5th October 2026

Dear Parent/Carer,

We are writing to let you know about a change to the service used to check eligibility for **Free School Meals (FSM)** for schools within the University of Chichester (Multi) Academy Trust.

School Names

Arundel Court Primary Academy
Court Lane Infant Academy
Court Lane Junior Academy
The Flying Bull Academy
Highbury Primary School
Langstone Primary Academy
Stamshaw Infant Academy
Stamshaw Junior Academy

From 1st January 2027, the Free School Meals eligibility checking service is moving from **Portsmouth City Council to Hampshire County Council**. As part of this change, information currently held or processed by Portsmouth City Council for the purpose of checking Free School Meals eligibility will need to be shared with Hampshire County Council to enable the service to continue.

This means that your **personal information may be shared between Portsmouth City Council and Hampshire County Council** as part of the transition and ongoing administration of Free School Meals eligibility checks. The data to be shared between the councils includes:

- Parent's first name and last name, addresses, phone numbers and email addresses
- Parent's date of birth and national insurance number
- Child's first name and last name, and date of birth, gender, school URN

The information will be used for the purpose of administering and checking eligibility for Free School Meals and will be handled in accordance with applicable data protection requirements. **You do not need to take any action as a result of this change.** The school will continue to support families with Free School Meals applications and eligibility checks in the usual way.

However, if you ***do not wish*** for the personal data to be transferred between the two councils, please complete the Microsoft form via this UNICAT Schools - Change of Free School Meals Eligibility Checking Provider – Fill out form by Friday 23rd October 2026.

We wanted to make you aware of this change so that you understand why your information may be shared between the two councils. If you have any questions about Free School Meals, the change in checking service, or how your information is used, please contact **office@chimat.uk.**

Yours sincerely,

Talha Khan
Director of Finance

The University of Chichester (Multi) Academy Trust is a company limited by guarantee, registered in England and Wales. Company number: 8595545. Registered office: University of Chichester, Bishop Otter Campus, College Lane, Chichester, West Sussex PO19 6PE.