

THE THOMAS HARDYE SCHOOL

Application for School Clothing Allowance

STRICTLY CONFIDENTIAL

**PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS &
RETURN TO THE MAIN SCHOOL OFFICE**

PLEASE NOTE: REIMBURSEMENT WILL ONLY BE GIVEN ON PRODUCTION OF ITEMISED RECEIPTS AS SOON AS POSSIBLE AFTER PURCHASE. (PAYMENT WILL BE MADE BY BACS)

Name of child(ren) for whom claim is being made:

..... Tutor Group

..... Tutor Group

..... Tutor Group

(if your child is in Year 8 at a middle school and coming to THS in September please state which school they currently attend)

Name of Applicant (Parent/Guardian):

Surname Initials: Mr & Mrs/Mr/Mrs/Ms

Home Address:

..... Post Code:

Telephone No. (inc. code):

Relationship to pupil:

*My child already has Free School Meals OR *I applied for Free School Meals on
(date of application)

**(please delete/complete as applicable)*

** If your child does not have Free School Meals, documentary evidence of qualification (dated within the last 3 months) will be required –please see Guidelines (attached).*

DECLARATION OF PARENT/GUARDIAN

I certify that the information given in this application is correct.

Signature of Applicant: Date:

OFFICE USE ONLY

Grant approved: Date:

(Headteacher)

TOTAL GRANT PAYABLE

Passed to Finance Officer for payment

SCHOOL CLOTHING ALLOWANCE – GUIDELINES (please keep for reference)

1. A grant towards the overall cost of school clothing will only be offered in necessitous cases, ie in those instances where a student may be unable, by reasons of inadequacy or unsuitability of his/her clothing, to take full advantage of the education provided at School.
2. Those students in receipt of a Free School Meal Award will automatically qualify for the level of grant specified below:-

Students in Years 9-11 - £50

(grants for students in Year 11 will only be considered during the Autumn term)

(There is no grant aid for students in Years 12-13.)

(Evidence of qualifying benefit dated within the last 3 months must be supplied if not in receipt of Free School Meals.)

3. A grant for school clothing has to last for two years and need not all be taken at once.
4. Only in the most exceptional circumstances will it be possible to consider a further request for financial assistance during this two year period.
5. Applications will be considered from those in Year 8 who are joining the School, but the previous school may be contacted to confirm eligibility.
6. Parents will realise from the level of grant available, that this scheme can only provide assistance towards the cost of basic clothing needs: it is not intended that the assistance offered will meet the full cost of the items required.
7. Any items bought with help from the School, must be part of our school uniform as specified in our brochure. They must also be suitable for school attendance. If parents are in doubt about a particular item, they should contact the School Office.

Generally the items for which the grant should be used are shoes, trousers/skirts, shirts/blouses, blazers, ties, pullovers and PE/Games kit, including footwear. It is recommended that the grant is used to off-set the cost of the more expensive items.

8. Where items of clothing can only be obtained from the school, the article will be supplied upon request, and the cost deducted from the available grant.
9. No money will be given in advance. For those who are allowed a clothing grant, reimbursement will only be provided on production of itemised receipts.
10. The application procedure is as follows:-
 - (a) The application form is available from the School Office.
 - (b) On completion, the form should be returned, in confidence, to the Headteacher.
 - (c) Parents will be informed (as soon as possible) of the outcome of their application and level of grant awarded, including those who do not qualify for assistance.

If parents would like any help or guidance about this scheme, they should contact the School Office.

11. Parents of students who do not qualify for Free School Meals, but who are still in need of assistance, are invited to contact the Headteacher, in confidence, with a request for help.

PARENT/STUDENT DETAILS FOR BACS PAYMENT

NAME OF STUDENT	
NAME OF PARENT	

E-MAIL ADDRESS (For Remittance)	
------------------------------------	--

BANK DETAILS

BANK SORT CODE		BANK ACCOUNT NUMBER	
ACCOUNT NAME			
SIGNED		DATE	

PARENT : PLEASE RETURN THE ORIGINAL COMPLETED FORM TO YOUR SCHOOL OFFICE

VERIFIED BY SCHOOL (enter school name):

Signed:

Name:

Position:

SUPPLIER SET UP WESSEX MULTI ACADEMY TRUST FINANCE USE ONLY:

Supplier Code	Set up by	Signature	Date
	Bank Details Input by		
	Bank Details Verified by		