

Transitioning Out of Care

TIPS, TRICKS AND GUIDANCE



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Moving into your first home

Green Doctor



Green Doctor can offer support and advice on a range of things, from how to set up and manage your household bills, to making your home energy efficient, this is a starter pack to help make moving into your first home as easy as possible.

Your Landlords' or agencies details

Name	
Phone number	
Email	
EMERGENCY contact details (if you're not sure, you can list a trusted friend)	
Agency address	
Move in date	

If you do not know who your landlord is, write to the person or company you pay rent to. Your landlord can be fined if they do not give you this information within 21 days.

As soon as you move in:

1. Take meter readings for gas, electric and water. Take photos where possible.
2. Register your details with bill providers.
3. Walk through your new home and record evidence of any damage, use video or photos to record this. Report this to your landlord immediately!
4. Where to keep your keys in a safe place!

Handling your utilities

Water

Water Provider: Yorkshire Water

Contact: 0345 1242424

Website: yorkshirewater.com/get-in-touch

Call Yorkshire Water or visit the website to sign up.

Metered

You pay for the water you use.

Take regular meter readings, and keep a log.

Reading	Date

Unmetered

You pay a fixed price regardless of how much water you use.

If you do not know whether your water is metered, call the number above to check with Yorkshire Water.

Water saving tips can be found here

<https://www.yorkshirewater.com/your-water/save-water/>



Gas

Fill in your current supplier (your landlord can provide this info):

To register with this supplier, look up their telephone number online or use the registration page the supplier will direct you to, if your landlord has not supplied this to you.

Your supplier will:

- Ask you to confirm your address and postcode.
- Your move in date.
- Your meter readings.
- They will also ask about how you want to pay your bills.

If you wish to pay by direct debit have your bank account details to hand.

[illegible]

Report a gas leak: Call Northern Gas Networks 0800 111 999



Electric

Fill in your current supplier (your landlord can provide this info):

To register with this supplier, look up their telephone number online or use the registration page the supplier will direct you to, if your landlord has not supplied this to you.

Your supplier will:

- Ask you to confirm your address and postcode.
- Your move in date.
- Your meter readings.
- They will also ask about how you want to pay your bills.

If you wish to pay by direct debit have your bank account details to hand.



Reading	Date

If you have an electrical problem, you can turn off the supply at your meter using the large red switch.

Report a power cut: Call 105.

WiFi

Getting connected to the internet in a new home can take a while so it's worth planning.

If you are on benefits such as Universal Credit you may qualify for a social tariff.

Money savings expert provide information on social tariffs here:

<https://www.moneysavingexpert.com/compare-broadband-deals/broadband-social-tariffs/>

Council Tax

Your local council is:

If your landlord has not provided contact information, look up the local council online and follow the links to the council tax department. There will be details on how to register a new account or tell them you are moving from an existing address.

They will ask you:

- To confirm your new address and postcode as well as your old address.
- Details of any other people you are sharing the property with aged over 16.
- The start date of your tenancy.
- Your landlords details.

They will also ask about how you want to pay your bills. If you wish to pay by direct debit have your bank account details to hand.

To check if you are exempt or qualify for a discount visit:

www.gov.uk/council-tax/who-has-to-pay



TV Licence

If you watch live TV, it is a **legal requirement** to have a TV licence.

Visit www.tvlicensing.co.uk/easy-read, or call 0300 790 6165 for more information and to check if you need one.

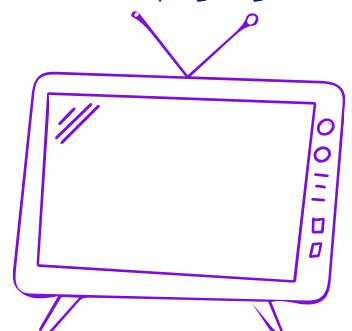
They will ask you:

To confirm your new address and postcode.

The start date of your tenancy.

They will also ask about how you want to pay your bills. If you wish to pay by direct debit have your bank account details to hand.

You can pay the cost of your TV Licence in monthly instalments to make it easier.



If you are not tied into a contract, you may qualify for a social mobile phone tariff or be able to find a cheaper alternative. To do this check with your supplier to review what they offer and check for low price sim only deals as this can sometimes be better depending on how much data you use. If you move supplier, you can transfer your existing number to your new sim.

Contents Insurance

Contents insurance covers you against loss theft or damage to your personal possessions. It is your responsibility as a tenant to decide if you would like to take out contents insurance and take the steps to do so if you require it.

Budgeting

Having a budget helps you stay on top of your living expenses. Fill in the table below, thinking about how much money you have available and how much you typically spend.

Payment to	Amount
Rent	£
Council Tax	£
Electric	£
Gas	£
Water	£
TV Licence	£
Mobile phone	£
Broadband & TV (including Netflix etc.)	£
Transport and travel	£
Food and other supermarket costs	£
Clothes	£
Hairdressing etc.	£
Meals out & takeaways	£
	£
	£
Total	£

Managing your money

Leeds Credit Union

When you leave care or start work, you will start to get money – from wages or benefits. This money freedom can be exciting, but it can be too easy to get into money difficulties. Our simple guide will explain all about managing your own money so you don't get into difficulties.

Where your money comes from (income)

- **Wages** – the pay you get from a job or apprenticeship
- **Leaving Care Allowance** – money from your local council to help you set up a home when you leave care and buy essentials like furniture and kitchen equipment.
- **Universal Credit (UC)** – A monthly payment to help with living costs if you're on a low income or not working.

Education bursaries or training support – money to cover your living costs if you're in training or education.

You may get paid weekly, four weekly or every month, usually on the same date each month. It's handy to know when you get paid or receive your benefits so you can work out how long your money needs to last. Your Personal Advisor should be able to help you find out what benefits you could get.

1

Opening a bank account

You should open a bank or credit union account if you don't already have one. The bank or credit union keeps your money safe, and you can get it whenever you need to spend. They might also give you a debit card which you can use in shops, cafes, online and at an ATM to pay for things or get cash.

When you open a bank or credit union account, you must let them see documents that prove you are who you say you are and show your address. They have to ask to see these things by law. What they will accept can be different from bank to bank, but they normally accept driving licence, passport, benefits letter, tax letter or letter from your local council. Each credit union or bank will have a list of what documents you can use on their website.

