



**School Meals**  
Children's Services  
Room 332, Kings House  
Grand Avenue,  
Hove, BN3 2LS

Date: 25 March 2014  
Ref.:  
Phone: (01273) 295051  
Fax: (01273) 293656  
e-mail: [schoolmeals@brighton-hove.gov.uk](mailto:schoolmeals@brighton-hove.gov.uk)

Dear Colleague,

**Universal Infant Free School Meals/Pupil Premium Data Collection**

Further to my bulletin dated 11<sup>th</sup> March 2014, please find enclosed letters encouraging parents/guardians to express a preference for a school lunch from September 2014, identify any special dietary requirements and also to collect data required to enable your school to claim/receive the correct level of Pupil Premium (£1300 per pupil 2014/15).

I have provided sufficient letters for:

- (i) Your current reception pupils (Y1 September 2014)
- (ii) Your current year 1 pupils (Y2 September 2014)
- (iii) Your new reception intake (YR September 2014)

Should you require additional copies, please email [schoolmeals@brighton-hove.gov.uk](mailto:schoolmeals@brighton-hove.gov.uk)

Please distribute letters to the parents/guardians of the pupils listed above and make this a newsletter item, highlighting the importance of completing and returning the form. Forms should be returned to the school before returning them in batches to the school meals team. Address labels have been provided for your convenience.

I would recommend that all new reception parents/guardians are encouraged to complete the form at welcome meetings wherever possible. This will ensure that we are best placed to process the pupil premium information over the summer break.

The autumn census is planned for Thursday 2<sup>nd</sup> October and the future funding/adjustment of initial payments will be based on the number of YR, Y1 & Y2 meals taken on this date. We must encourage as many pupils as possible to eat on this day to secure maximum funding of these meals for schools. Your cook/kitchen will be able to provide you with this piece of information, along with the free school meals taken on the day, as this will be shown on the till. For those schools without a till, the report should be available to view on ParentPay. I will provide further guidance closer to the date.

Should you have any queries or wish to discuss this letter in more detail, then please do not hesitate to contact me

Yours sincerely,

**Susie Haworth**  
School Meals Team Manager

Telephone: 01273 290000  
[www.brighton-hove.gov.uk](http://www.brighton-hove.gov.uk)  
Printed on recycled, chlorine-free paper