



Guidance Notes

Grant Application

Please complete all the sections overleaf and enclose the supporting paperwork. Incomplete applications will be responded to by e-mail/telephone, but this will lead to a delay in processing which might mean the funds are exhausted before your case can be considered.

This grant is considered on a case by case basis. Support will be paid in the form of a voucher which can be used either online with Kick Off Sport or in the shop. **It can only be used to purchase Highfields School uniform.**

This scheme is primarily for purchasing a blazer and has been initiated due to the change in requirement for school uniform, however due to the current situation we are able to consider applications through hardship for additional items.

To be eligible you must be facing hardship through the changing circumstances brought about through Covid-19, receive Free School Meals or recommended by Highfields pastoral team.

Application Process

To apply for the grant you need to:

- Complete the short application form on the next two pages.
- State if you are in receipt of free school meals
- Please also send in any evidence from your employer where you have either been made redundant or had your hours or pay reduced as a direct result of the coronavirus.
- **We need to know how your circumstances have been affected/changed.**

Please send your completed application to finance@highfields.derbyshire.sch.uk with the subject heading: Highfields Uniform Grant

Applications are limited to one per household. However, if there is more than one student in the household they can be included in the same application

PLEASE DO NOT SEND VIA POST DUE TO DELAYS WITH POST AND REMOTE WORKING

Please return all completed applications to finance@highfields.derbyshire.sch.uk



Confidential

Section 1: Student Details

Student 1:

Surname / family name:

First name:

Date of Birth: Year: Form:

If you are claiming for more than one student in your household, please complete student details below:

Student 2:

Surname / family name:

First name:

Date of Birth: Year: Form:

Student 3:

Surname / family name:

First name:

Date of Birth: Year: Form:

Address:

Postcode:

Email address:

Home telephone number:

Mobile telephone number:

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Section 2: Household Income Details

This section should be completed by the student's parent(s)/carer(s)

Total Household income

Total household income refers to the total of **all** income and benefits, including income from pensions.

(Please tick ✓ the level of total household income that applies to your family):

Under £16,190

£16,191-20,000

£20,001-25,000

£25,001-30,000

Free School Meal entitlement

If your son or daughter currently receives Free School Meals (ie throughout year 11) you must sign the declaration below and also complete the section 5 declaration:

I confirm that *(please list if you have more than one child):*

Name of student:

Year group:

Name of student:

Year group:

Name of student:

Year group:

currently receives Free School Meals from Derbyshire County Council and nothing has changed in our total household income since our application for Free School Meals that would mean we are no longer eligible for Free School Meals.

Signature of parent/carer:

Name of parent/carer:

Please print

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Section 3: Any Additional Information

Please tell us about anything you are in particular need of which you feel we should be aware of. **Please indicate the help you require eg, help towards purchasing blazers, sports kit, information about circumstances. Without this information we will be unable process your application.**

Section 4: Declaration

Please read the declaration below carefully before signing:

I confirm that all information provided in the application form is true and correct.
I undertake to supply any additional information that may be required to support this application.
I understand that if I refuse or am unable to supply information relevant to this claim the application cannot be considered.
I also undertake to inform the school of any change in circumstances in writing.
I agree to repay the school in full and immediately any sums advanced if the information I have given is shown to be false or deliberately misleading.
I/we consent to the collection and dissemination of this information by Highfields in line with the General Data Protection Regulation (GDPR) and to its storage in both paper and digital format.

Signature of parent/carer:

Name of parent/carer:

Please print

Date:

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