

Hanson Academy

Clothing Allowance Policy

1. Policy Statement

The Governors of Hanson School 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
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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.

2. Financial Assistance to be Provided

Parents of eligible students in Years 7 to 11 only will be issued with vouchers once a year to the value of £26.

3. Procedure to be Followed

Parents/Carers are required to request the Clothing Allowance Voucher by submission of a claim form to Hanson Academy Reception. A copy of the claim form is attached at the end of this policy and is also available on the Hanson School website.

A Clothing Allowance Voucher, to the value of £26, will be provided for an eligible student and must be collected and signed for at the school and proof of identification will be required at the time of collection. The voucher can be claimed at any time during an academic year and vouchers will be valid for use as per the expiry date stated on the voucher.

4. Use of Vouchers

The vouchers can be used at Henry Smith, 21 Briggate, Shipley, BD17 7BP. Or Natasha Schoolwear, 12 New John Street, Westgate, Bradford BD1 2QZ

It is recommended that the full value of the voucher is redeemed during one purchase. However, where a balance of greater than £5 remains outstanding it will be at the shops discretion as to whether they offer a credit note or not. Any balances below £5 will not receive a credit note. If purchases exceed the amount of the voucher, payment of the balance will be the responsibility of the parent/carer.

5. Control of Vouchers

A voucher will be issued by Hanson Academy to the Parent/Carer only. A record will be kept by Hanson Academy for all vouchers issued and voucher numbers have been shared with the suppliers.

6. Lost or Stolen Vouchers/Credit Notes

Hanson School will not be held responsible for issued vouchers or credit notes that are subsequently lost or stolen.

7. Other exceptional hardship claims

Financial support from Hanson School for uniform costs is limited to the amount and eligibility criteria included in this policy.

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.

Hanson Academy
 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's in Shipley or Natasha's in Bradford.

To apply please complete the form below:

Full pupil Name:	Date of Birth:	Tutor Group
Full Parent/Guardian Name	Full Address	Contact details Home/Mobile

Email address	Please state which supplier you would like the voucher for:	Student is registered for Free School Meals Yes / No
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Form Checked by and voucher issued by :	Please state which ID document seen:	Date of Issue:
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confirm that the contents of this claim form are true and any financial assistance provided will be used to purchase Hanson Academy Uniform.
 I understand i can only claim one voucher per child in each academic year.

Signed..... Dated

Please return the completed form to Hanson Academy Reception marked Clothing voucher. You will be notified once approval has been agreed and you will need to come in person with identification to collect the voucher.

Full pupil Name:	Date of Birth:	Tutor Group
Full Parent/Guardian Name	Full Address	Contact details Home/Mobile

To be completed by Hanson School