



Founded 1125

The Reading School Promise request form 2023-24

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.

			For finance use only:	
Support Category	Amount requested	Details	Amount Paid	Reference No
YEAR 7: School Uniform vouchers provided for all Year 7 students at the start of Year 7.				
YEAR 9: School Uniform Grant (Up to £100 per annum)		We are unable to process grant requests without appropriate receipts		
YEAR 9: Sports Kit Grant (Up to £100 per annum)		We are unable to process grant requests without appropriate receipts		
Belonging Week Trips up to £200		Please provide receipt or request upfront payment from the school		
International Trip grant up to £500 per key stage (KS3 / KS4)		Please provide receipt or request upfront payment from the school		

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@readingschool.co.uk

Authorised by: _____ Date: _____

READING SCHOOL, Eleigh Road, Reading RG1 5LW

T: 0118 9015600 F: 0118 9352755 E: secretary@reading-school.co.uk W: www.reading-school.co.uk