



New Parent Guide

**The Federation of Winklebury Infant and Junior Schools
Willoughby Way
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INDEX

Section A

A.1 GETTING TO SCHOOL AND ATTENDANCE

Arriving at school	Page 4
Cars on Willoughby Way	Page 4
Late arrival	Page 4
Security	Page 5
Absences other than sickness during term time	Page 5

A.2 HEALTH AND SAFETY AT SCHOOL

What to do if your child is unwell	Page 6
Returning after illness	Page 6
Medicine in school	Page 6
Medical Appointments	Page 7
Illness during school hours	Page 7
Accidents during school hours	Page 7
Toilet Training	Page 8
The School Nurse	Page 8
School Head Lice Policy	Page 8
Sunny Days	Page 8
Wearing of jewellery in school	Page 9

A.3 COMMUNICATION BETWEEN SCHOOL & HOME

Contacting the school by telephone	Page 10
Sending in letters or messages	Page 10
Contacting the class teacher	Page 10
Arranging to see the Head teacher	Page 10
Newsletters and other notes	Page 11
Parent Evening/School reports	Page 11
School Web Site	Page 11
Complaints procedure	Page 12
Freedom of Information Act	Page 12

A.4 BEHAVIOUR IN SCHOOL

Behaviour policy	Page 13
Celebrating success	Page 13
Dealing with poor behaviour	Page 13
Bullying	Page 14

A.5 FOOD AND DRINK AT SCHOOL

FOOD		
	What can children eat?	Page 15
	Who makes the meals and what are they like?	Page 15
	Lunchtimes at school	Page 15

	Packed Lunches	Page 16
	Fruit and Vegetable scheme	Page 16
	Birthday Celebrations with the class	Page 16
DRINKS	Drinks during lesson time	Page 16
	Drinks outside the classroom	Page 16
	Milk	Page 17

A.6 SCHOOL UNIFORM

	Uniform List	Page 18
	Lost property	Page 19

A.7 SCHOOL GOVERNORS AND PAWS

SCHOOL GOVERNORS	Who they are	Page 20
	What they do	
	Reporting to parents	
	How to become a governor	
PTA (PAWS)	Who they are	Page 21
	What they do	
	How to contact PAWS	
	Committee	
	How to become a committee member	
	Other ways to help	

A.8 PARENTS IN SCHOOL

	Special Performances	Page 22
	Parent Helpers	Page 22
	School Trips	Page 22
	Special Days	Page 22

A9 GENERAL INFORMATION

	Library books	Page 24
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A.1 GETTING TO SCHOOL AND ATTENDANCE



ARRIVING AT SCHOOL

- Infant Children should arrive in the playground from 8.35am to 8:45am.
- Junior Children should arrive in the playground from 8:35am to 8:45am.
- Infant children all go in through their outside classroom door.
- Year 3 go down the side path round to the back of the school and in through their outside classroom door.
- Year 4 and 5 go down the side path and in through the side door.
- Year 6 go down the side path, round the back of the school and in through the doors at the bottom of the stairs.
- Children should not be left unaccompanied in the playground before the times above.
- **Children must not play on any of the school equipment before or after school.**



CARS ON WILLOUGHBY WAY

- Please do not park on the double yellow lines or zig zag lines in Willoughby Way either for dropping off or picking up from school, it causes many safety issues for the children.
- There is public parking at The Winkle public house.
- Please remember to park courteously and do not block neighbours drives or garages.
- Please see our parking map on our website for where to park.
- Where possible please walk, cycle or scoot to school to avoid congestion.



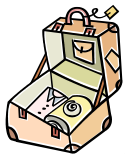
LATE ARRIVAL

- If you arrive late, after 8:45am you should come to the main Admin Office in the Junior school for your child to be signed in. The signing in book is used in an emergency to check which children are in school.
- Lessons start immediately after the register is taken at 8.45am and so children who are late miss valuable lesson time. Children often find it hard to 'stand out from the crowd' and being late means they have to walk into the classroom on their own when everyone else is sitting doing their lessons. It's much nicer for them if this doesn't have to happen.
- Children arriving more than 30 minutes late will have the session marked as unauthorised unless a suitable reason is given to the Headteacher or Admin Office. Persistent lateness will be referred to the Legal Intervention Team.



