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**THE BULWELL
ACADEMY**
*Creative
Education
Trust*

24 September 2021

ARE YOUR CONTACT DETAILS UP TO DATE?

Dear Parent/Carer

At the start of every new academic year, we will contact you to ensure that the contact information we have on record for your child is current.

Safeguarding is at the heart of everything that we do every day and our ability to communicate with you effectively is critical to your child's safety when at school.

Additionally, we use the contact details that we have on record to accurately:

- send academic reports to home addresses
- send emergency whole-academy updates via text or email
- share messages of celebration
- share details of important upcoming events and deadlines.

We know that contact details can change throughout the year and your child's safety and success at school requires your support to ensure that the details we have are the most accurate they can be.

Please complete the enclosed form as clearly as possible and return it to the Academy by **Friday 1 October 2021**. Our dedicated Safeguarding Team will be in touch in cases where forms have not been returned by this date.

Please note that, should your contact details change at any point during an academic year, it is your responsibility to inform the Academy. In such cases, just pop a call to reception or indicate the change through SIMSParent and we will take it from there.

Please do not contact Year Managers to update contact details. The importance of this information requires it to be managed by a single point of contact.

Finally, if you feel that your child may be entitled to free school meals, please complete and return the application form enclosed. For guidance, I have included the criteria that would qualify a family to receive additional support overleaf.



Qualifying confirmation

The qualifying benefits to be eligible to receive free school meals, free mail and/or school clothing allowance are:

- Income Support
- Income-based Jobseeker's Allowance
- Employment and Support Allowance (Income Related)
- Guarantee element of Pension Credit
- Support under section 95 of the Immigration & Asylum Act 1999
- Universal Credit with an annual net earned income of £7,400 or below

Free School Meals only

- Your annual income is not more than £16,190 (as assessed by Her Majesty's Revenue and Customs) and you are in receipt of Child Tax Credit
- **NOT WITH WORKING TAX**

School Clothing Allowance only

- Your annual income is not more than £16,190 (as assessed by Her Majesty's Revenue and Customs) and you are in receipt of Child Tax and/or Working Tax Credit
- **NOT FOR STUDENTS WHO ATTEND ACADEMIES**

You may be asked to provide proof of your entitlement to one of the above if we are unable to confirm your eligibility via online checks.

From personal experience I know that many families across the UK who are entitled to this support are not claiming it. This may be for many reasons, including a lack of awareness and even pride, so I urge you to check the criteria above very closely and complete the claim form enclosed, and either email it to Pupil Benefits or return it to the Academy with your Data Sheet.

Wishing you all well.

Yours sincerely

Brad Nash
Interim Principal