

28 March 2019



Dear Parent/Carer

### **Changes to Free School Meal Systems**

From the 1<sup>st</sup> April Milton Keynes Council will no longer be providing the Free School Meal eligibility checking service. The service allowed parents to register for Free School Meals and be checked for eligibility via an on-line portal. The school then received regular updates identifying any eligibility changes so that we can update our internal systems.

The school have now signed up for a new service through CAPITA which can be accessed via:

<https://www.cloudforedu.org.uk/ofsm/sims>

A link is also available on our school website in the "Quick Links" area.

If you have previously registered with the Milton Keynes Council system you will need to re-register with the new school system. Unfortunately we are unable to transfer your information across.

You only have to register for the service once for each child and the system will continually check your eligibility throughout your son or daughters time at the school. We strongly recommend that you register for this service, even if you do not think you are eligible at this point. Your eligibility both identifies whether you are entitled to Free School Meals but can also affect the amount of funding the school receives to support students.

Registration is simple and free and only takes a matter of minutes. You will need to enter your National Insurance Number, contact details including email address, date of birth as well as your son or daughters name and date of birth.

You will be informed of your eligibility at the point you register but, as the system checks every two weeks for eligibility, you will receive a further email if your status changes. As a school we will have an overview of the registered eligible parents/students and can then update our system accordingly.

You can access this service yourself from any internet enabled device or alternatively we can register on your behalf by returning the form below. If you would prefer to come into school for us to help you register then please contact Reception who can make appropriate arrangements for you.

If you have any queries please do not hesitate to contact Reception on the Main School number below or alternatively email [fsm@radcliffeschool.org.uk](mailto:fsm@radcliffeschool.org.uk).

Yours sincerely

**JASON FALKNER**  
**BUSINESS MANAGER**

**The Radcliffe School**  
Aylesbury Street West, Wolverton, Milton Keynes MK12 5BT  
Telephone: 01908 682 222  
Email: [admin@radcliffeschool.org.uk](mailto:admin@radcliffeschool.org.uk)  
Headteacher: Mrs P Lawson



**THE RADCLIFFE SCHOOL**  
INSPIRE AND ACHIEVE

## Free School Meal Eligibility Registration

|   |  |
|---|--|
| <b>Parent/Carer Name</b>  |  |
| <b>Parent/Carer Date of Birth</b>   |  |
| <b>National Insurance Number</b>  |  |
| <b>Contact Email Address</b>  |  |
| <b>Contact Landline</b>   |  |
| <b>Contact Mobile</b>   |  |
| <b>Parent/Carer Address<br/>(Please ensure you include<br/>your postcode)</b> |  |
| <b>Student Name</b>   |  |
| <b>Student Date of Birth</b>  |  |
| <b>Student Address<br/>(if different from<br/>Parent/Carer)</b>               |  |

**Please return to the Radcliffe School Reception**

### **The Radcliffe School**

Aylesbury Street West, Wolverton, Milton Keynes MK12 5BT

Telephone: 01908 682 222

Email: [admin@radcliffeschool.org.uk](mailto:admin@radcliffeschool.org.uk)

Headteacher: Mrs P Lawson