



School Information Pack



FAO Pastoral Team Leader,

Please find enclosed our updated School Information Pack for Shipley Area School Uniform Bank.

We set up in the Shipley, Windhill & Wrose and Baildon areas last year, and with the support of the Gateway Community Centre have now expanded to cover Idle & Thackley, Bolton & Undercliffe and Eccleshill areas.

Our aim is to reduce financial burden on local families whilst promoting recycling and reuse, by collecting and re-distributing school uniforms and associated items in good condition to those experiencing financial hardship in the Shipley, Windhill & Wrose, Baildon, Idle & Thackley, Bolton & Undercliffe and Eccleshill areas.

I have enclosed an information pack, including a copy of our referral policy and a master copy form, a full list of schools we are including in our area list, and an accepted donations list to give you an idea of the items we are hoping to be able to help provide. We have had a very positive response from the local community and many schools in the area also. We are taking advice from Community Action Bradford & District (CABAD) to ensure we are complying with necessary requirements and have long-term sustainability.

What do we need from you?

To help us ensure we provide the best possible service, we are asking all schools to send us a copy of their full uniform list, so we can make sure we provide accurate items for all referrals. Please attach this to the 'school contact information' form enclosed and send back to us either via post or via email by including the information requested on the form in the main body of the email.

If you have any further queries, or would like to arrange a face-to-face meeting to find out more, please contact us:

Email - shingleyareasub@gmail.com

Telephone – 07940568967

We are on Facebook ('Shipley Area School Uniform Bank') and Twitter (@uniformbankship), please feel free to follow us for updates or to share news.

Thank you for your time and attention, I look forward to hearing from you,

Dawn Coleman (on behalf of Shipley Area School Uniform Bank Management Committee)

School contact information – Please only re-send this if information sent last year may have changed

Name of school: _____

Name of main contact: _____

Contact email: _____

Contact number: _____

Which version of referral form would you prefer us to send?

Paper

Electronic

Both

Would you like to have a school uniform donation point within school?

Yes

No

Maybe

If you would like more information on this, please contact us.

Please send back this information along with a copy of your uniform policy, either via email (shipleareasub@gmail.com) or through the post (Shiple Area School Uniform Bank, C/O Dawn Coleman, 6 Taunton Street, Shipley, BD18 3NA).

Shipley Area School Uniform Bank – Operational Details – Please keep this copy on file – not for display to the general public

Contact details:

Email – shipleyareasub@gmail.com

Mobile – 07940568967 (Dawn Coleman)

Address – Shipley Area School Uniform Bank, C/O Dawn Coleman, 6 Taunton Street, Shipley, BD18 3NA

Facebook – ‘Shipley Area School Uniform Bank’

Twitter - @uniformbankship

Planned Holiday Closures:

We will be closed during Summer and Christmas Holidays each year. This coming academic year (2019/2020) our closure dates are:

2nd August – 4th September 2019 inclusive

20th December – 6th January 2019/20 inclusive

Committee Members:

Dawn Coleman (Chair), Heather Grogan (Secretary), Victoria Christensen (Funding & Community Outreach Officer), Julie Wright (Treasurer), Emma Corbet, Vicki Barber

Please note that we are run by volunteers; we will aim to reply to any contact as soon as possible, but it may take up to 48 hours dependant on our availability.

Referrals Policy – Shipley Area School Uniform Bank

Guidelines for accepting referrals for provision of uniform and/or other school-related supplies:

