People & Partnerships
Midlothian Council
Fairfield House
8 Lothian Road
Dalkeith
EH22 3ZG

Executive Director
Ms Fiona Robertson

Midlothian

23 June 2021

School Lunches – August 2021

Dear Parent/carer

On the return to schools in August, all ELC-P3 children will continue to be provided with a free school meal from our school meals service. P4 children will also now be entitled to a free school meal. School and ELC lunch menus can be found on Midlothian Council's website or obtained from your child's school.

P5-S6 children and young people are required to bring a packed lunch to school. For all other children and young people from P5-S6 who are entitled to free school meals, BACS payments will continue as current 4 week payment cycle.

If you have not already done so please consider applying for free school meals and school clothing grant, details below. Alternatively, contact your child's school if you have any further questions or concerns about the provision of school lunches/school clothing grant or if your financial circumstances have changed and you need additional advice and support. If you are in extreme financial hardship you may want to apply to the Scottish Welfare Fund using link below; https://www.midlothian.gov.uk/downloads/download/18/the_scottish_welfare_fund_application_forms

New applications
If your financial circumstances have changed, you can apply for free school meals and a clothing grant if you receive:

- Universal Credit (where your monthly earned income is not more than £610)
- Income Support
- Income based Job Seeker's Allowance
- Income based Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999

Your child is also entitled to free school lunches and a clothing grant if you receive:

- Child Tax Credit, but **not** Working Tax Credit, **and** your annual income is less than £16,105

- Both maximum Child Tax Credit **and** maximum Working Tax Credit, **and** your annual income is less than £6,900

How to apply
To apply, download and complete the application form below then email it with any supporting documents to fsmawards@midlothian.gov.uk. There is a single application form for both benefits. You need only apply once per year. Supporting evidence will be needed at the time of applying. We cannot process applications until we receive this.

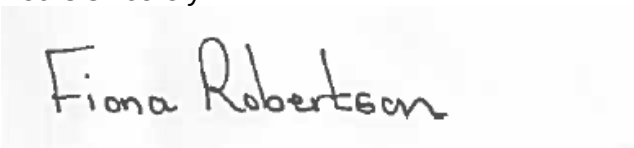
Please follow this advice to reduce the risks of sending personal information by email:

- Do not use a shared device to send your email.
- Do not use an unsecured or public WiFi network to send your email.
- Before sending, double check the email address you are sending to is fsmawards@midlothian.gov.uk
- After sending, delete your personal documents from your sent email.
- **Free school meals and clothing application form (Word version)**
- **Free school meals and clothing application form (PDF version)**

Advice for mobile/tablet device users
Please use either Microsoft Wordor Adobe Acrobat Reader(both free to download from your app store) to open up the form which should allow you to complete and save the application ready to email. Email the completed form and any supporting documents to fsmawards@midlothian.gov.uk

What happens next?
We aim to process all applications within 28 days, although this may vary in busy periods. Free school meals will be awarded immediately, and clothing grants will normally be awarded within 28 days from receipt of application.

Yours sincerely



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