



24<sup>th</sup> June 2019

Dear Headteacher,

Re: Dress for Success School Uniform Vouchers

Following on from an email and letter sent out to you last month from Ian Starling, I am writing to introduce myself and let you know that we are about to begin the "Dress for Success" project. I have enclosed a copy of the original letter here for your convenience.

Please also find enclosed some application forms for distribution to parents that you feel will benefit most from this help, unfortunately, we have limited funds and cannot help more than five families per school. If you know of less than five families that would benefit that's fine, just let us know and we can redirect more resources to other schools.

Parents should post the application form back to us at Harmony House. They will receive a decision within a few days. If granted an award we will post out £50 worth of vouchers. These can be exchanged at Premier Schoolwear 668 – 690 Becontree Avenue in Dagenham.

For pupils going to Jo Richardson and Sydney Russell, the vouchers can be exchanged at the school shop. Unfortunately, we have no way of making this offer to people who are buying school uniforms online.

Please feel free to contact me if you require any further information.

Yours sincerely

Marie Kearns  
Chief Executive Officer

# Dress For Success

## School Uniform Grant Application Form 2019-2020

CONFIDENTIAL

### Important Information

Please complete ALL appropriate sections and enclose supporting paperwork. Incomplete applications will not be processed. (In the event of any queries, you will be contacted wherever possible via email).

- **Only one** application per household will be considered. The maximum grant award is **£50.00 per application** and will be paid as a cash voucher which can be used at the school uniform shops listed on the application form overleaf.
- **There is limited amount in the fund** and, once exhausted, no further awards can be made.
- The decisions are made by Harmony House Dagenham and not the school your child attends.

### Am I eligible for a School Uniform Grant?

To be considered for a grant, you should be able to show that you meet the following criteria.

i. **Your child must currently be in Junior school or Primary school and transitioning to Secondary school in the borough of Barking and Dagenham &**

Either

ii. You are in receipt of housing benefit (or the housing element of Universal Credit)

**OR**

iii. Your household **net income** is less than **£18,000** .

By 'Net Income' we mean all salary after tax, national insurance, and including your partner's salary if applicable and any benefits.

**Also**

iii, Neither you/your partner have **savings in excess of £800.00** (including rolling bank balance).

### Where do I send my form to?

Return your completed application to

**Harmony House Dagenham, Baden Powell Close, Dagenham RM9 6XN**

**This is also the address if you want to collect your vouchers if your application is approved.**

### Is there an application deadline?

Your application must be received not later than **30th July 2019**. Applications will then be processed and decisions communicated within a few days.

P.T.O

**Personal details**

Name Mr/Mrs/Ms/Miss

First name \_\_\_\_\_

Second Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Email \_\_\_\_\_

Contact telephone no. \_\_\_\_\_

**Which School is your child attending?**

Name of the Junior/Primary school your child goes to \_\_\_\_\_

Name of the Secondary school your child will be attending \_\_\_\_\_

**Name of the Child for whom you are applying for:** \_\_\_\_\_

**Total number of children in the family:** \_\_\_\_\_

**Supporting Paperwork**

Tick one of the following two statements applicable to you and ensure all relevant supporting paperwork is enclosed with your application form

**Either**

- 1) Copy of any Benefit letter from the DWP showing the benefits awarded to you.

and

- 2) Copy of the last months full bank statement

OR

- 1) Copy of the Tax credit /Universal Credit award letter

and

- 2) Copy of the last months full bank statement

Please send copies of the paperwork with the application.

**The vouchers can be used at:**  
**Premier School Wear**  
**688-690 Becontree Ave, Dagenham**  
**RM8 3HD**

**Jo Richardson School shop**

**Sydney Russell School shop**

**Declaration**

- I confirm that the information I have given truly reflects my current financial position
- I/we do not have more than £800.00 in savings.
- I understand that my application cannot be considered without supporting paper work.
- I understand that the information on this form will be safely held electronically and physically and I give you consent to the collection and processing of this information by you. I also understand that you may disclose my personal data if required so by law. Your information will be destroyed once the grant has been audited.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Any other circumstance you would like us to consider. (please send evidence)

The vouchers can be collected from Harmony House Dagenham, Baden Powell close, Dagenham RM9 6XN. **Please tick one.**

I would like to collect the vouchers/ I would like the vouchers to be posted out

**Please note: Harmony House would not take responsibility for the vouchers lost in post.**