



Rigby Lane, Bromsgrove, Worcestershire B60 2EP

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## “Valuing every achievement”

September 2<sup>nd</sup> 2024

Dear Parent/Carer

I am writing to let you know that you may be able to get some **FREE MONEY** to help with the cost of your child’s education!

Rigby Hall School receives an amount of money each year from the Government in the form of the 16 – 19 Bursary which is designed to support students aged between 16 and 19 years old who may struggle with the cost of full-time education.

**To be eligible to receive the bursary, students must be over 16 and under 19 years of age.**

The 16 – 19 Bursary has two elements – Vulnerable Group and Discretionary Awards

- Please note that to be able to be eligible for the Vulnerable Group Bursary the pupil will need to either be a Young Person in Care or,
- Receiving Disability Living Allowance or Personal Independence Payments in their own right **as well as Employment and Support Allowance or Universal Credit in their own right**

### Discretionary Bursary Award

The school can make individual discretionary bursary awards that best fit the needs and circumstances of our students.

To be eligible for the discretionary bursary, students must be facing financial barriers to participation and need help to stay in education. Students applying for a discretionary bursary award will be asked to provide evidence that demonstrates they or their parents/carers are in receipt of a means- tested benefit or are in financial hardship. We will use our discretion to make awards to students in ways that best fit their needs



and circumstances – please note that this is a very limited fund and the amount received will depend on how many students apply as it needs to be shared out.

Priority for these discretionary awards will be given in the first instance to those students eligible for Free School Meals.

Please note that we only have a small pot of money for the discretionary award and there is a chance that it will be distributed between everyone that applies so may not be enough to cover your school transport costs.

All students applying **MUST HAVE their own bank account in their own name** so if you want to apply can I politely suggest that you contact your bank to make these arrangements as soon as possible as this can delay any potential payment.

I enclose a copy of our Bursary Policy for your information and an application form should you wish to apply. Also attached is a BACS Details Form which the student will need to complete and sign so they can be set up on our finance system for the payments to be made. **Please return the completed forms to school by Friday September 20<sup>th</sup> 2024.** If you expect any delay in setting up the bank account please do still apply and let me know when the bank account will be opened.

I would strongly encourage you to apply as we automatically get this money each year and we would love to be able to support as many students as possible. If you have any queries, please do not hesitate to contact me on 01527 875475 or email me on [bmorris@rigbyhall.worcs.sch.uk](mailto:bmorris@rigbyhall.worcs.sch.uk)

Yours sincerely

Beverley Morris  
Business Manager

