

Greenfields Academy



Admission Pack

Name:.....



Pupil Registration Form

When your child joins Greenfields Academy, it is vital that we have certain information that will help us to ensure that they are cared for to the best of our ability. Some of this information enables us to contact you easily on matters of concern to us, some helps us to look after your child while they are in school, and some are required by law.

Child's details - Please complete this form in full. If the space provided is not sufficient in any section, please attach a separate sheet. If you have any queries when completing the form, please contact the school office.

Surname: _____ Forename: _____

Middle name(s): _____ Sex: (please tick): ☐ Male ☐ Female

Preferred Name: _____ Date of Birth: _____

Address: _____

Post code: _____

Parents/Carers' details - Please note: We are required to hold at least two emergency contacts for every child on role. That being a stepparent does not automatically grant parental responsibility

Title: _____ Forename: _____

Surname: _____

Relationship to child (e.g., mother/father,
stepmother/stepfather, foster mother/father, guardian):

Address (if different from the child): _____

Post code: _____

National Insurance Number (this enables us to check
your child's eligibility for Free School Meals and Pupil Premium
Funding): _____

Date of Birth: _____

Home Tel no: _____

Mobile Tel no: _____

Work Tel no: _____

Email: _____

Do you have parental responsibility for the child?

(please tick) Yes ☐ No ☐

Title: _____ Forename: _____

Surname: _____

Relationship to child (e.g., mother/father,
stepmother/stepfather, foster mother/father, guardian):

Address (if different from the child): _____

Post code: _____

National Insurance Number (this enables us to check
your child's eligibility for Free School Meals and Pupil Premium
Funding): _____

Date of Birth: _____

Home Tel no: _____

Mobile Tel no: _____

Work Tel no: _____

Email: _____

Do you have parental responsibility for the child?

(please tick) Yes ☐ No ☐

Wellbeing Team Contact – Please confirm how you would like us to address letters, reports, etc.

Mr & Mrs/ Mr/Mrs/Miss/Ms/Other _____ Initials: _____ Surname: _____

Address: _____

Post code: _____

At Greenfields academy, we provide you with weekly update. Please confirm the email address(es) you would like us to contact you on.

I would like my child's wellbeing team to contact me via the following email address:

Email Address(es): _____

Special family circumstances

This information helps the school to establish whether it can apply for additional funding or support and also ensures that we are compliant with Keeping Children Safe in Education (2025).

Is the child adopted, or have they ever been a Looked after Child? If yes, please give details:

The name, telephone number and email address, if applicable, of any allocated social worker:

The name and address of a non-custodial parent who wishes to receive information about the child's progress:

Any details regarding restricted access arrangements following custody proceedings (if either parent is denied access

a copy of the court papers must be shared with school):

Is the child a young carer, e.g., a member of their family has a disability? If yes, please give details:

Are either of the child's parents a member of the armed forces?



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Has there been involvement from any of the following agencies? Please Circle

• Educational Psychologist	Previous: Yes/No	Current: Yes/No
• Specialist Teaching Team	Previous: Yes/No	Current: Yes/No
• Working Together Team	Previous: Yes/No	Current: Yes/No
• BOSS	Previous: Yes/No	Current: Yes/No
• Education Welfare Officer	Previous: Yes/No	Current: Yes/No
• SALT/ECLIPS	Previous: Yes/No	Current: Yes/No
• School Nurse	Previous: Yes/No	Current: Yes/No
• Youth Offending Service	Previous: Yes/No	Current: Yes/No
• Future 4 Me	Previous: Yes/No	Current: Yes/No
• Positive Futures	Previous: Yes/No	Current: Yes/No
• Early Help	Previous: Yes/No	Current: Yes/No
• CAMHS	Previous: Yes/No	Current: Yes/No
• Counselling Services	Previous: Yes/No	Current: Yes/No
• Occupational Therapy	Previous: Yes/No	Current: Yes/No
• Other (please add details below:	Previous: Yes/No	Current: Yes/No

Are any of the following in place to support the child or family? Please Circle

• Team around the Child (TAC)	Previous: Yes/No	Current: Yes/No
• Child in Need (CIN)	Previous: Yes/No	Current: Yes/No
• Child Protection (CP)	Previous: Yes/No	Current: Yes/No
• Child in Care (CiC)	Previous: Yes/No	Current: Yes/No

If yes to any of the above what agencies are involved? (Include names of any professionals if known)

Date/time/venue for the next meeting:

In the space below, please give any information regarding the child's family circumstances that you think the school should know.

