**REQUEST FOR FINANCIAL ASSISTANCE 2024-25**

|  |  |
| --- | --- |
| Student Name: |  |
| Tutor Group: |  |
| Parent/Carer Name(s): |  |
| School activity /trip requiring payment: |  |
| Total amount of payment: |  |
| Deadline for payment: |  |

I am requesting the following assistance (please select):  
  
**🞏 1) An alternative payment plan (instalments) to meet costs due to the school 1**

|  |  |
| --- | --- |
| **Month** | **Amount** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |

1 Payment is requested in full by the school prior to the date or commencement of the activity / trip and can be split across up to six monthly instalments.  
 **🞏 2) A financial contribution from the school towards the overall cost**  
  
I am requesting a part contribution from the school towards the cost of this activity of:

|  |
| --- |
| £ (insert amount) |

In confidence, please provide brief background information on the nature of your request and individual circumstances (including whether you are in receipt of any income support, benefits or financial aid).

|  |
| --- |
|  |

**Office use only:**

|  |  |  |
| --- | --- | --- |
|  | Date | By whom |
| Form received: |  |  |
| Assessed by (staff member): |  |  |
| Approval given by (staff member): |  |  |
| Instruction to finance office: |  |  |
| Information shared with staff organiser: |  |  |

Agreed payment plan (as below)

|  |  |
| --- | --- |
| **Month** | **Amount** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |

Agreed financial part contribution by the school:

|  |  |  |
| --- | --- | --- |
|  | **Amount** | **% of overall cost** |
| To be paid by parent/carer | £ |  |
| To be paid by school | £ |  |

This form needs to be completed in full. It will then be considered by the Headteacher and you will be contacted in writing with the decision.

Please note this request will only cover this particular request. Any future requests for financial assistance will only be considered by completion of another form.

Please send the completed form to: Mrs M Evans (Finance Manager) [mev@lpgs.bromley.sch.uk](mailto:mev@lpgs.bromley.sch.uk).