

## 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.
- Please email your request to our Financial Assistance Co-ordinator, [a.worthington@jcg.sch.je](mailto:a.worthington@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.
- The allocation for IT equipment, can cover the cost of an iPad, Apple Pencil, keyboard, and iCare warranty for the device.

## **Aspire · Inquire · Excel · Belong**

**Jersey College for Girls** Le Mont Millais, St. Saviour, Jersey, JE2 7YB

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**Principal:** Mr Carl Howarth B.Ed (Cantab), M.A., NPQH | **Vice Principal:** Miss Toni Rollo B.Sc., NPQH

- Below are examples demonstrating how the proportional amounts align with your allocation. For Year 7-11 the maximum allocation for the New Starter pack is £1250.

| New Starter Funding | 100% FA Allocation £1250 | 90% FA Allocation £1125 | 50% FA Allocation £625 |
|---------------------|--------------------------|-------------------------|------------------------|
| IT Allowance        | £800                     | £720                    | £400                   |
| Uniform Allowance   | £450                     | £405                    | £225                   |

### **Uniform Allowance**

- Please visit Lyndale Sports with your unique uniform code provided to choose your uniform in line with our guidelines. Lyndale Sports will then invoice the school directly.
- Any other purchases of uniform, e.g. shoes and trainers must, have itemised receipts or invoices provided to the Financial Assistance Co-ordinator as supporting evidence.
- Please use your allocated allowance as advised.

### **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 found 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 should 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-imburement within our guidelines.

- **Approval requests:** If a purchase is made before approval is granted, there may be a delay in reimbursement 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 itemised invoices or 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>                           |
|--|---|---|
| <b>Uniform</b><br>(All prices are provided to give guidance; prices reflect those at Lyndale Sports as at October 2024.) | <b>Main uniform (Year 7-11)</b> <ul style="list-style-type: none"> <li>• Jersey College Kilt <b>£33</b></li> <li>• Jersey College grey trousers <b>£21.50</b></li> <li>• Jersey College dress <b>£33</b></li> <li>• Long or short sleeved Jersey College white revere collar blouse <b>£20.75</b></li> <li>• Long sleeved Jersey College red V-necked pullover <b>£19.50</b></li> <li>• Jersey College blazer <b>£67.50</b></li> <li>• Plain black tights or white ankle socks <b>£6.50</b></li> <li>• Grey socks with trousers <b>£6.50</b></li> </ul>   | Please visit link to Lyndale Sports, and terms of use       |
|  | <b>P.E. Kit (Year 7-11)</b> <ul style="list-style-type: none"> <li>• Jersey College Sports Jacket (optional) <b>£50</b></li> <li>• Jersey College sweatshirt <b>£31.95</b></li> <li>• Jersey College polo shirt <b>£24.80</b></li> <li>• Jersey College short or skort <b>£18.95</b></li> <li>• Plain black sports leggings or tracksuit bottoms <b>£14.50</b></li> <li>• Jersey College red knee length socks <b>£6.50</b></li> <li>• Black or red swimming costume <b>£15.50</b></li> <li>• Plain white sports socks <b>£6.50</b></li> <li>• House T-shirt <b>£12.50</b></li> <li>• Swimming goggles <b>£9.50</b></li> <li>• Swimming cap in your House colour <b>£4.20</b></li> <li>• Sports bra (of your choice) <b>£15</b></li> <li>• Trainers (sensible, practical and comfortable for indoor sports) <b>£50 max re-imbursed</b></li> <li>• Astro trainers or football boots (outdoor sports – football or hockey) <b>£50 max reimbursed</b></li> <li>• Gum shield <b>£21.70</b></li> <li>• Shin pads <b>£15</b></li> </ul> | Please visit link above to Lyndale Sports, and terms of use |
|  | <b>Shoes (years 7-11)</b><br>Smart, well fitting flat black leather or similar shoes<br>– No canvas shoes please<br><b>£50 max for School Shoes</b><br><b>£50 max for trainers</b>  |   |
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|------------------|--|---|
| <b>Equipment</b> | <b>Technology</b><br>iPad / Apple pen / keyboard / laptop  | Please review information above on how to arrange your order.   |
|                  | <b>Stationery</b> <ul style="list-style-type: none"> <li>• Calculator</li> <li>• Folders</li> <li>• Revision material etc</li> </ul>   | Please refer to your Financial Assistance Co-ordinator with your request.                             |
|                  | <b>Books</b> <ul style="list-style-type: none"> <li>• Textbooks/recommended reading</li> <li>• Personal reading</li> </ul>   | Please refer to your Financial Assistance Co-ordinator with your request.                             |
|                  | <b>Materials for specific subjects</b> <ul style="list-style-type: none"> <li>• Fabric</li> <li>• Ingredients</li> <li>• Art equipment</li> </ul>  | Please refer to your Financial Assistance Co-ordinator with your request.                             |
|                  | <b>Desk and chair</b><br>Setting up a space for home learning<br><br><b>£200 max towards Desk</b><br><b>£100 max towards Chair</b>   | Please refer to your Financial Assistance Co-ordinator with your request.                             |
|                  | <b>Transport</b> <ul style="list-style-type: none"> <li>• Bike</li> <li>• Bus fare</li> </ul> <b>£600 max towards Bike and helmet</b>  | Please refer to your Financial Assistance Co-ordinator with your request.                             |
|                  | <b>Glasses / Contact Lenses</b> <ul style="list-style-type: none"> <li>• Appointment/frames/lenses</li> </ul> <b>£50 max towards appointment</b><br><b>£100 max towards Frames</b><br><b>£200 max towards lenses</b> | Please arrange, and provide receipts invoices to Financial Assistance Co-ordinator with your request. |
|                  |  |   |
| <b>Trips</b>     | <b>Challenge week trips – Trip Cost</b> <ul style="list-style-type: none"> <li>• On and off island trips</li> </ul>  | Please refer to your Financial Assistance Co-ordinator with your request.                             |
|                  | <b>School Trips - Trip Cost</b> <ul style="list-style-type: none"> <li>• On and off island subject specific trips</li> </ul>   | Please refer to your Financial Assistance Co-ordinator with your request.                             |