SECURITY

- All gates will be locked at approximately 9:00am, except for the main gate which is accessible by intercom.
- Between 9.00am and 3.00pm parents should come into School via the main gate and ring the buzzer at the Admin Office door.
- At the start and end of the day the school site is **NOT** to be used as a right of way for the safety of all.
- We have a security system on site, which includes a CCTV camera to monitor those wishing to gain access to the site. All visitors are asked to report to the Admin Office to sign in.



ABSENCES (other than sickness) from School DURING TERM TIME

As of the 1st September 2013 there is no longer the facility for Headteacher's to authorise holidays in term time.

The DFE Website states:-

You have to get permission from the head teacher if you want to take your child out of school during term time.

You can only do this if:

- you make an application to the head teacher in advance (as a parent the child normally lives with)
- there are exceptional circumstances

It is at the head teacher's discretion how many days your child can be away from school if leave is granted.

Any absences due to 'exceptional circumstances' have to be requested in advance on the Hampshire County Council 'Request to authorise absence from school due to exceptional circumstances' form which is available from the School Office.

Please note that family holidays do not count as exceptional circumstances and will not be authorised.

As stated in Hampshire's code of conduct if a child has unauthorised absence for 10 or more sessions (5 Days) a penalty notice will be issued.

A.2 HEALTH AND SAFETY AT SCHOOL



WHAT TO DO IF YOUR CHILD IS UNWELL

- Please phone the school **each** day of any absence before 9.00am unless otherwise advised by the Admin team. Messages can be left on the answer machine.
- If no message is received by the school, we will phone you after 9.00am to check the whereabouts of your child.



RETURNING AFTER ILLNESS

- It is in no one's best interest if children who are ill are brought into school.
- Children who have been sick (vomiting) or had diarrhoea must not come into school until at least 48 hours have passed without further symptoms.
- If your child has had a contagious infectious disease (such as chicken pox) please call the school for advice on when they can return.



MEDICINE IN SCHOOL

- If your child is fit to return to school after an illness, but has doctor-prescribed medicine which needs to be finished, this can be given to them by a member of staff as long as a medicine request form is completed.
- Medicine forms are available only from the school office. No medicine can be given without the completion of this form
- Medicine must only be brought into school by an adult and for safety reasons we can only return it to an adult at the end of the day.
- Inhalers - children needing inhalers must have one in school in case of emergencies.
- However, we can only give it to the child if the necessary Asthma form has been completed. Inhalers are kept securely in the Main Office.
- Any children requiring regular or specific medication or care (such as an EpiPen), will have a Personal Health Plan drawn up and agreed by both parents/carers and the school. The medication can then be kept and administered at school.
- Over the counter medicine can be given in school with the exception of Ibuprofen which can only be given on a doctor's prescription. A medicine form must be completed for all over the counter and off the shelf medicines.



MEDICAL APPOINTMENTS

- Please avoid taking your child out of school for a medical appointment where possible.
- A note or email should be sent to the school office detailing when you will be collecting your child (or what time you will be bringing them in if the appointment means they will be late into school), so that arrangements can be made for lunchtime if appropriate.
- On the day of the appointment you should come to the Admin Office via the main entrance. Your child will be signed in or out of school by the Admin team. This is important so that staff know which children are out of school should an emergency arise.
- If your child will be coming in after 9:30am and requires a school dinner this must be ordered in advance. No school dinners can be ordered after 9:30am.



ILLNESS DURING SCHOOL HOURS

Sometimes children become ill while at school. If necessary the school will make every effort to contact a family member to come and collect the child.

The emergency contact numbers held on the school database are essential in these circumstances and it is very important that you remember to notify the school of any changes.



ACCIDENTS DURING SCHOOL HOURS

- Sometimes children have accidents while at school. In these circumstances they will receive treatment in school. They will be issued with a 'bump note' if it is felt that you should know the details of what has occurred.
- In the case of minor 'playground accidents', school staff can administer basic first aid, such as an ice pack, clean any scrapes etc with clean water, put on a sterile dressing if necessary and offer some T.L.C.
- If anything more substantial is required you will be called. Please note we do have trained first aiders on the school staff.
- Sometimes children have accidents that involve getting wet clothing. In these circumstances, if we have some spare clothes we will loan these to your child to change them into. They will be sent home with their own clothes in a plastic bag.
- If your child comes home with any of our spare clothes on, please wash and return them as soon as possible to the school office or Reception classroom for year R children, so that they are in the cupboard for the next time they are needed.



