

Our Ref: AMDM/SK  
Your Ref:

**Anne Marie Davies Macleod**  
Head of Resources & Performance

To: Parents/Carers

Education & Children's Services  
Woodhill House  
Westburn Road  
Aberdeen  
AB16 5GB

Tel: (01467) 534400

LP-3 ABERDEEN 3

08 December 2023

Dear Parents/Carers

## **UPDATE ON FREE SCHOOL MEALS PAYMENTS**

I am writing to confirm that all pupils currently entitled to statutory free school meals will receive a payment of £25.00 for the period 25 December 2023 to 5 January 2024. This payment is comprised of 2 weeks free school meals at £12.50 per week. Please note – statutory free school meals are awarded to parents/carers based on their income circumstances. The Christmas holiday payment does not apply to children in Primary 1 to 5 who are entitled to universal free school meals, which are not income based.

Eligible families already in receipt of statutory free school meals, do not have to apply for this payment. Payment will be made direct to your nominated bank account by **22 December 2023**.

### **I have recently applied for Free School Meals, but I've not been notified of the outcome:**

If you have recently applied for free school meals, please be assured that we are dealing with all applications as quickly as possible, and we will contact you direct when your application has been processed.

**Families who are on a low income but not currently in receipt of free school meals can check entitlement by completing the following online form:**

[Check entitlement and apply for free school meals](#)

Children are eligible for free school meals if their parents (or carers) are in receipt of a qualifying benefit.

The current qualifying benefits and allowances are:

- Income Support (IS)
- Income Based Job Seekers Allowance (JSA)
- Pension Credit (Guarantee Credit)
- Any income related element of Employment Support Allowance
- Child Tax Credit (CTC), but not Working Tax Credit (WTC), and have an income of less than £18,725
- Both Child Tax Credit and Working Tax Credit with an income of less than £8,717
- Support under Part VI of the [Immigration and Asylum Act 1999](#)
- Universal Credit with a monthly net pay from your employer of less than £726 (this is based on your actual net pay, not the figure used by Universal Credit)  
*(the qualifying benefits and allowances are subject to change)*

If you are aged 16-18 years-old and receive any of the above qualifying benefits in your own right, you can apply for free school meals.

For more information please visit: <https://www.aberdeenshire.gov.uk/schools/school-info/assistance/free-school-meals/>

Yours sincerely



**Anne Marie Davies MacLeod**  
**Interim Head of Resources and Performance**  
**Education and Children's Services**