

Useful Contacts:

Local Education Authorities:

Southwark Education, John Smith House, 144-152 Walworth Road, London, SE17 1JL
020 7525 5000

Bromley Education Department, Civic Centre, Stockwell Close, Bromley, BR1 3UE
020 8464 3333

Camden Education Department, Crowndale Centre, 218-220 Eversholt Street, London, NW1 1BD
020 7911 1525

City of London Education Department, Corporation of London, PO Box 270, Guildhall, London, EC2P 2EJ
020 7332 1750

City of Westminster Education Department, 13th Floor City Hall, Victoria Street, London, SW1E 6QP
020 7641 6000

Greenwich Education Department, Riverside House, Woolwich High Street, London, SE18 6DF
020 8854 8888

Hackney Education Department, Edith Cavell Building, Enfield Road, London, N1 5BA
020 8356 5000

Islington Education Department, Laycock Street, London, N1 1TH
020 7226 1234

Kensington and Chelsea Education Department, Town Hall, Hornton Street, London W8 7NX
020 7361 3334

Lambeth Education Department, 1st Floor International House, Canterbury Crescent SW9 7QE
020 7926 1000

Lewisham Education Department, Laurence House, 1 Catford Road, Catford, London SE6 4SW
020 8695 6000

An interpretation service is available if required.
For further advice please telephone:
020 7525 5001/5050

প্রয়োজন হলে দোভাষীর দ্বারা সার্ভিসের ব্যবস্থা করা হবে। আরও উপদেশের জন্য
অনুগ্রহ করে 020 7525 5001/5050 নম্বরে টেলিফোন করুন।

Af celin iyo turjumaanadba waa la heli karaa haddii la codsado. Wixii
faahfaahin ah ee ku saabsan arrintan fadlan tilidfooni 020 7525 5001/
5050

Eğer ihtiyacınız olursa Çeviri Servisinden faydalanabilirsiniz.Fazla
bilgi için lütfen şu numarayı çeviriniz 020 7525 5001/5050

如果你需要的話，教育署可以供給傳譯服務。詳情請電
020 7525 5001/5050

જો તમને ભાષાંતર સેવાની જરૂર હોય તો મળી શકે છે. વધારે સલાહ માટે મહેરબાની
કરીને ટેલીફોન નંબર 020 7525 5001/5050 પર સંપર્ક સાધો.

Chúng tôi có thể cung cấp dịch vụ thông dịch miễn phí nếu có
sự yêu cầu. Muốn biết thêm chi tiết xin gọi số : 020 7525 5001/5050

اگر آپ چاہیں تو ترجمان کی خدمات مہیا کی جاسکتی ہیں مزید مشورہ کے لیے برائے مہربانی اس نمبر پر فون
کریں۔۔ 020 7525 5001/5050

Please tear off this section and keep for future reference

Southwark Education
Pupil Benefits Office
15 Spa Road
London SE15 5QW

Tel: 020 7525 1545
Fax: 020 7525 1546

Application form for a clothing grant

‘Information for parents and guardians’

Clothing grants are for children aged 11 years, who are moving from primary school to a secondary state or voluntary-aided school. The grant is £45.

To claim a clothing grant, you must be receiving one of the following state benefits:

- **Income Support**
- **Jobseeker’s Allowance (income based)**
- **Child Tax Credit – but not Working Tax Credit – with an income of less than £13,910.00 per annum (this figure may be subject to change)**
- **Widowed Mother’s Allowance**
- **Incapacity Benefit**
- **State Pension**

The last three benefits have to be your sole source of income.

You must also prove that you are legally responsible for the child by sending in a recent copy of your **Child Benefit letter issued every March/April from the Inland Revenue, which must show your current address.**

Please return your completed form to:
The school benefits section, Pupil Benefits, 15 Spa Road, London SE16 5QW
Telephone: 020 7525 1545
Minicom: 020 7525 5262

**Southwark**
Council

For office use

Family reference

Pupil reference

1 The child's parent or guardian must fill in this form. (Please use capital letters.)

Your title: Mr Mrs Miss Ms

Your last name:

Your first name:

Your address:

Your home phone number:

Your bank details: (We will use these details to pay your clothing grant directly into your bank account.)

Name of Account Holder:
Bank name and address:
Account no:
Sort code:

Do you claim benefit for you and your children?

Yes No

If No, do you live with someone who claims benefit for you and your children?

Yes No

If Yes, please give your partner's last name:

Your partner's first name:

If you have moved in the last 12 months, please give your previous address:

2 Please give us details of the children you are claiming a clothing grant for:

Child's last name	Child's first name	Child's date of birth	Is the child a boy or a girl?	The name and address of the school your child goes to now
		/ /		
		/ /		
		/ /		
		/ /		

3 Do you receive the following benefits?

- Income Support and Child Benefit Yes No
- Jobseeker's Allowance (income based) and Child Benefit Yes No
- Child Tax Credit and Child Benefit Yes No
- Widowed Mother's Allowance and Child Benefit Yes No
If Yes, is this your only family income? Yes No
- Incapacity Benefit and Child Benefit Yes No
If Yes, is this your only family income? Yes No
- State Pension and Child Benefit Yes No
If Yes, is this your only family income? Yes No

You need to provide proof that you are getting both benefits. Please send or bring the following documents to the Education Youth and Connexion Services Reception Desk located at 15 Spa Road:

■ **A copy of your Child Benefit letter which must show your current address plus one of the following:**

■ A letter confirming you are in receipt of Income Support or Income based Job Seekers Allowance. **THIS LETTER CAN BE NO MORE THAN SIX MONTHS OLD.** We require all pages of this letter.

■ A letter from the DSS showing the amounts of any other benefits you receive.

■ Child Tax Credit but not Working Tax Credit with an income of less than £13,910.

■ **Please do not send bank or building society statements as proof of benefit entitlement with your claim.**

4 What school will your child be starting in September?

Name of school:

Address of school:

5 Declaration

- As far as I know the information on this form is true and complete.
- I agree that you can check the information I have given on this form with the DSS, and against other information which you have.
- **Have you remembered to attach copies of both documents** Yes No

Parent's or guardian's signature:

Date:

Reception staff will make photocopies of your benefits books and letters if you bring them to the office at the address on front of this form.

For education office use only

DSS benefit confirmed

Income Support Yes No

Jobseeker's Allowance Yes No

Child Tax Credit Yes No

Widowed Mother's Allowance Yes No

Incapacity Benefit Yes No

State Pension Yes No

Proof of Child Benefit seen Yes No

Signature

Date of authorisation