



WELCOME PACK

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Yavneh Girls' Ethos

Yavneh's aim is to cultivate an environment where our students can flourish and live a happy and successful life of תורה עם דרך ארץ. The emotional wellbeing of students is at the core of everything that we do. Our aspiration is to ensure that students are imbued with a love for Yiddishkeit, inspiring them to live a Jewish life with commitment to עבודת ה' and שמירת הלכה, whilst being respectful to others in the wider world they live in. Our teachers treat each student as an individual, delivering the highest standards of religious and secular education with care and proficiency, to maximise each student's potential in achieving their own personal and professional goals in life.

Communication

We are committed to keeping you informed about the latest developments and events at our school. Our website is regularly updated with important school news and announcements. We invite you to visit www.YavnehGirls.com/News to stay informed about the activities and achievements within our school community.

To contact Yavneh Staff:

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j.burberry@kdhigh.co.uk

Mrs E Hoffner
e.hoffner@kdhigh.co.uk

Mrs R.L. Wolf
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r.wolf@kdhigh.co.uk

Timings

Extended Days – Additional Kodesh (Compulsory)

Thursday: Year 7-11 Leil Shishi programme, concluding with refreshments

POLICIES

1. Uniform and Personal Appearance Policy

Yavneh Girls High School believes that our school uniform:

- Is practical and smart
- Promotes a sense of pride in the school
- Helps create a sense of community and belonging towards the school
- Promotes a sense of equality amongst peers
- Helps identify and represent the school.

All pupils are required to wear the standard uniform and must conform to the following rules. Sanctions may be applied for failure to meet Yavneh Girls High School standard.

All pupils		
Please contact l.rose@kdhigh.co.uk if you need help to fund the uniform		
Item	Yavneh Girls Standard	Not allowed
A navy-blue blazer with the school badge.	Worn at all times to and from the school. Worn at all times around the school. School-awarded badges only	Taking it off without permission in the classroom Must not be worn around the waist Non-school badges/stickers
Navy blue V-necked knitted jumpers	Optional	Must not be worn around the waist. Sweatshirts are not permitted.
Black shoes in a flat sensible style	Plain black polishable only Waterproof (not fabric) Flat Black sole	No contrasting colours eg. logos/ stripes/soles etc. Patterned shoes Shoes with heels Boots Pumps, sandals or canvas shoes

Girls uniform
<ul style="list-style-type: none"> • Skirts must be loose fitting, navy blue with tick pleats front and back, to be worn at knee length at all times. (Skirts only available from School stockists). • Navy blue stripe blouse with reverses • Navy blue or black tights are to be worn all year round
Girls PE
<ul style="list-style-type: none"> • Indoor trainers (with soles which do not mark) • Outdoor trainers • White socks • Plain white polo shirt • Navy blue knee length skirts, school navy blue sports leggings can be worn underneath. Only available from school stockists • Plain navy blue swimming costume, School swimming cap, Goggles (optional) • Towel & toiletries. Spray deodorants are not allowed (shower facilities available)

Appearance

Sanctions may be applied for failure to meet Yavneh Girls High School standard

Item	Yavneh Girls Standard	Not allowed
All uniform worn neatly and correctly	Clean and in good condition shirts must be tucked into waistbands sleeves rolled down top buttons must be kept fastened Skirts at the correct length.	Jumpers with frayed sleeves Trousers with ripped hems. Rolled-up skirts
Hairstyles	Natural in colour Smart, neat and tidy	Extreme styles including: Coloured/shaved patterns in hair or eyebrows 'Tip dying' or unnatural or extreme coloured hair Unnaturally coloured braids, accessories or extensions

Equipment for School

All pupils must bring the following items to school

Item	YAVNEH GIRLS Standard	Not allowed
Bag	All students are expected to carry their possessions in a suitable bag that fully closes. Sturdy and large enough to carry all school equipment and books.	Handbag style Small over the shoulder fashion bags Carrying belongings in blazer pockets
Pencil case	A number of Black and/or blue pens A green pen A number of pencils Ruler Eraser Scientific Calculator	Correction fluid Laser pens
Kodesh Seforim & additional equipment	Artscroll translated Tanach (Stone edition)/or Magerman Koren Tanakh Artscroll translated/interlinear Siddur or Koren Siddur Lever arch file for Chumash and Halacha with plastic wallets and dividers Sticky index tabs (preferably plastic)	

