



Feversham College Uniform Assistance Policy

Purpose of this statement	Distribution of assisted school uniform vouchers
Last Reviewed	September 2016
Next Review	September 2017
Contact	The Headteacher

➤ **Aims of Policy to:**

The Directors have agreed to operate a Uniform Assistance scheme which will provide some financial assistance to students who attend Feversham College, in years 7 to 11, who are facing financial hardship. In the first instance, students may be classed as eligible when they are in receipt of Free School Meals. Details of how to register for Free School Meals are available on the Bradford Council website at:

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

or by calling the Council advice helpline on 01274 432772. It is important to note that a student must be registered for Free School Meals and not just eligible to be registered.

Assistance may be provided under this policy for any student in respect of the following:

- Has been looked after for 1 day or more
- Was adopted from care
- Left care under a special guardianship order
- Left care under a residence order

The Directors of Feversham College aim to demonstrate transparency and best value for money when appointing uniform suppliers and will ensure where possible that the standard uniform for students is easily available, inexpensive and to keep branded items of uniform limited.

**Feversham College will only consider the continuance of an assisted uniform scheme whilst there is clear financial hardship faced by our students and whilst there is no adverse impact on the financial position of the college.*

➤ **Policy Statement**

Feversham College is committed to ensuring the Uniform Assistance Fund is used to support financially disadvantaged young learners who are enrolled at Feversham College in years 7 to 11. Parents/carers are able to request uniform assistance once each academic year, vouchers will be issued from the start

of the summer term and remain available, dependent on demand, until the end of the summer term. Requests outside of this stipulated time will not be considered.

Eligible students will be issued with a voucher once each academic year. The maximum value of any one claim will be £26. This is to be spent with approved suppliers who have agreed to abide by the guidelines set down by Feversham College. A list of current uniform suppliers will be available from the college reception or student services on the following contact number 01274 559500 and on the college website: <http://www.fevershamcollege.com/school-uniform.php>

➤ **Procedures to be followed**

Parents/carers are required to complete a Uniform Assistance form; this can be collected from the main reception at Feversham College or downloaded from the college website. Once completed the form needs to be submitted to the Finance Office at Feversham College. A copy of the claim form is attached as appendix A.

If eligible a Uniform Assistance Voucher will be issued to the parent/carer. These can be collected from Feversham College or can be posted to the student's registered home address. Vouchers cannot be redeemed for cash in the shops, only exchanged for uniform items.

Each voucher will be serially numbered and pre-printed on secured stationary. Issued vouchers will be in the name of the student, dated and validated for an agreed length of time. Feversham College will not be held responsible for issued vouchers that are lost or stolen and no replacement vouchers will be made available.

➤ **Further Support**

Financial support for uniform costs from Feversham College is limited to the amount pre agreed each year by the directors and eligibility criteria included in this policy. However any parent/carer having further difficulty with provision of uniform may be considered by the Headteacher and Directors on an individual basis.

Named Director:	The Headteacher
Monitoring of the Policy:	
Reporting to:	

Appendix A

Feversham College Uniform Assistance Claim Form

To apply please complete the form below:

Students first name:	
Students surname:	
Date of birth:	
Address of student:	

Parent/carer first name:	
Parent/carer surname:	
Parent/carer address:	
Post code:	
Home telephone number:	
Mobile telephone number:	

Student is registered for Free school meals	Yes/No
Student is looked after (details in policy)	Yes/no

I confirm that the contents of this claim form are true and that any financial assistance provided by Feversham College will be used to purchase school uniform from approved suppliers

Signed..... Date.....

Once all sections of the form has been completed this should then be forwarded to the Finance office by email or post.

finance@fevershamcollege.com

Feversham College
158 Cliffe Road
Bradford
BD3 0LT

Office use only

Form checked:	
Voucher number issued:	
Date of issue:	
Date of expiry:	