

Dear Parent/Carer

### **Help your school by signing up to Government free school meals**

Southwark Council gives all primary school pupils a free, healthy meal every day at school.

Our records show that your child/children are eligible to be signed up for the Government's Free School Meal programme.

By signing your child up to the Government's programme, the meal your child gets each day will not change in any way. However, their school will be given an extra £1,300 from the Government for each child.

This extra money will make a big difference and could pay for new equipment, teaching staff or extra learning activities – all for improving your child's school experience.

**Make sure your school does not lose out!**

#### **What do you need to do?**

Signing up is easy. Visit [www.southwark.gov.uk/FreeSchoolMealsform](http://www.southwark.gov.uk/FreeSchoolMealsform) and have your National Insurance number to hand.

If you do not have internet access, please fill in and sign the form overleaf and return to the School Office.

If you have any questions, please contact Jake McKey by email

[PublicHealth@southwark.gov.uk](mailto:PublicHealth@southwark.gov.uk) or telephone 0207 525 3105.

Yours faithfully

Nina Dohel

Director of Education

**Primary School Years Reception to Year 6**

**Government Free School Meal Sign Up**

Kindly confirm the following information is correct. If the information is not correct, please update the details in the column on the right.

If the details listed are incorrect, please write in the correct information below

Name

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Date of Birth

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National Insurance No.

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Thank you for participating in the Government Free School Meal Programme

The London Borough of Southwark is committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure.

We have the appropriate technical and organisational measures in place to prevent the loss, misuse or alteration of your personal information.

Our staff are trained to handle confidential information and they are required to complete a refresher course annually to make sure they are working to good practice standards.

Most of the personal information you have given us will not be shared outside of the Council without your consent, and will only be used to provide the service you have requested or to improve the quality of services we are providing.

However, if there are concerns that a child may be at risk of significant harm, or an adult may be at risk of serious harm, we may need to share your personal information with organisations that we work with.

We will only share information in compliance with the law and our multi agency information sharing agreement.

You are entitled to request copies of the information that we hold about you at any time under the Data Protection Act.

We will periodically review this notice to ensure that it is up to date and reflects our current policy.