

Date

**For the attention of:**

The Parents/Guardian of:-

**Name**

**Date of Birth**

**School**

Our school receives funding from the Government to cover the costs of providing education. This can include all school running costs, such as employing teachers and support staff, books and equipment, computers, expenses on our school building and free school meals.

The school receives additional funding (known as the pupil premium) for pupils whose families receive certain benefits.

It is in **all** our interests that we bring in as much money as we can to support our school and ensure all of our children get the best possible education. To help your child and your school, we can do a very quick eligibility check for this additional funding via Durham County Council.

In order to do this we require some simple information.

The information we need is:-

**Full name of Parent/Guardian**

**Date of Birth**

**National Insurance Number or**

**Asylum Seekers Reference Number**

For the whole of the time your child is in our school this is the only information we will need to check **unless your surname changes** (and therefore are asking all parents, no matter what your current circumstances are to complete the above). Please rest assured that the information you provide is confidential and will be treated with the strictest confidence and safe keeping.

If you could provide the information on the attached form, sign and return it to the school, we will do the rest. If your child is entitled to receive the additional funding and a free school meal we will let you know the outcome in a few days.

Many thanks for your help. .

Kind regards

Head Teacher

**School Contact:**

**Telephone:**

**Email:**