

WATER ORTON ROAD CASTLE BROMWICH

BIRMINGHAM B36 9HF

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ASSOCIATE HEADTEACHER: DR T CLOSE

Our Ref: ICO/SDA/Bursary laptop Sept.22

Date: 30th September 2022

Dear Student

I am delighted to confirm that you qualify to receive the Sixth Form bursary. These are additional funds that can be used to support your education in the Sixth Form. These funds can total up to £500 of support for each qualifying student over the course of the year.

**What can I spend the Sixth Form Bursary on?**

Bursary funds can be used to pay for any additional costs towards your education. At Park Hall Sixth Form students have used their bursary funds to pay for the following

* Laptops to support independent study at home
* School related travel expenses (such as a bus pass)
* School Stationery (Folders, plastic wallets, pens, calculators)
* Text Books, Revision Guides and Materials
* UCAS Application Costs
* Curricular School trips and Revision workshops
* Up to £80 of approved Business dress

**We would particularly encourage students to use these funds to purchase their own up to date laptop.** Over the last two years the school has used bursary funds to purchase personal laptops for more than 40 students who can use them for independent study throughout 6th form and beyond. Purchased through the school – we ensure that students get the best possible laptops for around £400 to £500. If you would like us to use your bursary funds to purchase a brand new laptop please email icornell@parkhall.org or anorrey@parkhall.org or alternatively **complete the form overleaf.**

**How do I spend my Bursary funds on the items I need?**

As described above there are two approaches:

1. Speak to Miss Norrey and arrange for the school to purchase items using bursary funds on your behalf or
2. Fill in a bursary claim form with receipts attached and we can refund students directly into their accounts for purchases related to their education. We would always encourage students to seek approval for their planned purchases from Miss Norrey or Mr Cornell first. Bursary claim forms can be collected from Miss Norrey.

Further details about the Sixth Form Bursary can be found on the Sixth Form tab of the Park Hall website.

Yours sincerely



Mr I Cornell

Senior Assistant Head; Post 16

If students would like to use their Bursary funds to purchase a personal laptop please sign below.

We advise students to purchase a laptop through the school as we are able to get high spec laptops (usually with a 3 year guarantee). Typically, the laptop purchased will cost between £400 and £500.

To be clear – this would be the student’s own laptop to keep and can therefore be used for university studies and beyond. Even if students have a laptop already they may wish to take this opportunity to upgrade – and pass on their current laptop to another family member.

Please return slip to 6th form office.

I can confirm that I would like to use my bursary funds this year to purchase a laptop for my own personal use – to support with my studies.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student signature)

Print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_