



Farmor's School

AN ACADEMY

Where can I find financial support for my child?

This leaflet gives information about various funds that you can apply to for support with aspects of educational experiences at Farmor's School

Contents

Fund name	Provides support for	Page no:	Link to page
Free School Meals	School meals costs	2	FSM
Lady Mico Fund	Books, educational equipment, music tuition	3	LMF
Martin Clare Fund	Music tuition	4	MCF
Transport Fund	Bus costs to and from school	5	TF
Trustees Fund	Educational visits or activities	6	TRF
Uniform Fund	School uniform or PE kit	7	UF

Free School Meals

What does this fund support?	Parents/Guardans can apply to Gloucestershire County Council for support to help pay for: * School meals costs
Who is eligible to apply?	Some students are entitled to free school meals whilst attending a state school (including academy schools). This is a means tested grant. Further information can be found on Gloucestershire County Council's website, please follow the link below link.
How do I make an application?	Applications should be made directly to Gloucestershire County Council.
How will I know if my application has been successful?	Once your application has been assessed you will be informed by Gloucestershire County Council. Please note that until the school has been informed of your eligibility, any school meals taken must be paid for.

For further information on how to make an application to Gloucestershire County Council please follow this [link](#)

Lady Mico Fund

What does this fund support?	Students can apply to the Lady Mico Fund to request support to help to pay for: <ul style="list-style-type: none">* books* educational equipment, for example catering, art or DT equipment or materials* music tuition
Who is eligible to apply?	<p>All students from Year 7 to Year 13 are eligible to apply to this fund. However, students in the Sixth Form should apply for the 16-19 Bursary Fund in the first instance. (Information relating to this fund can be obtained from the Sixth Form Pastoral Team).</p> <p>In most cases up to 100% of support may be awarded.</p> <p>Before support will be awarded for music tuition, a commitment of at least one term must have been already paid by the parents. Parents should not see this as a long term commitment on behalf of the school, under normal circumstances it is not envisaged that music tuition would be supported for more than one academic year.</p> <p>This is not a means tested fund.</p>
How do I make an application?	<p>Parents/guardian/student should complete the Lady Mico application form and return it to Mrs Simmonds, Finance Manager. This can be completed directly by the parents or through a member of the Pastoral Team if they are supporting you with your application.</p> <p>Please follow this link to the application form.</p>
How will I know if my application has been successful?	Once your application has been assessed you will be contacted by telephone to inform you of the outcome.

Martin Clare Fund

What does this fund support?	Students can apply to the Martin Clare Fund for support to help pay for: * music tuition
Who is eligible to apply?	Students who are already practising music in school within the school choir and/or orchestra and have shown an ongoing commitment to this can apply to the Martin Clare fund for support.
How do I make an application?	Students should speak directly to Miss Matley, Head of Music about their eligibility and the application process.
How will I know if my application has been successful?	Once your application has been assessed you will be contacted by telephone to inform you of the outcome.

Transport Fund

<p>What does this fund support?</p>	<p>Parents/Guardians can apply to the Farmor's Transport Fund for support to help pay for: * bus costs to and from school</p>
<p>Who is eligible to apply?</p>	<p>All students from Year 7 to Year 11 are eligible to apply to this fund. However, students in the Sixth Form should apply for the 16-19 Bursary Fund in the first instance. (Information relating to this fund can be obtained from the Sixth Form Pastoral Team).</p> <p>In the first instance it is recommended that an application is made to the Local Authority for their home address to see if they can access financial support. For applications to Farmor's Transport Fund, under normal circumstances, a maximum of 25% of the annual cost of transport will be awarded, per student.</p> <p>This is a means tested fund and free school meal criteria will be applied.</p> <p>The fund is limited and support is only available annually whilst funds allow. Parents should not see this as a long term commitment on behalf of the school, under normal circumstances it is not envisaged that support with bus costs would be supported for more than one academic year.</p>
<p>How do I make an application?</p>	<p>Parents/guardian/student should complete the Farmor's Transport Fund application form and return it to the Mrs J Simmonds, Finance Manager. This can be completed directly by the parents or through a member of the Pastoral Team if they are supporting you with your application.</p> <p>You may apply at any time during the academic year, but payments towards transport costs will not be backdated. If you application is successful, fees due up to the date of the application will still be owed to the school.</p> <p>Please follow this link to the application form.</p>
<p>How will I know if my application has been successful?</p>	<p>Once your application has been assessed you will be contacted by telephone to inform you of the outcome. Transport costs for successful applications will be made directly by the school.</p>

Please note: Students should apply to Gloucestershire County Council if they think they are eligible for a free bus pass. For further information, please follow this [link](#).

