



CHATHAM & CLARENDON GRAMMAR SCHOOL

16-19 Bursary Fund: Learning Agreement for Discretionary Bursary

This Bursary Learning Agreement is made between you, the student, and the School.

The Bursary allowance will be available for you to claim from – **provided that you honour the Agreement in full.** It is very important to be clear about what this means.

How the Discretionary Bursary works

Each student will be notified by letter of the details of the award made to them from the Bursary Fund.

Students must be aware that the following could affect future reimbursement or purchases from the Fund.

- Unauthorised attendance, late marks and missed lessons (while present in school).
- Non-attendance at compulsory school events (e.g. external exams, assemblies), unless authorised.
- Two or more scores of 3 or below for effort on monitoring sheets will constitute unacceptable effort.
- A breach of either the school's published rules/code of conduct/dress code, or the Sixth Form Contract.

At the end of every term each of the above will be taken into consideration before any payment/purchase is made on a student's behalf.

Absence procedure is laid out in the Sixth Form A-Z issued to each student in September.

Patterns of absences will be investigated and payment/purchase can be withheld for this reason.

All decisions are at the discretion of the Sixth Form Senior Leadership Team.

If there are concerns over any of the above criteria these will be reviewed by the Sixth Form Senior Leadership and payments or part-payments may be withheld or not awarded.

Payments are made 'in kind' only. All queries regarding Bursary payments are through the Sixth Form Manager.

Absences

Absence which can be foreseen

The following absences may be authorised

Reason	Evidence
Medical appointment which cannot be arranged outside of school hours	Appointment card/letter or doctor's note. If a phone appointment card must be obtained at the appointment and shown to the Federation.
Occasional care for a person if student has agreed caring responsibilities	The School must be informed at time of enrolment, or when caring responsibilities begin.
Recognised Religious holidays	Maximum of 3 days allowed per year.
Visit to university to attend an open day/interview or a career related interview or audition	Invitation letter / requests from home. Maximum 6 per year.
Appointment with Career's Advisor or Support Interview	Appointment note from advisor. Disruption to studies should be avoided.
Unwaged work experience placement relevant to course	Letter from employing organisation and Head of Year consent.
Field trips and other extra-curricular activities related to areas of study	Organiser needs to authorise.
Attendance at a family funeral	Letter from parent/guardian. No more than one day per occurrence.
Severe disruption to transport	News report, Federation authorisation.
Driving test	Letter from DVLA.
Study Leave – Authorised by the School	School calendar/study leave slips.
Court attendance, probation meeting or social service review	Letter from court or social services.

Absences which cannot be foreseen can be authorised and payments made:

<i>Reason</i>	
An emergency family situation/bereavement	Every effort must be made to contact the School on the day.
Transport problems with no alternative solution	The School may need to check on local information regarding transport problems for that day.
Last minute change to medical or other major appointment	Written notification would be required as soon as possible after the event.
Sickness	Telephone call from a parent/guardian to the Sixth Form Office (01843 854541) on the first day of absence and a note on the first day back.

Unacceptable Absences

Reason	
Holidays	Unauthorised
Part or full time work which is not part of the student's programme of study	Unauthorised
Leisure activity	Unauthorised
Birthdays or similar celebrations	Unauthorised
Babysitting younger siblings / childcare	Unauthorised
Shopping	Unauthorised
Driving lessons	Unauthorised

How the Bursary will be paid

No monetary awards will be made.

Bursary monies can be used for:

travel to and from school, books, stationery, school dress code(no more that 25% of Award may be spent on this), school trips, university visits or interviews, UCAS applications, payment for meals from the 6th Form cafeteria (if not receiving FSM). Other requests will be considered by the Awarding Panel.

If a Bursary student travels to school by bus or train priority must be given from their Bursary Award to the purchase of appropriate travel.

If a student requires a Stagecoach Academic Megarider bus ticket or a rail season ticket, these will be purchased on their behalf by the school three times a year (Please note that as the closing date for application to the Bursary Fund is not until the end of September Megariders will only be available from Term 2. (If the Fund has sufficient monies travel for Term 1 will be refunded upon completion of a claims form together with proof of purchase).

Students who have been made a cash award can submit claims/receipts for reimbursement by the end of the penultimate week of each of the six terms. Forms for this purpose are available at the Sixth Form office and must accompany any claim. It is a student's responsibility to confirm with the Sixth Form Manager that they have sufficient funds in their Bursary account before making a purchase.

Payments for any monies spent by a student will be either by cheque posted to their home address or by BACs transfer.

Any claim for trips, resits, bus travel or UCAS application will be made by internal transfer.

REMEMBER

- All absences are unauthorised unless a valid reason is given.
- All foreseen absence must be notified in advance to Sixth Form office.
- All other absences must be notified on the day in question and explained a.s.a.p. by a phone call or a written note from your parent or guardian.
- Valid reasons for lateness must be given a.s.a.p. to the Sixth Form office.
- Phone contact for notification of absences must be made on the day.

All communication for absence or lateness should be through the Office in the Sixth Form Centre.

khignett@ccgrammarschool.co.uk

01843 854841

In signing the Bursary Learning Agreement, I undertake:

To attend 100% of sessions designed by the School as part of my programme of study, except where prevented from doing so by authorised absence. I understand that holidays during term time are not an acceptable reason for absence and will result in loss of Bursary payment.

I understand that any acceptable reason for absence must be explained by a phone call or a note from my parent/guardian, brought in to Sixth Form office on the day of my return or by other documentary evidence as required by the School. I understand that I will be required to catch up on any work missed due to absence, to qualify for payment. Illness beyond one academic week must be supported by a medical certificate.

To arrive before each session 100% of the time.

To notify the School about absences, wherever possible before or on the first day of any absence prior to the start of my first lesson.

To meet the requirements of my course, completing to an acceptable standard and within the deadlines set for all coursework, homework and any other assignments set by my tutor/s including any work that may have been set when I was absent.

To abide by the School's published rules/code of conduct/dress code.

To abide by all elements of the Sixth Form Contract.

The Signing Sheet that accompanies this Agreement will be held with a student's Bursary details at the Sixth Form Office. No payments will be made from the Bursary Account until the signed sheet has been returned to the Sixth Form Manager.