

Uniform Policy

Aire View Infant School **Uniform Policy**

Aims and objectives

1. To provide guidance on the uniform requirements at school.
2. To provide detail on eligibility for financial assistance with uniform provision
3. To detail what financial assistance the school will provide.
4. To detail the procedure for requesting and receiving financial assistance with uniform provision.

Background

With effect from April 2014, the local council will be no longer responsible for providing uniform vouchers to provide financial assistance towards the purchase of school uniform for those that are eligible. Aire View Infant School is therefore now responsible for defining its own policy on the financial assistance that it is able to provide and for administering and funding this assistance.

Uniform requirements

The school encourages children to wear school uniform, although it is not compulsory.

The school uniform consists of a combination of blue, grey and white. Items consist of:

- Blue sweatshirt or cardigan available in navy blue or royal blue, with or without the school logo (Ones with the embroidered school logo are available to buy from Andrew Firths, Keighley or Goldenleaf and Browns in Silsden.
- Grey trousers, skirts or pinafores
- White polo t-shirts
- Black shoes
- In warmer months children can wear blue gingham dresses or grey shorts.
- For PE, children require a white t-shirt, blue/black shorts and black pumps.

Clothing should be clearly named so that it is easily identifiable and helps to avoid it becoming lost.

Eligibility for financial assistance with uniform provision

Where a parent/carer is in receipt of one of the following benefits, they are likely to be eligible for financial assistance with uniform provision:

- Income Support
- Income Based Jobseekers Allowance
- Income Related Employment & Support Allowance
- Child Tax Credit with an annual income of less than £16,190 (providing not in receipt of Working Tax Credit
- The 'guaranteed' element of the State Pension Credit
- Support under Part Vi8 of the Immigration and Asylum Act 1999
- Universal Credit

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The application for financial assistance with uniforms also has other financial benefits attached (see Appendix 1). To apply for assistance, a form is available from the school office or the school website. Alternatively an application can be made online by following the 'Free School Meals' link at

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

The form needs to be completed and returned to Bradford Council as per the address on the form or returned to the school office, who will send it on your behalf.

The school receives notification from Bradford Council of all children whose parents/carers have successfully applied for financial assistance. This list will be used to check eligibility for uniform assistance.

In exceptional circumstances the Headteacher reserves the right to use their discretion and provide assistance with uniform provision either financially or from the provision of good quality second hand uniform that the school has.

Financial assistance provided by the school and the procedures involved with this

Financial assistance towards uniform is provided as follows, to the parents/carers that have submitted a form as above and have been deemed eligible by the council.

- The school will provide £26 per eligible child (in line with the value previously provide by the council), per academic year to assist with the cost of uniform. This payment is made to an eligible/parent carer only once in each academic year.
- This will be reduced as follows if a child becomes eligible during the academic year:
 - Becomes eligible during 1st term – receives £26
 - Becomes eligible during 2nd term – receives £18
 - Becomes eligible during 3rd term – receives £9.
- The £26 will be provided to one parent/carers in the form of a cheque, or as a postal order in the event the parent/carers has no bank account. The money received is then to be used to assist in purchasing the appropriate uniform from a retail outlet of the parent/carers choice.
- The payment to the parent/carers will be funded out of the School's Pupil Premium fund.
- If a parent/carers is eligible for financial assistance with uniforms, they can request a cheque by completing a simple Uniform Request Form at the school office.
- For eligible claims, this can be done at the beginning of each academic year in September, however for parents with eligible children already in Reception or Year 1, then requests can be made by 30th June in relation to the following academic year. A cheque can then be provided in July, allowing uniform to be purchased over the summer break, for the academic year beginning in September. (Note: requests can be made after this date where a parent/carers become eligible part way through the year.)
- The administrator will check the parent/carers is eligible for assistance by checking the notification list from Bradford Council and marking on the Uniform Request Form that they have checked eligibility.
- The Headteacher will then approve the Uniform Request Form so that payment can be issued.
- A cheque will be issued in accordance with the Finance Policy.
- A receipt will be provided to the parent/carers, where the parent/carers must sign to acknowledge that payment has been received for the current academic year and

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that no further payment will be made until the following academic year. Note: financial assistance for uniform will only be given to one parent/carer per child.

- A copy of the Uniform request form (including evidence of eligibility check and Headteacher approval) and a copy of the signed receipt by the parent/carer is to be retained by the school, along with the list of eligibility provided by Bradford Council.
- If a parent/carer completes a Uniform Request Form and financial assistance is not approved, the parent can appeal this decision. This appeal should be put into writing giving reasons as to why they consider themselves eligible. This should be addressed to the Headteacher. The appeal will be reviewed by 3 Governors and a final decision will be given to the parent/carer.

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Appendix 1

Benefits associated with applying for financial assistance with uniforms:

- £26 per academic year towards uniform costs
- Free/subsidised school trips
- Free/subsidised access to school clubs
- Free swimming lessons (year 2)
- For every claim made school receives money to help support your child in school (known as Pupil Premium)