Trustees Fund

What does this fund support?	Students can apply to the Trustees Fund for support to help pay for: * an educational visit or activity
Who is eligible to apply?	All students from Year 7 to Year 13 are eligible to apply to this fund. However, students in the Sixth Form should apply for the 16-19 Bursary Fund in the first instance. (Information relating to this fund can be obtained from the Sixth Form Pastoral Team). This is not a means tested fund. Under normal circumstances a maximum of 50% of the cost of the educational visit or activity will be awarded. When making an application parents/guardians should be mindful of this as any outstanding balance will still be due. Students may be awarded support for more than one educational visit or activity at the discretion of the Headteacher.
How do I make an application?	Parents/guardian/student should complete the Trustees Fund application form and return it to the Mrs J Simmonds, Finance Manager. This can be completed directly by the parents or through support by the Pastoral Team. Please follow this link to the application form .
How will I know if my application has been successful?	Once your application has been assessed you will be contacted by telephone to inform you of the outcome.

Uniform Fund

What does this fund support?	Parents/Guardans can apply to the Farmor's Uniform Fund for support to help pay for: <ul style="list-style-type: none">* Year 7 students only – secondary school uniform award* Single items of school uniform* Single items of PE kit
Who is eligible to apply?	All students from Year 7 to Year 11 are eligible to apply to this fund. The Year 7 secondary school uniform award to a maximum of £80 is available on initial transfer to secondary school only. This award is means tested, free school meal criteria applies. Awards for all single items of uniform and PE kit are not means tested and are awarded at the discretion of the Headteacher.
How do I make an application?	Parents/guardian/student should complete the Farmor's Uniform Fund application form and return it to the Mrs J Simmonds, Finance Manager. This can be completed directly by the parents or through support by the Pastoral Team. Please follow this link to the application form .
How will I know if my application has been successful?	Once your application has been assessed you will be contacted by telephone to inform you of the outcome. Where applicable, uniform will be purchased on your behalf from the School's uniform providers PMG Schoolwear.

Please note: If students consistently do not comply with uniform regulations, after discussion with parents/guardians, the correct uniform will be purchased for the student and the parents/guardians will be invoiced appropriately.

For further information on Farmor's School Uniform, please follow this [link](#).

LADY MICO FUND (SUPPORT FOR BOOKS, CATERING, ART AND DT EQUIPMENT OR MATERIALS, MUSIC TUITION)



Name of Student: _____ Tutor Group: _____

Equipment /Tuition required: _____

Cost of item/tuition: £ _____ Amount of support requested: £ _____

(In most cases up to 100% can be awarded. For music tuition, a commitment of at least one term must have already been paid before support can be sought.)

Reason for request:

Signed: _____ Date: _____

Print name: _____

Parent/ Guardian / Student (Please delete as appropriate)

Signed: _____ Date: _____

Print name: _____

(To be completed by Head of Year/Pastoral Team if supporting the application)

For Finance Use Only:

No of previous requests – current year _____ Amount awarded £ _____

No of requests – previous year _____ Amount awarded £ _____

Current application:

Authorised by Headteacher: _____ Date: _____

Amount agreed: £ _____ **Parent/Guardian informed**

Telephone Letter

Date transferred from Trustee Account: _____

Account transferred to: _____

Transferred by: _____ Pupil Premium Y N

Pupil Premium Co-Ordinator informed Y

Transport Fund



To apply for support with your bus fees you must currently receive one of the following benefits:

- **Income Support (IS)**
- **Income-based Jobseekers Allowance (JSAIB)** (If you receive contribution-based Jobseekers Allowance you will not qualify.)
- **Support under Part VI of the Immigration and Asylum Act 1999**
- **Child Tax Credit (CTC)** provided you do not receive Working Tax Credit and that your annual household income (as assessed by her Majesty's Revenue and Customs) does not exceed £16,190.
- **Guaranteed Pension Credit (GPC)**
- **Income Related Employment and Support Allowance (ESA)**
- **Working Tax Credit 'run on'** - payment you receive for a further 4 weeks after you stop qualifying for Working Tax Credit
- Your child must also be in full-time education at Farmor's School

You will be required to submit original evidence documents to support your application. These will be photocopied by the school and retained as evidence.

Section 1 – Your Personal Details

Your name:			
Address:			
Post code:			
Tel:			
Email:			
Child/Children's names			
Tutor groups			
Bus Route			

Section 2 – Free School Meals entitlement

Is your child currently in receipt of Free School Meals? Yes No

If yes, please attach a current entitlement letter, you do not need to complete Section 3.

