

Council Hubs

Name/Address

Bearsden Community Hub
69 Drymen Road
Bearsden
G61 3QT

Opening Hours for East Dunbartonshire Hubs

Mondays to Thursday 9am to 6pm
Friday 9am to 5pm

Kirkintilloch Community Hub
2/4 West High Street
Kirkintilloch
G66 1AD

Mondays to Thursday 8am to 8pm
Friday 8am to 5pm
Saturday 10am to 1pm

Bishopbriggs Library &
Community Hub
170 Kirkintilloch Road
Bishopbriggs
G64 2LX

Monday to Thursday 10am to 6pm
Friday 10am to 5pm
Saturday 10am to 5pm
(Only self-service kiosk)

Lennoxtown Community Hub
Main Street
Lennoxtown
G66 7JJ

Monday and Wednesday 9am to 8pm
Tuesday and Thursday 9am to 6pm
Friday 9am to 5pm

Other formats

This document can be provided in large print, Braille or on audio cassette and can be translated into other community languages. Contact the Corporate Communications Unit on:
Tel: 0300 123 4510

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gabhaidh an sgrìobhainn seo cur gu Gàidhlig ma tha sin a dhìth oirbh. Cuiribh fòn gu 0300 123 4510

अनुप्रास करने पर यह दस्तावेज हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फोन कीजिए।

Complaints

The Council takes all complaints seriously. We work hard to make sure that we deal with them promptly and effectively. If you are unhappy with how we have handled your complaint, you can contact the Scottish Public Service Ombudsman. The time limit for making a complaint to the Ombudsman is usually 12 months.

The Scottish Public Service Ombudsman
Freepost EH641
Edinburgh
EH3 0BR

Tel: 0800 377 7330
Email: ask@spso.org.uk



Application for clothing grant and/or free school meals Session 2018/2019

Title

Initial

Surname

Forename

(parent/carer)

Tel No

Post Code

Full address

(block letters)

Please tick box below against the appropriate benefit/credit you are receiving

☐ (A) Income support

☐ (E) Support under Part VI of the Immigration and Asylum act 1999

☐ (B) Housing Benefit

☐ (F) Employment & Support Allowance (Income Related)

☐ (C) Working Tax Credits

☐ (G) Job Seekers Allowance (Income Based)

☐ (D) Child Tax Credits

☐ (H) Council Tax Reduction

☐ (I) Universal Credit (income related)

Names of children in respect of credit whom application is made (block letters)

	Surname	Forename	D.O.B.	Stage
M	F			
M	F			
M	F			
M	F			
M	F			

Name of School to be attended from August 2018

For office use only

Reference No

Grant Type

Birth Certificate

☐ Yes

☐ No

Date Reg

Initial

To be completed by parent/carer (if applying for both Clothing Grant and Free Meals sign declaration 1 and 2)

I. Clothing Grant I declare that the information provided by me is a true and accurate statement of my circumstances and that I have not withheld any facts with regard thereto. I acknowledge that false statements made may result in proceedings in Court. I confirm that the named child(ren) is/are unable by reason of inadequacy or insuitability of clothing to take advantage of the education provided.

Signed

Date

2. Free School Meals I wish to make an application for free school meals (and milk*) in respect of the named child(ren). In the event of free school meals (and milk*) being authorised and my circumstances changing, I hereby undertake to notify you. I confirm that I will provide proof that I am in receipt of INCOME SUPPORT or Income based JOB SEEkers allowance or **child Tax Credit or **working Tax Credit And child Tax Credit or Employment And Support Allowance (income related) or support under part vi of the immigration and asylum act 1999 or **Universal Credit. *Free milk is not available to pupils attending secondary schools. **See notes.

Signed

Date

NB Data Protection Act. Information provided by you may be held by the Council on computer file. Such information will be used to assist in the administration of your application

Notes of Guidance for Parents/Carers

Please detach the application form and read the notes of guidance before completing the form

Clothing Grant

- Parents/carers have a responsibility to ensure that their children have adequate footwear and clothing to take full advantage of the education provided at school. East Dunbartonshire Council will assist parents/carers in meeting this responsibility by providing a grant to enable parents/carers to purchase appropriate school clothing for their child(ren). Clothing grant payments will normally be paid to parents/carers who are in receipt of Income Support or Income Based Job Seekers Allowance or Housing Benefit or Council Tax Reduction (Not Discount) or Employment and Support Allowance (income related) Universal Credit or Support under Part VI of the Immigration and Asylum Act 1999 or *Working Tax Credit and/or Child Tax Credit. (see notes)

Any other claims will only be considered in exceptional circumstances

Free School Meals

Since 5th January 2015 all P1-P3 pupils are entitled to a Free School Meal.

In addition Free school meals will be granted to all other pupils whose parents/carers are in receipt of either Income Support* or Income Based Job Seekers Allowance* or **Child Tax Credit* or **Working Tax Credit and Child Tax Credit* or Employment and Support Allowance (income related)* or Universal Credit or Support under Part VI of the Immigration and Asylum Act 1999(see**notes for entitlement)

* Pupils are eligible to apply for free school meals in their own right if they are aged 16 to 18, and receive one of these benefits.