Paying your bills

It can sometimes be difficult to remember when all these different bills must be paid, but once you have a bank or credit union account, you can set up “direct debits”. These are automatic payments made from your account to pay bills and mean you won’t miss a payment. Some companies also offer a cheaper rate if you pay by direct debit.

Savings

Savings are money you put aside and can be used for anything such as paying for a holiday, buying a car or just to have as an emergency fund. If you can, it is a really good idea to try to save something, even if it’s only a few pounds each month — small amounts can add up.

Credit unions and banks provide savings accounts, separate ‘pots’, where you can keep your savings separate and not be tempted to spend them.

Some savings accounts pay interest — this is money that the bank will pay you for saving with them and can help your savings grow.

There are different types of savings accounts but start with an easy or instant access account as they will let you get your money when you need it (some savings accounts don’t let you get your money without telling the bank in advance or until a certain

Understanding Credit

There may be times when you need to borrow, this is called “credit”. Credit **has to be paid back** and the lender will charge you “debit interest” which is like a fee for them lending you money.

There are different types of credit:

Overdraft — if you have a bank account, the bank may let you spend more than you have in the account — this is called an overdraft. Don’t overspend without asking your bank first as the fees for what is called an unauthorised overdraft can be very high.

Credit cards — these are cards that you can use to pay for things in shops and online. When you get a credit card, you will be given a credit limit, which is the maximum you can spend on the card. You will need to pay back some of the amount you have borrowed on the credit card each month. Credit cards can be an expensive way to borrow but can provide some benefits, such as protection for what you buy. For example, if you paid for a holiday using a credit card and the holiday company goes out of business, you will get your money back.

Personal loan — these are simple loans. When you agree a personal loan with a credit union or bank, they will set up a monthly repayment amount which you must repay each month until all the loan has been repaid.

Payday or wage advance loans — these are small loans that will lend you a part of your next wage. They can be very expensive and probably best to avoid them if you can.

How much credit unions, banks and credit card companies will lend you will depend on your “**credit score**”.

Everyone has a credit score — it is a number that shows how reliable you are with money. For example, if you have a loan and repay it all on time, your credit score will go up; if you miss payments on a loan or credit card, your credit score will go down. When you start out, you may have quite a low credit score because there’s no history on your finances for banks and credit unions to look at. One of the ways to help build your credit score is to make sure you pay your bills on time and paying off your mobile phone over a contract period rather than pay-as-you-go.

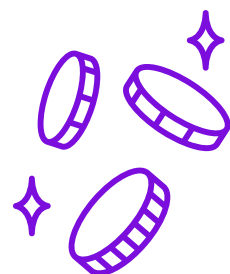
If you have a low credit score, you might find it difficult to rent or get a loan in future.

Sadly, some people turn to loan sharks or illegal money lenders, who will offer loans with very, very high interest rates. **Do not use a loan shark!** All proper lenders and credit companies have to be approved by the Bank of England and must follow certain rules about how much they lend and the most they can charge in debit interest. Loan sharks are not approved by the Bank of England and so they do what they want, meaning that their borrowers have to pay a very large amount of interest and people who use them often get in to long term money problems.

If you have been affected by a loan shark, contact Stop Loan Sharks <https://www.stoploansharks.co.uk/> for free and confidential help.

Scams and staying safe

Sadly, there are people who will try to steal your money — not by actually taking the notes and coins, but by scamming you or trying to get your bank and personal details.



Never reply to emails or texts that look to be from your credit union or bank asking for your bank account details. If you’re not sure, call or visit your credit union or bank to check if the message is real.

If you're struggling

Everyone struggles with money at some time, so if you do, don't keep it to yourself. Speak to your credit union or bank, they might be able to help. Your Personal Advisor or keyworker may also be able to help.

There are some organisations that also help people who are struggling with money such as your local Citizens Advice, StepChange Debt Charity (stepchange.org) or local foodbanks. Your council might also offer emergency grants.

Whatever you do, do NOT borrow money from a loan shark.

Helpful links

MoneyHelper: part of the government that helps people manage their money
moneyhelper.org.uk

Citizens Advice: a national network that gives help on anything from money to renting to your legal rights citizensadvice.org.uk

StepChange Debt Help: a charity that offers debt advice stepchange.org

Stop Loan Sharks: if you have been affected by illegal money lenders
stoploansharks.co.uk

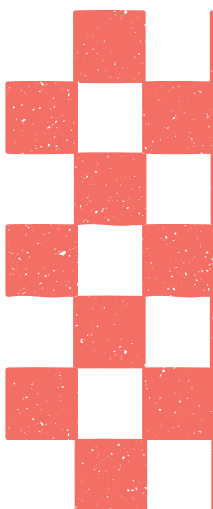
Leeds Credit Union: offering savings accounts and affordable
loansleedscreditunion.co.uk

Planning for the future

You have your whole life in front of you so it's worth planning for the future.

Set some goals, such as saving for driving lessons or moving house.

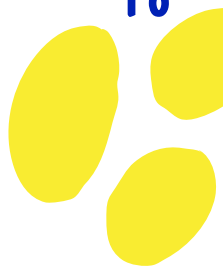
Start a pension — retirement may seem a long, long way off but starting a pension early means you'll have more money to live on when you do retire. If you can pay a little into a pension each month it can make a massive difference in the future. Your employer may have a pension scheme for its staff or ask at your bank.



Getting a job

Jobshops

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Writing a CV

Writing a CV can feel a bit intimidating. There's a lot of information out there and it can feel hard to know where to even start. But the good news is that CV writing is a just a writing skill, and one that gets better with practice.

The most effective CVs are:

- **Relevant** (to a role, industry, company)
- **Specific** (give evidence, clear information)
- **Concise** (key information presented clearly)

When you're ready to begin, follow the steps below, but remember, not all CVs follow the same structure, and there's loads of great templates online.



Personal information

This goes right at the top and should include:

- Full name & address
- Email address
- Phone number
- Optional: LinkedIn

Personal statement

This is often the hardest to write, so it helps to stick to a simple format. It doesn't need to be long ; 2 or 3 sentences is fine. It's also a useful place to customise your CV for specific roles, so make sure to include specific details from the job description.

Here's a simple structure



Sentence 1: Describe yourself. If you've done the job you're applying for, make it clear – you might call yourself an experienced childcare professional, graduate, or a more general title that covers what you've done.