Section 3 – If you are not currently claiming FSM for your child, please complete the information below about your household income (you will need to provide original documentation to support these figures)

About you (Parent/Guardian One)

Do you have a job?	If yes, what do you earn?	Is this per month or week
Yes <input type="checkbox"/> No <input type="checkbox"/>	£	Month <input type="checkbox"/> Week <input type="checkbox"/>
Are you self employed?	If yes, what do you earn?	Is this per month or week
Yes <input type="checkbox"/> No <input type="checkbox"/>	£	Month <input type="checkbox"/> Week <input type="checkbox"/>

About you (Parent/Guardian Two)

Do you have a job?	If yes, what do you earn?	Is this per month or week
Yes <input type="checkbox"/> No <input type="checkbox"/>	£	Month <input type="checkbox"/> Week <input type="checkbox"/>
Are you self employed?	If yes, what do you earn?	Is this per month or week
Yes <input type="checkbox"/> No <input type="checkbox"/>	£	Month <input type="checkbox"/> Week <input type="checkbox"/>

About your household income

Do you receive any income based benefits, for example:	Amount received	Is this per month or week
Income Support or universal credit		Month <input type="checkbox"/> Week <input type="checkbox"/>
Other income based benefit (Please specify)		Month <input type="checkbox"/> Week <input type="checkbox"/>
		Month <input type="checkbox"/> Week <input type="checkbox"/>
		Month <input type="checkbox"/> Week <input type="checkbox"/>

Any other household income you think you should declare?

Please let us know if you have any other household income you think may be relevant

Income from	Amount received	Amount received
		Month <input type="checkbox"/> Week <input type="checkbox"/>
		Month <input type="checkbox"/> Week <input type="checkbox"/>
		Month <input type="checkbox"/> Week <input type="checkbox"/>
		Month <input type="checkbox"/> Week <input type="checkbox"/>

Section 4 – Declaration

I certify that the information I have provided is correct and that I can provide supporting evidence. I understand that it is my responsibility to inform the Farmor’s School of any changes to my personal circumstances; failure to do so may result in funds being reclaimed. Fraudulent claims will be reported to the police.

Signed: _____ Date: _____

Notes:

1. Your application form to be completed and submitted to Mrs S Dorey, Business Manager with original documentation to support your claim
2. Your application will be assessed on receipt.
3. You will then be informed of the school’s decision within 10 working days: reasons will be given for rejection of an application in whole or in part.
4. If support is awarded you will be notified by telephone and by letter
5. The maximum you can be awarded is 25% of the bus fee and will only be paid for the academic year in which the claim in made
6. The school reserves the right to make a payment outside of this application process in exceptional circumstances.

For Finance Office Use only

Date	Action
	Documentation checked
	Total income calculated
	Recommended for support Yes <input type="checkbox"/> No <input type="checkbox"/>
First check	Finance Manager
Second check	Business Manager

No of previous requests – current year _____ Amount awarded £ _____
 No of requests – previous year _____ Amount awarded £ _____

Current application:

Authorised by Headteacher: _____ Date: _____

Amount agreed: £ _____ **Parent/Guardian informed**
 Telephone Letter

Date transferred from Trustee Account: _____

Account transferred to: _____

Transferred by: _____ Pupil Premium Y N
 Pupil Premium Co-Ordinator informed Y



Name of Student: _____ Tutor Group: _____

Educational Visit/Activity: _____

Cost of Visit/Activity: £ _____ Amount of support requested: £ _____

(In most cases a maximum of 50% of the visit/activity cost will be awarded. If you have exceptional circumstances, please outline them below)

Reason for request:

Signed: _____ Date: _____

Print name: _____

Parent/ Guardian / Student (Please delete as appropriate)

Signed: _____ Date: _____

Print name: _____

(To be completed by Head of Year/Pastoral Team if supporting the application)

For Finance Use Only:

No of previous requests – current year _____ Amount awarded £ _____

No of requests – previous year _____ Amount awarded £ _____

Current application:

Authorised by Headteacher: _____ Date: _____

Amount agreed: £ _____ **Parent/Guardian informed**

Telephone Letter

Date transferred from Trustee Account: _____

Account transferred to: _____

Transferred by: _____ Pupil Premium Y N

Pupil Premium Co-Ordinator informed Y

UNIFORM FUND (SUPPORT FOR SCHOOL UNIFORM OR PE KIT)



Name of Student: _____ Tutor Group: _____

Uniform/PE kit required: _____

Cost of item/tuition: £ _____ Amount of support requested: £ _____

(In most cases the full cost will be met. For Year 7 students, only on transfer to Farmor's School a one-off payment of up to £80 can be claimed if in receipt of Free School Meals.)

Reason for request:

If appropriate we will confirm your child's FSM entitlement against our records.

Signed: _____ Date: _____

Print name: _____

Parent/ Guardian / Student (Please delete as appropriate)

Signed: _____ Date: _____

Print name: _____

(To be completed by Head of Year/Pastoral Team if supporting the application)

For Finance Use Only:

No of previous requests – current year _____ Amount awarded £ _____

No of requests – previous year _____ Amount awarded £ _____

Current application:

Authorised by Headteacher: _____ Date: _____

Amount agreed: £ _____ **Parent/Guardian informed**

Telephone Letter

Date transferred from Trustee

Account: _____

Account transferred to: _____

Transferred by: _____ Pupil Premium Y N

Pupil Premium Co-Ordinator informed Y