Family Background and Developmental History

Who are the significant adults in your child's life?		
Who are the children in your child's family?	How old are they?	What school do they attend?
Are there any family circumstances which might have affected the child's development (relationship breakdown/divorce, bereavement, new partner)?		
Behaviour - at what age did you first notice your child might have difficulties with behaviour at home or school. What behaviour(s) did you notice or were you informed about by nursery/school?		
Developmental History:		
Pregnancy/Birth (note any concerns)		
Physical Milestones (walk, run, jump, ride a bike)		
Speech (did they start talking at the expected age?) Are there any current concerns?		
What is your child's sleep pattern like? Any worries?		
What is your child like at home? How do they respond to rewards and sanctions?		
Which settings/schools did your child previously attend?		

Medical details

Are there any medical conditions or dietary requirements that the school should be made aware of?
Please tick:

Asthma	Yes ☐	No ☐	Hearing difficulties	Yes ☐	No ☐
Diabetes	Yes ☐	No ☐	Sight problems	Yes ☐	No ☐
Epilepsy	Yes ☐	No ☐	Wears glasses	Yes ☐	No ☐
Hay fever	Yes ☐	No ☐	Dietary requirements	Yes ☐	No ☐
Allergy	Yes ☐	No ☐	Mental Health Needs	Yes ☐	No ☐
Substance Misuse	Yes ☐	No ☐	Self-harming	Yes ☐	No ☐
Other	Yes ☐	No ☐			

If yes, please give details below, including details of any regular medication required:

Forms to consent to school administering medication are including at the end of this pack.

Any formal diagnosis (please state):

Current paediatrician involvement? Yes/No

Paediatrician name: _____

Date of next appointment (if known): _____

GP details – Please provide information regarding your child's General Practitioner (GP)

Name of GP: Dr _____ Name of surgery: _____

Surgery address: _____

Post code: _____

Surgery telephone number: _____ NHS no: _____

Emergency telephone numbers

In the event of parent(s) being unavailable, please give details of other responsible adults who we can contact in the event of an emergency. You should notify the contacts listed to inform them that we hold their details and that they will not be used for any other purpose.

Emergency contact 1:

Name: Mr/Mrs/Miss: _____ Name: _____ Surname: _____

Tel no: _____ Relationship to child: _____

Emergency contact 2:

Name: Mr/Mrs/Miss: _____ Name: _____ Surname: _____

Tel no: _____ Relationship to child: _____



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Ethnic background

Asian or Asian British

- Bangladeshi ☐
- Chinese ☐
- Indian ☐
- Pakistani ☐
- Any other Asian background ☐

White

- White British ☐
- White Irish ☐
- Gypsy Roma ☐
- Traveler of Irish Heritage ☐
- Any other White background ☐

Black or Black British

- Black African ☐
- Black Caribbean ☐
- Any other Black background ☐

Mixed

- White and Asian ☐
- White and Black African ☐
- White and Black Caribbean ☐
- Any other mixed background ☐

Any other ethnic group

☐

I do not wish an ethnic background category to be recorded. ☐

First language

We are required to collect information about each child's first language. This is the language to which your child was first exposed in their early childhood and which they continue to use or be exposed to at home or in your community. If your child's first language is a language other than English, please record this language below. The question is not about how well your child speaks English. You can ask to check the information about your child's first language at any time and, if you wish, to have information changed or removed. To help we have listed below the 20 most frequently recorded first languages in schools.

* Please indicate which form of language in the space provided.

