



Application for Free School Meals and School Clothing & Footwear Grant 2009-2010

Falkirk Council

Falkirk Council can provide free school meals, and payment towards the cost of school clothing and footwear, for pupils who go to school in the Falkirk Council area. Payments may also be paid where pupils are attending some special schools outside the area.

Who can get free school meals?

School meals are free to pupils whose parents (or guardians) get Child Benefit, and either Income Support, Jobseekers Allowance (Income Based), Employment and Support Allowance (Income Related) or Child Tax Credit - depending on annual income (see note 4 overleaf).

Who can get a clothing and footwear grant?

1. Most parents of pupils who can get free meals will also get a grant payment (but see note 2 overleaf for some pupil age restrictions).
2. Grants may also be paid to parents who get Child Benefit and **Child Tax Credit** (see note 4 overleaf).

How much is the grant and how will it be paid?

The grant is normally £50 for each child who qualifies. You can choose either payment by crossed cheque or clothing vouchers.

How do I apply, and when?

Please complete the attached application form and return to any of the offices listed on the back page. Please bring evidence of your income e.g. proof of Income Support, Employment and Support Allowance (Income Related), Child Tax Credit (2009/10 award notice), Child Benefit (current full bank statement/Child Benefit letter). New claims for children enrolling for the new school session commencing 18th August 2009 can be accepted from 1st June 2009 until 31st March 2010. A new claim for grants and meals is needed at the start of every school year (i.e. August).

Can I get help with the form?

You can get help with filling out your form, and more information on meals and grants, from any of the offices listed on the back page. General advice on the schemes is also available from the Council's Customer First Team on 01324 506965 and the Falkirk Council web-site at www.falkirk.gov.uk.

How to fill in the Application Form

1. *Household details*

Please give your full name, address and national insurance number. This will allow us to process your claim more easily.

If you are living with your husband/wife or partner it is essential to give information about them on the form.

2. *About your children*

Please list details of all children you get Child Benefit for, including those who are not yet at school.

If you have children attending school who will be 16 years of age on or before 30th September 2009 you may be able to claim an Education Maintenance Allowance (EMA). A part EMA may also be available to pupils who reach the age of 16 between October 1st 2009 and February 28th 2010. Please ask for more details and an application form from any of the offices listed on the back page.

3. *Income Support / Job Seekers Allowance (Income Based) / Employment and Support Allowance (Income Related)*

Footwear and clothing grants, and **Free School Meals**, are available if parents or guardians get one of these benefits.

Please remember to let us know if you stop getting the benefits during the school session, as your child(ren) should no longer get a free meal.

4. *Child Tax Credit*

If you get Child Tax Credit you may be entitled to a clothing and footwear grant (depending on your annual income). If you get Child Tax Credit (*with or without Working Tax Credit*) you may be entitled to a clothing and footwear grant *and* free school meals for your child(ren) also depending on your annual income. Please remember to bring your **current (2009-10)** Child Tax Credit Award Notice when handing in your completed application.

5. *Bank details / Vouchers*

Clothing Grant payments will normally be paid by crossed cheque payable to the parent or guardian. If you would prefer payment by vouchers, which can be used at a number of local shops, please tick the box in **Section 6**. **Please note that the crossed cheque must be presented through your Bank Account and cannot be cashed at any Falkirk Council office.**

Application for Free School Meals and School Clothing & Footwear Grant

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1. Household details

Your name

Your partner's name

Your National Insurance Number

Your partner's National Insurance Number

Address

Postcode

Telephone number

2. About your children (please check notes about children who will be sixteen or over during the school session)

- Please list each child that you get Child Benefit for.
- Please give the first name and surname that each child uses in school.

Child's name and surname	Date of Birth	Age	School for session 2009-10	Office use only	
				Date	Seen by
Total amount of Child Benefit received					
Please bring evidence e.g. current full bank statement/Child Benefit letter.					

3. If you get Income Support or Job Seekers Allowance (Income Based), then please fill in this section, then go to section 5

Type of Benefit	Office use only				
	Current full bank statement	DWP letter	Database	Date	Seen by

4. If you receive Child Tax Credit, please fill in this section.

Gross Annual Income (stated on award letter)	Amount of Child Tax Credit	Amount of Working Tax Credit	Valid from	Office use only	
				Date	Seen by

If you are also eligible for free school meals, the school will be informed.

5. Bank Details - Grant payments will be made by crossed cheque to the account holder (the parent) named below, unless you have selected payment by vouchers in Section 6.

Account holder(s)	<input type="text"/>
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6. If you would prefer clothing vouchers please tick this box:



Falkirk Council



Which office will deal with my claim?

Look for your child's school in the table below and that will tell you which office will deal with your claim.

If you have more than one child at school, please look for the school that your oldest child goes to.

Remember - You can take your completed form back to any Falkirk Council One Stop Shop or any of the Registrar's offices listed below. (Please note that the Registrar's Office in Newmarket Street, Falkirk is unable to accept forms).

The school your child goes to		Office that deals with your claim
Secondary Schools	Primary/Special Schools	
Bo'ness Academy	Blackness, Bo'ness Public, Deanburn, Grange, Kinneil.	Registrar's Office 15a Seaview Place Bo'ness EH51 0AJ Tel: (01506) 778990
Braes High Graeme High	Avonbridge, California, Drumbowie, Laurieston, Limerigg, Maddiston, St. Margaret's, Shieldhill, Slamannan, Victoria, Wallacestone, Westquarter, Whitecross.	Registrar's Office Redding Road Brightons FK2 0HG Tel: (01324) 503990
Denny High	Antonine, Bankier, Bonnybridge, Denny, Dunipace, Head of Muir, Nethermain, St. Patrick's.	Registrar's Office Carronbank House Carronbank Crescent Denny FK6 6GA Tel: (01324) 504280
Grangemouth High	Beancross, Bowhouse, Moray.	Registrar's Office Municipal Chambers Bo'ness Road Grangemouth FK3 8AH Tel: (01324) 504499
Falkirk High Larbert High St. Mungo's High	Airth, Bainsford, Bantaskin, Bothkennar, Carmuir, Carron, Carrongrange, Carronshore, Comely Park, Easter Carmuir, Hallglen, Kinnaird, Ladeside, Langlees, Larbert Village, Sacred Heart, St. Andrew's, St. Francis, St. Joseph's, St. Mary's, Stenhousemuir, Windsor Park	Registrar's Office 318 Main Street Stenhousemuir FK5 3BE Tel: (01324) 503580

Please read, sign and date the following declaration

If applying for free school meals, I agree to inform the Council if I or my partner start work or stop getting Income Support, Jobseekers Allowance (Income Based) or Employment and Support Allowance (Income Related).

If applying for a clothing and footwear grant, I am doing so to benefit my child(ren)'s education.

I understand that Falkirk Council is registered under the Data Protection Act 1998. Under the terms of that Act, I authorise the Council to make checks on information held on me by its departments and other public bodies, for the following purposes;

- to verify my entitlement to free school meals and/or a school clothing and footwear grant for my child(ren);
- to make me aware of other benefits or concessions to which I may be entitled;
- to detect and prevent fraud.

The information I have given on this form is correct to the best of my knowledge.

Signature

Date