

THE THOMAS HARDYE SCHOOL

Application for School Clothing Allowance
Open to all Targeted Free School Meal Students

STRICTLY CONFIDENTIAL

**PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS &
RETURN TO THE MAIN SCHOOL OFFICE ALONG WITH A BACS DETAILS FORM, AND PROOF OF
BANK DETAILS (SEE 10a)**

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)

Full name of Applicant including title (Parent/Guardian):

Title:Full name:

Home Address:

.....Post Code:

Telephone No. (inc. code):

Relationship to pupil:

*My child is eligible for "Targeted" Free School Meals (we will check this eligibility)

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DECLARATION OF PARENT/GUARDIAN

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

Signature of Applicant:

Date:

OFFICE USE ONLY

TOTAL GRANT PAYABLE

Grant approved:
(Headteacher / School Business Manager)

Date:

SCHOOL CLOTHING ALLOWANCE – GUIDELINES (please keep for reference)

1. Grants will only be offered towards the overall cost of school clothing that complies with the school's Uniform Policy.
2. Claims will only be processed for existing students or those who are starting at the Thomas Hardy School within the next two weeks (with the exception of those currently in year 8 and enrolled to start in September). Claims for students currently in year 8 and enrolled to start at The Thomas Hardy School in September may be submitted from 1st June onwards. The previous school will be contacted to confirm eligibility for the new school year.

3. Students eligible for "Targeted" Free School Meals will be eligible for a grant specified below:-

Students in their first year of enrolment (including in-year transfers)

Up to £70 for the year in total

Students in their second or third year at the school

Up to £35 for the year in total

4. Grants for students in Year 11 will only be considered during the term 1 (September to December).
5. There is no uniform allowance for students in Sixth Form.
6. 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, although it may be possible to do so by purchasing second hand items from the school shop, and selecting the most cost effective options for brand new items.
7. Where items of clothing can only be obtained from the school, the article will be supplied upon request, and the cost deducted from the annual allowance.
8. 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.
9. The application procedure is as follows:-
 - (a) The application form and BACS payment form are available from the School Office, or on the school website.
 - (b) Parents are required to forward a screenshot/picture/copy to the office of their Bank Statement/bank card showing their name, bank account and sort code, which will then be attached to the completed BACS form. Please email to sdovell@ths.wessex.ac
 - (c) On completion, the form should be returned to the finance email address above, or delivered to the school office in an envelope marked "clothing allowance".
 - (d) 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.

10. Parents of students who do not qualify for "Targeted" Free School Meals, but who are still in need of assistance, are invited to contact the School Business Manager at finance@ths.wessex.ac, in confidence, with a request for help.