

Our Ref: JP/AH/JAS/Bursary Fund

21<sup>st</sup> September 2023



Wednesfield Academy  
www.wednesfieldacademy.co.uk

Dear Parent/Carer

**Re: 16 to 19 Bursary Fund 2023 – 2024**

The 16 -19 Bursary Fund financially supports students during their Sixth Form studies. For example, items such as text books, uniform and travel passes can be purchased with this fund. The form attached explains this in more detail.

In order for your child to receive the funds, please note the following:

- All payments need to be made directly into the student's bank account. Please ensure that your child has a current account set up.
- Before any purchases are made, the child must discuss what they need with Mr Hill (Head of Sixth Form).
- The Sixth Form team can then order items on their behalf.
- Your child may choose to purchase items themselves. We will then reimburse your child once we have received proof of purchase. **Please note that this must be a till receipt or an invoice for on-line orders.** It can take up to 30 days for the money to be deposited into your child's account.
- Your child can order items throughout the school year as and when they are needed within the funding limit.

Please complete the Bursary Fund Application Form attached and return it to the Sixth Form Office by Friday 29<sup>th</sup> September 2023.

Yours faithfully

Mr Phillips  
Headteacher



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