



**St Andrew's Primary School**

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**Leader of Learning**  
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Midlothian



25 June 2024

**Guide to find Take Home Pay element in Universal Credit journals when applying for FSM/Clothing grants:**

- Click on home tab at the top of your Universal Credit journal.
- Scroll down then click on payments.
- Then click on your most recent statement.
- Scroll down to the bottom, you will see help and support. Click on the + sign next to other support you may be able to get.
- Scroll down again, details of take home pay element given here.
- Screenshot the page (this may need to be done in 2 – 3 screenshots to ensure your details & take home pay element are captured by your screenshots).
- Upload screenshots of take home pay element when applying for Free School Meals & Clothing grant.
- Google FSM/Clothing grant Midlothian Council then click on link – Apply for Free School Meals & Clothing grant. Applications for academic school year 2023/2024 do not open until mid-July 2023. Date will be confirmed on Midlothian Council website at a later date.

Mrs Elaine Baur

Home School Practitioner

St Andrew's RC PS