

## Pupil Premium Funding Request

### Guidance

- Please complete this form, sign in the Parent Signature box and email to **Finance@westfield.academy**. The form should be in a “word” format.
- **School uniform** - Please arrange with our admin team at **Admin@westfield.academy** to visit our pre owned school uniform service. If you are unable to find the correct uniform sizes then please proceed to complete this form. (Except Shoes)
- **School Trip / Event** - Please provide details of the trip / event and the departure date.

<b>Student's Full Name</b>		<b>Student Year group</b>	
Do you qualify for Free School Meal / Pupil premium grant?		Yes / No	

Description	Total Cost	Your Contribution	Funding Request from School
<b>Total Cost</b>			

**Please explain your reasons for the funding request from the school.**

Please note that being a FSM student is not a valid reason for making a funding request.

**I confirm that the information provided is accurate.**

<b>Parent / Carer / Guardian Signature</b>	
<b>Relationship to the Student</b>	
<b>Email &amp; Contact number</b>	
<b>Date</b>	

### FOR OFFICE USE ONLY

<b>Checked by:</b>	
<b>Role:</b>	<b>Finance Officer</b>
<b>Date:</b>	
<b>Reviewed by:</b>	
<b>Role:</b>	<b>School Business Manager</b>
<b>Date:</b>	
<b>Reviewed &amp; Approved by:</b>	
<b>Role:</b>	<b>Headteacher</b>
<b>Date:</b>	

