



Ancaster
Church of England Primary School

11th September 2018

Dear Parents/Carers

IMPORTANT ACTION NEEDED

Following the introduction of Universal Credit, the way that we can establish whether school is entitled to extra funding for your child has changed. This extra funding is known as Income and Benefits Based Free School Meals – IBFSM (not to be confused with the free meals provided for all children in Reception, year 1 & Year 2).

You will previously have given us your National Insurance numbers which let us conduct a check however, due to the above changes, parents are now required to request this check themselves. **It is very important that every parent/carer completes this for all their children in school, even if you do not think you are eligible.**

If your child was in receipt of IBFSM at the end of last term, they will continue to be classed as this until 2022 while in the transitional period for benefits changes. If you are unsure whether your child received this, please contact the school office.

In order to complete this check, please follow the link below that will take you to the portal where you will find instructions. Alternatively, we have attached a guidance sheet for you to follow.

<https://lcc.cloud.servelec-synergy.com/parentportal>

If you would like any help with the process, please do not hesitate to contact the school and we will provide this for you.

Thank you and best wishes

Debra Moore
School Business Leader