

Purpose of this statement	To detail clothing allowance policy
Dated	21 st November 2017
Contact	The Headteacher

➤ THE CHRISTIAN ETHOS OF IMMANUEL COLLEGE

Immanuel means 'God with us'.

We believe at Immanuel that we are 'All God's Children'. This belief means that we treat all children the same whatever their financial background. Our uniform helps all children to be seen as equal members of the Immanuel family, and this policy helps families have fair access to our uniform.

Aims of Policy

To outline College Policy on providing a clothing allowance to students on Free School Meals

➤ Policy Statement

The Governors of the College will aim to provide financial assistance to families where the student is currently registered for Free School Meals with Bradford Council. Details of eligibility for Free School Meals and how to register for this are available on the Bradford Council website at

http://www.bradford.gov.uk/bmdc/advice_benefits_and_council_tax/benefits/free_school_meals.htm)

or by calling the Council advice line on 01274 432772. A summary of current eligibility criteria is listed in Appendix 1 at the end of this policy.

It is important to note that a student must actually be registered for Free School Meals and not just eligible to be so registered.

➤ Financial Assistance to be Provided

Parents of eligible students will be issued with vouchers once a year to the value of £26 for each student in lower school (i.e. Years 7 to 11). Only students in lower school are required to wear a formal uniform.

➤ Procedure to be Followed

Parents/carers are required to request the Clothing Allowance Voucher by submission of a claim form to the Finance Office. A copy of the claim form is attached at the end of this policy and is also available on the College website.

If eligible, Clothing Allowance Vouchers will be issued totalling £26. These will be issued as one voucher of £26 and must be collected and signed for at the College. The voucher can be claimed at any time during an academic year and vouchers will be valid for use up to twelve months from the date of issue.

➤ Use of Vouchers

The vouchers can be used at Henry Smith, 21 Briggate, Shipley, BD17 7BP Tel: 01274 585015. The vouchers cannot be redeemed for cash in the shop, and, therefore, if the full value is not spent the shop will issue a credit note for the remaining amount which will be valid for the same length of time as the voucher. If purchases exceed the amount of the voucher payment of the balance will be the responsibility of the parent/carer.

➤ Control of Vouchers

Voucher numbers will be purchased on block from the retail company and issued by the College to the parent/carer in the name of the student. The date of issue will be recorded on the voucher which will then be valid for use within twelve months of this date.

The vouchers will be pre-printed and issued with a number and stored securely in the Finance Office safe. A list will be maintained and include the college voucher number, the retail voucher number, the name of the student the voucher is issued for, the name of the parent or carer to whom the voucher is issued, the name of the officer issuing the voucher and the date the voucher is issued.

➤ Lost or Stolen Vouchers/Credit Notes

The College cannot be held responsible for issued vouchers/credit notes that are lost or stolen.

➤ Other exceptional hardship claims

Financial support from the College for uniform costs is limited to the amount and eligibility criteria included in this policy. Claims will also be considered for support with uniform due to exceptional circumstances. Parents/carers in this situation should, in the first instance, contact the College.

Appendix 1

Current Eligibility Criteria for Entitlement to Free School Meals (as at the date of the policy statement)

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

- Income Support
- Income Based Jobseekers 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 not Bradford Council)
- Universal Credit

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 four weeks after they stop qualifying for Working Tax Credit) will be entitled to Free School Meals for their children for this period.

Named Governor:	Denise Sterling
Monitoring of the Policy:	The Headteacher
Reporting to:	The Governors
Next Review Date:	November 2018



**IMMANUEL COLLEGE
CLAIM FORM FOR FINANCIAL ASSISTANCE FOR SCHOOL UNIFORM**

A claim may be made for financial assistance towards the cost of school uniform if the student is registered for Free School Meals. Assistance is provided in the form of a voucher for £26 which can be redeemed at Henry Smith 21 Briggate, Shipley, BD17 7BP Tel: 01274 585015

To apply please complete the form below:

Pupil surname:			
Pupil forenames:			
Date of birth:		Tutor Group:	
Parent/ Carer Details:	Mr / Mrs / Miss / Ms:		
Parent/Carer surname:			
Parent/Carer forename:			
Address:			
Postcode:			
Home telephone number:		Mobile telephone number:	
Email address:			
Student is registered for Free School Meals	Yes		No

I confirm that the contents of this claim form are true and any financial assistance provided will be used to purchase Immanuel College uniform.

Signed: **Dated:**

When completed, this form should be forwarded to the school Finance Office. You will be notified of approval and asked to contact the College to arrange collection of the voucher.

Form Checked by:	Voucher Issued by:	Date of Issue:
Voucher number:	Recipient signature:	