Clewer Hill Road

**Hilltop First School and Foundation Stage**

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Headteacher: Ms Lynn Bima

 www.hilltopfirst.co.uk

Dear Parents and Carers,

**The Pupil Premium and Service Premium Funding**

Since April 2011, nurseries, schools, childminders and other childcare providers have been able to claim extra funding through the Pupil Premium and the Service Premium to close attainment gaps for disadvantaged pupils and to assist with the pastoral needs of children with parents in the armed forces. I wanted to write to you to explain what the Pupil Premium is, to clarify who is eligible for this funding and, importantly, to ask you to fill out the enclosed forms so that we as a school can claim the extra funding.

The **Pupil Premium** provides additional school funding for children whose parents are in receipt of certain benefits or who were formerly in local authority care but who left care because they were adopted or were subject to a special guardianship or child arrangements order. This additional money could make a significant difference to Hilltop.

All pupils in Reception to Year 2 receive Universal Free School Meals and some pupils in Years 3 and 4 who are eligible for the Pupil Premium are also entitled to receive free school meals.

Wecan choose how we use theextra fundingto enhance the learning experiences that we provide for your child. This could include, for example, additional training for our staff in working on specialised areas such as speech and language, investing in additional resources or covering some of the costs of wrap around care, class trips or special events for your child.

Therefore we ask that ALL PARENTS/GUARDIANS read and complete in the form in the blue folder. This will allow us to identify pupils who may be eligible for the Pupil Premium and claim the additional funding.

The **Service Premium** gives schools extra funding to support children and young people with a parent who is either currently serving in the regular armed forces or has done so in the last 3 years. If you believe the school is entitled to claim this funding on behalf of your child please speak to a member of the office staff. I will be inviting parents of Service children to meet with me in the near future to discuss how this funding would be used to support their children.

In order for the school to claim these sources of additional funding for your child, the relevant pupil information must be included in the school census. Please ensure that the form is returned to school with your child’s pupil information folder.

If you have any questions, please contact the school office.

Kind regards



Lynn Bima

Headteacher

We request the following information from families to help us to provide the best education and support for all children by making sure that if a child is eligible for the **Pupil Premium** Grant (PPG) that we receive this funding.

Please note that completion of this form is voluntary and non-completion will not affect your child’s place at Hilltop. However, if you do not complete this form, we may not be able to identify whether your child is eligible for the PPG and we may not receive additional funding to support your child.

**ABOUT YOUR CHILD/CHILDREN**

|  |  |  |
| --- | --- | --- |
| Child’s Last Name | Child’s First Name | Child’s Date of Birth |
|  |  | D D | M M | Y Y Y Y |
|  |  | D D | M M | Y Y Y Y |
|  |  |  |  |  |

**FAMILY INCOME AND BENEFIT DETAILS**

**UNIVERSAL CREDIT** – 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.

Is your joint net family income over £7,400 per year? (Please place an X in the appropriate box).

Yes ⬜ No ⬜

If you have ticked yes, you do not need to complete the remainder of this form.

**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. They will do this by checking the information you have provided against the work benefit data provided by HMRC and DWP. We need your consent to request the council to make this check.

The council will then confirm whether your child is eligible for the PPG (but will not notify us of which benefits you are receiving). This form will last for the duration your child is at their current school. You should contact the school if there is a change in your circumstances. Whether you provide your details or not will not affect any of the welfare benefits you may be entitled to.

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 only use the information you provide to check whether your child is eligible for the Pupil Premium Grant.

**PARENT/GUARDIAN DETAILS**

|  |  |  |
| --- | --- | --- |
|  | Parent/Guardian 1 | Parent/Guardian 2 |
| Last name |  |  |
| First Name |  |  |
| Date of Birth | D | M | Y | D | M | Y |
| National Insurance Number\* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| National Asylum Support Service (NASS) Number\* |  |  | **/** |  |  | **/** |  |  |  |  |  |  |  | **/** |  |  | **/** |  |  |  |  |  |
| Email address |  |  |
| Mobile Number |  |  |
| Address | Postcode: | Postcode: |

\* Complete as appropriate

**Please tick if you are in receipt of any of the following?**

* Income Support
* Income-based Jobseekers Allowance
* Income-related Employment and Support Allowance
* Universal Credit
* Support from NASS (National Asylum Support Service) under part 6 of the Immigration & Asylum Act 1999
* The guarantee element of State Pension Credit
* Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
* Working Tax Credit run-on
* I do **not receive any** of these benefits

**Thank you for completing this form and helping to make sure Hilltop is as well funded as possible.**

DECLARATION

I agree that you will use the information I have provided to process my claim and will contact other sources as allowed by law to verify my initial and ongoing entitlement.

I agree to inform the school of any change in my circumstances.

Signature of parent/guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_