Sentence 2: Talk about one or two of your strongest skills or areas of experience that are needed in the role. What have you achieved that an employer will really value?

Sentence 3: Write about why you are looking for this specific role. How will you help a prospective employer?

This is optional, but particularly if you're just starting out in work, or are making a big change, it's helpful to highlight your strongest skills. In these circumstances, it's good to include specific examples of achievements that demonstrate these skills.

For roles where technical skills are required, this is where to list them, along with your level of expertise.

Tip: make sure you have examples to back up each skill you mention.

Employment Experience

This is a list of your relevant work experience, with the most recent first. It can include relevant voluntary experience.

An employer will look for:

- Job title
- Name of organisation
- Dates that you held this position, most recent first (for example, June 2018 – April 2020)
- Key responsibilities and achievements

Tip: use bullet points to list your key responsibilities and achievements.

Education

This is a list of your education and certifications or qualifications. List these with the most recent first and include:

- Institution (for example, the name of your school or college)
- Certification or qualification name
- Grade (if any)
- What year you gained the award or qualification or years of attendance

Tip: if you have more education than employment experience, then it's normal to put this just under your personal statement

Hobbies and interests

Ideally, this features hobbies and interests that are relevant to a role you're applying for. For example, you might include a link to your blog if you're applying for a job that requires good writing skills.

That said, if you have a distinctive or interesting hobby, and you're applying for roles which require a bit of creativity then it can be nice to show a little personality.

Interview Tips

Interviews can be a bit nerve-wracking. But with the right preparation, you can approach them with confidence. Our list of **interview dos and don'ts** will equip you with the skills and knowledge you need to increase your chances of landing the job.

Interview Dos



Research the employer

Most interviews will include a few questions about the organisation, so make sure you've done your homework. Go a little deeper than the 'About Us' on the company's homepage, and find out what the organisation has planned for the future. This will also help you explain why you want to work there.

Read the news

It's quite common for interviewers to ask if you've read anything in the news recently that could impact the organisation's work. Be prepared by reading a few relevant articles and picking out stories pertinent to the sector you're applying for.

Find out about the interview

Gather as much information as you can about the interview style beforehand.

- How many people will be interviewing you?
- Who are they?

Knowing these details will help you prepare and feel more relaxed on the day.



Dress appropriately

It's always better to be overdressed than underdressed for an interview. Be smart and pay attention to detail by ironing your shirt, wearing smart shoes, and choosing subtle accessories.

Ask good questions

At the end of the interview, you'll likely be asked if you have any questions. Be prepared with questions that also reveal something about yourself. For example: "What does a typical day in the role look like?", tells them you are already picturing yourself working there.

Be self-aware

Consider your body language and how you're coming across on the day:

- Greet each interviewer individually
- Be positive
- Smile
- Make eye contact.

This will help everyone feel more relaxed.

Interview Donts



Don't fill the silence

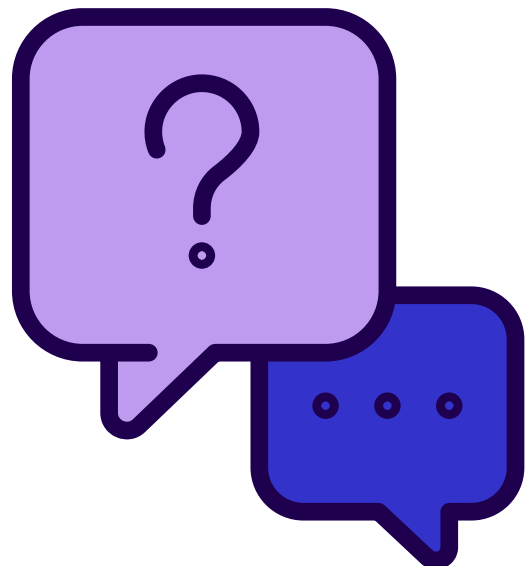
Interviewers will often pause once they think you have finished answering to see if you will keep talking to avoid silence. Answer the question fully and to the best of your ability, then stop. Don't be drawn into continuing, as you may dilute your original answer.

Don't lie

Telling a few white lies usually gets found out in the end. Be honest and build a strong reputation for yourself as someone who always tells the truth and is reliable.

Don't go empty-handed

Take your letter of application and CV with you to look prepared. If you're worried about forgetting things or not getting your point across, take a few bullet points on reminder cards to help jog your memory if you get stuck.



Going to college: a guide for care experienced young people

Leeds City College

To equip you with skills, colleges offer a range of academic and vocational qualifications and apprenticeships. At Leeds City College, these are delivered at various campuses across the city with world-class facilities.

Here is just a selection:

- **VTCT Level 1 Diploma in Hair and Beauty Skills** — taught at Printworks Campus in professional-standard salons. Applicants need 3 GCSEs at grade 3 or above, including Maths or English.
- **BTEC Level 2 Music Performance** — taught at Quarry Hill Campus and involves opportunities to perform to live audiences. We have 2 recording studios, 5 dance studios, 6 ensemble rooms and 3 Music Production suites. Entry requirements are four GCSEs at grade 3 including English or Maths and a satisfactory audition.
- **Light Vehicle Maintenance and Repairs Principles City and Guilds Diploma Level 3** — taught at Printworks campus and includes workshop experience to develop your diagnostic skills. Learn how to safely operate tools, equipment, and materials, ensuring a secure working environment. Entry requirements are a relevant level 2 qualification and GCSEs at grade 4 including English, Maths and, ideally, Science.
- **T Level Animal Care and Land Management** — taught at the Temple Newsam Farm campus. It focuses on the development of knowledge and skills to enter the industry through employment, as an apprentice, or to progress to Higher Education. Entry with 5 GCSEs at grade 5 or above, including English, Maths and Science.

- **GCSEs and A levels** – taught at Leeds Sixth Form at Park Lane campus and our new Pudsey Sixth Form campus. Typical entry requirements are 5 GCSEs at grades 4 or 5 to grade 9.

If you don't already have GCSE grade 4s or above in Maths and/or English, you will also study these alongside your chosen course.

Support if you are care experienced

The college is a key partner of Leeds City Council and supports its recognition of care experience as a protected characteristic. We also hold the NNECL (National Network for the Education of Care Leavers) Quality Mark.