TOILET TRAINING

- It is assumed that children will be toilet trained before they start School.
- However we are sensitive to the fact that for a few children there may be physical or developmental reasons that prevent this from being the case.
- The school has an established procedure that is followed when needed. Please ask the class teacher if your child may need further help.



THE SCHOOL NURSE

- The school nurse is a fully qualified nurse who is allocated special responsibility to the school.
- She visits school regularly to do development checks on the children.
- If she wishes to see you for any reason she will write to you, sending a note home in your child's book bag or sending you an email.



SCHOOL HEAD LICE POLICY

- Head lice can be attracted to any child's hair, anytime and anywhere. Due to the way in which they transfer they are a problem in all schools.
- There is much advice available in pharmacies about the current recommended treatment for these pests.
- It is every parent's responsibility to regularly check their child's hair and take action immediately if lice are found.



SUNNY DAYS

- Sun cream needs to be applied before coming in to school.
- As school staff are not allowed to apply cream to children, we recommend you buy the all-day sun cream.
- If you feel it is necessary your child/children may bring in sun cream (please put your child's name on the tube/bottle) but they **must be able to apply it themselves**. Hampshire 'Health Guidance for Schools' recommend sun blocking creams at factor 25+.
- We advise parents to provide sunhats for their children and clothing that covers the arms. We send details of our precautionary measures to parents every summer.



WEARING OF JEWELLERY IN SCHOOL

- Children must not wear earrings or jewellery, which may present a risk to them or others.
- The only earrings that children should wear in school are simple studs.
- For safety reasons we would discourage the wearing of earrings, particularly on days when PE takes place. During these lessons earrings and sleepers must be removed by the child or covered with sticking plasters and long hair should be secured away from the face.
- Functional watches are permitted in school. Novelty watches, smart watches or fitness trackers are not.
- The school accepts no responsibility for loss or damage to watches or jewellery worn to school.
- If you wish your child to wear a piece of jewellery for religious reasons please discuss this with the Headteacher. Please be aware that the teacher may still ask your child to remove this item for PE to avoid injury or damage to the jewellery.

A.3 COMMUNICATION BETWEEN SCHOOL & HOME



CONTACTING THE SCHOOL BY TELEPHONE

If you need to contact the school you should phone: 01256 323244.

The school office staff are usually available to take calls from 8.30am to 4.00pm. Outside these times, or if they are unable to answer for some reason, there is an answer phone on which you can leave the message.

You can also use e-mail by writing to adminoffice@winklebury-inf.hants.sch.uk or adminoffice@winklebury-jun.hants.sch.uk (we cannot guarantee to open emails on the day sent - telephone messages will be answered before the end of the school day and appropriate action taken).



SENDING IN LETTERS OR NOTES

- Notes for the office, PAWS, Headteacher, or any member of staff can be sent into school via your child's class teacher, the admin office, or in the black post box inside the front door of the Admin office.
- **If your post is sent in inside your child's book bags** it may not arrive on time as staff cannot check all book bags each day.



CONTACTING THE CLASS TEACHER

- It is not possible for the teachers to answer individual phone calls during the school day. For urgent matters you could try and reach them during the lunch break from 12.00 to 1.00pm, or after school from 3.30pm. Otherwise you can call and leave a message with the office staff.
- First thing in the morning, when the teachers are trying to meet, greet and take the children into school is not the best time for detailed discussion. If you need to talk to your child's teacher, please arrange to see them at the end of the day or if it is something simple such as changes in collection routines, please call the Admin office.



ARRANGING TO SEE THE HEADTEACHER

- The Headteacher is usually available to meet parents first thing in the morning. She will usually be either in the playground, in her office or in the front entrance.
- Appointments can be made either directly with the Headteacher or by speaking to the office staff who will help wherever possible.



NEWSLETTERS AND OTHER NOTES

- You will receive regular newsletters, termly topic leaflets and other similar information from the school by email or on paper. It is important to ensure you have given the school your correct email address so you do not miss out on valuable information.
- Newsletters, whole school letters, termly topic webs, etc, are put onto the school website when updated.
- We also have a Facebook Group - Winklebury Schools Federation - where we will post links to important letters as well as emailing them home.



