



Shropshire Council  
Shirehall  
Abbey Foregate  
Shrewsbury  
Shropshire  
SY2 6ND

Date: 2017  
My Ref: Ref no.  
Your Ref

Dear

Thank you for your enquiry regarding the Education Trusts.

In order to apply for a bursary for school uniforms it is necessary to be in receipt of benefits.

**As part of the Trust's regulations the finance department requires proof of benefits. This would normally be a current letter from the Benefits Agency to yourself stating your benefit entitlement. Please can you send us a copy or if you send the original please let us know if you wish us to return it to you otherwise we will scan it and destroy the paper copy. Alternatively, you can bring the letter to Shirehall and we can photocopy it for you. We apologise but we cannot accept bank statements as proof or child benefit documents (as it is a universal benefit).**

Up to £30 can be provided for a primary school child and £50 for a secondary school child with a limit of £100 per household per school year. Pre-school children are not eligible.

**Please can you provide us with the following information:**

**VERY IMPORTANT - YOUR CONTACT EMAIL ADDRESS AND/OR TELEPHONE NUMBER**

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**Yes I am in receipt of benefits (details)** .....

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Name of child (1) .....

Child's date of birth .....

Name of child (2) .....

Child's date of birth .....

Name of child (3) .....

Child's date of birth .....

Name of School(s) attending/will be attending in Shropshire/Telford &Wrekin and whether primary or secondary.....

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Please contact me if you have any queries – **it is easier, if possible, to communicate by email in order to speed up this process.**

Please can you return your details to the address below by post or email.

Many thanks,

Kind regards,

**Sally Barber**  
**Education Trust Secretary**  
**Chief Executive's Office**  
**West Wing**  
**Shirehall.**  
**Shrewsbury**  
**SY2 6ND**  
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