



SUNDON PARK JUNIOR SCHOOL

Kinross Crescent, Luton, Bedfordshire, LU3 3JU

Telephone: 01582 571619/Fax: 01582 508508

Headteacher: **Mrs J Wightman**

22nd January 2016

Dear Parent / Carer

Supporting Primary School Pupils' Fund

We have been issued a small amount of funding from Luton Borough Council and London Luton Airport Ltd. The funding is aimed at ensuring all Luton children in the primary phase have the very best opportunities.

The funding will be available to all children whose parent/carer currently receives tax credits. It is the responsibility of the parent/carer to apply for the grant for up to a maximum of £50 once only in an academic year. This can be done by returning the attached application form to the school, along with evidence of tax credit allocation. To ensure confidentiality, please place all documents into a sealed envelope and return to the school finance office.

Parents will be able to apply for funding to assist in paying for:-

- School uniform
- Educational activities i.e. music lessons and clubs
- Educational trips

Please find attached the guidelines for the grant and an application form that should be kept in a safe place until such times as you feel you can take advantage of this grant. Can I please reiterate that the funding the school has received is a small amount and we cannot guarantee that all applications will be successful.

We are unable to reimburse money that has already been paid to the school for music lessons, after school clubs or trips, but the grant can be used for future terms.

If you are interested in using this grant to purchase school uniforms you will need to initially purchase the uniform from Tesco and send the completed grant form and the receipt in to the school office.

If your child is in Year 6 then the grant can be used to assist you buying the school uniform for your child's High School. Please contact the school office for further information on this.

Should you require any further information about this grant, please do not hesitate to contact our Business Manager, Carol Outlaw.

Yours sincerely

J Wightman
Head Teacher



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