

Letchmore Infants' and Nursery School  
Letchmore Road, Stevenage,  
Hertfordshire SG1 3PS  
Telephone: 01438 234400  
[admin@letchmore.herts.sch.uk](mailto:admin@letchmore.herts.sch.uk)  
[www.letchmore.herts.sch.uk](http://www.letchmore.herts.sch.uk)

Co-Headteachers: Mrs Jo Harding BA Hons  
Mrs Eleanor Williams BA Hons

September 2022

Dear Parents and Carers

In addition to our school funding received from Hertfordshire County Council/ the Education Funding Agency, we are able to claim a grant from Government each year called the Pupil Premium for children whose parents or carers receive any of the benefits below:

- **Income Support**
- **Income-based Jobseekers Allowance**
- **Income-related Employment and Support Allowance**
- **Support under Part VI of the Immigration and Asylum Act 1999**
- **The guaranteed element of State Pension Credit**
- **Child Tax Credit** (as long as you're not also entitled to Working Tax Credit and you don't get more than **£16,190** a year)
- **Working Tax Credit run-on** (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- **Universal Credit** (with annual earned income of no more than **£7,400** after tax and not including any benefits you get).

Pupil Premium is a sum of money which will benefit your child and their education. Some examples might include:

- Providing additional one to one or small group support for your child
- Purchasing additional resources to boost their learning
- Language interventions
- Social and emotional support

We are asking all parents and carers who think they may be eligible for any of the above, to complete the information below and return to the office by email in order that we can register the details provided and access the grant.

If you are in receipt of qualifying benefits your information will be renewed each year meaning that unless your circumstances change, entitlement to free school meals from Year 3 and other educational benefits will be automatically registered.

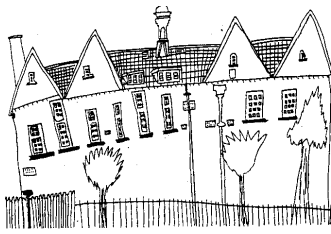
The information you supply will be treated confidentially and destroyed once processed.

Yours sincerely

Mrs Eleanor Williams and Mrs Jo Harding

Co-Headteachers





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Name of Child: \_\_\_\_\_

I am or my partner is in receipt of the following benefits: (please tick)

Income Support

Income-based Jobseeker's Allowance

Income-related Employment and Support Allowance  Child Tax Credit: income below £16,190

Universal Credit: annual income below £7400.00

Pension Credit (Guarantee Credit element)

Name and Date of Birth of person receiving the benefit: \_\_\_\_\_

National Insurance Number: \_\_\_\_\_ / Asylum Seekers Number: \_\_\_\_\_

I give permission for Letchmore Infants' School to register my details

Signed: \_\_\_\_\_ Print name: \_\_\_\_\_