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| Cocurricular activities <b>within</b> school     | <b>Polyphony</b> <ul style="list-style-type: none"> <li>• Termly fees for music lessons</li> <li>• Cost of exams</li> <li>• Where appropriate cost of instrument e.g., keyboard if learning to play piano</li> </ul> | Please refer to your Financial Assistance Co-ordinator with your request.                  |
|  | <b>LAMDA</b> <ul style="list-style-type: none"> <li>• Termly fees for drama lessons</li> <li>• Cost of exams</li> <li>• Cost for costumes</li> </ul>   | Please refer to your Financial Assistance Co-ordinator with your request                   |
| Cocurricular activities <b>outside</b> of school | <b>Costs incurred for any enriching cocurricular activities taken up outside of school</b>   | Please refer to your Financial Assistance Co-ordinator with your request                   |
|  |  |  |
| <b>Subject Specific Tutoring</b>                 | <b>To Support academic studies</b>   | Please refer to your Financial Assistance Co-ordinator with your request regarding courses |
|  | <b>Prepare Easter Course – Course Fee Paid</b> <ul style="list-style-type: none"> <li>• (GCSE and A level tuitions for all subjects)</li> </ul>  |  |
|  | <ul style="list-style-type: none"> <li>• <b>Elevate 1 on 1 coaching sessions</b><br/> <a href="https://uk.elevateeducation.com/home">https://uk.elevateeducation.com/home</a> </li> </ul>                            |  |

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 [a.worthington@jcg.sch.ie](mailto:a.worthington@jcg.sch.ie). Please ensure you seek approval prior to making any purchases.