



School Uniform Assistance

Statement of Intent

It is the policy of the School Governors that school uniform creates a neat personal appearance and a sense of pride and belonging, which together promotes an image of the school that comes to be recognised and respected. The school looks for full parental support and co-operation in this matter.

Trinity All Saints CE Primary School supports vulnerable families in meeting the costs of uniforms. **School Uniform Allowance is a voucher worth £50.00** which is to be used to purchase items of school clothing (which must include 2 jumpers or cardigans embroidered with the school logo and a full PE kit comprising of a white t-shirt, black shorts and a pair of black pumps). The voucher is redeemable at our school uniform suppliers Andrew Firth in Keighley or Henry Smith in Shipley. This scheme applies to children from Reception through to Year 6.

Eligibility Criteria for School Uniform Assistance

- The child must have a parent / guardian who lives in the local area.
- At the time of application, the **child must be registered with the Benefits Service and be eligible to receive Free School Meals.**

Parents/carers are advised to register their child for Free School Meals by calling the Benefits Helpdesk on 01274 432772. Eligibility is checked straight away and school is advised within 7 days. Alternatively, families can complete an online application form - <https://www.bradford.gov.uk/benefits/applying-for-benefits/free-school-meals/>

Current Eligibility Criteria for Free School Meals

Families are entitled to free school meals for their children if they are in receipt of any of the following benefits:

- Income Support
- Income based Job Seekers Allowance
- Income Related Employment and Support Allowance
- Child Tax Credit with an annual income of less than £16,190, provided they are not receiving Working Tax Credit
- The 'Guaranteed' element of the State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999 (you will need to apply directly to the school or call the Education Service on 01274 439393)
- Universal Credit with an annual net earned income threshold of less than £7,400

Please note: people receiving Working Tax Credit, regardless of their income level, do not qualify. People in receipt of Working Tax Credit 'run-on' (the payment someone can get for a further 4 weeks after they stop qualifying for Working Tax Credit) will be entitled to Free School Meals for their children for this period.

Application Process

1. Families who meet the criteria should complete the form at the end of this policy (Appendix A) and return it to the school office. The application form can also be downloaded from our website www.trinityallsaintsbingley.org.uk.
2. School will check the eligibility against school records or call the Benefits Helpdesk for confirmation.
3. A text will be sent to notify applicants that their School Uniform Assistance Voucher is ready for collection. Vouchers should be collected from the school office and a signature will be required from the recipient.
4. The voucher can be redeemed at our school uniform suppliers Andrew Firth in Keighley or Henry Smith in Shipley and must be used to purchase items of school uniform only.
5. If you would like to independently purchase additional embroidered school uniform, along with the suppliers listed above this can also be ordered online from www.myclothing.com. **However please note that school is unable to reimburse the cost of purchases of uniform bought independently.**

Further Details:

- The budget for the School Uniform Assistance scheme will come from Pupil Premium funding.
- Only one application for School Uniform Assistance will be accepted per financial year which must be submitted during June of each year.
- Vouchers are valid for 3 months from 1st July to 30th September 2019 and will be issued during the first week of July, to give time for purchasing uniform for the following school year.
- Vouchers cannot be redeemed for cash, and therefore if the full value is not redeemed the shop will issue you with a credit note for the remaining balance which will be valid for 3 months from the date of issue.
- Vouchers must be kept in safe place as duplicate copies cannot be issued.



School Uniform Assistance Application Form

School Clothing Assistance eligibility criteria is as follows:

- Children must have parents / guardians who live in the local area.
- Children must be registered with the Benefits Service and be eligible to receive free school meals.

Part 1: Details of Parent / Guardian

Title: _____

Your full name: _____

NI Number: _____

Date of Birth: _____

Address: _____

Tel / Mobile No: _____

Email address: _____

By supplying us with a phone number or email we can contact you quickly to let you know if you are eligible.

Part 2: Details of each dependent child you are applying for

Surname	First Name	Class	Date of Birth

Part 3: Declaration – please read before you sign it

This is my claim for School Uniform Assistance.

- I declare I am the parent or guardian of the child / children that I am applying for.
- I declare that all the information I have given is correct and complete to the best of my knowledge.
- I am aware that I have a duty to notify Trinity All Saints CE Primary School in writing immediately of any changes in my circumstances which might affect my entitlement to School Uniform Assistance.
- I understand that information taken from this form will be stored electronically on the school's computers. Trinity All Saints CE Primary School is registered to do this under the General Data Protection Regulations.

Your Signature	Date
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Please hand the completed form into the school office.

Part 4: What happens next?

If you apply for School Uniform Assistance and qualify, a voucher will be issued to you for each of your children during the first week of July. A text will be sent to notify you that your voucher is ready for the collection at the school office.

If you do not qualify for the payment, we will let you know by letter and phone to explain why.

For office use only:

Eligibility checked <input type="checkbox"/>	Date Checked	<input type="text"/>		
Voucher Issued <input type="checkbox"/>	Voucher Number/s	<input type="text"/>		
Voucher Collected <input type="checkbox"/>	Date Collected	<input type="text"/>	Signature	<input type="text"/>