and visits, please ensure you complete the **correct form**:

- Hardship Application Form – School Uniform
- Hardship Application Form – Trips and Visits

An application form can be collected from Reception or downloaded from our website. The application will remain confidential and will be considered by the Principal, given their knowledge of the student's circumstances. If approved by the Principal, the application will be passed to the Finance Office for processing. A family may be able to apply for hardship support at any time during the academic year. It may also be possible to apply more than once, but usually only where circumstances have not changed. Families cannot appeal a decision not to award a hardship grant, as the Principal's decision is final.

Data Sharing

The information provided to The John Roan School will be used to process Free School Meals applications. We may share the information provided with other bodies responsible for auditing or administering public funds, or to undertake local anti-fraud initiatives. In addition, we may share the information with third parties such as Royal Borough of Greenwich Council departments, Government departments or other local authorities. For further information on data sharing, and our full Privacy Policy, please visit our website.

Data Controller

The Data Controller for personal information held by the Group's Academies is United Learning Trust (ULT). ULT is registered with the ICO under registration number Z7415170. The Company Secretary, Alison Hussain, is responsible for ensuring that the group complies with the Data Protection Law. She can be contacted on company.secretary@unitedlearning.org.uk or 01832 864538.

Application for Free School Meals

PLEASE COMPLETE IN CAPITAL LETTERS

Details of Parent/Carer Claiming

| | |
|----------------------------------|-----------------------------------|
| Title: | <i>Mr, Mrs, Miss, Ms or Other</i> |
| Surname or Family Name: | |
| First Name: | |
| Address: (including Postcode) | |
| Telephone: | |
| Email Address: | |
| NI Number: | |

Details of qualifying Child/ren you wish to claim for (they must live with you and attend The John Roan School)

| Surname | Forename | Date of Birth | Relationship to child |
|---------|----------|---------------|-----------------------|
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Benefit Information

Evidence of current entitlement to receive a relevant benefit, original documents only, must be provided with your application. Proof of benefit must have been issued within the last three months. A copy will be held for our records and the original documents will be returned to you. YOUR APPLICATION WILL NOT BE PROCESSED UNTIL EVIDENCE IS PROVIDED.

Please tick the type of benefit you are entitled to receive and attach supporting evidence:

- Income Support or Income-based Jobseekers Allowance or Income-related Employment and Support
- The Guarantee element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided you are not entitled to Working Tax Credit, and have an annual income of £16,190 or less
- Working Tax Credit "Run-on" –the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit - your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Declaration

I declare that the information given on this form is correct and that you may contact other sources as allowed by law to verify my initial and ongoing entitlement. I agree that you will use the information I have provided to process my claim for Free School Meals and any other concessionary service I have applied for. Details will be used to allocate funding to schools. I agree to inform the school if my benefit ends, or my circumstances change.

Signed: _____ Name: _____ Date: _____