



# The Friary School

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Greywood  
Multi-Schools Trust

Headteacher  
M J Allman

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September 2023

Dear Parent(s) / Guardian(s) and Students,

The 16-19 Bursary Fund is an initiative which aims to support Sixth Form students from families with lower incomes with specific costs that arise due to continuation in Post-16 education. The bursary is awarded for specific financial needs; Eg - educational visits, transport, etc.

Parents / Guardians have to show proof of income for students to be accepted onto the bursary scheme. Once a student is registered as being eligible for bursary funding, they can then apply for funds as and when costs occur during the year. For example, a student might apply for the costs of a field trip in the Autumn Term and then separately apply for the costs of some text books in the Spring Term. Please note that Parents / Guardians only have to show proof of income once, even if the student then makes a number of separate applications.

Please also note the following:

- The bursary is administered by the school and therefore all documentation for proof of income etc. has to come to the school.
- Within guidelines, each school can set its own Bursary Policy.
- The bursary is a fixed amount of money and no payments can be guaranteed except for those students in Category A (please see the Bursary Policy for information).
- Applications can be made at any point through the school year if family circumstances change.
- It is the sole responsibility of Parent(s) and Guardian(s) to apply for the Bursary and to provide documentation.
- Anything which is purchased under the scheme (e.g. books) remain the property of the school and must be returned when the student leaves.

Students who eligible to receive support under category 'A', must first speak to me, so that I can give appropriate guidance. If you feel that you are eligible to receive a payment under Category 'B' or 'C', you will need to complete the application document and then forward it to Mrs Stubbs, the Sixth Form Administrator. You will also need to provide evidence that you are in receipt of one or more of the following, as well as 3 months of payslips, if employed:

- Child Tax Credit
- Income Support
- Income-Based Job Seekers Allowance
- Income-Related Employment & Support Allowance
- Proof of Income

All documentary evidence that you bring into school will be checked and returned to you and you will be required to sign a declaration of eligibility.

Our aim in administering the fund to be as fair and transparent as possible which supporting the maximum number of students. If you have any queries about the Bursary Fund then please do contact me.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'H. Barratt', with a long horizontal flourish extending to the right.

Helen Barratt  
Assistant Headteacher (Post 16)