



June 2026

Dear Parent/Guardian,

As all eligibility will be nullified from 31st August, and only those who **re-apply** will be eligible from September.

This will be the case every year moving forward.

Individuals who do not submit an application will not be counted as FSM students and will not be eligible for free meals, uniform subsidies or automatic discount for any school trips.

Please find below procedures for applying for Free School Meals, Uniform Grants and Cashless system:

Free School Meals

- Free School Meals application forms are Borough specific; these can be accessed on individual council websites, based upon the Borough you pay your council tax to i.e. If you live in the London Borough of Hounslow, you will need to go onto the Hounslow council website and complete a Free School Meal form which is sent back to them electronically link: https://www.hounslow.gov.uk/info/20025/schools_and_colleges/61/free_school_meals
- Upon completion and review of your application, they will notify you of eligibility via a letter and a copy will then be forwarded on to us. Once we have received notification of eligibility, free meals can commence immediately. If you are already in receipt of free school meals that are still within the date, then please forward to us a copy of this letter so that we can action immediately.

Please note:

- Families receiving support under Part VI of the Immigration and Asylum Act 1999 (NASS) or the guaranteed element of Pension Credit are not covered by transitional protections. Their FSM eligibility remains subject to annual reassessment, and they must reapply each year to maintain their entitlement.

Uniform Grant

- A uniform grant is available to those students entering year 7 and year 9 who fulfil the eligibility criteria. Please see the application form on our website ([uniform grant](#)) to check your eligibility. Please complete and return along with any copies of relevant documentation and proof of benefit to support your application, to the finance department, email staff-accounts@brentford.hounslow.sch.uk or post to (Brentford School for Girls, 5 Boston Manor Road, TW8 0) by **17th July 2026**. Any forms returned after that date will be processed at the end of August.
- Following the application phase, the recipient will be issued with a letter, 'Confirmation of Entitlement of Uniform Grant', which will need to be taken to our School uniform shop: (SANCO), 60 Bell Road, Hounslow, Middlesex TW3 3PB. At which point uniform can be selected up to the value of £80.00, any further uniform required will have to be self-funded.

Payment Cashless System (Tucasi)

- A separate letter regarding our cashless system will be sent out to you with log in details the first week of summer holidays with instructions on how to access our ScoPay online payment system. This will give details of how-to setup an account and how to make online payments. It is therefore important that pupils have sufficient funds paid into this account ready for the first day of term so that they are able to purchase a school lunch as physical money will not be accepted.

If you are unsure about anything mentioned above or have any other finance questions, feel free to contact me – staff-accounts@brentford.hounslow.sch.uk or by phone on 0208 847 4281 ext: 2032

Yours faithfully,

A. Piela

Ms Agnieszka Piela
Senior Finance Officer

"TOP 100 NON-SELECTIVE STATE-FUNDED SCHOOLS IN THE COUNTRY" NICK GIBB, MINISTER OF STATE FOR SCHOOLS (FEBRUARY 2016)