

Dear Parent/Carer

As you may be aware, we have a Post 16 Bursary Scheme in school.

The college has funding for students who are **eligible for free school meals** and some funding for students in financial difficulties who require one off payments to support their studies, for example course books, visits to university open days or smart office wear.

You will be required to apply for this funding, as it is based on household income, and we enclose the relevant application forms and a list of possible evidence that you could provide to support your application for amounts in excess of £60. Parents will be required to provide proof of income to be considered for this funding.

Applications can be made throughout the school year.

Students on free school meals are already known to school and so do not need to provide this information.

A condition of any one-off funding payments is that receipts are provided in advance, for example train tickets, clothing receipts or receipts for course books. (An exception to this is funding for school trips/exam deposits/school course book deposits which will be credited directly to the relevant school fund) If this creates any difficulties for parents and students please contact me at school to discuss.

All forms and receipts must be returned to school to Mrs V. Sutcliffe in the Post 16 Office and will be dealt with in strict confidence

Yours sincerely

M. R. Ingle

Mr M. Ingle
Associate Assistant Headteacher



Immanuel College

Church of England Academy

'All God's Children'



In Partnership with
Leeds Trinity University

Developing Inspiring Teachers