PARENT EVENING/SCHOOL REPORTS

- Parents are invited to parent evenings in the Autumn and Spring terms.
- The home school visit for Year R children takes place before your child starts school and offers parents the chance to meet and get to know the teachers.
- The parents evening gives the teachers the chance to talk to parents more fully about a child's progress.
- Parents are invited to sign up for a timed appointment each term. Appointments can be booked through our online system. Dates of these evenings are published on the newsletters.
- Of course, for some children more regular parent and teacher meetings are required.
- Children with any kind of special educational needs will be referred by the class teacher to the school's SENDCO. The coordinator works with the staff, parents and outside agencies, if appropriate, to assess and support children with particular needs.
- School reports are sent out in July of each year.



SCHOOL WEB SITE

- Our school web site is at www.winkleburyfederation.co.uk
- The website is updated regularly.
- Our public Facebook page is <https://www.facebook.com/WinkleburyFederation>
- Our private parents-only group is <https://www.facebook.com/groups/winkleburyschoolsfederation>



COMPLAINTS PROCEDURE

- If at any time you have a complaint or concern about any aspect of school life please do not hesitate to let us know. The school cannot investigate and if necessary, take action unless they are aware of the concerns.
- The class teacher is the first point of contact, but the Headteacher is always willing to see individual parents if there is a concern and will take it back to the class teacher if appropriate. If neither the class teacher nor Headteacher can give you satisfaction, taking your complaint to the Governing Body is the next step. They will investigate and take action on your behalf.
- A copy of the school's Complaints Procedures is available on the school website.



FREEDOM OF INFORMATION ACT

- There is a legal right for any person to make a request to a school for access to information held by that school.
- Enquirers do not have to say why they want the information and the request doesn't have to mention FOIA.
- Most of our information is circulated to parents or made available at the office anyway so we don't envisage much change in practice.
- Any requests must be in writing (including fax or e-mail) and school is allowed 20 days to respond. A charge will be made to cover costs, details of which will be given at the time.
- Any queries see the school office.

A.4 BEHAVIOUR IN SCHOOL

BEHAVIOUR POLICY

Our Behaviour policy is based upon positive reinforcement. The aims of this policy will be met by everyone observing our 3 agreed rules. These are:

1. Ready to learn
2. Be respectful
3. Be safe

By displaying behaviours linked to following these 3 rules we will create a safe and positive learning environment which leads to a culture of excellence and success.

Our full behaviour policy can be found on our website.



CELEBRATING SUCCESS

- Every week each class teacher nominates children to receive certificates in our celebration assembly. In addition to this teachers can nominate one child from the class who has gone 'above and beyond' for Hot Chocolate. Each child will receive either a Hot Chocolate afternoon celebration with the Headteacher or a Hot Chocolate gift to take home.
- Each teacher uses a variety of methods to reward good behaviour and successes such as stickers, charts, star of the week and certificates.
- Each class has a recognition board that celebrates the successes of the children.



DEALING WITH POOR BEHAVIOUR

- We use positive reinforcement, praising and pointing out good behaviour at school. But there are times when some children behave inappropriately.
- We try to provide consistency of behaviour management by following a series of sanctions for poor behaviour throughout the school.
- Unacceptable behaviour is 'dealt with' when and where it occurs by the person who witnessed it. The child then earns the right to a 'fresh start'.
- Behaviour of a racist or bullying nature will automatically be reported to the Headteacher or Senior Leadership Team.
- Please see the behaviour policy for our stages of consequences.



BULLYING

- The government defines bullying as: *"deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves. It can take many forms, but the three main types are physical, (e.g. hitting, kicking, theft), verbal (e.g. name-calling, racist remarks) or indirect (e.g. spreading rumours, excluding someone from social groups.)"*
- Incidents of bullying are not tolerated at school and the school aims to provide an environment which prevents it.
- If such incidents occur we will act decisively and firmly in response, providing support for the victim and feedback for the perpetrator as appropriate.
- We believe it is vital for the perpetrator to be made aware of why their behaviour is unacceptable and that sometimes they, themselves will need support.
- Parents will always be informed when there are incidents of bullying reported and recorded in school.

A.5 FOOD AND DRINK AT SCHOOL

FOOD



What can children eat?

- From September 2014 the Government has paid for every Infant Child to have a School Meal free of charge. The majority of children will choose to have school dinners.
- The cost for junior dinners can be found on the website.
- Payment for junior dinners should be made in advance and can be done through our online payment system.
- If you think your junior child may be entitled to a free school meal, please speak to the admin team.
- School dinners are ordered daily at registration and must be ordered before 9:30am.
- We are a nut free school and products with any nut ingredients will be removed and held in the office until the end of the day, to prevent potentially life threatening allergic reactions. This will include foods such as chocolate spreads, cereal bars which contain nuts, Bombay mix, nut mixes, etc.
- As part of the Healthy School initiative, chocolate bars and sweets are not permitted. Chocolate covered biscuit bars are acceptable in lunchboxes.



