



Moordown St John's CE Primary School

# Policy for Necessitous Clothing Allowance Scheme

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

Date Ratified by Headteacher, on behalf of the Board of Directors: 3 April 2020

Review Date: April 2021

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

# MOORDOWN ST JOHN'S CE PRIMARY SCHOOL

## NECESSITOUS CLOTHING ALLOWANCE SCHEME, 2020 ONWARDS



### Our Ethos and Vision

*'A Christian Community where commitment to educational excellence changes lives'*

We are a Church of England Primary School and exist to further the work of Christ by expecting and demonstrating the Fruits of the Spirit in our day-to-day lives. The Fruits of the Spirit can be found in Galatians Chapter 5 and are love, joy, peace, patience, kindness, goodness, faithfulness, self-control and gentleness.

This fundamental truth is the essence of all that we are and all that we do.

**Be the BEST me!** At MSJ we value the whole child and aim to nurture their spiritual, cognitive, emotional and physical sides to be the BEST they can be! We aim for **Balanced** children who are spiritually self-aware and curious; children who strive for **Excellence** in their own learning; **Secure** individuals who accept themselves and grow in self-belief; and children who **Thrive** physically, making healthy choices and reach for their personal best.

**Balanced**                      **Excellence**                      **Secure**                      **Thrive**

This policy supports this important aim.

### What is the Necessitous 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 necessitous clothing grant.
- The scheme is available for children in Years R – 5 at Moordown St John's CE Primary School.

### Who is entitled to a 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 where the parent is not entitled to Working Tax Credit and whose income (as assessed by the Inland Revenue) does not exceed £16,190.
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit where the household income is less than £7,400 a year (after tax and not including any benefits)

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 provides the school with the funding necessary to operate the scheme.

Applications for Income-Based Free School Meals can be made online at <http://www.bournemouth.gov.uk/ChildrenEducation/Schools/FreeSchoolMeals.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 advise the school when your eligibility is confirmed.

### **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 2 years. In exceptional circumstances it is possible to consider a further request for financial assistance during this period, e.g. clothing destroyed in a fire, a medical condition that affects growth, or where the child has changed school due to a change of address as a result of a potentially violent situation at home.

### **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 by the Council, 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 1 April 2020.

This policy will be updated in April every year in line with any changes to the Income-Based Free School Meal eligibility criteria; the next update will be due in April 2021.

A full review of the policy will take place after an interval of three years; the next review will therefore take place in April 2022. 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: 3 April 2020

**Headteacher**

# MOORDOWN ST JOHN'S CE PRIMARY SCHOOL



Strictly confidential: Please complete this form in block capitals

## Application for Necessitous Clothing Allowance, 2020 onwards

### Details of parent/carer

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

Home Address ..... Telephone No: .....

..... Post Code: .....

N I Number: ..... Date of Birth: .....

Relationship to child(ren): .....

### Details of child or children for whom you claiming

The child must in Years R – 5 and attending Moordown St John's CE Primary School.

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

Last name	First names		Age	Office Use Only Review Date

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, to the best of my knowledge and belief, correct.

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

Signature of Parent/Carer: ..... Date: .....

Please return this form to Nicky Armstrong, School Admin and Personnel Manager, Moordown St John's C E Primary School, Vicarage Road, BOURNEMOUTH BH9 2SA