There is additional support available in college, both before you enrol and throughout your studies.

Before you apply

If you, or any supporting professionals, would like some information or advice, you can contact the Vulnerable Learners Team at CLA@leedscitycollege.ac.uk. We want to ensure that your transition to college runs as smoothly as possible, helping you prepare and by getting to know you before you arrive.

Our college **Care Experience Champion** attends lots of Year 11 PEP meetings, talks to social workers and teachers and arranges campus visits and introductions to key members of college staff. She can provide support throughout the application process, at enrolment after you've received your GCSEs, during induction, and to ensure that your bursary is in place.

On-course support

Every curriculum area has a **Designated Lead for care experience** who will be a key source of support, including attending any PEPs and will liaise with other staff to ensure that you are getting the most from your course and that there is a plan for your future. Students who are care experienced are also given priority access to our college **careers and wellbeing team**.

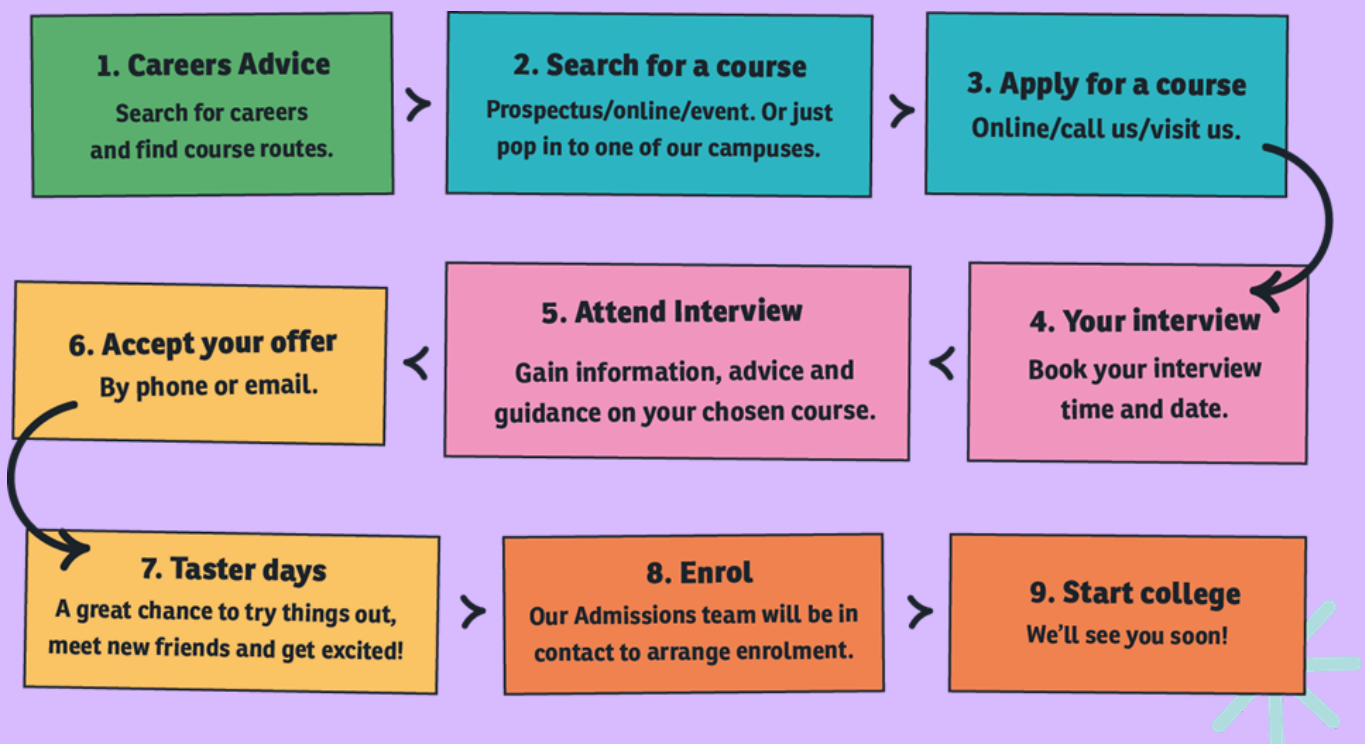
If you are looked after or a care leaver you may be entitled to the **Priority Fund** through the **college bursary**. This pays for your college meals and your travel pass and can be claimed once you have enrolled. You may also be able to get support to pay for essential course equipment. You can get more information about this at: <https://leedscitycollege.ac.uk/financial-support/financial-and-welfare-support-for-16-19-students/>

There is a wide range of Enrichment activities offered across all campuses. Whether you want to develop your skills, gain experience, meet new friends or just have fun, a range of activities, trips, events and volunteering opportunities on offer will help you make the most of your time as a Leeds City College student.

The application process

Contact the team at **CLA@leedscitycollege.ac.uk** for advice/information at any point in the process. If you have PEP meetings nudge your carers or supporting professionals to send an invite to the Care Experience Champion. If not, please let them know they can arrange a phonecall with someone from the team through the above email address.

There are Open Events at our campuses throughout the year, including a Quiet Open Event for those who find such experiences too noisy and stressful. Details can be found at: <https://leedscitycollege.ac.uk/events/>



Interviews

When you apply you will receive a welcome email and then an invite to book an interview, with several interview dates to pick from. Don't worry about the interview, they are really an opportunity to check that you have applied to the right course and to ask any questions. If this is the case, you will be given a conditional offer if you are waiting for GCSE results (unconditional if you have already met the entry requirements) and when you receive an email confirming this offer, you just need to accept it.

If you accept a place you will be invited to course and campus taster events before the end of the summer term.



Enrolment

This starts on GCSE results day (always the third Thursday in August), when you formally sign up to do the course and receive details about your induction.

Over the summer you will be contacted again to book your enrolment appointment. The Care Experience Champion will contact all Year 11s who haven't booked and support them to do so. The team can also meet you on campus throughout enrolment in order to support you if you have not achieved the grades you need for your offer.

When your course starts in September the team will be checking in with your Designated Lead to ensure that everything is ok and that you are receiving your bursary.



Going to university: support for care experienced young people

University of Leeds

Contextual Admissions – what is it?

Many universities, including the University of Leeds, offer something called contextual admissions. This means they look at more than just your grades when you apply. They consider your background, including if you've been in care, and can offer you lower entry requirements if you meet their criteria.