School Outfitters:

Monkhouse School - www.monkhouse.com

Mill Gate Shopping Centre, 86 The Rock, Bury 0161 476 7216

4-8 The Precinct, Cheadle Hulme SK8 5BE 0161 476 7216

PT's Schoolwear - www.pts-schoolwear.co.uk

Market Hall, 14, Market Parade, Bury 0161 761 1365

7 New Road, Radcliffe M26 1LS 0161 723 0991

Uniform Policy Home School Agreement

Pupils, who do not attend school in the correct uniform, will be spoken to by staff. School will be considerate and attempt to establish why a pupil may not be able to attend in the correct uniform. A pupil may be offered a replacement item to borrow if one is available; or, pupils may be given an opportunity to adhere to the correct uniform within a timeframe. However, in certain circumstances pupils may be sent home to correct their uniform or parents asked to bring in uniform items.

If a pupil repeatedly chooses not to wear the appropriate uniform and/or refuses to follow a reasonable request, such as borrowing uniform, then we will issue a consequence in line with our behaviour policy and expectations.

Having accepted a place at Yavneh Girls High School, parents and carers are supporting us in reinforcing our values and high expectations.

Shoe examples:

Permitted



Not Permitted



Girls Uniform



Girls P.E - Outdoor



2. Acceptable Internet and Electronic Communication Policy

I understand that use of the Internet and electronic communication is granted to me as a privilege, in return for my acceptance of the agreement. Any misuse on my part may result in loss of that privilege and other sanctions being taken. This also applies to any activity undertaken outside school which contravenes the acceptable use rules of the school.

All online activity will be appropriate to:

- ensure the-Safety and security of the school system
- ensure respect for all members of the community
- maintain the reputation of the school

In particular this means:

- I will only access the school computer system and Internet via my authorised account and password, which I will not make available to others.
- I will ensure that I do not wilfully damage the system by means of malicious code (e.g. virus infections, malware etc.), hacking or physical tampering.
- I will not bring in pen drives from outside school and try to use them on the school system. All students have access to O365 and OneDrive both internally and externally and any work that needs to be completed at home should be saved there.
- I will not wilfully interfere with and/or delete another person's work files or access other people's files, unless they have been posted onto the Resources area or VLE for this express purpose.
- I will not send or forward messages, publish or create material, which is offensive, hurtful or otherwise upsetting to another person. Nor will I post anonymous messages or forward chain letters. I will immediately report any unpleasant messages sent to me.
- I will not intrude on the privacy of others electronically, whether they are fellow pupils or members of staff, whether this occurs within or external to the school system.
- I will only e-mail people on the school system, or I will obtain permission to e-mail people outside the school system for educational purposes.
- I will not give my full name, my home address or telephone number on an e-mail. I will not use school e-mail facilities to arrange to meet someone outside school hours or use the school e-mail for any personal business.
- Language which I use in electronic communication will be appropriate and suitable, as for all schoolwork.
- I will only use the Internet when it is part of the lesson or is required for my education, e.g. as a research tool.
- I will not use the computers to play on-line games or visit commercial sites during lessons without permission and a clear educational reason to do so.
- I will not use mobile phones, cameras or other electronic devices to take, publish or circulate pictures or videos of anyone without their permission.
- I will respect copyright of all materials.
- I will only access via school's Wi-fi whilst in school.

In addition, I understand that:

- Use of the network to knowingly access inappropriate materials such as pornographic, racist or offensive material is forbidden and may constitute a criminal offence.
- Guidelines for safe use of the Internet will be followed and I will report any materials or conduct which I feel is unacceptable.
- The school reserves the right to examine or delete any files that may be held on its computer system, to

monitor any Internet sites visited and e-mails exchanged and, if necessary to report anything which may constitute a criminal offence.

