



Policy: Free School Meals and Milk

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1. Introduction

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/guardians are in receipt of qualifying income (see section 2);
- a duty to accommodate the consumption of packed lunches.

It is Council policy to provide meals (and milk in the case of nursery & primary pupils) for all who wish to take them

1. Free Meals

Entitlement

Pupils with parents/guardians in receipt of the following, are entitled to a free mid-day meal.

- Income Support / Pension Credit
- Income-based Jobseekers' Allowance
- Any Income-Related element of Employment and Support Allowance
- Child Tax credit (but not Working Tax Credit) with an annual income of £19,995 or less
- Both Child Tax Credit and Working Tax Credit with an annual income of £9,552 or less
- Universal Credit where your "monthly earned income" is not more than £796
- Support under Part VI of the Immigration and Asylum Act 1999

All children in nursery, and primary 1 to primary 5 will receive free school lunches, regardless of financial circumstances.

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.

Applications

- Applications are made online at www.westlothian.gov.uk – search for Free School Meals
- Paper application forms are available by emailing EducationBenefits@westlothian.gov.uk.
- The completed form can either be handed into the school with all supporting evidence and school staff will email it to EducationBenefits@westlothian.gov.uk. Alternatively, the parent/guardian can email the form and evidence to EducationBenefits@westlothian.gov.uk

2. Awards

- Eligible applicants will be informed by the Anti-Poverty Service by email of their child's entitlement to free school meals.
- Schools are informed of pupils who have been awarded free school meals
- Only those pupils notified to schools by the Anti-Poverty Service should be provided with a free meal.
- The award remains valid for one academic year (or some lesser period set by the Anti-Poverty Service) provided that the applicant continues to receive a qualifying benefit
- The applicant must make a new application for Free School Meal prior to the start of a new Academic Year or when their income meets the qualifying criteria

3. Milk

Free Milk Entitlement

- All pupils of nursery schools and classes
- P1 to P7 pupils who are in receipt of Free School Meals
- Milk can be provided to all primary school children at a reduced cost. Individual Schools should be contact for a price
- Pupils of Beatlie, Cedarbank, Ogilvie School Campus and Pinewood Schools where consumption of milk is part of the educational programme as agreed with Psychological services

4. 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