Please note:

Your child(ren) must attend a school managed by East Dunbartonshire Council

- Only one clothing grant will be made per pupil per school year (Aug-June).The school clothing grant for session 2018/2019 will be £100 per pupil.
- Children attending nursery school are not eligible to receive a clothing grant.
- Siblings including 16 year olds can be on the same form.
- It is the responsibility of parents/carers to provide East Dunbartonshire Council with current proof of eligibility for clothing grants/free school meals.
- Parents/carers who are in receipt of Working Tax Credit and/or Child Tax Credit will qualify for a clothing grant for their child(ren) only if the award letter from the HM Revenue & Customs (HMRC) states that their annual income is not greater than £15,276. The tax credit award notice must be submitted as proof of entitlement.
- Clothing grant applications which are submitted before or during the summer holiday period will generally be paid by cheque in August. Payments for pupils who are sixteen or over will be made when they return to school after the summer holidays.Applications submitted after the school summer holiday will normally be paid within two to three weeks.
- Parents/carers who are in receipt of Child Tax Credit only, but who do not receive Working Tax Credit will qualify for free school meals for their child(ren) only if the award letter from HM Revenue & Customs (HMRC) states that their annual income is below £16,105. Parents/carers who are in receipt of both Child Tax Credit and Working Tax Credit with an income below £6,420 will qualify for free school meals for their child(ren). The tax credit award notice must be submitted as proof of entitlement.

Universal Credit where the monthly earned income does not exceed £610.

If you have difficulty in completing this form or have a problem in relation to the relevant documents please contact your local Council Hub (see over for address and telephone numbers).

Please take your completed form to your local Council Hub (see over for address and telephone numbers) together with proof of the benefits you are receiving.

PRIVACY NOTICE – FREE SCHOOL MEAL & CLOTHING GRANT

Who will process the Personal Information?

The personal information you provide in the Free School Meal & Clothing Grant Application Form (“Personal Information”) will be processed by East Dunbartonshire Council 12 Strathkelvin Place, Kirkintilloch, G66 1TJ (the “Council”).

You can contact the Council on:
0300 123 4510
customerservices@eastdunbarton.gov.uk.

Why will the Personal Information be processed?

The Personal Information will be used to assess and determine eligibility for free school meals and/or a school clothing grant. If deemed eligible, the Personal Information will be used to process the application, and

1. arrange for payment of the school clothing grant; and/or
2. allocate free school meals

Who will have access to the Personal Information?

The Personal Information will be shared with other departments within East Dunbartonshire Council and other organisations for these purposes and also to:

- check the information we hold is accurate;
- prevent and / or detect crime; and
- protect public funds.

Other organisations may include the school/college where the child to whom the grant and/or free school meals is to be provided, attends, bodies responsible for auditing or administering public funds, other councils, public sector agencies, governmental departments, regulatory and law enforcement bodies and other private companies or entities (such as service providers/contractors to the Council and/or partner bodies.)

The Council will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

Set out below are some examples of who the Council share the Personal Information with and why:

Example 1:

The Council's accounts are required to be audited by the Accounts Commission. The Personal Information may be shared with the Accounts Commission or any auditors they appoint as part of the audit under the Local Government (Scotland) Act 1973.

Example 2:

The Council use a computerised system called SEEMIS to hold and process educational data. The Personal Information will be uploaded and held on the SEEMIS system and the fact free school meals and/or a clothing grant has been applied for will be recorded.

Example 3:

The personal information may be shared with the school or college which the child attends to ensure the correct individual receives the free school meals they are entitled to.

What is the Council's lawful basis for processing the Personal Information?

The use of the Personal Information is necessary:

- for the Council to comply with its legal obligations under the following legislation-
- the Education (Scotland) Act 1980 (section 53 and 54 in respect of Free School Meals and School Clothing Grant); and
- The Local Government (Scotland) Act 1973 (to ensure proper administration of the Council's financial affairs (including the detection and/or prevention of fraud) (and providing such information as necessary to the Accounts Commission)

Do I have to provide the Personal Information?

You do not have to provide the Personal Information to the Council. Without the correct information however the Council will not be able to process the application and the child concerned may not receive the School Clothing Grant and/or Free School Meals.

How long will you keep the Personal Information?

The Council uses the Scottish Council on Archives Records Retention Schedules to manage the amount of time the Council keeps information. Further information on these can be found here. <http://www.scottisharchives.org.uk/scarrs>

If you are searching SCARRS, the Reference which covers the Personal Information for the Clothing Grants and Free School Meals is 10.002.020.

We will hold the Personal Information from the end of the relevant school year for which the application has been made, for a period of 1 year. The Personal Information will be retained for the minimum period necessary. The Personal Information will then be destroyed after this period.

What are my rights?

• Right of Access

You have the right to access the personal information the Council holds about you. This right is called a Subject Access Request, often referred to as a SAR.

You can receive a copy of the personal data held by the Council, details on why it is being used, who it has been/ will be shared with, how long it will be held for, the source of the information and if the Council uses computer systems profile or take decisions about you. Details on how to submit a Subject Access Request can be found here. <https://www.eastdunbarton.gov.uk/council/data-protection/subject-access-request>

• Right to rectification

You have the right to request the Council correct any information held about you that is inaccurate.

• Right to erasure

You have the right to request that the Council delete the personal information about you. This right is known as the right to be forgotten.

• Right to restrict processing

You have the right to request that the Council stops using your personal information, while retaining a copy of it.

Who do I contact if I have any concerns and / or complaints?

You have the right to complain to the Information Commissioner's Office should you be unhappy with the way the Council has processed the Personal Information. Details on how to report a concern can be found here: <https://ico.org.uk/concerns/>

ICO Head Office Address: Wycliffe House, Water Lane, Wimslow, Cheshire, SK9 5AF
Tel: 0303 123 1113

Regional Scottish Office Address: 45 Melville Street, Edinburgh, EH3 7HL
Tel: 0303 123 1115

Should you have any questions or concerns about our handling of the Personal Information you can also contact Our Data Protection Officer:

Karen Donnelly
Data Protection Officer
East Dunbartonshire Council
12 Strathkelvin Place
Kirkintilloch
G66 1TJ
Tel: 0300 123 4510
Email: DPO@eastdunbarton.gov.uk