This can help you get a **fairer chance** at getting into university, especially if you've faced challenges that may have affected your education.

Why do contextual admissions matter?

- Fairness — They recognise that not everyone has had the same opportunities.
- Opportunity — They help more people access higher education.
- Support — They give you a better chance to succeed, no matter your circumstances.

Access to Leeds

If you're applying to the University of Leeds, you might be eligible for their contextual admissions programme — Access to Leeds. This aims to provide a supported entry route for students from underrepresented backgrounds in obtaining a place at the University.

Benefits of Access to Leeds

- **Lower entry requirements** — You could get an offer up to two grades lower than the standard offer. For example, if the course entry requirements are AAB, they could offer you BBB.
- **Preparation support** — You'll complete a study module and get access to events to help you get ready for university.
- **On-course support** — You'll be part of the Plus Programme, which offers extra help once you start.
- **Possible scholarships** — You'll be considered for extra financial support.

Why do contextual admissions matter?

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Am I eligible?

1. Personal Circumstances (you need at least two):

- You are care experienced
- Your parents or carers didn't go to university
- Your household income is £25,000 or less
- You live in an area with low university attendance
- You went to a school with below-average GCSE results
- Your education has been impacted by personal circumstances

2. Applicant Requirements (you must meet all):

- You live in the UK and are eligible for UK tuition fees
- You're applying through UCAS to a full-time undergraduate course at Leeds
- You're studying (or have studied) A-levels, BTECs or equivalent qualifications
- You don't already have a degree
- You're not taking a foundation course (unless it's for healthcare)
- You're not taking an Access to HE Diploma (unless applying for healthcare)

Need Help or Have Further Questions?

- **Visit:** www.leeds.ac.uk/access-to-leeds
- **Email:** accesstoleeds@leeds.ac.uk
- **Call:** 0113 343 8952 (Mon–Fri, 10am–4pm)

As well as getting support to access university, many universities offer on-course support if you're care experienced or estranged from your family. At the University of Leeds this is called the **Plus Programme**.

What the Plus Programme offers

- Funding & Finance — Help applying for extra bursaries and financial support
- Accommodation — Guaranteed university accommodation, 365-day contracts, and no upfront payments
- Wellbeing — Support with mental health and settling in
- Opportunities — Access to events, mentoring, and career support
- Community — Meet other students with similar experiences

Financial support you might be eligible for

- Up to £2,000 extra per year if you receive the Leeds Bursary or a means-tested scholarship
- Help applying to:
 - Student Finance England to confirm your care-experienced status
 - The Financial Assistance Fund if you're struggling financially
 - The Opportunities Fund for professional development activities

What You Can Expect:

- Connect with others — Meet students with similar experiences and build your support network.
- Share your voice — Get involved in shaping your university experience.
- Access opportunities — Apply for funding and take part in activities that enhance your learning.

The programme is designed to help you:

- Settle into university life and studies
- Build confidence and succeed academically
- Work towards your career goals or further study

Care experienced young people may also be eligible for **extra help with accommodation:**

- Guaranteed place in University-owned accommodation
- 365-day contracts — so you have a place to stay all year round
- No upfront payments/deposits

Cooking on a budget

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Green Doctor

Healthy, nutritious meals taken from **BBC Good Food Website**.

Recipes are based on two adults, to allow leftovers over meals in the week or to be frozen.

Pasta bolognese

Preparation time: less than 30 minutes

Cooking time: 30 minutes to 1 hour

Ingredients

- 2 tbsp olive oil or any cooking oil/spray
- 250g/8oz beef mince (5% lean to reduce fat content)
- 1 onion, diced or a handful of frozen chopped onions
- 2 garlic cloves, chopped or 2 teaspoons of dried garlic
- 50g/1.5½oz carrot, peeled & grated or chopped finely (2 carrots)
- 1 x 400g tins chopped tomatoes
- 200ml/7fl oz stock (made from stock cube. Ideally beef, but any will do)
- 200g/7oz dried spaghetti or pasta of choice, approx., handful per person.
- Block of cheese to add on top, optional



Method (how to cook)

1. Heat a large saucepan over medium heat. Add a tablespoon of olive oil and once hot add the minced beef and a pinch of salt and pepper. Cook the mince until well browned over a medium-high heat (be careful not to burn the mince. It just needs to be a deep brown colour). Once browned, transfer the mince to a bowl and set aside.
2. Add another tablespoon of oil to the saucepan, brown the mince in and turn the heat to medium. Add the onions and a pinch of salt and fry gently for 5–6 minutes, or until softened and translucent. Add the garlic and cook for another 2 minutes. Add the grated carrot then pour the mince and any juices in the bowl back into the saucepan.

3. Add the tomatoes to the pan and stir well to mix. Pour in the stock, bring to a simmer and then reduce the temperature to simmer gently for 45 minutes, or until the sauce is thick and rich. Taste and adjust the seasoning as necessary.
4. When ready to cook the spaghetti, heat a large saucepan of water and add a pinch of salt. Cook according to the packet instructions. Once the spaghetti is cooked through, drain and add to the pan with the Bolognese sauce. Mix well and serve.

This Bolognese sauce can be cooked in advance and frozen. Leave to cool completely then pop in a freezer-proof container, it will keep in the freezer for up to 3 months.

Save a portion for the potato wedges with chilli beans recipe later in the week

Loaded potato wedges with chilli beans

Preparation time: less than 30 minutes

Cooking time: 10–30 minutes

Ingredients

- 2 large potatoes (400g/14oz in total), each cut into 8 wedges
- 1 tbsp vegetable oil
- 400g tin beans in chilli sauce
- 20g/ $\frac{3}{4}$ oz cheddar, finely grated
- 2 spring onions, finely sliced
- salt and ground black pepper



Method

1. Put the potatoes in a medium saucepan and cover with enough water to rise just 1cm/½in over the potatoes. Cover and bring to the boil, reduce the heat slightly and simmer for 5 minutes, or until softened but still holding their shape. Drain well in a colander or sieve and leave to stand for 5 minutes to drive off the steam.
2. Heat the oil in a large non-stick frying pan. Fry the potatoes for 3–5 minutes on each side, or until lightly browned, adding more oil if they begin to stick. (You can leave out this step if you like but the crisped potatoes taste especially good.)
3. While the potatoes are cooking, tip the beans into a pan — you can use the same pan as you cooked the potatoes in to save washing up. Heat according to the can instructions until hot (or you can do this in a microwave oven, tipping the beans into a bowl and cover with a plate or cling film).
4. If you have left over Bolognese, you could add this to half of the bean mixture, heat in microwave, ensuring it is piping hot before serving.
5. Divide the potato wedges into 2 portions, one large plate/bowl if sharing, and season with a little salt and pepper.
6. Top with the hot beans, sprinkle with cheese and optional spring onions to serve.

