

STUDENTS ENTITLED TO FREE SCHOOL MEALS

You may or may not be aware that all current Free School Meal Awards are due to expire on 31st July 2010, which is during the summer holidays.

If you are renewing your application please ensure this is done **with plenty of time** for the start of the term on Friday 3rd September 2010. This can be done by either:

- A) Forwarding your evidence for renewal in the normal way to Essex County Council as per your expiry reminder or
- B) Via the new electronic system whereby the parent/carer provides Essex County Council with their N.I. number and D.O.B. and authorisation to renew the application using this information. To do this you must complete a Change of Circumstances Form which can be downloaded from Essex County Council website as follows:
 - i) Go to www.essex.gov.uk
 - ii) On the left-hand side you will see the A-Z of Council Services (in red), click on 'F'
 - iii) 21 services listed via 'F' will appear, scroll down and click on Free School Meals
 - iv) To the right of the next screen you will see 'Related documents' (again in red), click on the Change of Circumstances Form (Form ref ECC11117)
 - v) Print the form, complete it, mark for the attn. of Free School Meals and post or e-mail it to:

Essex County Council

County Hall
Market Road
Chelmsford, CM1 1QH

E-Mail: contact@essex.gov.uk

Any queries telephone: 0845 743 0430

If you do not have access to a computer/or printer a Change of Circumstances form can be obtained from Student Reception.

Please be aware we **cannot** put your student on the Free School Meal List unless we receive notification from Essex County Council that it has been approved. It is therefore recommended applications be sent to Essex County Council as soon as possible to ensure it is approved ready for 3rd September 2010.

Thank you.