



Moordown St John's CE Primary School

School Clothing Allowance Policy

“A Christian community where commitment to educational excellence changes lives”

Date Ratified by Headteacher on behalf of the Board of Directors: April 2024

Review Date: April 2027

A copy of this policy in an alternative format e.g. large print or different language
may be available on request from the school office.

MOORDOWN ST JOHN'S CE PRIMARY SCHOOL

SCHOOL CLOTHING ALLOWANCE POLICY



What is the School Clothing Scheme?

The School may provide eligible parents/carers with money towards clothing to ensure their child is sufficiently and suitably dressed for attendance at this school.

- Help is provided in the form of a 'clothing grant' towards the cost of basic school clothing needs (e.g. school shoes/school uniform/PE kit/school coat etc)
- Any items of clothing bought with the grant must be suitable for attendance at this school.
- Children in the care of the authority (e.g. a foster child) or of a voluntary organisation are not eligible for a school clothing grant.
- The scheme is available for children in Years R – 6 at Moordown St John's CE Primary School.

Who is entitled to a School Clothing Grant?

Families who are entitled to Income-Based Free School Meals for their child/children are eligible to claim our clothing grant ie parents/carers who are in receipt of one or more of the following:

- Income Support
- Income based Job Seekers Allowance
- Income related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (**but no Working Tax Credit**) with an annual income of no more than £16,190.
- Working Tax run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit.
- Universal Credit with an annual income of no more than £7,400 a year (after tax and deductions)

If you receive:

- Working Tax Credit (excluding the 4 week run-on)
- More than £16,190 as a household income before tax and other deductions

You will not be eligible for Income-Based Free School Meals or a clothing grant.

To access the clothing grant, parents/carers are required to apply for Income-Based Free School Meals, even if their child is in Years R – 2 and therefore entitled to Universal Free School Meals, as this confirms eligibility and provides the school with the funding to operate the scheme.

Applications for Income-Based Free School Meals can be made online at

<https://www.bcpCouncil.gov.uk/Schools-and-learning/Free-school-meals/How-to-apply-for-free-school-meals.aspx>

A link to the site is available from our school website. Paper application forms may be requested from the School Office.

All applications for Income-Based Free School Meals are processed on our behalf by BCP Council. The Council will contact you when your eligibility is confirmed; please then inform the School Office.

How much is the grant?

A grant of £35 is payable for each eligible child.

How often can parents apply for a grant?

Pupils are considered for a grant every academic year.

How do parents apply for a grant?

Parents/carers should complete the Application Form attached to this policy and return it to the School Office. *Please note the requirement to also apply for Income Based Free School Meals.*

Sometimes the School may wish to discuss the application in greater detail with the family before any decision is made.

Those who have their application turned down have the right of appeal to the Directors.

How will the grant be paid?

Once the completed application form has been received by the school and eligibility for Income-Based Free School Meals has been confirmed, payment of the grant will be BACs transfer direct to the applicant's bank account. If parents/carers do not have a bank account please indicate this on the application form. Thank you.

Policy Review

Having been carefully considered, this policy has been ratified and approved by the Headteacher on 24th April 2024

A full review of the policy will take place after an interval of three years; the next review will take place in April 2027. This review date will be brought forward should changes in protocol be recommended by the Department for Education, the Local Authority and/or the Diocese.

Signed: 

Date: 24th April 2024

Mr P Ruffle
Headteacher

MOORDOWN ST JOHN'S CE PRIMARY SCHOOL



Strictly confidential: Please complete this form in block capitals

Application for School Clothing Allowance

Details of parent/carer

Full Name: Mr / Mrs / Miss / Ms / Other

Home Address Telephone No:

..... Post Code:

Email address:

Relationship to child(ren):

Details of child or children for whom you are claiming the clothing allowance

The child must be in Years R – 6 and attending Moordown St John's CE Primary School.

Please note: children in the care of a local authority (e.g. foster children etc) or of a voluntary organisation cannot be considered for a clothing allowance.

Last name	First name	Age	Class	Office Use Only Eligible?

Please ensure you have applied for Income-Based Free School Meals before submitting this form, Your clothing grant claim will be processed once your eligibility has been confirmed by the Council.

Important note:

Payment of this allowance is made by a BACS payment direct to your bank account.

Name of Bank Sort Code

Bank Address

Account Name Account number

If you do not have a bank account please place a 'X' in this box ☐

A member of our staff will contact you to arrange an alternative method of payment

 **DATA PROTECTION** All information will be held securely by the School in accordance with the Data Protection Act/GDPR

Declaration of Parent/Carer

I certify that the information given in this application is correct, to the best of my knowledge and belief.

I give the School permission to make any enquiries it considers necessary.

Signature of Parent/Carer: Date:

Please return this form to Finance Office,
Moordown St John's C E Primary School, Vicarage Road, BOURNEMOUTH BH9 2SA

For school use only FSM eligibility checked by:

Date: