



Policy: **School Meals and Milk**
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1. Introduction

- 1.1 The Education (School Lunches) Amendment Regulations 2013 gives the education authority:
- Powers to provide milk, meals or other refreshment for pupils at its schools;
 - a duty to provide them free of charge to pupils whose parents are in receipt of Income Support, Income-based Jobseekers' Allowance or any Income Related element of Employment and Support Allowance (*qualifying benefits*);
 - a duty to accommodate the consumption of packed lunches.
- 1.2 It is Council policy to provide meals (and milk in the case of nursery & primary pupils) for all who wish to take them.

2. Free Meals

2.1 Entitlement

- 2.1.1 Pupils with parents/guardians in receipt of Income Support, Income-based Jobseekers' Allowance, any Income Related element of Employment and Support Allowance, are entitled to a free mid-day meal.

Families in receipt of Child Tax Credit only (not working tax credit) and whose annual income does not exceed £16,010 also qualify.

Families in receipt of Working Tax Credit are entitled to Free School Meals if income does not exceed £6,420

- 2.1.2 Free mid-day meals are also provided, regardless of the above entitlement, to all pupils at Beatlie, Burnhouse, Cedarbank, Ogilvie School Campus and Pinewood Schools. No application from a parent is necessary.

2.2 Applications

2.2.1 Application forms are available from Education Customer Services (Tel: 01506 281952 or email EducationCustomerServices@westlothian.gov.uk) Schools, CIS Offices and Libraries. They can also be downloaded from the Council's website, www.westlothian.gov.uk - search for Free School Meals

Application forms should be returned to Schools or to Education Customer Services, West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF

2.2.2 A single application is sufficient for all children in a family.

2.2.3 Applicants, who may pass completed forms to schools or to Education Customer Services, must either:

- produce a current Income Support, Income-Based Jobseekers' Allowance, Employment and Support Allowance (Income Related element), or
- have the application form stamped by any DWP office, JobcentrePlus or West Lothian Council Advice Shop (Bathgate).

2.2.4 Where a form is submitted by an applicant receiving Tax Credit, the applicant must produce the Tax Award Credit letter (Form TC602).

3. Awards

3.1 Eligible applicants will be informed in writing by Education Customer Services of their child's entitlement to free meals.

3.1.2 Schools are informed of pupils who have been awarded free school meals

3.1.3 Only those pupils notified to schools by Education Support Services should be provided with a free meal *unless*:

- A valid application form supported where necessary by appropriate documentation (see para 3.1.4 below) has been handed in to the school; *or*
- The pupil has transferred from another school where the Head Teacher is satisfied the pupil received free meals.

In any case, the School should notify Education Customer Services of the addition to its list.

3.1.4 Where applications are submitted to a school, school staff will carefully scrutinise forms submitted to them and record in the "Official Use" area of the form:

- The date on which a current assessment letter was seen (letter must be dated within 6 months of the date of application)
- Their own initials
- The school's official stamp
- In the case of WTC/CTC only, a copy of pages 1 to 4 of the TC602 must be taken and attached to the application.

3.1.5 The award remains valid for one academic year (or some lesser period set by Education Customer Services) provided that the applicant continues to receive a qualifying benefit.

3.1.6 Shortly before the date on which entitlement is due to expire (providing the applicant is still in receipt of a qualifying benefit) a reminder letter will be sent to the applicant.

3.1.6 Ineligible applicants will be informed in writing of the reason for refusal and may re-apply at any time if their circumstances change.

4. Milk

4.1 **Free Milk Entitlement:**

- All pupils of nursery schools and classes,
- P1-7 pupils whose parents are in receipt of a qualifying benefit (see para 2.1.1),
- Pupils at Beatlie, Cedarbank, Ogilvie School Campus and Pinewood Schools where consumption of milk is part of the educational programme as agreed with Psychological Services.

are entitled to 200ml of milk daily free of charge.

4.2 Milk is available to other primary pupils at the reduced cost. Contact school for current price.

5. Packed Lunches

Head Teachers must ensure that suitable facilities are provided, including drinking water and cups, preferably in a dining area, for pupils who choose to bring a packed lunch.

Customers with Special Requirements

هذه المعلومات متوفرة بلغة بريل وعلى شريط وبخط كبير وبلغات الجالية.
الرجاء الإتصال بخدمة الترجمة على الهاتف 01506 280000

এই তথ্য আপনি ব্রেইল, টেপ, বড় অক্ষরে এবং কমিউনিটির বিভিন্ন ভাষাগুলিতেও পাবেন। অনুগ্রহ করে ইন্টারপ্রেটেশন অ্যান্ড ট্রান্সলেশন সার্ভিসের সঙ্গে যোগাযোগ করুন। টেলিঃ 01506 280000

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ਇਹ ਜਾਣਕਾਰੀ (ਬ੍ਰੇਲ) ਠੇਕੁਰੀਨ ਦੇ ਪੜ੍ਹਣ ਵਾਲੀ ਲਿਖੀ, ਟੇਪ, ਵੱਡੇ ਫਿੰਟ ਅਤੇ ਸਮਾਜ ਦੀਆਂ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿੱਚ ਉਪਲਬਧ ਹੈ। ਸ਼ੁੱਧ ਕਰਕੇ ਇੰਟਰਪ੍ਰੈਟੇਸ਼ਨ ਅਤੇ ਟਰਾਂਸਲੇਸ਼ਨ ਸਰਵਿਸ ਨੂੰ ਇਸ ਨੰਬਰ ਤੇ ਸੰਪਰਕ ਕਰੋ : 01506 280000

یہ معلومات بریل (اندھوں کے رسم الخط)، ٹیپ، بڑے حروف کی طباعت اور کیونٹوں میں بولی جانے والی زبانوں میں دستیاب ہے۔
براہ مہربانی انٹرپرائزنگ اینڈ ٹرانسلیٹنگ سروس سے ٹیلیفون نمبر 01506 280000 پر رابطہ قائم کریں۔

Informacje te mogą być przełożone na język Braille'a, dostępne na taśmie magnetofonowej lub wydane dużym drukiem oraz przetłumaczone na języki mniejszości narodowych.
Prosimy o kontakt z Usługami Tłumaczeniowymi pod numerem 01506 280000