- Children must be a resident of or attend school within one of the following areas: Shipley, Windhill & Wrose, Baildon, Idle & Thackley, Bolton & Undercliffe and Eccleshill.
- When stock levels allow, we will accept urgent out of area referrals for generic uniform from social workers and family support workers only.
- Children must have a definite school place before the referral is made, this is especially important for children entering Reception, Year 7, or who are new to the area.
- Where the referrer is asked to confirm that the family is experiencing financial hardship, we leave this definition up to the discretion of the referring agency. No proof is needed from families to apply for this service, and we would ask that referring agencies take a wide and open-minded view of the definition.
- Confidentiality is an important part of our service. **No identifying details of families/children are to be passed on to us.** We will keep records of referrals from each agency to enable us to see where our service is being accessed from and where we may need to promote further or focus our resources. **Please ensure the form is filled in by the agency, with the name and signature being the contact at the referring agency, not the person requesting the items.**
- We accept referrals from a wide range of agencies, as we understand all families may feel comfortable discussing their circumstances with different people. This list includes, but is not restricted to: schools, community centres, churches, social services and health visitors.
- We supply both logo and generic uniform. If a referral is a 'logo only accepted' referral this must be made clear on the form and can only be accepted if either it is a requirement of the school that logo must be worn, or the child has previously experienced bullying due to wearing non-logo uniform.
- We will provide uniform according to the uniform policy we have been given by each school. If you are making a referral and think the policy has recently changed, please indicate this on the form or send us a new policy if you are referring from the school.
- All referrals will be processed within 7 days of receiving. If a referral is urgent, this can be marked upon the form and we will endeavour to prioritise this referral. If we do not have items available, we will let the referring agency know as soon as possible and place the referral on our waiting list for items coming in.
- We will open for urgent referrals from the 1st school week of September each year, and fully open for standard referrals a fortnight later. We will close for Summer and Christmas holidays each year, and will publicise these dates in advance.

- Any queries regarding referrals should be sent through our contact details, enclosed. Please ensure no identifying details of families are sent whilst making queries.

Date of policy – July 2019. To be reviewed – July 2020.

Shipley Area School Uniform Bank – Uniform Request Form

Name of referring agency/school: _____

Name of member of staff/volunteer making the referral on behalf of this agency/school:

Please tick to confirm that this child is a resident of or attends school within one of the following areas:

- | | | | |
|------------------|--------------------------|----------------------|--------------------------|
| Shipley | <input type="checkbox"/> | Idle & Thackley | <input type="checkbox"/> |
| Windhill & Wrose | <input type="checkbox"/> | Eccleshill | <input type="checkbox"/> |
| Baildon | <input type="checkbox"/> | Bolton & Undercliffe | <input type="checkbox"/> |

Out of Area referral (Social worker/family support worker must be making this referral)

Name of school attended by child: _____

If applicable for uniform provision (i.e. colour of jumper, tie pattern etc), please state Year Group/House of child: _____

Please tick to confirm this child has a definite school place at the school named above:

Items of uniform requested:

Uniform Item	Size required	Number required	Gender preference (if applicable)	Additional information (i.e. preference in colour/style where available)
Trousers				
Shorts				
Skirt				
Pinafore Dress				
Summer Dress				
Polo t-shirt				
Shirt				
Jumper/Sweater				
Cardigan				
Tie				
Blazer				
School shoes				
Coat				
Jogging bottoms				
P.E. shorts				
P.E. T-shirt				
Pumps				
Trainers				
Other P.E. item (please give details):				

Add-on items (when available):

Item	Size or other details
Book bag	
School bag	
P.E. bag	
Lunch bag/box	
Water bottle	
Tights (new only)	
Socks (new only)	
Underwear (new only)	
Summer hat	
Winter hat	
Gloves	
Scarf	
Pencil case	
Small stationery items (i.e. pens, pencils, eraser, sharpener, ruler)	
Larger stationery items (i.e. ring-binder, notebooks, refill pads)	
Maths sets	

Please tick to confirm that, to the best of your knowledge, this family is experiencing financial hardship:

Is this a 'logo only accepted' referral? If yes, please tick the applicable statement below:

Logo only for all applicable items is a requirement of the school

This child has previously experienced bullying due to wearing non-logo uniform

Any other details (i.e. preferred colour of items such as trousers, skirts etc if there is a choice in the uniform policy, or anything else you think may help us provide the most suitable items):

Please sign to confirm that the details given in this form are true to the best of your knowledge and give permission for this data to be kept on file for both the purposes of fulfilling this referral and keeping an accurate record of agencies/schools accessing the service.

_____ (Signature of member of staff/volunteer filling form in)

_____ (Print name of member of staff/volunteer filling form in)

_____ (Date)