

Guidelines on how to use your Additional Financial Assistance (AFA)

These guidelines have been designed to provide transparency and clarity regarding how your allocated funds can be utilised. We believe that with this information, you will be better equipped to make informed decisions regarding how you wish to spend your Additional Financial Assistance in relation to the needs and requirements of the child in your care.

The purpose of these allocated funds is to support individual needs, use towards educational trips, IT equipment and co-curricular activities within the College and also outside of College. We may not have listed all opportunities that are applicable to your family, and therefore this list is not exhaustive but serves as a dynamic guide.

Making a request to access your Additional Financial Assistance

- There may be times when we can make the purchases through our Financial Assistance Co-ordinator in College. Please always make your requests before making any purchases to ensure your expectations are met within our guidelines.
- There may be times when you need to purchase items yourself. Once agreed, we will ask for receipts or invoices to enable us to reimburse you. We will ask for an allocated bank account to reimburse you in line with our guidelines. We will require the full account name, sort code and bank account number. Please discuss the proposed purchase with us before spending any money, as all purchases will need prior authorisation and may not be re-imbursed.
- Please email your request to our Financial Assistance Co-ordinator, N.McAteer@jcg.sch.je
- Add a description of your request, e.g. iPad, calculator, uniform, trip, co-curricular activity etc
- Add the amount requested, e.g. £50 – please advise if you are unsure of cost.
- Add any additional information to support your request.

New Starter Funding

- Alongside the Additional Financial Assistance allocation, new students to the college receive a New Starter Package, the value of which corresponds to your Financial Assistance package.
- This is a one-time allowance aimed at easing the initial expenses of IT and uniform purchases.
- The amounts are split between an IT Allowance and Uniform Allowance.

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- The allocation for IT equipment, can cover the cost of an iPad, Apple Pencil, keyboard, and iCare warranty for the device.
- Below are examples demonstrating how the proportional amounts align with your allocation. In Sixth Form the maximum allocation for the New Starter Pack is £1100.

New Starter Funding	100% FA Allocation £1100	90% FA Allocation £990	50% FA Allocation £550
IT Allowance	£800	£720	£400
Uniform Allowance	£300	£270	£150

Uniform Allowance

- Please review our uniform guidelines for Sixth Form, please see link.
- Please use your allocated allowance as advised.
- All purchases must have itemised receipts or invoices provided to the Financial Assistance Co-ordinator as supporting evidence.

Technology for Learning

- At JCG we believe Technology has an important role in student learning. Therefore, all students are expected to bring a digital device to their daily lessons. The device we recommend is an iPad (minimum 128GB) with a keyboard and apple pencil or similar stylus.
- The iPad Bundle (iPad, Keyboard, and pencil) can be purchased through our JCG shop, please see the link below where orders will benefit from an educational discount with a payment plan option if applicable.
- Apple iPad orders can be placed from the beginning of May, with all orders complete by the end of May to ensure all devices are set up and ready for collection for the start of term in September.
- To access the IT allowance parents must complete the online form that can be seen at the foot of the page in order to receive their voucher which is redeemable through JCG's online shop. Parents can combine both their New Starter pack funding with the Additional Financial Assistance allocation to purchase the suitable iPad bundle.

Other important information

- **Inter-Year Payments** - Additional Financial Assistance is to be used within the academic year it is allocated.
- **Parent Contribution Priority** - If a cost exceeds the allocated funds, the parent contribution must be paid first before utilising the funds and making any purchases.
- **End of Term Deadlines** – Requests should be made before the last two weeks of the term whenever possible to enable re-imbursement within our guidelines.
- **Approval requests:** If a purchase is made before approval is granted, there may be a delay in re-imbursement and there may be a chance your request is not granted if the purchase is not in line with our guidelines.

- **Reimbursement** – Once the request for Additional Financial Assistance has been made, and you have the confirmation to go ahead with the purchases, you will be asked to send in relevant invoices or itemised receipts to support the request of funds. Reimbursement of funds will be within 10 working days.
- **Leaving the school** – If the family have put in a request for the pupil to leave the school in line with our terms and conditions, then the Additional Financial Assistance allocation will be reviewed.

Important Links

Please click the following link to the JCG Shop for **IT equipment**. In line with the Apple annual upgrade, we will update this site at Easter to ensure our students have access to the latest models.

<https://shop.jerseycollege.je/collections/equipment>

Please click the following link to visit our **IT allowance form**:

<https://forms.office.com/e/Em716rxFDT>

Please click the following link to visit our **uniform guidelines**:

<https://jerseycollegeforgirls.com/pages/parent/uniform>

Please click the following link to visit **Lyndale Sports Jersey** for uniform information:

<https://www.lyndalesports.com/>

<u>Type of purchase</u>	<u>Description</u>	<u>Information for purchasing</u>
Uniform Sixth Form	• Black Suit • Jacket can be matched with black trousers, skirt or dress. • Shirts/ Tops and accessories should be black grey, red or white • Footwear should be smart and black, grey or red and made from leather or similar material.	Please review uniform link and information provided.
Equipment	Technology • iPad / Apple pen / keyboard / laptop	Please review information in IT section on how to arrange your order.
	Stationery • Calculator • Folders • Revision material etc	Please refer to your Financial Assistance Co-ordinator with your request.
	Books • Textbooks/recommended reading • Personal reading	Please refer to your Financial Assistance Co-ordinator with your request.
	Materials for specific subjects • Fabric • Ingredients • Art equipment	Please refer to your Financial Assistance Co-ordinator with your request.
	Desk and chair • Setting up a space for home learning • £200 max towards Desk • £100 max towards Chair	Please refer to your Financial Assistance Co-ordinator with your request.
	Transport • Bike • Bus fare • £600 max towards Bike and helmet	Please refer to your Financial Assistance Co-ordinator with your request.
	Glasses / Contact Lenses • Appointment/frames/lenses • £50 max towards appointment • £100 max towards Frames • £200 max towards lenses	Please refer to your Financial Assistance Co-ordinator with your request.

Trips	Challenge week trips – Trip Cost On and off island trips	Please refer to your Financial Assistance Co-ordinator with your request.
	School Trips - Trip Cost On and off island subject specific trips	Please refer to your Financial Assistance Co-ordinator with your request.
	University Visits Travel and accommodation for student and one parent	Please refer to your Financial Assistance Co-ordinator with your request.
Cocurricular activities within school	Polyphony - Termly fees for music lessons - Cost of exams - Where appropriate cost of instrument e.g., keyboard if learning to play piano	Please refer to your Financial Assistance Co-ordinator with your request.
	LAMDA - Termly fees for drama lessons - Cost of exams - Cost for costumes	Please refer to your Financial Assistance Co-ordinator with your request
Cocurricular activities outside of school	Costs incurred for any enriching cocurricular activities taken up outside of school:	Please refer to your Financial Assistance Co-ordinator with your request
Subject Specific Tutoring	To support academic studies	Please refer to your Financial Assistance Co-ordinator with your request regarding courses
	Prepare Easter Course – Course Fee Paid (GCSE and A level tuitions for all subjects)	
	Elevate 1 on 1 coaching sessions https://uk.elevateeducation.com/home	

This list is not exhaustive but serves as a dynamic guide.

If you have any questions regarding the above, please do not hesitate in contacting the Financial Assistance Co-ordinator on n.mcateer@jcg.sch.je. Please ensure you seek approval prior to making any purchases.