

25 September 2025



**PARK HALL**  
ACADEMY

WATER ORTON ROAD CASTLE BROMWICH  
BIRMINGHAM B36 9HF  
0121 748 0400 WWW.PARKHALLSCHOOL.ORG.UK

ASSOCIATE HEADTEACHER: DR T CLOSE

Dear Parent/ Carer,

Schools are required to demonstrate that bursary funds have been used to support qualifying students by meeting specific, identified costs that enable them to successfully complete their education. We have been able to justify your first payment of the year (£80) as a direct contribution to the costs of 'Business Dress' with an additional £220.00 to cover other suitable costs which include the following:

- Curricular School trips
- 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
- Laptop to support independent study at home (these will be purchased by the school and will remain the property of Park Hall Academy, being returned at the end of a student's studies).

Students in receipt of the bursary are encouraged to speak to our Sixth Form Progress Manager Mrs Griffiths if they would like to request funds to support any aspect of their education at Park Hall. If there are any items that are sourced from Amazon, we can order these directly via our school account. These items would be delivered to the school and your child would be notified when their order has arrived and can be collected from the sixth form office.

In the meantime, please find attached a claim form for eligible costs if there are any items that you would like to be reimbursed for. A completed copy of this form should be submitted to Mrs Griffiths in the Sixth Form office along with proof of purchase (VAT receipt).

Approved claims will be paid directly into the bank account provided on your bursary application form within two weeks of receipt (excluding school holidays). Agreement should be sought in advance for any costs not covered by the list above. Final decisions on eligibility will be made by Mrs Griffiths and myself. Further claim forms can be collected from the Sixth Form office.

Yours sincerely

Mr Cornell  
Senior Assistant Headteacher: Head of Sixth Form