3. Anti-Bullying Policy

“Treat others as you wish them to treat you”

Yavneh Girls High School recognises that every child has a right to be safe and secure. Yavneh Girls High School is committed to ensuring that each pupil is educated in a safe, caring, and protective environment. It operates a strong pastoral system, which includes Form Tutors, Head of Lower/Upper School, Safeguarding Team, SENCO, Head Teacher and Deputy Head Teacher. This enables pupils and staff to work together in all areas of school life. Issues surrounding bullying, including homophobic and cyber bullying, are discussed and explored in regular Personal Social & Health Education/Citizenship lessons.

The school acknowledges that bullying is a serious issue and has a zero tolerance on bullying and is committed to dealing with each incident in accordance with the following policy:

What is Bullying?

Bullying is behaviour by an individual or group, either physically or emotionally, that is deliberately hurtful and is repeated often over a period of time where it is difficult for victims to defend themselves. Bullying can take many forms (for instance, cyber-bullying via text messages or the internet), and is often motivated by prejudice against particular groups, for example, on grounds of race, religion, gender, sexual orientation, or because a child is adopted or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences. Stopping violence and ensuring immediate physical safety is obviously a school's first priority but emotional bullying can be more damaging than physical; teachers and schools have to make their own judgements about each specific case.

Bullying may be subtle or overt and may take many forms eg:

Physical: hitting, kicking, punching, taking or damaging belongings and, in extreme cases, it involves serious injuries.

Verbal: name-calling, insulting, repeated teasing, sexist (including **homophobic**) remarks.

Racist: racial taunts, graffiti, gesture.

Indirect: spreading nasty rumours, excluding from group.

Psychological: a maintained silence can be used to undermine or ostracise.

Technological: by means of information technology eg: text messaging, internet etc.

Cyber-bullying: The rapid development of, and widespread access to, technology has provided a new medium for 'virtual' bullying, which can occur in or outside school. Cyber-bullying is a different form of bullying and can happen at all times of the day, with a potentially bigger audience and more accessories as people forward on content at a click. Search powers included in the Education Act 2011 give teachers stronger powers to tackle cyber-bullying by providing a specific power to search for and, if necessary, delete inappropriate images (or files) on electronic devices including mobile phones.

Aims of the policy are to ensure that:

- All pupils feel safe.

- All students receive an education free from bullying.
- The school community will not tolerate any unkind actions or remarks, even if these were not intended to hurt.
- The Pupils feel able to support each other by reporting all instances of bullying and do not support the bully by staying silent.
- The pupils are involved in prevention strategies such as anti-bullying assemblies.
- There should be appropriate support for students who are bullied, for students who are aware of bullying and for staff who are attempting to resolve the issue.
- There should be the opportunity to use restorative justice approaches to resolve bullying issues in the short, medium and long-term.

Staff will respond to any acts of bullying immediately and positively.

At Yavneh Girls High School, we aim to:

- Involve parents to ensure that they are clear that the school does not tolerate bullying and are aware of the procedures to follow if they believe that their child is being bullied.
- Involve pupils. All pupils understand the school's approach and are clear about the part they can play to prevent bullying, including when they find themselves as bystanders.
- Regularly evaluate and update our approach to take account of developments in Technology, for instance updating 'acceptable use' policies for computers.
- Implement disciplinary sanctions. The consequences of bullying reflect the seriousness of the incident so that others see that bullying is unacceptable.
- Openly discuss differences between people that could motivate bullying, such as religion, ethnicity, disability, gender or sexuality. Also children with different family situations, such as looked after children or those with caring responsibilities. We will also teach children that using any prejudice based language is unacceptable.
- Provide effective staff training. Anti-bullying policies are most effective when all school staff understand the principles and purpose of the school's policy, its legal responsibilities regarding bullying, how to resolve problems, and where to seek support. We will seek support where necessary to assist us in understanding the needs of our pupils, including those with special educational needs and/or disability (SEND).
- Work with the wider community such as the police and children's services where bullying is particularly serious or persistent and where a criminal offence may have been committed.
- Make it easy for pupils to report bullying so that they are assured that they will be listened to and incidents acted on. Pupils should feel that they can report bullying which may have occurred outside school including cyber-bullying.
- Create an inclusive environment. Schools should create a safe environment where pupils can openly discuss the cause of their bullying without fear of further bullying or discrimination.