Arabic*

Bengali*

Bulgarian

Chinese*

English

Farsi/Persian*

French

Gujarati

Hindi

Korean

Lingala

Kurdish

Polish

Portuguese

Russian

Serbian/Croatian/Bosnian*

Somali

Tamil

Turkish

Urdu

Other (block capitals please):

If you do not wish us to hold this data about your child, please tick this box ☐

Religion

Child's religion (block capitals please):

If you do not wish us to hold this data about your child, please tick this box ☐

Residency

Have you lived in the UK for less than 2 years?

Please tick: ☐ Yes ☐ No

If yes, what date did you enter the UK?

Date:



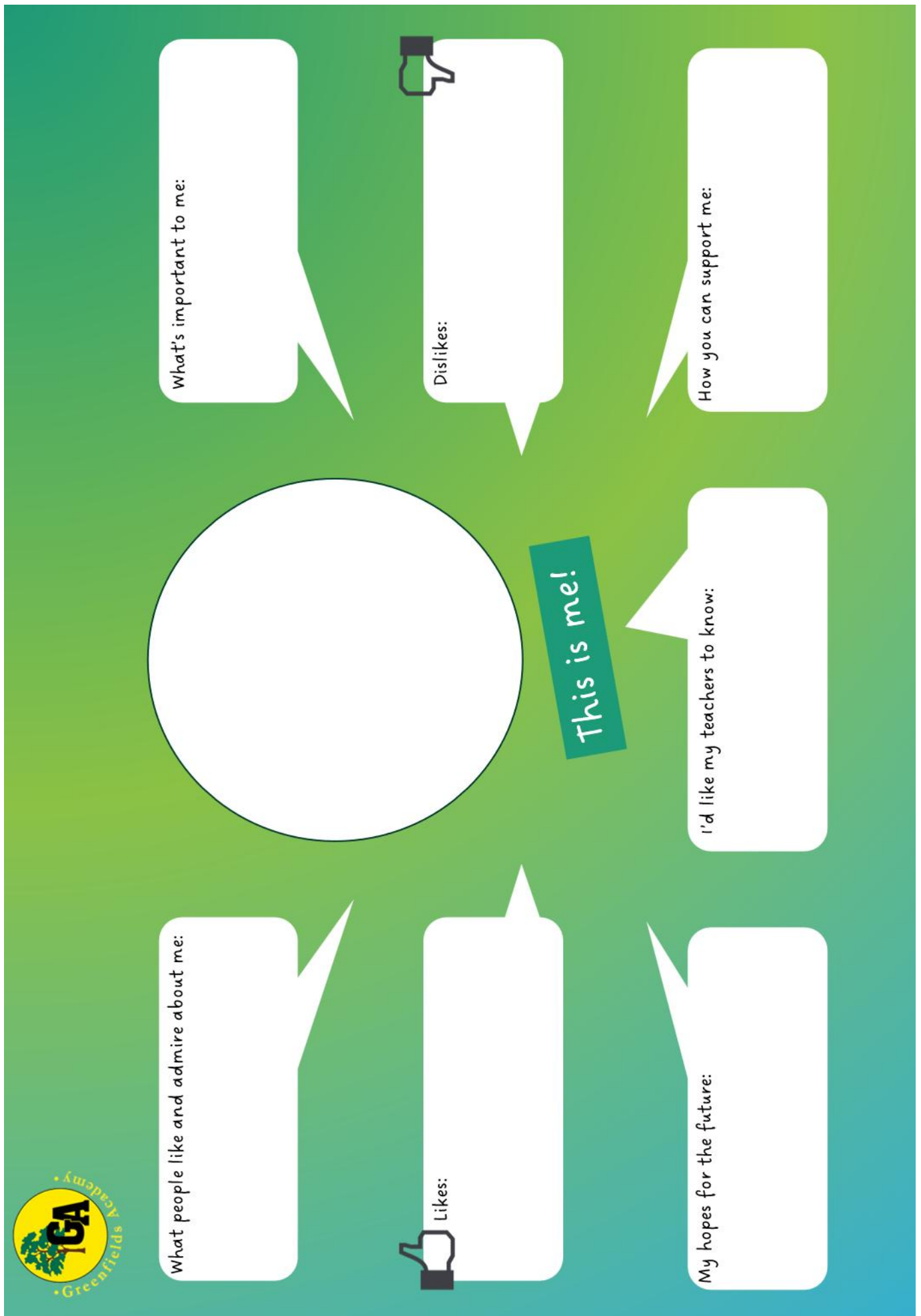
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What's important to me:

Dislikes:

How you can support me:

This is me!