Who makes the meals and what are they like?

- Pabulum make all the school dinners daily on site from fresh ingredients.
- They provide the children with a healthy, nutritious meal designed for children by a nutritionist.
- The menu is published on a regular basis so you can see what will be available on any given day.
- There is always a vegetarian option for any children wishing to choose it.



Lunchtimes at school

- The Lunchtime Supervisory Assistants (a.k.a. the Dinner Ladies) and the Catering Staff try very hard to help the children to make appropriate choices and eat their whole meal.
- The children who have a hot meal have a choice of a meat, vegetarian or take-away style plated meal.
- If you have any concerns you are welcome to draw these to our attention and we will do what we can to help.



Packed Lunches

- Children bringing food from home to eat at lunchtime should bring them to school in an appropriate sealed container.
- This should be **clearly labelled with your child's name**.
- Containers should be taken in to class or placed on the appropriate trolley.
- **Please remember we are a nut free school due to allergies so chocolates with nuts are not permitted.**



Fruit and Vegetable scheme

- We are participating in a government led initiative to encourage children to eat more fruit and vegetables. Every day Infant children will be offered a piece of fruit or vegetable to be consumed at morning break time.



Birthday Celebrations with the class

- As we try hard to encourage healthy eating at school, we do not allow children to bring in sweets to share with class mates **during the day**.
- If you wish to mark your child's birthday with the class please feel free to distribute sweets with your child in the playground at the end of the school day.
- **Please remember we are a nut free school due to allergies so chocolates with nuts are not permitted.**



DRINKS

Drinks during lesson time

- We are all more aware of the importance of drinking enough fluids during the day and its impact on learning.
- On a daily basis, children are encouraged to bring a sports type bottle filled with still, unflavoured **WATER**, for use in the classroom.
- Children should **not** bring squash, juice or fizzy drinks in their water bottles.



Drinks outside the classroom

- We have water fountains for the children's use at lunch and playtime when they do not have access to their own drink brought from home.
- The water fountains around the school can also be used by children who may have forgotten their water bottle that day.



Milk

- In line with government guidelines, children under 5 are offered the chance to have an individual carton of milk every day.
- Your child will receive milk until they are 5 years old.
- After your child turns 5 there is the option to purchase milk through 'Cool Milk'.

A.6 SCHOOL UNIFORM



UNIFORM

We believe uniform looks smart and contributes to a sense of belonging. Children must wear the correct School Uniform as listed below. Variations for varying ethnic or cultural groups will be accommodated and should be discussed with the Headteacher.

The Uniform

Burgundy School Logo Cardigan * or

Burgundy School Logo Jumper*

White polo shirt with or without logo (all children must have at least one logo polo shirt)*

Grey or black trousers, skirt or pinafore

White, black or grey socks

White, black, grey, navy or burgundy tights

School Book Bag*

Plain, black, closed toe, low heeled shoes or ankle boots, black laces if required

Water bottle

Summer Uniform options

Blue and white striped or checked dress

Grey shorts

PE Kit

White PE t-shirt with or without logo*

Black shorts

Dark plain jogging bottoms or Tracksuit

Functional trainers **NOT PLIMSOLS**

A hair tie for long hair.

Outer Wear

Suitable coat

Accessories

We encourage small plain hair accessories in uniform colours for school, and make up, nail varnish and tattoos must not be worn. If a child wears nail varnish to school we will ask the child to remove it using a nail varnish remover pad such as you can buy in a high street store. We will also ask for make-up to be removed.

Hats can be worn outside for warmth or sun protection - they are not to be worn as a fashion statement. If baseball caps are worn they should be plain and they must be worn with the peak of the cap facing forwards.

Sunglasses may be worn outside in the summer but are the responsibility of the child.

Hairstyles

Whilst it is a rare occurrence, the Head of Federation reserves the right, if she deems it necessary, to inform the parent/carer if, in her opinion, a child's haircut is inappropriate for school.

Items marked * can only be purchased from Skoolkit. **Please note these items are compulsory.**

PLEASE NOTE: ALL CLOTHING SHOULD BE NAMED.