Recipe is for 2 people/portions so you can save a portion of beans and potatoes for lunch tomorrow

Cauliflower and broccoli cheese

Preparation time: less than 30 minutes

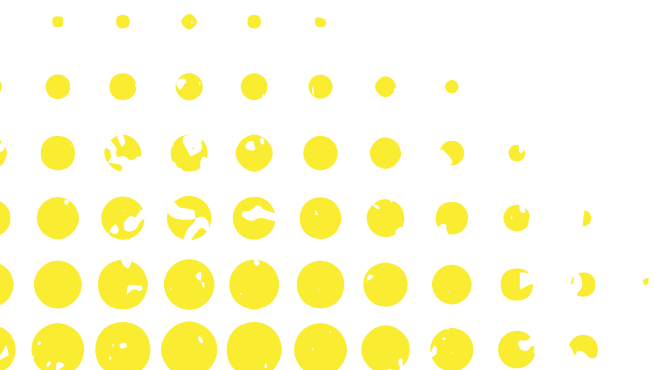
Cooking time: 10–30 minutes

Ingredients

- ½ medium cauliflower (around 400g/14oz)
- ½ head broccoli (around 175g/6oz) (Alternatively, you can buy a bag of frozen broccoli and cauliflower cook frozen vegetables first, then drain before adding cheese sauce)
- 30g/1oz butter
- 30g plain flour
- 400ml/14fl oz milk
- 50g/1¾oz mature cheddar, finely grated; salt and ground black pepper;
- 2 slices of bread, and butter, to serve or left over pasta (optional)

Method

1. Fill a large saucepan with water a third of the way, cover with a lid and bring to the boil over a high heat.
2. Using a small knife, cut the cauliflower into florets, halving or quartering any large ones. You'll need them all to be roughly the same size. Do the same with broccoli. You can even thinly slice the stems if you like — handy if your vegetables are a little smaller than recommended and great for avoiding waste.
3. If using frozen vegetables, cut into similar sized florets to ensure they cook at the same time.
4. Add the cauliflower and broccoli, and sliced stems if using, to the water and return to the boil. Reduce the heat and simmer, covered with a lid, for about 4 minutes, or until the florets are tender when tested with the tip knife.
5. Meanwhile, melt the butter in a medium pan over a low heat and stir in the flour. Cook the flour and butter together for a few seconds, stirring, then gradually add the milk, just a little at a time, stirring all the time until it is all used. (Adding the milk slowly will help ensure your sauce is smooth and lump free.) Increase the heat and simmer gently for 1 minute, stirring constantly.
6. Add roughly half the grated cheese to the sauce and cook for 1 minute more, stirring constantly with a wooden spoon until the cheese melts. Add a splash more milk if the sauce thickens too much. Season with salt and pepper to taste.
7. Drain the vegetables in a colander or large sieve then tip into a shallow ovenproof dish. Pour the sauce over. Sprinkle with the remaining cheese and place under a hot grill for 2–3 minutes, or until lightly browned. Don't worry if you don't have a grill, serve as soon as you've sprinkled with the cheese. Serve with buttered bread if you like, also great with pasta, potatoes or rice.



Chicken egg fried rice

Preparation time: less than 10 minutes

Cooking time: less than 10 minutes

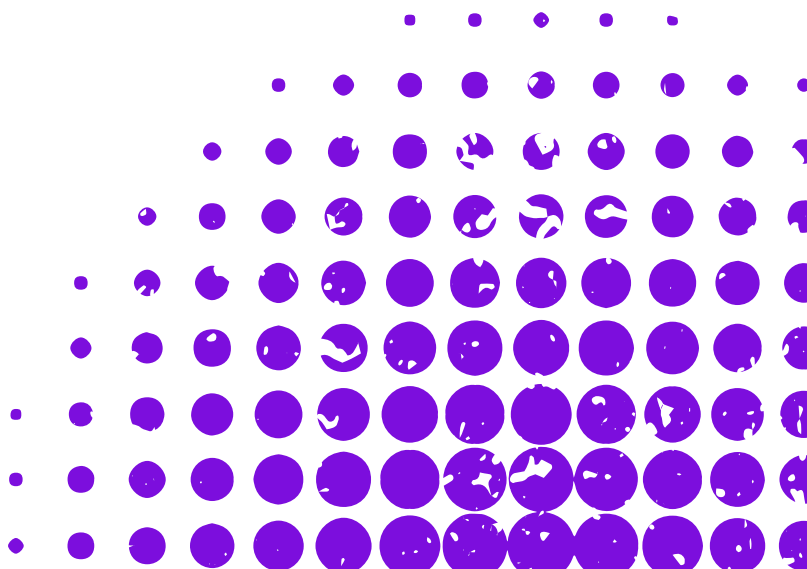
Ingredients

- 1 tsp vegetable oil
- 2 large eggs, lightly beaten
- 2 spring onions, sliced
- 50g/1 $\frac{3}{4}$ oz frozen peas
- 250g pouch microwavable rice
- Packed of precooked chicken or roast chicken
- tbsp dark soy sauce
- Optional 1 tsp toasted sesame oil



Method

1. Heat half the oil in a large frying pan over a high heat until it just starts to smoke. Add the mixed egg and quickly stir-fry until just under-cooked. Remove from the pan and set aside.
2. Heat the rest of the oil in the wok and add the spring onions and frozen peas. Stir-fry until the peas have defrosted.
3. Squeeze the rice pouch a few times to break up the rice, then add the rice to the pan with the precooked chicken. Stir-fry until the rice starts to crisp a little and the chicken is hot through.
4. Stir in the cooked egg, toasted sesame oil and soy sauce and serve.



DIY for common household issues

Leeds Building Services

If you live in a council property, Leeds Building Services are there for all your property maintenance requirements. However, this guide will help you deal with some common problems yourself!