I'd like my teachers to know:

My hopes for the future:

Likes:

What people like and admire about me:

Home School Agreement

Below is an outline of our home school agreement. This will be read through and agreed by all prior to a pupil starting at the school. This document is not intended to create any legally binding obligations but does signify an intent by all to work towards the agreed school policies on behaviour, attitude, and attendance.

As a school we will:

- Provide a safe and happy environment where all pupils are valued, respected, listened to and included.
- Provide inclusive teaching, personalized support and a bespoke and meaningful curriculum offer that meets pupil's special educational needs.
- Foster an environment that promotes positive social, moral, spiritual, and behavioural standards.
- Achieve high standards of behaviour by providing opportunities for children to develop positive social relationships, self-esteem, and a sense of responsibility.
- Support and teach your child to develop a positive attitude to others regardless of age, disability, gender, race, religion or belief, background, and/or ability.
- Celebrate individual successes in a pastoral and academic context.
- Work in partnership with parents, carers, and a range of other professionals to promote every pupil's personal development and wellbeing.
- Regularly share the progress of your child through routine reporting, regular parent/carers consultation meetings and annual EHCP reviews.
- Provide information to you about our school including relevant policies, meetings, and events by keeping our website up-to-date and routinely sharing information through My Child at School (MCAS).
- Respect the confidentiality of information regarding each child.

As a parent/carers I will:

- Make sure my child attends school regularly and arrives at school on time with the correct uniform and equipment.
- Let the school know of any concerns or worries that may be affecting my child's learning, behaviour, or wellbeing.
- Regularly read information on the website and that distributed via email and My Child at School (MCAS), so I am kept up to date with important details of relevant policies, events, and information about my child.
- Talk to my child about school activities, relating information received from school, i.e., timetables, menu.
- Support the school by encouraging my child to follow school expectations and display positive behaviours for learning (as outlined in our Behaviour and Wellbeing policy).
- Have read and understood that Greenfields Academy operates a system of positive handling supported by Team Teach training for all pupils.
- Support the school by encouraging my child to develop a positive attitude towards every member of our school community and beyond.
- Support my child's learning by engaging your child in activities linked to planned topics as outlined within curriculum planning available on the school website.
- Attend parent/carers consultations, EHCP review meetings and where possible, functions organised by the school.

As a pupil I will:

- Attend school regularly (at least 95% annual attendance goal) and be on time to all learning sessions.
- Attend school in full uniform.
- Work to the best of my ability and to allow others to do the same.
- Be polite and considerate to both adults, peers, and others that I may come into contact with
- Follow the schools' Behaviour & Wellbeing Policy at all times, showing respect to others, for the property of others and the fabric of the buildings.
- Hand in all valuables/electronic devices at the start of the day.
- Use the internet responsibly and safely.

Parent/Guardian Signature: _____ Date: _____

Pupil Signature: _____ Date: _____



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Attendance Absence Procedures

Parents will be required to contact the school office via telephone before 9:00am on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g., one school day.

Where a pupil is absent, and their parent has not contacted the school by the close of the morning register to report the absence, administrative staff will contact the parent by telephone call as soon as is practicable on the first day that they do not attend school.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

If a pupil's attendance drops below 90 percent, the attendance officer will be informed, and a formal meeting will be arranged with the pupil's parent.

School Uniform

All pupils are expected to wear school uniform, as per the Greenfields Academy Uniform Policy. School uniform can be purchased here: <https://www.mapac.com/education/parents/uniform/greenfieldsacademyng317us>.

Pupils will also be required to wear Greenfields Academy PE kit (this includes swimming kit at Key Stage 2) as well as appropriate clothing for weekly Outdoor Education lessons. At Key Stage 4 pupils may be required to wear specialised clothing for some Options choices i.e. Construction & Animal Care.

