

3 May 2024



Smestow Academy
www.smestowacademy.co.uk

Dear Parent/Carer

Re: Data Collection – Free School Meals

We have been advised by the Local Authority that the results from the Government's Free School Meal Eligibility Checking System using details held on our school's Management Information System either do not match to your record on the databases of HMRC & DWP or are not recorded.

We receive valuable Government funding for every Free School Meal claim recorded, even if those eligible choose not to use their entitlement.

Please take the time to complete the information on the back of this letter. The form requests information on parent/carer Date of Birth(s) and National Insurance Number(s). These details enable us to check with the Local Authority if your child is eligible for Free School Meals. **We must have up-to-date contact numbers and email addresses in case we need to contact you in an emergency.** The form can be returned to the School Office or to your child's House Office

If you have any queries, please contact your child's House Office by calling 01902 539500 or email postbox@smestowacademy.co.uk including your child's name and form group in the subject.

Yours faithfully

A handwritten signature in black ink, appearing to read 'I Chamberlain', with a flourish at the end.

Mr I Chamberlain
Headteacher



Smestow Academy
Windmill Crescent
Castlecroft
Wolverhampton
WV3 8HU
West Midlands



Matrix
Academy Trust
EDUCATION WITHOUT EXCEPTION

01902 539500



Smestow Academy



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Student Details	
Student Name	
Reg Group	

Parent/Carer 1 Details	
Name	
Date of Birth	
National Insurance Number	

Parent/Carer 2 Details	
Name	
Date of Birth	
National Insurance Number	



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