

IMPORTANT INFORMATION - PLEASE RETAIN THIS LEAFLET

AS YOU MAY NEED TO REFER TO IT AT A LATER DATE



We are now processing clothing grant and free school meal applications for session 2008/2009 by a new improved system. This will ensure that you receive your payment earlier than before. Please read the following information carefully.

FOOTWEAR AND CLOTHING GRANT

- As soon as your application is authorised, payment will be paid direct into your bank account.
- The amount will be £50.00 per child and only **one** grant will be awarded during the school session.
- Payment can be made to **any** bank account of your choice.
- It is important that your bank details are accurate to ensure that your payment is credited to the correct account.
- Your bank details will be confidential and secure, and will not be seen by anyone else.
- Payment by cheque will be made if you do not have a bank account but this may take longer to process.

FREE SCHOOL MEALS

- If you are in receipt of Income Support, Income Based Job Seeker's Allowance or Child Tax Credit (income limit of £15,575) you will be entitled to free school meals.
- Meals will be provided from the first day of the school session.
- **Please note** that any change in your financial circumstances must be reported to the area office **immediately** with details of the date on which that change became effective (i.e. if you lose your entitlement to Income Support or Income Based Jobseeker's Allowance or Child Tax Credit (income limit of £15,575)).

APPLICATIONS FOR PUPILS OVER 16

- Applications for pupils aged 16 (or who attain the age of 16 between 1st March and 30th September) can be made at the same time as applications for other children but will not be processed until the schools return from summer vacation.
- Schools will automatically notify us on the first day of the session of all pupils aged 16 and over who have returned to school. We will then process your application.

Please note: We will only contact you if we require further information in order to process your application.

If you need additional information please do not hesitate to contact the area office. The staff will be happy to assist you. Most grants will be authorised and payments made during July 2008. Please do not chase up payments until after 4th August 2008, as this may delay the processing of applications. Telephone numbers of our offices are listed below.

Irvine Area Office
106 Bridgegate House
Irvine
KA12 8BD

Tel: 01294 324988
Fax: 01294 324984

Kilbirnie Area Office
19 Schoolwynd
Kilbirnie
KA25 7AY

Tel: 01505 682416
Fax: 01505 684334

Saltcoats Area Office
45 Ardrossan Road
Saltcoats
KA21 5BS

Tel: 01294 463312
Fax: 01294 604868