**Suggested letter which a school could send to their LA**

Dear Colleague,

**Free School Meals and Pupil Premium Checking Service**

This school wishes to contract with the London Grid for Learning for the TRUSTnet service, which is a comprehensive package of services designed for schools, constructed around a high speed education broadband service.

One of the included services is a **free school meals** (FSM) **eligibility checking service**, which we would like to be able to encourage the parents of our pupils to use.

The London Grid for Learning (a charitable trust incorporated in 2001 by LAs in London, and still under the ownership and governance of LAs) has worked in collaboration with its member local authorities and with the Department of Education, which has been supportive of this initiative, to develop an online service that will allow parents, schools and Local Authorities to easily and quickly check eligibility for free school meals.

Based on DfE data, LGfL determined that schools in England are currently missing out on hundreds of millions of pounds a year in Pupil Premium owing to under-claiming of FSM. The service aims to benefit eligible parents and their children through the provision of free school meals and, importantly, to benefit the school the child attends by enabling receipt of Pupil Premium.

The service has been operational and available since Autumn 2014, is capable of serving schools and parents anywhere in England, and is available to schools which subscribe to LGfL’s TRUSTnet school broadband service.

Before any school in a particular local authority area can offer this service to the parents of attending pupils, it is necessary for the LA to give written agreement for LGfL to act on its behalf in making the check for eligibility.

We would be grateful if you would consider this matter and if you are in agreement, please arrange for the accompanying pro forma to be completed and despatched as indicated.

Many thanks.

Yours etc.

Head, School

**London Grid for Learning (TRUSTnet) Free School Meals Eligibility Checking Service**

I agree to the London Grid for Learning Trust (TRUSTnet) acting on behalf of

Name of local authority: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

in the provision of a Free School Meals Checking Service for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ school and other schools in the Local Authority Area that subscribe to LGfL services, and making this service available to parents of LGfL TRUSTnet subscribing schools.

Signed

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When the form is completed please either send by:

post to: LGfL, CI Tower, New Malden, KT3 4TE

or email to: fsm@lgfl.net

Thank you.