



17 January 2022

Dear Parents and Carers

Re: Discretionary Bursary Review - January 2022

St Martin's Sixth Form are provided with a Discretionary Bursary Award Scheme each year to help those students who may need extra financial support. The school receive a limited amount of funding which is reviewed twice a year.

Therefore, if there has been a fall in your household income since last September and you would like to apply for additional discretionary funding towards textbooks, travel, food etc for your son or daughter then please contact Mrs Power by email at sixthform@st-martins.essex.sch.uk and she will send you the relevant **Bursary Scheme Household Financial Declaration Form** and the **Student Bursary Claim Form** which list items that your son or daughter may require assistance with. You will also be asked to provide financial documentation to support your claim. All completed forms must be return either by email or post by 1 February.

For existing Bursary Students, if there has been no change to your income but you feel you would like to claim for further assistance, please also contact Mrs Power for the relevant forms - complete both forms but mark the **Financial Declaration Form** 'No changes'. Please provide an explanation for any additional claims on the **Claim Form** provided.

If we are able to provide financial assistance for your son or daughter, we will notify you as soon as your application has been reviewed.

Your sincerely

Mrs S Howells
Assistant Head Teacher & Head of Sixth Form

Be The Best You Can Be