



June 2016

Dear Parent/Carer

**Free School Meals and School Clothing Allowance**

We would like to make you aware of the school's procedures for claiming Free School Meals and School Clothing Allowance for the school year 2016/17.

**Free School Meals**

The Local Authority administers Free School Meals for Titus Salt School and parents/carers should still contact the Benefits Service directly on 01274 432772 to make or amend a claim for Free School Meals. If your child is currently on Free School Meals at his/her primary school in Bradford, this claim will automatically be passed on to Titus Salt School.

**School Clothing Allowance (SCA)**

A School Clothing Allowance of **£26.00** per child in the form of a voucher will be issued by Titus Salt School to students who receive Free School Meals.

No documentary evidence will be required for claiming School Clothing Allowance if your child is already on Free School Meals as this information is obtained by the school direct from the Local Authority. You will however still need to complete the slip below.

The School Clothing Allowance Voucher will be redeemable at three of the school's official uniform suppliers in Bradford. Details of these suppliers are provided on the reverse of this letter.

**Vouchers will be available to collect from the school reception from Monday 4 July until Friday 8 July 2016 between 9.15am and 3.30pm. If you wish for the voucher to be given to your child then you must tick the box on the reply slip. Please note duplicate vouchers will not be issued for any reason. Students may collect the voucher from Student Services on Friday 1 July before 3.15pm.**

Please complete and return the slip below **before Friday 1 July 2016** in the enclosed return envelope in order to enable us to generate your vouchers.

If you have any concerns or queries about the clothing allowance or free school meals please do not hesitate to contact us.

Yours sincerely

Richard Foster  
Deputy Headteacher

Fozia M Parvez  
Admin Manager

**SCHOOL CLOTHING ALLOWANCE**

**BLE**

I would like to claim my **£26** School Clothing Allowance Voucher for

Child's Name: .....

Current Form: .....

**Please issue my voucher for (please tick one):**

- Henry Smith
- Natasha Schoolwear
- Academia Uniforms

Signed \_\_\_\_\_ (Parent/Carer)

Date \_\_\_\_\_

I give permission for my child to collect the voucher from Student Services on Friday 1 July 2016: no replacement will be issued if lost.

**\*Please return this slip to Student Services before Friday 1 July 2016\***



Telephone: 01274 258969

Fax: 01274 258970

Web: [www.titussaltschool.co.uk](http://www.titussaltschool.co.uk)

Email: [enquiries@titussaltschool.co.uk](mailto:enquiries@titussaltschool.co.uk)

**Uniform Suppliers Contact details:**

- 1. Henry Smith**  
21 Briggate  
Shipley  
West Yorkshire  
BD17 7BP  
Tel: 01274 585015
  
- 2. Natasha Schoolwear**  
12 New John Street  
Bradford  
BD1 2QZ  
Tel: 01274 724676
  
- 3. Academia Uniforms**  
65 Market Street  
Bradford  
BD1 1NE  
Tel: 01274 735527