

OAKWORTH PRIMARY SCHOOL

“committed to the safety and welfare of its pupils”

SCHOOL UNIFORM ASSISTANCE POLICY

Contents:	Page No
Statement of intent	2
1. Key Roles and Responsibilities	2
2. School Uniform Requirements	2
3. School Uniform Assistance	3
4. Further details	4
5. School Uniform Assistance Application Form	5

Statement of Intent

This Policy has been created to establish school uniform requirements and to provide a clear process for those requiring support when purchasing uniforms.

Following the withdrawal of the Council's necessitous Clothing Allowance, Oakworth Primary School has decided to provide assistance to families struggling to meet the costs of school uniforms.

It is the policy of the School Governing Body 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.

1. Key roles and responsibilities

- 1.1. The Governing Body has overall responsibility for the implementation of the School Uniform Policy and procedures of Oakworth Primary School.
- 1.2. The Governing Body has overall responsibility for ensuring that the School Uniform Policy, as written, does not discriminate on any grounds, including but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.3. The Governing Body has overall responsibility for reviewing the School Uniform Policy annually.
- 1.4. The Headteacher has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.5. The Headteacher will be responsible for the day-to-day implementation and management of the School Uniform Policy and procedures of Oakworth Primary School.

2. School Uniform Requirements

- 2.1. The school uniform is Royal Blue and Grey or Black.
- 2.2. Normal Uniform:
 - Plain Black or Dark Grey skirt, pinafore dress or trousers/shorts.
 - Shirt/Blouse – Plain Blue (Royal or Pale) or White
 - Royal Blue Sweatshirt, jumper or cardigan embroidered with the school logo.
 - Socks/tights - White, Black or Grey.
 - Shoes – Plain Black with no logo (trainers are acceptable).
- 2.3. Summer term (optional):
 - Blue and white, striped or checked dress.

2.4. Physical Education and Games

- Plain White t-shirt or with school logo.
 - Plain Black shorts.
 - Pumps or trainers for outdoor use (Y2 and above)
 - Plain dark coloured sweatshirt (or with school logo) and tracksuit/jogging bottoms (Y2 and above).
- 2.5. Jewellery is not permitted during P.E. lessons for health and safety reasons however we do permit children to wear small stud earrings (watches must be removed).
- 2.6. Hair must be neat and tidy and worn with no extremes of style or colour.
- 2.7. Make-up and cosmetics are not appropriate for school and must not be worn.
- 2.8. All clothes must be clearly labelled with the pupil's name.
- 2.9. Non-compliance with the School Uniform Policy will be dealt with in line with the school's Behaviour and Discipline Policy.

3. School Uniform Assistance

- 3.1. Oakworth Primary School supports vulnerable families in meeting the costs of uniforms.
- 3.2. School Uniform Assistance is provided in the form of items of school uniform to the value of:
- £13.00 (Thirteen Pounds Only) for children in Part Time Nursery classes, and;
- £26.00 (Twenty Six Pounds Only) for children in Full Time Nursery classes and Reception through to Year 6 classes.
- 3.3. School Clothing Assistance eligibility criteria is as follows:
- Children must have parents / carers who live in the local area.
 - Children must attend a tax-payer funded school full-time.
 - This scheme applies at Oakworth Primary School to children from Nursery to Year 6.
 - Parents / carers must be in receipt of one of the following benefits:
 - Child Tax Credit, (but not Working Tax Credit) and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190.
 - Income Support.
 - Income-based Jobseeker's Allowance.

- Income-related Employment and Support Allowance.
- The Guarantee element of State Pension Credit.
- Support under Part VI of the Immigration and Asylum Act 1999.

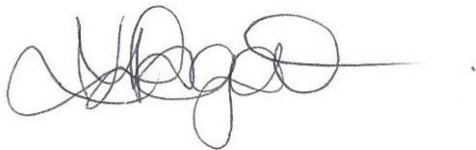
3.4. Families who meet the criteria should complete the form at the end of this policy and return it to the school office.

Please note: Those receiving Working Tax Credit, regardless of their income level do not qualify.

4. Further details

- 4.1. The budget for the School Uniform Assistance scheme will come from Early Years Pupil Premium and Pupil Premium funding.
- 4.2. Eligibility shall be determined by checking original documents from the relevant authority detailing the receipt of the benefit and the address of the pupil.
- 4.3. Applications should be received as soon as possible and no later than the first week of July in ensuing years.
- 4.4. If awarded School Uniform Assistance by the School, parent/carers will be issued with a an order form to select relevant items of uniform to the value awarded which must be completed and returned by the due date stated thereon.

This policy will be reviewed every two years or earlier if deemed necessary.



Signed:
Chair of Governors

Dated: 20 June 2017

Oakworth Primary School Uniform Assistance Application Form

Children who attend Oakworth Primary School can receive School Uniform Assistance if their parent(s)/carer(s) receive any of the following:

- Income Support.
- Income-based Jobseeker’s Allowance.
- Pension Credit (Guarantee Credit).
- Employment and Support Allowance (Income Based).
- Child Tax Credit (but **NOT** Working Tax Credit) and an annual income less than £16,190.00.
- Support under Part VI of the Immigration and Asylum Act 1999.

This scheme is open to children in Nursery, Reception, Y1, Y2, Y3, Y4, Y5 and Y6.

Part 1: Details of parent / carer

Your full name:

Title:

Gender:

Date of birth:

National insurance number:

Address:

Postcode:

Mobile no.:

Landline No.:

Email address:

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

Surname	Other names	Date of birth

Please read this declaration before you sign it.

This is my claim for School Uniform Assistance.

- I declare I am the parent or carer 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 have enclosed original documentation to prove that I am in receipt of one of the benefits listed at the top of this form.
- I am aware that I have a duty to notify Oakworth 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. Bronte Academy Trust, of which Oakworth Primary School is a member school, is registered to do this under the Data Protection Act 1998. A copy of the Bronte Academy Trust registration is held for inspection.

Your Signature	Date

Completed forms can be handed in at the school office or posted to:
 Oakworth Primary School, Station Road, Oakworth, Keighley, BD22 7HX.

What Happens Next?

If you apply for School Uniform Assistance and qualify, an order form be issued to you for each of your children during the Summer Term. If you do not qualify for the assistance, we will let you know by letter or phone and explain why. This allowance is paid once each academic year.

.....
 For office use only:

- Original Documentation seen: (date): _____ (details) _____
- Data Entered
- Eligible / Not Eligible
- Order form issued
- Order placed
- Goods signed for