- Celebrate success. Celebrating success is an important way of creating a positive school ethos around the issue.
- Use specific organisations or resources for help with particular problems.

Involvement of the Governing Body

The Governing Body of the school will be informed of serious concerns regarding the behaviour of any pupil. The Head teacher or the Designated Safeguarding Lead will raise the matter and, if appropriate, the Governing Body will be kept informed of ongoing developments.

What parents/carers can do:

- **Victims of bullying need support from their family, teachers and friends.** Sometimes children hide the fact that they are being bullied or they are scared of what the bullies will do if they tell – or are frightened of parents’/carers’ reaction. Children who are bullying others may hide the fact from their parents/carers or present them with a different story. Listen to your child. Trust your child. But remember that s/he may not have told you the full story. Remember that a single incident may not constitute bullying; it may actually be a simple accident, or thoughtlessness and sometimes conclusions are drawn too quickly.
- **Tell a member of staff** – if your child is being bullied. Parents/Carers, staff and pupils must be prepared to talk so that everybody understands how others feel. Although this is not easy, it is the only effective way to stop bullying.
- **If possible, speak to somebody you know and trust** eg your child’s Form Tutor, will be able to offer you help and support.
- **If you cannot speak to somebody at once, be persistent.**
- **You may feel impatient with the school.** Parents/Carers of bullied children occasionally become angry when schools seem not to punish bullies. There can be very good reasons why schools use other methods of dealing with bullying (it takes time to establish the facts and there must be good evidence against a bully before punishment):
 - Restorative justice may be applied in the first instance as this may result in a swift resolution to the problem
 - A school’s priority is to stop the bullying immediately
 - Whether your child is bullying others or is a victim, try to remember that bullies may need help as well as punishment
 - Bullying is a complex situation to resolve, so try to be patient.

Staff Procedures

- All members of staff should take responsibility for ensuring that all incidences of bullying are reported.
- Pupils can report incidences of bullying to any member of staff. Staff should never promise not to tell anyone, and it is essential that they inform the Safeguarding Team of the incident on the day it was

reported to them.

- The Designated Safeguarding Lead/team will then interview the victim and the alleged bully, along with any witnesses.
- Incidents of bullying will be dealt with in accordance with procedures laid down in the school behaviour policy. Parents/Carers may be involved according to the seriousness of the incident.
- It is expected that the policy would normally be successful in resolving the issue. If this is not the case, other measures may be considered, and external agencies may be utilised. If no further improvement in behaviour is secured, or the behaviour of the student is such that all other sanctions are inappropriate, consideration will be given by the Head Teacher to more serious sanctions which may include fixed term or permanent exclusion according to the nature and seriousness of the issues.

4. **Medicines Policy**

It is the responsibility of parents/carers to:

- inform the school of their child's medical needs by completing a Healthcare Plan that should be requested from the school office.
- provide any medication in a container clearly labelled with the following:
 - THE CHILD'S NAME
 - NAME OF MEDICINE
 - DOSE AND FREQUENCY OF MEDICATION
 - SPECIAL STORAGE ARRANGEMENTS
 - collect and dispose of any medicines held in school at the end of each term.
 - ensure that medicines have not passed the expiry date.

Administering Medication

1. It is expected that parents/carers will normally administer medication to their children at home. No medication will be administered without prior written permission from the parents/carers, including written medical authority if the medicine needs to be altered (eg crushing of tablets). A **Request to Administer Medication Form** must be completed. As stated in paragraph 3, staff members are not legally required to administer medicines or to supervise a child when taking medicine. This is a voluntary role.
2. All medicine will normally be administered during breaks and lunchtime. If, for medical reasons, medicine must be taken at other times during the day, arrangements will be made for the medicine to be administered at other prescribed times. Pupils will be told where their medication is kept and who will administer it.
3. Any member of staff, on each occasion, giving medicine to a pupil should check:
 - Name of pupil
 - Written instructions provided by the parents/carers or doctor
 - Prescribed dose
 - Expiry date
4. Written permission from the parents/carers will be required for pupils to self-administer medicine(s). This is part of the **Request to Administer Medication Form**.

