



## The Reading School Promise request from 2025-26

Student Name : ..... Tutor Group : ..... (Year 7 to 11)

Please complete this form to claim reimbursement for any expenditure against a specific support category.

You may submit any number of requests per annum, up to the maximum grant value available. All claims must be returned to the School Finance Office by no later than 30th June each academic year. Please note, essential equipment will be provided by your son's teachers as required and there is no need to submit a request.

Additional support in relation to trips and extra-curricular activities will be communicated directly as opportunities become available.

Support Category Amount	Amount requested	Details	Amount Paid	Comments
Year 7:	School uniform vouchers / PE kit available at the start of year			
Year 9: School uniform grant up to £100				
Year 9: Sports Kit Grant up to £100				
Belonging Week trips (7-10) up to £200				
International Trip: £500 per key stage				

Account details for reimbursement:

Bank: \_\_\_\_\_ Account Name: \_\_\_\_\_

Sort Code: \_\_\_\_\_ Account Number: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed forms to the Reading School Finance Office or email: [finance@reading-school.co.uk](mailto:finance@reading-school.co.uk)

Authorised by: \_\_\_\_\_ Date: \_\_\_\_\_