



**REQUEST FOR STUDENT SUPPORT  
EDUCATIONAL VISITS & ACTIVITIES (TRUSTEES FUND)**

Name of Student: ..... Tutor Group: .....

Educational Visit/ Activity: .....

Cost of Visit/Activity: ..... Amount Requested: .....  
(In most cases a maximum of 50 % will be awarded, if you have exceptional circumstances please detail below)

Reason for Request: .....  
.....  
.....  
.....

Signed: ..... Date: .....  
Parent/Guardian/Student (Delete as appropriate)

Print Name: .....

Supported by (HOY/Pastoral Team): .....

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**For Finance Office Use Only:**

Number and Amount of Previous requests 13/14: .....

Authorised by: ..... Headteacher Date: .....

Amount Agreed: ..... Parent/Carer informed: .....  
*\*To be contacted by telephone and followed up in writing*

Telephone:  Letter:

Date Transferred from Trustee A/C: .....

Transferred to (Account): .....

Transferred by: ..... Pupil Premium: Y  N

PP Co-ordinator informed Y