Storage

All medicine will be kept in a cabinet in the school Office.

Carrying Medicines

For safety reasons children are not allowed to carry medication (Except inhalers and epi-pens as appropriate.) All other medicines must be handed to the school office.

5. Marking Policy

How is my work marked?

- Your work will be marked regularly by your teachers.
- At least once every 10 hours of teaching your work will be marked formatively. You will receive feedback as to how you can improve.
 - You will be expected to read your teacher's comments and correct your work using a green pen.
 - Teachers will also encourage you to use the green pen to reflect on your work, and to highlight any areas that you need to improve on yourself.
 - You will be assessed formally at least twice a year in order to attain a summative grade.
 - This grade will form part of your tracking, along with an effort grade and a target grade for each subject.
 - You will receive reports containing this information at least twice each year; your teachers may also use these reports to comment on your progress, and to give advice for improvement.

These are some of the ways that teachers will want you to act on their feedback:

sp = spelling mistake – correct your spelling of this word and learn it for next time

p = you've made a punctuation error or missed a punctuation mark

// = new paragraph

WWW. = What Went Well: What is good about your work

EBI = Even Better If: What you need to do to improve

Effort Grade - Every teacher also awards an effort grade from A to E (1 to 5 in Sixth Form):

Effort Grade Descriptors	
A/1	Excellent - The pupil/student does everything they could to succeed in the subject. They always concentrate in lessons and produce the best quality homework they can.
B/2	Good - The pupil/student's behaviour is usually very good. There may be occasional lapses in concentration and homework, but this is not regular.
C/3	Could improve - The pupil/student is generally well behaved but greater effort would lead to better attainment. This may be regular lack of concentration or chatting, or poor effort in homework.
D/4	Improvement needed - The pupil/student does not make sufficient effort and there have been occasional incidents of poor behaviour.
E/5	Cause for concern - The pupil/student's behaviour is, more than occasionally, poor. Lack of effort is affecting the pupil/student's progress.

PARENTAL CONTRIBUTIONS

1. Your Parental Contributions Matter

We would like to welcome both you and your child to Yavneh Girls High School. We look forward to providing your child with an environment where they can be cared for and flourish, combined with the highest standards of education. Just like you we are extremely excited about this coming academic year.

Firstly, we want to debunk some myths – in the past there have been some misconceptions as to what parental contributions were being used for. We often hear parents referring to parental contributions as Hebrew Fees or Security Fees. Allow us to reiterate that parental contributions go **towards much more** and have enabled the school to deliver the all-rounded, top-class standard of excellence up to this point, contributing to each and every part of, and department in the school. It is our responsibility to ensure this continues in the future.

We are acutely aware of the serious rise in the cost of living and the impact that has on everyone's day to day lives. It is precisely because of this that there has never been a more important or pressing time to support the school.

Whilst we as individuals have been feeling the pinch in recent months in the understanding that things should hopefully get better in time, an academically successful school such as Yavneh Girls has seen regular cuts to its budget for over 10 years, never mind the inflationary rise in costs over that same period.

Some would argue that the school should simply live within its means, suggesting a school should be able to run on a government budget. We are not here to argue that one can't run a school on a government budget – you can, a standard comprehensive school that is.

Is standard what we want for our children?

Or do we want a school that combines academic excellence with a traditional Jewish ethos? A school with facilities and opportunities comparable to schools in the private sector? We know that's what you want and why you are sending your children to our school.

Simply put, without parental contributions the school will sadly be forced to take measures to reduce the deficit – that means decreasing the number of Teachers and Teaching Assistants, decreasing the range of options, etc. We are confident that we can all agree that is not the direction we want the school to be heading in.