Jewellery is not permitted, if a child arrives to school wearing jewellery items, they will be required to remove the items and hand them in to the school office.

Mobile Phones & Electronic Devices

All pupils who bring their phone or any other electronic devices into school will be expected to hand it in to the office at the beginning of the day and will be able to collect it at the end of the day.

Should a student wish to make an urgent call home, they may do this with permission, using a school telephone.

The school does not take responsibility for damage or loss of any electronic items which are not handed in to the main office as requested.

Prohibited Items

As part of our Behaviour & Wellbeing Policy, the following are considered prohibited items:

- | | |
|--|--|
| • Caffeinated Drinks | • Illegal Drugs (incl 'legal highs') |
| • Drinks | • Stolen Items |
| • Metal Drinks Containers | • Knives or weapons (and items that could be used as such) |
| • Alcohol | • Fireworks |
| • Tobacco and cigarettes | • Pornographic Images |
| • Vapes | |
| • Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence or to cause personal injury to, or damage the property of, any person (including the pupil) | |

If your child attends school with any of the above items they will be confiscated. Confiscated items will be dealt with in line with the Behaviour and Wellbeing policy.

I confirm I have read and understood the guidance on Attendance, School Uniform, Mobile Phones & Electronic Devices and Prohibited Items.

Parent/Guardian Signature: _____ Date: _____



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Photographs and Video

The school may use photographs and videos of your son/daughter for educational and promotional purposes, both within school, in school publications (such as on the school media sites).

Please tick here:

	YES	NO
On display boards within school	☐	☐
In school publications (e.g., newsletter, learning journeys)	☐	☐
In school marketing material (e.g., school brochure)	☐	☐
On the school website	☐	☐
On the school social media (e.g., Facebook/Twitter)	☐	☐
To be photographed during events where the local newspapers have been invited.	☐	☐

*You have the right to withdraw your consent at any time by contacting the school office.

Parent/Guardian Signature: _____ Date: _____

Internet and Technology Devices Acceptable Use Agreement

Greenfields Academy will provide each student with access to a device (i.e. a laptop), which the student is to use as a positive learning tool in coordination with the academy's curriculum.

This Agreement is entered into between Greenfields Academy, the Pupil and the Parent(s)/Guardian(s) of the Pupil.

Greenfields Academy understands the benefits technology can have on enhancing the curriculum and pupils' learning; however, we must ensure that pupils respect school property and use technology appropriately. To achieve this, we have created this acceptable use agreement which outlines our expectations of pupils when using technology, whether this is on personal or school devices and on or off the school premises. Please read this document carefully and sign below to accept that you agree to the terms outlined.

Using technology in school

- I will only use ICT systems, e.g., computers, laptops and tablets, which my class teacher has given me permission to use.
- I will only use approved school accounts (email etc.) provided to me by the ICT technician.
- I will not store or use any personal data relating to a pupil or staff member for non-school related activities. If I have any queries about storing or using personal data, I will speak to my class teacher.
- I will delete any chain letters, spam, and other emails from unknown senders without opening them.
- I will ensure that I get permission from my class teacher before accessing learning materials, e.g., source documents, from unapproved sources.
- I will only use the internet for personal use during out-of-school hours, including break and lunchtimes. During school hours, I will use the internet for schoolwork only.
- I will not share my passwords, e.g., to my school email account, with anyone.
- I will not install any software onto school ICT systems unless instructed to do so by my class teacher.
- I will only use recommended removable media, e.g., encrypted USB drives, and I will keep all school-related information stored on these secure.
- I will participate fully in E-Safety lessons and adhere to the online safety guidelines I have been taught.
- I will only use the school's ICT facilities to: - Complete homework and coursework. - Prepare for lessons and exams. - Undertake revision and research. - Gather or process information for extracurricular activities, e.g., creating the school newsletter.
- I will not use the school's ICT facilities to access, download, upload, send, receive, view or display any of the following: - Illegal material - Any content that could constitute a threat, bullying or harassment, or anything negative about other persons or the school - Content relating to a person's sexual orientation, gender, religion, race, disability or age - Online gambling - Content which may adversely affect the reputation of any organisation (including the school) or person, whether or not they are known to be true or false - Any sexually explicit content - Any personal data or information.

