

Family Services

Think family

Free School Meals



Access this and other information on the web at www.wakefield.gov.uk

Social Care Direct, your first point of contact for Social Care Services

0845 8 503 503



Free School Meals

Staying for a school lunch is a parent's guarantee that their child will receive an enjoyable, nutritious lunch served in a safe environment.

Most school meals in Wakefield are provided by Kingswood Catering who continue to develop in line with customer requirements and are recognised as being some of the best meals served in England. Information about your child's school meal is available by viewing the pages at the following web address:

www.schoolmeals.wakefield.gov.uk

Frequently Asked Questions

Can you tell me if my child/children can have free school meals?

Your child/children can have free school meals if you receive:

- Income support; or
- Income based Job Seekers Allowance (JSAIB); or
- Child Tax Credit without Working Tax Credit and your annual income is less than £16,040 (as assessed by the Inland Revenue); or
- Guarantee element of State Pension Credit; or
- Support under Part IV of the Immigration and Asylum Act 1999.
- Employment Support Allowance (Income Related) (ESA (IR)).

Children who attend Nursery schools, Independent schools or Colleges that provide specific Post-16 courses are not entitled to receive free school meals.

How do I apply for free school meals?

You must complete an application form, which is available at your child's school and the Home to School Transport Team.

Your application form must be sent with confirmation of your benefit or income to the address on the back of this leaflet.

What evidence must I send with my application to confirm my benefit or income?

- If you receive Income Support, JSAIB or Employment Support Allowance (Income Related) you should either attach a recent benefit letter from the DWP or Job Centre Plus OR take your application to the Job Centre Plus office to be stamped.
- If you receive Child Tax Credit you must send your most recent Tax Credit Award Notice and documentary evidence of your income.
- If you receive the 'Guaranteed' element of Pension Credit you must send your 'Pension Credit M1000 Award Notice'.
- If you receive support under Part IV of the Immigration and Asylum Act 1999 you should contact the Equality and Diversity Service on 01924 304388.

How will I know that my child/children can have free school meals?

When we receive your application form we will assess whether you are entitled. You will then be sent a letter detailing your entitlement to free school meals.

How will the school know that my child/children can have free school meals?

When we receive your completed application we will contact the school(s) to confirm your entitlement. The school(s) will then receive written confirmation from this office once we have sent you your letter of entitlement.

Can my application be backdated?

Your child will normally start having free school meals from the date we receive your application form. If you can show us that there are exceptional circumstances to your case, we may be able to backdate your child's entitlement to free school meals. We will ask you to give us evidence of these circumstances. You will have to make your request in writing.

NB: We would not be able to give you any refund if your only reason for not applying sooner is that you did not know how to apply.

I am receiving Working Tax Credit. Can my child/children have free school meals?

No, you can only have free school meals if you receive one of the benefits listed above. If you are currently in receipt of free school meals for your children and you start to receive payments of Working Tax Credit you must let us know.

How long does my entitlement last and how do I re-apply?

Free school meals are given for up to 12 months, this is subject to your benefits/income remaining the same. You must then re-apply. In order to process your claim quicker we have 3 entitlement periods. The time when your claim must be renewed depends on your surname:

Surnames A-F - Easter to Easter

Surnames G-O - September to July

Surnames P-Z - January to December

We will send you a form towards the end of your 12 month entitlement period, which must be returned to us with proof of your benefit in order that your entitlement to receive free school meals may continue.

What happens when my circumstances change?

You **must** tell us immediately when your benefits, address or circumstances change. It is illegal for your child to have free school meals if you do not qualify. You will be asked to repay the cost of meals taken while you are not entitled to free school meals.

Do you offer assistance with the cost of school uniform?

Following a review of spending priorities for 2006/2007 the Council decided to end the provision of clothing grants for school pupils from 1 September 2006. This means since that date no new vouchers have been issued.

My child is going on a school trip. Who will pay for the lunch?

If your child is entitled to receive free school meals the school is responsible for providing your child with a packed lunch to take with him/her.



Can my child receive free travel between home and school?

Yes in the following circumstances:

- If your child is aged between 8 years and 11 years and is attending the nearest qualifying school with places and the distance between home and school exceeds 2 miles by the shortest available walking route.
- If your child is aged between 11 years and 16 years and is attending one of the three nearest qualifying schools with places which are more than 2 miles, but less than 6 miles from home.
- If your child is attending a school chosen by you based on your religion and belief which is more than 2 miles but less than 15 miles from home.

NB:

1. It is also a requirement that the pupil must be eligible to receive free school meals or the family receives the maximum level of Working Tax Credit.
2. The two mile distance is measured by the nearest available safe walking route, taking into account whether the child is accompanied as necessary by a parent/carer. The 6 and 15 mile distances are measured by the nearest available road route.

Contact Us:

If you have any queries please contact us by calling one of the numbers below:

01924 305061

01924 305643

01924 305675

Alternatively:

Fax: 01924 305611

Email: hst@wakefield.gov.uk

Post: Home to School Transport Team
Family Services
County Hall
Wakefield
WF1 2QL

If you need this **'Free School Meals'** leaflet translated into another language, please complete and return the form below. **Tick box for language required.**

Polish

Jeśli potrzebujesz polskiego tłumaczenia tej broszury, wypełnij i odeślij poniższy formularz.

Farsi

اگر این اطلاعات را به زبانی دیگر و یا در فرمتی دیگر میخواهید لطفاً از ما درخواست کنید

Kurdish

نەگەر دەتەوێت نەم نامیلکەییە بۆ کوردی تەرجومەبکریت، نەوا تکایە نەم فۆرمەیی خوارمۆه پڕبکەر مۆه و ببینێر مۆه.

French

S'il faut vous traduire ce livret en français, veuillez remplir le formulaire cidessous et nous le renvoyer.

Urdu

اگر آپ کو اس کتابچے کا ترجمہ اردو زبان میں چاہیے تو مہربانی کر کے نیچے دئے گئے فارم کو پُر کر کے بھیج دیں

Tigrinya

እዚ መጽሐፍ ብትግርኛ ክትትርጎሙልኩም እንተደለኹም፣ ነዚ ኣብ ታላቲ ዘላ ፎርም መልእኩም ምልሱዎ።

Please indicate if you would like a copy of this in another language (not listed above) or any of the following formats and send to the freepost address below or telephone 01924 305931:

- Large print On audio tape In Braille
 Another language, Please state:

Name

Address

Please return this form to: FREEPOST WF 458, Communication & Information Team
Room 238, County Hall, Bond Street, Wakefield WF1 2QL