As a community we have excellence and more in the Yavneh Girls and Yavneh Schools, at a fraction of the cost of Private schools. We appeal you to see it as a personal responsibility to help ensure it continues.

For the Academic Year 2024/25, we request £3,000 per school year (£250 per month), towards Parental Contribution Program.

We would like to stress that, in law, this is of course a voluntary contribution.

How do I set up my Parental Contributions?

We kindly request that a Direct Debit is set up by parents. This can be done by completing a couple of simple steps by using <https://pay.gocardless.com/AL0005FZVH2GMS>. Once you have signed up, please email us on kdsbursar@kdhigh.co.uk and confirm the amount you wish to pay per month, and we will amend it.

Alternatively, you can set up a direct debit with the following bank details

Primary and Main school

King David Admin Account

Sort code 08-90-00

Account no: 65034260

Ref: Surname and child's name

Can I Gift Aid my Parental Contributions?

Yes. If you were to Gift Aid your contribution, the school will receive a further 25% without any additional cost to you. Please contact kdsbursar@kdhigh.co.uk to request the Gift Aid Declaration link/form.

Is it possible to pay Parental Contributions through my business?

Absolutely. For business owners, the school can also invoice the business in respect of a charitable donation with the tax benefits this affords.

Are charitable Vouchers/Cheques accepted for Parental Contributions?

The school is able to accept Charity vouchers and cheques. Whether it is Broom Foundation, Achisomach or any other foundation please get in touch with the Bursar's Office on 0161 740 3181 or email kdsbursar@kdhigh.co.uk should you wish to do this.

2. ParentPay

For the safety of children and staff, we prefer not to receive cash payments in school. Payments should instead be made through ParentPay.

Details of how to login to ParentPay will be sent to you at the beginning of term,

3. School fund

You will no doubt have read in the press about the pressures on school budgets and, just as with our families we too at school are challenged by rising costs, for example, school exercise books and textbooks have risen in cost by approximately 30% this year. We are also increasingly making use of online resources such as MyMaths, MathWatch, Focus e-Learning and Active Teach for languages which pupils can have access to at home. All these online resources carry a subscription cost which the school pays. We are therefore asking all parents who can afford to, to contribute £50 to the school fund to ensure that we can supply suitable resources to all our children.

Having access these resources and online services at home will help with homework and is an essential part of supporting pupils with their independent study.

Please support us in this request if you are able to. Payment is through ParentPay at the beginning of the term or can be set up as a monthly direct debit through ParentPay.

4. Pupil lockers

The school will supply your child with a locker.

5. Bus Service South Manchester

This service is provided to the school by the **GMPTE** Monday to Friday. There are two bus routes: One running from Gatley (740) and a second one running from Hale Barns (741).

Children are dropped off in the morning on Seymour Road and picked up from Seymour Road in the afternoon. The coaches leave at 3:45 pm Mon-Thurs and 3:45 pm on a Friday.

In the winter the bus leaves 15 minutes after closing on Fridays. We are now having to pay for our early finishing days in the winter and throughout the year. This equates to around 17 days and we will now be charging parents £100 for the year. There will also only be one bus for both routes. I have attached the route for your viewing. We used this route several years ago and it worked well.

Please transfer the £100 to the following account

Yavneh Girls Bus account

Sort code: 08-90-00

Account no: 65034341

This cannot be paid weekly on the bus. If your child wishes to go on as a one off, please ask them to go to the Governors administration office and we will accept card payment of £6. Bus passes will be given to the pupils who have paid. Please kindly email a selfie of your child to a.whelan@kdhigh.co.uk.

Occasionally the coaches can be late, but they do arrive so please inform your children not to walk to the met.

The weekly cost for the journey is £7.60 which can be paid by cash on the bus. A day ticket can be purchased. Single £1.00 and return £2.00. There is an option to purchase an all public bus weekly card for £10.50. All this is subject to change.

Each child is required apply for an iGO pass. Please apply early for these passes to ensure that you receive them before the start of the school year. **Manchester Council passes are sent to the school a few weeks into the school year.** The application for the iGo pass can be found on the GMPTE website. www.tfgm.com.

