

For further information on Aberdeenshire Council Schools Clothing Grants please contact your Area Education Office:

**Banff & Buchan Education Office**

St Leonard's  
Sandyhill Road  
Banff  
Aberdeenshire  
AB45 1BH  
Tel: 01261 813340

**Garioch Education Office**

Gordon House  
Blackhall Road  
Inverurie  
Aberdeenshire  
AB51 3WA  
Tel: 01467 620981

**Marr, Kincardine & Mearns Education Office**

Queens Road  
Stonehaven  
Aberdeenshire  
AB39 2QQ  
Tel: 01569 766960

**Free School Meals**

Free School Meals are available to children whose parents are in receipt of Income Support or certain other benefits. Application Forms and information Leaflets are available from your child's school.

**If you have any difficulties  
in reading this leaflet please  
contact your Education Office**

# A guide on how to obtain a Schools Clothing Grant



## **Am I entitled to a grant to help clothe my child / children for school?**

Grant payments will normally be made to parents / guardians in receipt of the following:-

Income Based Job Seekers allowance, Income Support, Widowed Mothers Allowance, Retirement Pension, Child Tax Credit, Working Tax Credit, Disabled Persons Tax Credit or Support under Part VI of the Immigration and Asylum Act 1999.

## **How old does my child have to be?**

Clothing grants are available for all school-aged children ie P1 and upwards from the time they start at an Aberdeenshire Council School until they reach their official leaving date.

## **Where can I obtain a Schools Clothing Grant Application Form from?**

Application forms are available at your child / children's school or from your Education Office as listed on the reverse of this leaflet.

If you have more than one child and they are attending different schools you will need to complete a separate application form for each school.

## **How much will be awarded?**

At present an award of up to £50.00 is made per financial year (1st April to 31st March).

## **Do I have to give any additional information?**

Yes you will need to provide proof with your application form.

A current statement "How your income support is worked out" can be obtained at your Benefit Office

## **If you are in receipt of any type of Tax Credits we will require a copy of your Credit Award Notice**

The Inland Revenue send this to you.

Bank Statements are **not acceptable**, as this does not give all the information required.

## **Do I have to purchase school uniform?**

Parents/guardians are strongly encouraged to purchase clothing which meets the schools dress code. Some items of school clothing can be purchased from your child / children's school.

## **Who do I send my completed application form to?**

Completed application forms must be returned to the school which your child / children attend. The Head Teacher will complete & sign section 3. The form will then be forwarded to your Education Office.

## **How long will it take?**

Once the Education Office has received your application form and proof of income a decision will be made within 7 days. However if proof of income is not provided the grant will take longer to process.

## **What happens to the information I give?**

All information you provide is treated with the strictest confidence and is only held at your Education Office.

Original documentation you provide with your application will be returned to you.