

May 2017

**The Bulwell Academy** | Squires Avenue Bulwell  
Nottingham NG6 8HG  
**Phone** 0115 964 7640  
**Fax** 0115 975 4888  
**Email** info@bulwellacademy.co.uk  
**Web** bulwellacademy.co.uk



Dear Parent / Carer

### **Claiming Free School Meals and School Clothing Allowance 2017-18**

Please see the attached document 'Free School Meals & School Clothing Allowance 2017-18' which explains how to apply for free school meals and/or school clothing allowance at The Bulwell Academy.

School Clothing Allowance for those entitled (see attached information) will be paid in the form of vouchers which will be generated when we receive the completed attached application from you. Please allow 3 full working days for us to process your application. For those claiming Working Tax Credit please enclose a copy of your **Working Tax Credit Award/Letter for 2017-18** with your form.

Vouchers will be available to collect from the Academy reception every weekday between 8.30am and 4.00pm from **Monday 3 July – Wednesday 26 July 2017**.

**Please note: If you are having problems obtaining your Working Tax Credit paperwork during the above dates you will also be able to collect the vouchers during the summer holidays for one week only from Monday 21 August – Friday 25 August from 9.00 am – 3.00 pm - these will be the only alternative dates during the summer holidays when a member of staff will be in school to enable you to obtain the vouchers.**

If you would like your child or your representative to collect your vouchers, they must **bring with them a signed letter from you. Duplicate vouchers cannot be issued.**

If after reading the information attached you have any concerns or queries about the clothing allowance or free school meals please contact me at the academy on the main school number above.

Yours sincerely

Tracey Sadler  
**PA to the Principal**

encs

**FREE SCHOOL MEALS**  
**& SCHOOL CLOTHING ALLOWANCE**  
**2017-2018**

**FREE SCHOOL MEALS (NOTTINGHAM CITY COUNCIL)**

The Local Authority administers Free School Meals for The Bulwell Academy. If you think you may be eligible to claim free school meals for your child (or need to amend your claim) please contact Pupil Benefits at Nottingham City Council on 0115 915 4084 – Monday to Friday, 8.15 am to 1.30 pm.

For more information, please visit the Nottingham City Council web page for Pupil Benefits:

<http://www.nottinghamcity.gov.uk/education-and-schools/benefits-for-school-aged-children/free-school-meals-and-free-milk/>

**SCHOOL CLOTHING ALLOWANCE (THE BULWELL ACADEMY)**

**Am I eligible?**

School Clothing Allowance is issued by the Academy to those parents who meet the criteria below:

- Your child is eligible for Free School Meals

**OR**

- You are in receipt of Working Tax Credit **and** your household income on your Tax Credit Award is under **£16,190**.

**How much will I receive?**

The amount of School Clothing Allowance you receive varies depending on your child's Year group:

- If you have a child in **Year 7**, you will receive **£40** in vouchers
- If you have a child in **Years 8, 9 or 10**, you will receive **£30** in vouchers
- If you have a child in **Year 11**, you will receive **£15** in vouchers

**How do I use the School Clothing Allowance Vouchers?**

The Vouchers can only be used at the Academy's official uniform supplier, Just-Schoolwear:

Bulwell Store 289 Main Street, Bulwell, Nottingham NG6 8ED

Opening Times: Tuesday, Thursday, Friday, Saturday (10 am to 4 pm)

Tel: 0115 975 4011

Arnold Store 12 High Street, Arnold, Nottingham NG5 7DZ

Opening Times: Monday, Tuesday, Thursday, Friday, Saturday (9.30 am to 4.30 pm)

Tel: 0115 926 1728

Website: [www.just-schoolwear.co.uk](http://www.just-schoolwear.co.uk)

The **Bulwell** Academy

**FREE SCHOOL MEALS**  
**& SCHOOL CLOTHING ALLOWANCE**  
**2017-2018**



**SCHOOL CLOTHING ALLOWANCE (THE BULWELL ACADEMY)**

**How do I apply?**

To apply for your School Clothing Allowance, please complete the cut off slip below and return to The Bulwell Academy. If you are in receipt of Working Tax Credits, please provide a copy of your Tax Credits Award letter for 2017-2018. **Please note that Vouchers expire on the 31 December 2017.**

**CONTACT US**

If you have any queries regarding Free School Meals or the School Clothing Allowance, please do not hesitate to contact us:



Mrs Tracey Sadler, PA to the Principal  
The Bulwell Academy  
Squires Avenue  
Nottingham NG6 8HG

Tel: 0115 964 7640

Website: [www.bulwellacademy.co.uk](http://www.bulwellacademy.co.uk)

Email: [info@bulwellacademy.co.uk](mailto:info@bulwellacademy.co.uk)

**APPLICATION FOR SCHOOL CLOTHING ALLOWANCE**

**Please complete the slip below, cut off and return to The Bulwell Academy**

**Child's Name**

**Date of Birth** \_\_\_ / \_\_\_ / \_\_\_

Year Group (School Year 2017-2018)

**Please tick the relevant box below**

My child receives Free School Meals

**The Bulwell Academy will verify this information with Nottingham City Council Pupil Benefits**

I am in receipt of Working Tax Credit **and** have a household income of less than £16,190

**Please enclose a copy of your Tax Credit Award letter for 2017-2018**

Parent / Carer's Signature \_\_\_\_\_

Date of Application

\_\_\_ / \_\_\_ / \_\_\_

<b>Office Use Only</b>
Information Verified (Yes / No)
Letter Seen (Yes / No)
Award (£)
Issue Date

**Note: Duplicate vouchers will not be issued. Vouchers expire on the 31 December 2017**