Mobile devices

- I will use school-owned mobile devices, e.g., laptops and tablets, for educational purposes only.
- I will seek permission from my class teacher before a school-owned mobile device is used to take images or recordings.



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- I will not use any mobile devices to take pictures of fellow pupils unless I have their consent.
- I will not use any mobile devices to send inappropriate messages, images or recordings.
- I will ensure that personal and school-owned mobile devices do not contain any inappropriate or illegal content.
- I will not access the Wi-Fi system using personal mobile devices, unless permission has been given by my class teacher or the ICT technician.
- I will not take or store images or videos of staff members on any mobile device, regardless of whether it is school-owned.

Social media

- I will not use any school-owned mobile devices to access personal social networking platforms.
- I will not communicate or attempt to communicate with any staff member over personal social networking platforms.
- I will not accept or send 'friend' or 'follow' requests from or to any staff member over personal social networking platforms.
- I will ensure that I apply the necessary privacy settings to any social networking sites.
- I will not publish any comments or posts about the school on any social networking platforms which may affect the school's reputation.
- I will not post or upload any defamatory, objectionable, copyright-infringing or private material, including images and videos of pupils, staff or parents, on any online website.
- I will not post any material online that: - Is offensive. - Is private or sensitive. - Infringes copyright laws. - Damages the school's reputation. - Is an image or video of any staff member, parent or nonconsenting pupil.

Reporting misuse

- I will ensure that I report any misuse or breaches of this agreement to the class teacher or headteacher.
- I understand that my use of the internet will be monitored by the IT Technical staff and recognise the consequences if I breach the terms of this agreement.
- I understand that the headteacher may decide to take disciplinary action against me in accordance with the school's Policy if I breach this agreement.

I have read and understood this agreement and will ensure that I will follow by each principle.

Pupil Signature: _____ **Date:** _____

I have read and discussed with my child the Internet and Technology Device Acceptable Use Agreement for school and understand that it will help keep my child safe online. I am aware that the use of school devices and systems may be monitored for safety and security reason to keep my child safe. This monitoring will take place in accordance with data protection, privacy, and human rights legislation.

Parent/Guardian Signature: _____ **Date:** _____

Animal Area and Therapy Dogs

At Greenfields, our dedicated animal area offers pupils the opportunity to connect with and care for a range of animals as part of their learning and wellbeing journey. This enriching space helps foster responsibility, empathy, and emotional regulation. Pupils may take part in animal care routines, therapeutic interactions, and structured activities that complement our wider curriculum.

We are also proud to have trained therapy dogs on site. These gentle companions provide emotional support, reduce anxiety, and help create a calm and welcoming environment for pupils across the school day.

I confirm I am happy for my child to access the following animal provision:

- ☐ **Animal Area including Alpacas, Rabbits, Guinea Pigs and Chickens**
☐ **Therapy Dogs**

Parent/Guardian Signature: _____ **Date:** _____

PSHE including Sex and Relationships Education

Through Personal, Social, Health and Economic (PSHE) education pupils develop the knowledge, skills, and attributes they need to manage their lives, now and in the future. It helps children and young people to stay healthy and safe, while preparing them to make the most of life and work. PSHE education also helps pupils to achieve their academic potential.



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At Greenfields Academy our intention is to develop and implement a comprehensive PSHE curriculum that reflects the statutory guidance and meets the requirements outlined in the PSHE Association's programme of study. Our spiral curriculum ensures that key topics are revisited, enabling students to build upon prior knowledge and skills as they progress through their education. Our PSHE curriculum is designed to promote our school values of P.A.C.E. – Personalised, Aspirational, Caring and Engaging and is underpinned by our purpose 'To support pupils and their families to gradually overcome the barriers to education they have encountered and enable confident access to future opportunities; however, and whenever they arise.

Details of our PSHE curriculum including the topics covered and when these are taught can be found on our website.

