



Founded 1125

## The Reading School Promise

Reading School Promise Request Form 2021-22

Student Name : \_\_\_\_\_ Tutor Group \_\_\_\_\_ (Year 7 to Year 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.

			ACCOUNTS ONLY	
Support Category	Amount requested	Details	Amount Paid	Reference No
Transport Grant (up to £200 per annum)		Please indicate daily cost of Travel Receipts are needed for proof of travel		
School Uniform Grant (up to £100 per annum)		We are unable to process grant requests without appropriate receipts		
Sports Kit Grant (up to £50 per annum)		We are unable to process grant requests without appropriate receipts		
Music Lesson Support (up to £110 per annum)		Please provide a copy of invoice from provider of lessons		
Other request (conditional on agreement by the Headteacher)		Please provide receipt		

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**

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

**READING SCHOOL, Erleigh Road, Reading RG1 5LW**

T: 0118 9015600

F: 0118 9353505

E: [headspa@reading-school.co.uk](mailto:headspa@reading-school.co.uk)

W: [www.reading-school.co.uk](http://www.reading-school.co.uk)