



# BRENTFORD SCHOOL FOR GIRLS

## BRENTFORD 6<sup>th</sup> FORM

VISION | CREATIVITY | EXCELLENCE

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MP/mm

Dear Parent/Carer,

The Government have temporarily relaxed guidance for parents/carers that may not normally have 'Recourse to Public Funds'. If you think this may affect you, please check on the application form on the school website located under the Coronavirus tab. If you think you fall into one of the categories stated, please complete the form for all students that attend Brentford School for Girls in your care. This can be done either electronically or by printing the form and completing by hand. Proof of eligibility will be required and please send electronically if possible. PLEASE DO NOT SEND ORIGINAL COPIES OF ELIGIBILITY as these may get lost or may not be able to be returned. Please send all communication electronically to [staff-accounts@brentford.hounslow.sch.uk](mailto:staff-accounts@brentford.hounslow.sch.uk), If you are unable to complete online, download, print off and complete by hand, include a copy of proof of eligibility (please no master copies) and post to, Finance Department, Brentford School for Girls, 5 Boston Manor Road, Brentford TW8 0PG.

There should only be a short delay whilst we check eligibility. Once we have this confirmed we will contact you to let you know if and when vouchers will commence. If you have a preference of what supermarket vouchers you would prefer please put this in the return email or letter when your application form is returned stating your preference from one of the following supermarkets – Tesco, Sainsbury, Morrison's, Marks & Spencer or Waitrose. restrictions are in place and if no preference is stipulated then Tesco vouchers will be provided.

Accurate details are essential, as is proof of eligibility to make sure that we are able to process the application form and get vouchers to you as quickly as we can, either electronically or by post. Once your application has been accepted we will contact you, preferably by email as this is the quickest means of communication so please, if you have an email address, include this in any communication you send to us. If you do not have an email address please just confirm the address that you would like the vouchers posted to.

Yours faithfully,

Mary Partington  
School Business Manager

**"TOP 100 NON-SELECTIVE STATE-FUNDED SCHOOLS IN THE COUNTRY" NICK GIBB, MINISTER OF STATE FOR SCHOOLS (FEBRUARY 2016)**