How to Stop a Leak Under Your Kitchen Sink

Got a leak under your kitchen sink? Don't panic — here's how to quickly stop it by turning off the isolating valve. It's easier than you think!

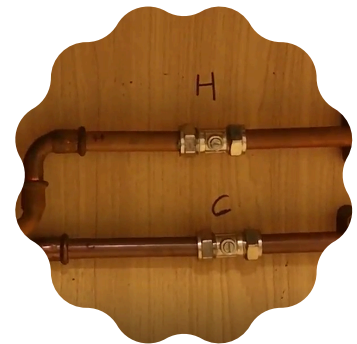
What You'll Need:

- A flat-head screwdriver

Step-by-Step Guide:

1. Open the Cupboard Under Your Sink

- Look inside the base unit (the cupboard under the sink).
- You'll see copper pipes running to your taps.

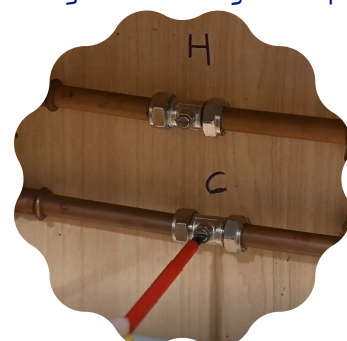


2. Find the Isolating Valves

- There should be two small valves on the pipes — one for hot water and one for cold. You can identify which is hot and which is cold by following the pipes from the tap to the valve.
- These valves control the water flow to your taps.

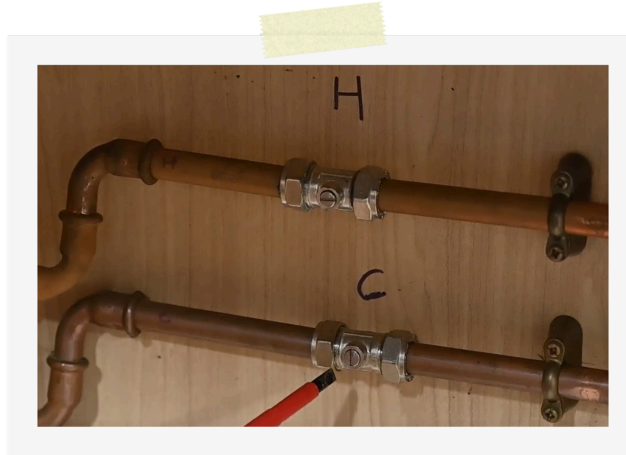
3. Check the Valve Position

- If the slot on the valve is horizontal (in line with the pipe), the water is on.
- If it's vertical (across the pipe), the water is off.



4. Turn Off the Valve

- Use your flat-head screwdriver to turn the slot from horizontal to vertical.
- This shuts off the water flow and stops the leak.



5. Test It

- Turn on the tap. There should be a small amount of water (this was left over in the pipes) and then it should stop. If no more water comes out, you've done it right!

How to Adjust a Dropped Cupboard Door

If your kitchen cupboard door looks wonky or doesn't close properly, don't worry, here's how to fix it yourself in just a few steps!



What You'll Need:

- A cross-head screwdriver (also called a Phillips screwdriver)



Step-by-Step Guide:

1. Check the Door Hinge

- Open the cupboard and look at the hinge.
- Use your screwdriver to tighten the two screws on the hinge.
- This makes sure the hinge is secure before adjusting anything else.



2. Find the Adjustment Screw

- Look closely at the hinge – you'll see a smaller screw that moves the door side to side.
- This is the adjustment screw.



3. Adjust the Door Position

- To move the door backwards, turn the screw anticlockwise.
- To move it forwards, turn it clockwise.
- In most cases, you'll need to move it back, so the door lines up properly.

4. Test the Door

- Close the door to check if it now lines up and shuts properly.
- If not, make small adjustments until it looks right.





How to Change a Lightbulb

Changing a lightbulb is a simple task — but doing it safely is key. Here's how to do it step by step.



What You'll Need:

- A new lightbulb (make sure it's the right type and wattage)
- A stool or ladder (if the bulb is out of reach)
- A cloth or gloves (optional, for grip and safety)



Step-by-Step Guide:

1. Turn Off the Power

- Switch off the light at the wall.
- If you want to be extra safe, turn off the power at the fuse box.

2. Let the Bulb Cool Down

- If the light was recently on, give it a few minutes to cool — bulbs can get hot!

3. Remove the Old Bulb

- Carefully grip the bulb and turn it anticlockwise (left) to unscrew it.
- If it's a bayonet fitting (two small pins), push in gently and twist.

4. Fit the New Bulb

- Line up the new bulb with the socket.
- Screw it in clockwise (right) or push and twist if it's a bayonet fitting.
- Don't overtighten — just make sure it's secure.

5. Turn the Power Back On

- Switch the light back on at the wall or fuse box.
- If the bulb doesn't work, double-check it's fitted properly or try another bulb.



What to Do If a Fuse Blows

If your lights or sockets suddenly stop working, a fuse might have blown, or a circuit breaker may have tripped. Here's how to check and fix it safely.



What You'll Need:

- A torch (if it's dark)
- Dry hands
- Access to your fuse box



Step-by-Step Guide:

1. Stay Calm and Safe

- Don't touch anything with wet hands.
- If you smell burning or see smoke, take emergency precautions, do not try to fix the problem yourself.

2. Turn Off Appliances

- Unplug or switch off anything that was on when the power went out.
- This helps prevent the fuse from blowing again when you reset it.

3. Find the Fuse Box

- It's usually in a hallway, cupboard, or near the front door.
- Open the cover to see the switches or fuses inside.

4. Check for a Tripped Switch

- If you have circuit breakers, look for a switch that's in the down or off position.
- If you have old-style fuses, look for one that looks burnt or broken.



5. Reset the Fuse or Breaker

- For circuit breakers: Flip the tripped switch back up to the "on" position.
- For old fuses: You may need to replace the fuse wire or the whole fuse — if unsure, call a qualified electrician.

6. Test Your Power

- Turn your appliances back on one at a time.
- If the fuse trips again, one of your devices may be faulty.

Bins, Waste and Recycling

Leeds City Council

To check your bin day go to:

www.leeds.gov.uk/bins-and-recycling/check-your-bin-day.

