

**Ingrow Primary School**  
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Keighley  
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Headteacher:  
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**Long Lee Primary School**  
Cherry Tree Rise  
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8<sup>th</sup> April

Dear Parents/Carers,

All the staff at Long Lee hope you are all keeping safe and well. We hope you are taking the time to make family memories together and are enjoying your new roles as teachers!

Please use the new email addresses to contact the staff if you need any support or help during this time or ring the school office.

We realise we are in unprecedented times and some of our families may find themselves in financial uncertainty. You may have recently become eligible for Universal Credit due to your current situation however, your child will not automatically receive Free School Meals.

If you have applied for Universal Credit and you have received confirmation that you are eligible, please apply for Free School Meals via the Bradford Council website:

<https://www.bradford.gov.uk/benefits/applyng-for-benefits/free-school-meals/>

You will receive an immediate decision; however, it may take up to 5 days before we are informed of your eligibility by Bradford Council. Please check if you are eligible, even if your child is currently in Reception, Year 1 and Year 2 and receives the Universal Free School Meals which all children of this age are entitled to. If you are eligible, we can set you up to receive the vouchers (see below) in the future. School also receives other funding, during the year as well, to help to support your child in school.

During the school closure period, we have been issuing lunchtime meals to families who currently receive Free School Meals. We have now set up the Government's voucher system for these families instead of the lunchtime meals to receive the £15 weekly allowance to be spent on food. There are a few problems with the vouchers coming through to parents and we are working with Edenred, who are the provider, to try to resolve these. Please check your spam or trash boxes as the email will come from:

[noreply@edenred.co.uk](mailto:noreply@edenred.co.uk).

Thank you for your continued support over this very challenging time. If you have any queries or concerns about anything, please do contact us.

Yours sincerely,

Mrs S Holdsworth  
Headteacher