

9th July 2018

Dear Parents/Guardian

Last day of term arrangements and student fete

On Friday 20th July we will be having a series of events across the day to celebrate our achievements this year and recognise the hard work put in by pupils. The day will be non-school uniform (as requested by students) and there will be a £1 donation to charity. Our chosen charities this year are the Birmingham Children’s Hospital (in recognition of the 70 year old NHS celebrations) and school projects.

Before lunch, we will be organising a village fete style event where students will be able to participate in some weird and wonderful activities (including soak the teacher). Most of these will be at no cost, however at some, there will be a small charge to raise additional funds for the charities. Students will have an early lunch and then attend tutor groups before finishing at 1.10pm.

Buses will run at their usual time. Some taxis will collect earlier, please check (well in advance of the last day of term) to see whether yours will be picking them up at 1.10pm or the usual time. If you would like your child to stay supervised until our usual finish time on the day, please let us know via email at info@tqea.org.uk before Monday 16th July so that we can make suitable supervision arrangements.

I have enclosed information from the Local Authority overleaf about school funding, the attached form needs to be completed and returned to us by Monday 16th July and handed to Reception for both yes and no replies.

Our TQEA uniform shop will be open on **Monday 23rd July between 12pm and 2pm** in the school dining hall. Come along and try on PE kit and blazers for size and purchase any items needed for the new school year.

We will send the full key dates for your diary in September but our term times in 2018/19 will be:

- Wednesday 5th September 2018 to Friday 21st December 2018 (half term 29th October – 2nd November)
- Monday 7th January 2019 to Friday 12th April 2019 (half term 18th February – 22nd February)
- Monday 29th April 2019 to Friday 19th July 2019 (half term 27th May – 31st May)

We look forward to welcoming students back to school on Wednesday 5th September 2018 at 8.45am, in the meantime, we wish you all a wonderful summer break.

Yours sincerely



Mr Dan Watts
Principal

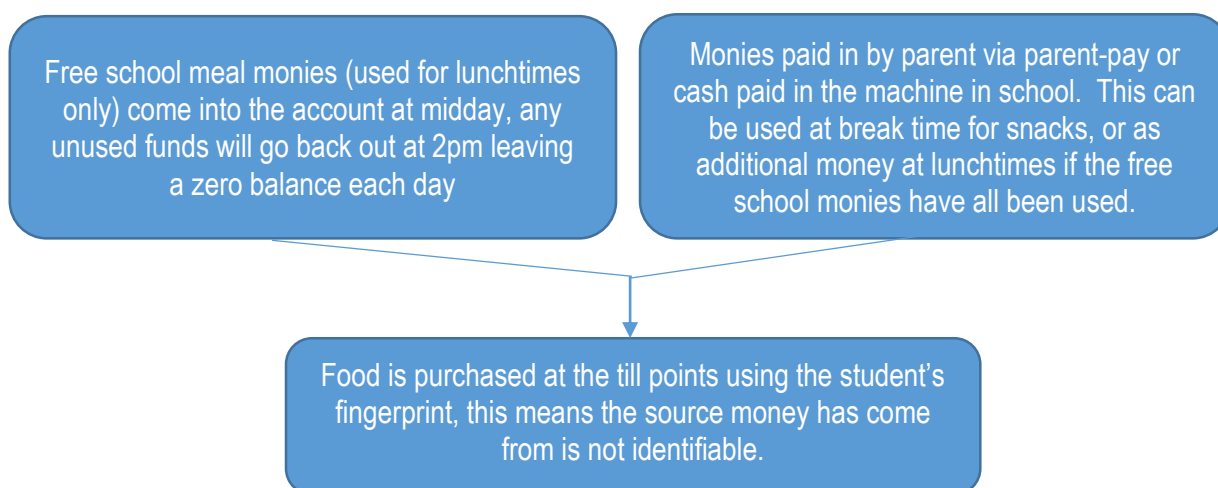
Dear Parent/Guardian

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

How does it work? - Monies (currently £2.20 per school day, this usually rises each September) go into your child's lunch fund pot (which sits adjacent to the pot containing monies put on by yourself, via parentpay or paid into the cash machines in school). The money stays separate and any left-over goes back to the Local Authority after each lunchtime. Students buy food using their fingerprint at our till points.



Registering for free meals could also raise an extra £900 for your child's secondary school, this funds 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 Reception by Monday 16th July 2018.

ABOUT YOUR CHILD/CHILDREN

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

PARENT/GUARDIAN DETAILS

	Parent/Guardian 1			Parent/Guardian 2		
Last name						
First Name						
Date of Birth	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 taken into account.

Yes No Unsure

If you would like us to check whether your child is eligible for free school meals, and if eligible for us to apply on your behalf 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.

Full name of parent/guardian:

Signature of parent/guardian:

Date:

Thank you for completing this form and helping to make sure The Queen Elizabeth Academy 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.