



# Shetland Islands Council

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Director of Children's Services: Helen Budge

**Children's Services**

Hayfield House  
Hayfield Lane  
Lerwick  
Shetland, ZE1 0QD

**To: Parent/Carer**

Telephone: 01595 744000  
Fax: 01595 744460  
childrensservices-finance@shetland.gov.uk  
www.shetland.gov.uk

If calling please ask for  
**Vaila Walterson**  
Direct Dial: 01595 743952

Our Ref: DR/vw/1819-CGFSM

Date: 04 June 2018

Your Ref:

Dear Parent/Carer

## **Clothing Grant, Free School Meals & Milk 2018/19**

Applications for Clothing Grants and Free School Meals & Milk are now available for 2018/19. A Clothing Grant is a grant awarded to children from families on a low income to help towards the cost of clothing and footwear. The Clothing Grant award for 2018/19 will be £100 per eligible pupil.

A Free School Meal is a school lunch provided free of charge by Shetland Islands Council to children from families on a low income. All pupils in Primary 1 to Primary 3 are automatically entitled to free school meals, however these pupils should still be included on any application forms if you wish to apply for Free School Milk and / or a Clothing Grant.

Further information and application forms are available on our website at [www.shetland.gov.uk/education/ClothingGrants.asp](http://www.shetland.gov.uk/education/ClothingGrants.asp). Completed application forms can be e-mailed to [childrensservices-finance@shetland.gov.uk](mailto:childrensservices-finance@shetland.gov.uk) or posted to: Children's Services, Hayfield House, Lerwick, Shetland ZE1 0QD.

Parents with children attending school who are over the statutory school leaving age of 16 can apply for an Education Maintenance Allowance (EMA), forms are available online at <http://www.shetland.gov.uk/education/EMA.asp> or by telephone.

If you have any queries, please do not hesitate to contact Vaila Walterson on 01595 74 3952.

Yours sincerely

*Dawn Ratter*

Dawn Ratter  
Senior Finance Assistant  
Children's Services

Is my child entitled to a Clothing Grant and/or Free School Meals/Milk?

<p><b>Free School Meals</b> are linked to the level of income/benefits a family receives and will be provided if a family is in the receipt of:</p>	
<ul style="list-style-type: none"> <li>• Income Support</li> </ul>	<p>Pupils are eligible for Free School Meals in their own right if they are aged 16-18 and fall into this category</p>
<ul style="list-style-type: none"> <li>• Income based Job Seeker's Allowance</li> </ul>	
<ul style="list-style-type: none"> <li>• Any income related element of Employment and Support Allowance</li> </ul>	
<ul style="list-style-type: none"> <li>• Child Tax Credit, but not working Tax Credit, with an income of less than £16,105</li> </ul>	
<ul style="list-style-type: none"> <li>• Child Tax Credit &amp; Working Tax Credit, with an income less than £6,420</li> </ul>	
<ul style="list-style-type: none"> <li>• Universal Credit – less than £610 per month</li> </ul>	
<ul style="list-style-type: none"> <li>• Parents/Carers receive help under Part VI of Immigration and Asylum Act 1999</li> </ul>	
<ul style="list-style-type: none"> <li>• In care of the Local Authority</li> </ul>	

If you do not fall into any of the above criteria but feel you would benefit from Free School Meals due to exceptional circumstances or because you are facing hardship, please call us on 01595 743952 to discuss.

<p><b>Clothing Grants</b> are also linked to the level of income/benefit a family receives and will be provided if a family is in receipt of any of the above benefits, or:</p>
<ul style="list-style-type: none"> <li>• Working Tax Credit and Child Tax Credit with an income greater than £6,420 but less than £16,105.</li> </ul>

**It is your right to make an application if you meet any of the criteria.**