Use of Reasonable Force Overview

DfE - 'Schools need to manage behaviour well so they can provide a calm, safe and supportive environment which children and young people want to attend and where they can learn a thrive'

In some situations, reasonable force is applied at Greenfields Academy in order to maintain a positive learning environment.

DfE Definition

'Physical contact by a member of staff on a pupil to control or restrain their actions or movements in order to prevent or stop....

- ❖ A pupil committing **any** offence
 - ❖ A pupil causing personal injury (to themselves or others, incl. adults)
 - ❖ Damage to property
 - ❖ Disruption to education and good order at the school
- ...with no more force than **necessary**'

Section 93 – Education & Inspections Act 2006:

All staff, teaching & non-teaching have the power to use reasonable force to prevent pupils from hurting themselves or others, damaging property or causing disorder – when safe lawful and absolutely necessary (including volunteers and supply staff appointed by the headteacher)

It is highly desirable that no injury is caused during use of reasonable force, in exceptional circumstances it is recognised that it may not always be possible to avoid – *any injury caused will be investigated and subsequent justification provided to all stakeholders.*

All incidents of physical intervention are reported, recorded, monitored, and evaluated. Parents, Guardians, Social Workers etc., will be informed of any physical restraints that involve a child being held in a restrictive hold. Any injury sustained during a physical management is also reported to the Headteacher who will inform the Designated Safeguarding Lead (DSL). After receipt of the information the unit will decide if they wish to further investigate the referral.

As a parent or guardian, you should be assured that all staff will ensure that any physical intervention will happen as a last resort.

If you have any questions concerning the use of Physical Interventions, please do not hesitate to contact the academy.

Further information can be found in the Behaviour and Wellbeing Policy.

I have read and understood that Greenfields Academy operates a system of positive physical intervention for all, and I am supportive of this policy. I understand that the school does not require my permission to apply reasonable force.

Parent/Guardian Signature:_____ Date:_____



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Parental agreement for Greenfields Academy to Administer Medicine (one form to be completed for each medicine)

The school will not give your child medicine unless you complete and sign this form.

Name of Child: _____

Date of Birth: ____/____/____

Medical condition or illness: _____

Medicine: To be in the original container with label as dispensed by the pharmacy.

Name/type & strength of medicine
(as described on the container): _____

Date commenced: ____/____/____

Dosage & method: _____

Time to be given: _____

Special precautions: _____

Are there any side effects that the
School should know about? _____

Self-administration (please circle) Yes / No

Procedures to be taken in an emergency: _____

Parent/Guardian Contact Details:

Name: _____

Mobile: _____

Relationship to Child: _____

Address: _____

I understand that I must deliver the medicine safely to the school office – all medication must be clearly labelled by the prescriber.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parents Signature: _____

Print Name: _____

Date: _____



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Transport Application

We would be grateful if you could complete a transport application online as soon as possible to ensure this is in place prior to your child starting Greenfields Academy. Below are the links to access this:

- Lincolnshire - [Transport for children with SEND – Lincolnshire County Council](#)
- Nottinghamshire – [Special Educational Needs Transport Application | Nottinghamshire County Council](#)
- Leicestershire - [School Transport - Special educational needs and disabilities \(SEND\) | Leicestershire County Council](#)

School Meals

Please indicate below if your child will bring a packed lunch or have school meals:

Please tick: ☐ Packed Lunch ☐ School Meals

Free School Meals

We want to make sure that we are providing your child with the best education and support we can. Healthy school food has obvious health benefits and can help pupils establish healthy habits for life. Healthy school food can also help to improve pupils' readiness to learn.

Families who receive certain benefits may be eligible for free school meals. Registering for free meals could also raise extra funding for your child's school, to fund valuable support like extra tuition, additional teaching staff or after school activities. This additional money is available from central government for every child whose parent is receiving particular benefits. To check if your child is eligible,

You can find out more including how to apply online here: [Apply for free school meals - GOV.UK](#)

Declaration

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for purposes as set out in the form. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the school in writing of any change in my family's circumstances as set out in this form.

Parent/Guardian Signature: _____ Date: _____

Thank you for completing this form and helping to make sure your child's is as supported at school as possible.



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