LOST PROPERTY

- Things do get lost in school! The staff do try and return named items to their owners whenever possible.
- We have a lost property cupboard for unnamed items. We will lay all items collected in Lost Property out on the last day of term for collection. After this time remaining items will be passed to PAWS for resale or donation to clothing collections.
- Please, please do name everything your child brings into school. It is always sad to see the brand new sweatshirts without any name in the lost property cupboard.

A.7 SCHOOL GOVERNORS AND PAWS

SCHOOL GOVERNORS

Who they are

- The school has a governing body comprising Local Authority appointees, members of the community, parent governors (who are elected by the parents of the school), and staff governors including the Headteacher.
- There is a list of governors published on the website.

What they do

- The parent governors are elected for a 4 year term to represent parents of the school.
- The full governing body meets every term and various sub-committees meet twice every term.
- Through this medium, decisions about school planning and strategy are decided, and the school's performance is monitored.
- The Governors act as a corporate body and are not able to make decisions as individuals

Reporting to parents

- The Governing Body has a variety of forums to report back to parents.
- They report on school plans and development work.

How to become a governor

- Elections are held for new governors as and when the need arises.
- Any parent or guardian of a child at the school is able to stand for election.
- You should speak to any of the current governors if you are interested in standing in a future election.

PAWS - PTA Association for Winklebury Schools

Who they are

- PAWS is a committed body of parents who raise extra funds for the school and organize events for the children and parents

What they do

- They organize various different activities either during or outside school hours to get people involved in school life and hopefully donate money.
- Over the past few years these funds have provided computer equipment, wall bars and a number of other smaller items which the school could not afford to purchase from its own funds.

How to contact PAWS

- You can hand items to the Admin office to pass to PAWS or email them on winkleburypaws@hotmail.co.uk.

How to become a committee member

- All parents at the school are automatically members of PAWS
- If you wish to join the organizing committee they would be more than happy to meet you. Many hands make light work after all.

Other ways to help

- If you are not able to help on a regular basis but can be available for odd events, please contact PAWS and they will add you to their Helpers list.

A.8 PARENTS IN SCHOOL

SCHOOL ASSEMBLIES/PERFORMANCES



Special Performances

- Throughout the year there will be different events that parents are invited in to watch such as the Christmas nativity for the infants and Christmas performance for the juniors.
- All events are advertised well in advance on our diary dates.



PARENT HELPERS

- A Parent Helper is an adult who wishes to help in the classroom on a regular basis.
- At the start of the academic year you can volunteer to work in a particular class. Parent helper forms will be sent home to be returned to school detailing days that you are able to help.
- Parent volunteers must have D.B.S. clearance. Forms are available from the school office.
- Parent Helpers need to attend a short induction with the School. At this induction all helpers must sign a confidentiality agreement.



SCHOOL TRIPS

- During the school year we organise various trips for the children.
- Before a trip is taken the staff visit the site to ensure suitability and carry out a full risk assessment.
- You will receive a note giving you details of the trip and asking for a contribution to the cost. Such contributions are voluntary but if the school does not collect enough money to cover the cost of the trip it may have to be cancelled.



SPECIAL DAYS

- During the school year we organise special days where family members can join the children in class for a short period of time. These days are advertised in advance to allow parents time to organise work if necessary.

A.9 GENERAL INFORMATION



Library books

- Library books will come home every fortnight. Each class has a set day to choose a new book.
- Please enjoy the book at home and then return it on the appropriate day so we can change it.
- If books are lost or damaged, we ask for a voluntary contribution of £5.00 towards replacement.

Free School Meals Application

- Families who receive certain benefits may be eligible for free school meals. Your child is eligible for free school meals if you're in receipt of one benefits listed below:
 - Income Support
 - Income-based Jobseekers Allowance
 - Income-related Employment and Support Allowance
 - Support from NASS under part 6 of the Immigration and Asylum Act 1999
 - the guarantee element of Pension Credit
 - Child Tax Credit (with no Working Tax Credit)
 - Working Tax Credit run-on
 - Universal Credit
- Registering for free meals could also raise an extra £1,320 for your child's primary school, to fund valuable support like extra tuition, additional teaching staff or after school activities.
- This additional money is available from central government for every child whose parent is receiving one of the benefits listed above.
- To check if your child is eligible go to www.cloudforedu.org.uk/ofsm/hants