



**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](http://www.westlothian.gov.uk) – search for Free School Meals
- Paper application forms are available by emailing [EducationBenefits@westlothian.gov.uk](mailto: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](mailto:EducationBenefits@westlothian.gov.uk). Alternatively, the parent/guardian can email the form and evidence to [EducationBenefits@westlothian.gov.uk](mailto: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