

Guidance for Bursary Spending

Once you have been allocated your bursary you can log into your account to either make requests for school to buy items for you or you can request reimbursement for items you buy yourself. You will need to upload receipts for things you buy. All items will need to be approved beforehand.

Some of the things you can use the bursary for are:

- Computer (school can order a Chromebook for you – up to 15” screen). This will be yours to keep at the end of Year 13.
- Headphones (up to £50)
- Textbooks / Revision or Study Guides / On-line subscriptions
- Items necessary for your course, eg. ingredients for cooking
- School Trips
- Summer School
- School events, eg. Prom
- Interview suit / prom outfit
- Suitable school clothing / shoes / school bag – (to be approved before purchase)
- School catering – money can be added to your account
- Travel eg. Young Person’s Railcard / Bus pass etc. We can even give you money upfront for things like railcards which you need to order yourself, as long as you give us a receipt afterwards. This can be useful for university visits.

If you are not sure how to order anything, please come and ask! (Mrs Orchard in the finance office or Ms Marsh in the main office.) We will not be able to make refunds without proof of spending.

We would encourage you to spend your bursary during the school year as it cannot be carried forward to Year 13. The deadline for purchasing items is May half-term but this does not apply to school trips and catering etc. You will be able to have a bursary again in Year 13 as long as your financial circumstances haven’t changed and we will ask you to sign a declaration to this effect.