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*Access to FREE school uniform for any of your school age pupils*

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## Uniform Exchange User Guide

### Who are we?

In 2010, the Councils school uniform grant was cut in Kirklees and no provisions were put in place to help struggling families. In June 2011, the Uniform Exchange initiative was born.

Our mission is to provide free school uniform to any child who needs extra support and to encourage children and families to think of others and the environment. Instead of throwing away old school uniform and filling the landfill sites, we are asking families to donate their uniform to us. We want to make school uniform accessible to all children across our area of Kirklees, especially those who find themselves struggling financially; helping to reduce social isolation and allowing children to be ready for learning.

### What do we offer?

We offer an accessible free school uniform service, for primary and high school, where all items provided are recycled and mostly second-hand. We try to provide the full spectrum of items a child would need for school. There is no monetary cost to anyone asking for help.

All the uniform is in very good condition depending on the value of the item. If it's a logo high school blazer we would let a few bobbles or repair a small hole in order for it to be used again. However a plain polo shirt it would be in very good condition.

### How can you access the service?

This is hopefully a very simple and straight forward process. The form can be completed by a school, child's support team, charity, library or the family.

#### STEP 1

- Complete the basic one page form, the more information filled in the quicker the delivery. One form per child.
- The form can either be completed online or on a hard copy and scanned.
- If adding in parent details for collection purposes please make sure they know you have included it on the form.

#### STEP 2

- The form is then ideally emailed to [info@uniform-exchange.org](mailto:info@uniform-exchange.org) or posted to us depending on the speed you require it.
- Our email system is secure, you should ideally be sending it from an encrypted email address.

#### STEP 3

- We will complete the order, then email you back or contact the person on the form, when we have delivered the uniform to your requested drop off point.
- We drop off at schools, library's, community hub, children's centres and work offices.
- This should take approx. 7 seven days however this does vary at certain times of the year.



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*We hope this is a simple process you can utilise on a regular basis.*

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