What to put in your bins

- **Black bin** — general household waste only
- **Green recycling bins (or bags if you are on bag collection)** — aluminium, aerosols, bubble wrap, cardboard, carrier bags, cartons, cling film, film lids from fruit, yoghurt pots and ready meals, foil, glass, metal cans, paper, plastic bottles, pots, tubs and trays, plastic bags
- **Brown garden waste bin** — flowers and plants, grass, hedge clippings, leaves, twigs and small branches, fruit that has naturally fallen from a tree
- **Food waste caddy** — all uneaten food, including meat (cooked and uncooked) and plate scrapings, bones from meat, tea bags, coffee grounds, mouldy and out-of-date food
- **Medical waste** — Leeds City Council provide free collection for those who need medical or clinical waste collecting from their home. They can take: bandages, plasters, wound dressings, swabs, renal bags, empty colostomy bags, surgical gloves, aprons, shoe and hair covers, needles in a yellow sharps bin, clinical body wash and cleaning agents

Tip: make sure your recycling is clean and dry before putting it in the bin.

If your bin is damaged, has gone missing or you need more bin space, you can request one online at:

www.leeds.gov.uk/bins-and-recycling/new-or-replacement-bin

Household Waste Recycling Centres

- Household Waste Recycling Centres are used to dispose of or recycle bulky items, hazardous materials, excess waste (you have more than will fit in your bin) and electrical goods
- Common items include furniture, mattresses, garden waste, appliances and paint.
- You can find your local centre by visiting:
www.leeds.gov.uk/bins-and-recycling/recycling-sites

Donating unwanted items

Donating your unwanted items means:

- They will be appreciated by someone else
- You are raising money for local charities
- You are protecting the environment
- You are helping those in need

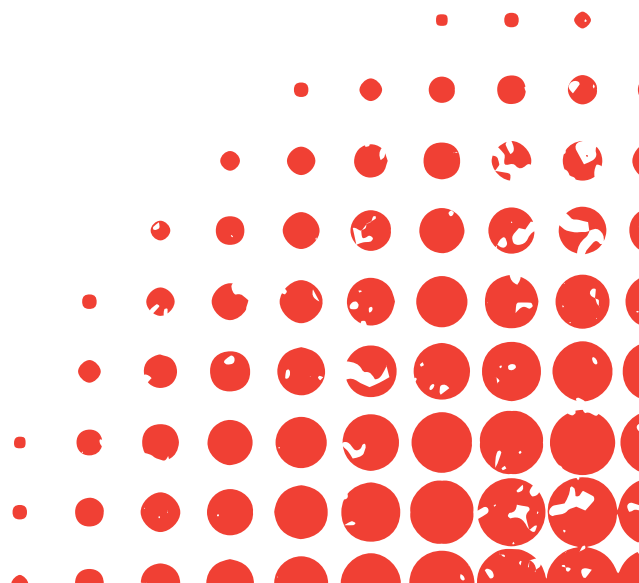
Tips:

- Only donate items that can be reused and are reasonably clean
- Items such as sofas, chairs and beds must have their fire safety labels attached
- Electrical items must be free of rust, have intact seals and ideally be in full working order

For a list of suggested organisations to donate to, including ones that will collect reusable items from your home for free, please visit:



<https://www.leeds.gov.uk/bins-and-recycling/get-rid-of-unwanted-items>





Benefits and Finance

Leeds City Council

Turning 18 is a big step. The **Benefits and Finance Team** are here to make sure you are supported and understand what you are responsible for as a care leaver.

Before you turn 18

Someone from the **Benefits and Finance Team** will contact you before your 18th birthday.

Depending on your placement, **your support worker may also be involved** and may help you with your claim on or after you turn 18.

We will:

- Talk to you about **Universal Credit (UC)**
- Ask about your accommodation, income and work
- Carry out a **benefit check**, even if you are working
- Make sure you receive **everything you are entitled to** as a care leaver

Making a Universal Credit Claim



Support is available:

- Over the phone
 - Face to face at Archway (where appropriate)
 - With help from your support worker (if applicable)
- 

We will help you:

- Complete your claim
- Provide the correct information
- Understand what happens next

It is important that you engage with this support to avoid delays to your payments.

What you'll need:

To make your Universal Credit claim, you will need:

- Bank account details
- An email address
- A telephone number

If you don't have these, tell us or your PA and support worker.

After you make your claim:

It is very important that you:

- Upload any documents Universal Credit ask for
- Check your Universal Credit journal regularly
- Reply to messages from your work coach
- Attend all appointments
- Ask for help if you're unsure

Missing messages or appointments can stop or delay payments.

If you have any questions about Universal Credit

Start by checking your Universal Credit journal:

- View payment statements
- Read messages
- Leave notes for your work coach

You can also contact:

- **Universal Credit Helpline**
0800 328 5644

If you need advice, email:

Benefit.finance@leeds.gov.uk

We can offer advice, guidance, signposting and support where appropriate.

Council Tax

What You Need to Know

Once you turn 18, you may be responsible for paying council tax.

You may be able to reduce what you pay:

- **Students** — apply for a **student exemption**
- **Low income / Universal Credit** — apply for **Council Tax Support**
- **Living alone** — apply for a **Single Person Discount**

How to Apply

- **Leeds tenancies:**
<https://www.leeds.gov.uk/council-tax>
- **Outside Leeds:**
 - Apply through your **local council**

Ask for help if you are unsure what to apply for.

Your Rights as a Care Leaver

- Usually entitled to the one-bedroom Local Housing Allowance rate
- May qualify for extra Universal Credit support
- Ongoing care leaver support until at least age 21, and sometimes up to 25

We're Here to Help

If you're unsure or worried:

- Speak to the Benefits and Finance Team
- Speak to your leaving care personal advisor (PA)
- Speak to your support worker

We're here to support you every step of the way.

Leaving Care Finance Policy

This policy outlines the range of financial support available to care leavers aged 18–25.

It covers things like:

- Birthday allowance
- Christmas/festival allowance
- Equipment and computer grants
- Driving lessons
- Childcare costs
- Emergency payments
- Setting up home allowance
- Winter fuel allowance
- Television allowance

Your PA has access to this policy, can help you figure out what you might be eligible for and help you submit claims to panel if you need support that isn't normally covered.

Alternatively, if you need advice, email:

Benefit.finance@leeds.gov.uk