The timings of the buses will be sent out once we have received them from the TFGM.

For any further information please contact Adele Whelan at the Governors administration office on 0161 740 3181. If you wish to contact us via email please email Adele at a.whelan@kdhigh.co.uk

Yavneh Girls South Manchester Coach Service – EARLY FINISHES ONLY.

- Yavneh Girls
- Parrs Wood Tesco
- Cheadle, White Heart
- Gatley Road/Kingsway
- Gatley – Tatton Cinema
- Brooks Drive
- Wicker Lane
- Delahays Road
- Hale – Culcheth Hall School

6. Parental Security Rota

Following advice from CST, the Campus has an active Parent Security Rota to provide extra security at the busiest times of campus.

We need your support, now more than ever and we ask all parents to do their bit on this rota which involves 45 minutes (8.15 am – 9.00 am or 3.10 pm – 3.50 pm) whenever you are able.

Ideally, we would like you to commit to a weekly slot, or even monthly slot, but if this is not possible, every parent is asked to cover at least one shift each term.

Kit and training are provided – no expertise or other skills are required.

The role of the Parent Rota is to provide a visual deterrent and to watch out for any unusual or suspicious activity around Campus at the busiest times of day.

Please contact: parentalrota@kdhigh.co.uk with your contact details and which day and time is best for your shift.

Please do not leave this to other parents – the security of all the children on Campus is paramount.

As part of volunteering, Mark Isaacs of JPS Chartered Surveyors very kindly continues to support and sponsor the rota for any parent who has a child who needs a place at breakfast club or after school club if this coincides whilst their parents are on a rota shift.

7. Benefits

We want to make sure that we are providing your child with the best education and support we can. Healthy school food has obvious health benefits and can help pupils establish healthy habits for life. Healthy school food can also help to improve pupils' readiness to learn.

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 of the following benefits:

- Universal Credit with an annual net earned income of no more than £7,400
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

Registering for free meals could also raise an extra **£900** for your child's secondary 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, we need information about you and your child. Please complete this form and return to the school office.

About your child/children

Child's Last Name	Child's First Name	Child's Date of Birth			Name of School
		DD	MM	YYYY	

		DD	MM	YYYY	
		DD	MM	YYYY	

Parent/carer details

	Parent/Guardian 1						Parent/Guardian 2					
Last name												
First Name												
Date of Birth	DD	MM	YYYY	DD	MM	YYYY	DD	MM	YYYY	DD	MM	YYYY
National Insurance Number*												
National Asylum Support Service (NASS) Number*		/		/				/		/		
Daytime Telephone Number												
Mobile Number												
Address												
	Postcode:						Postcode:					

Family income and benefit details

If you receive any of the benefits listed below, please place an X in this box.

- 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

Universal Credit

If you are in receipt of **Universal Credit**, is your net earned family income over £7,400 per year? (Please place an X in the appropriate box).

Your net earned income is your household income after taxes and deductions. It does **not** include income through Universal Credit or other benefits that you may receive.

Yes No Unsure

Child Tax Credit

If you are in receipt of **Child Tax Credit**, is your joint gross annual income over £16,190 per year? (Please place an X in the appropriate box).

Your joint gross income is your household income before taxes are

Yes No Unsure

If you're not sure whether you receive one of the listed benefits, or what your household income is, but you would still like us to check whether your child is eligible for free school meals, please place an X in this box.

Declaration

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.

Signature of parent/carer:

Date:.....

Thank you for completing this form and helping to make sure your child's school is as well funded as possible.

How the information in this form will be used

The information you provide in this form will be used by the council to confirm receipt of one of the listed welfare benefits. Once this is confirmed, this helps to decide how much money your child's school will receive each year.

The information will also be used in relation to pupils in year 3 or above to decide whether they are eligible for free school meals.

You only need to complete this form once and it will last for the duration of your child's time at their current school. You should contact the school or local authority if you have a change in financial circumstances.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information. We will use the information you provide to assess entitlement to free school meals. The information may also be shared with other Council departments to offer benefits and services.