

**📍 Toot Hill Sixth Form College**

The Suthers Building  
Toot Hill School  
The Banks  
Bingham  
Nottinghamshire  
NG13 8BL

☎ +44 (0) 1949 863072  
🔍 [www.toothillcollege.co.uk](http://www.toothillcollege.co.uk)  
✉ [contact@toothillcollege.co.uk](mailto:contact@toothillcollege.co.uk)  
🐦 @TootHillCollege

**Head of College**  
Mrs C Mordue BA (Hons), PGCE  
**Head Teacher**  
Dr C Eardley BSc (Hons), PGCE, PhD  




Dear parent/carer,

I wanted to contact you to remind you that the student bursary is here to support you and your family with the cost of college and once your child has enrolled in September, and/or the new school year has begun, you will be able to apply for the bursary or confirm that you are still eligible. Whether you are new to Toot Hill, or have been with us in year 11 or 12, your child may be eligible for additional support towards the costs of their education. If your child was on free school meals, or entitled to pupil premium you may qualify. Likewise, if your circumstances have changed financially, as the cost of living has considerably increased, please do look at the guidance to see whether your child would be able to apply.

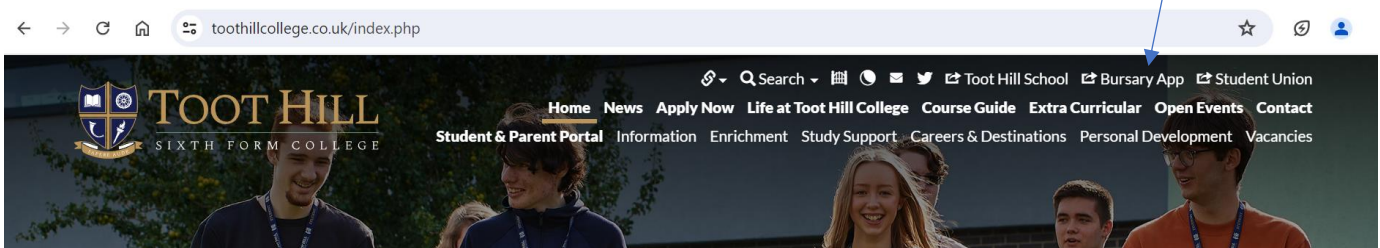
If you can evidence financial need, here are some of the costs we could help you with:

- Laptop loan
- Bus passes and reimbursement of transport costs
- Course materials including text books, revision guides, stationery, calculators etc.
- Educational trips and visits – including the Biology field trip and Geography field trip
- UCAS fees
- Work experience costs

If you feel your child may be eligible, all information regarding the documentation needed to evidence financial need, how the bursary works and how to apply is located here <https://toothillcollege.co.uk/page.php?p=bursary> and attached to this email. Please note that the threshold has now increased to a household income of £30,000 or less after deductions.

Additionally, we have attached two guides: how to apply for the bursary, and how to make a claim. These are also attached and linked on the website as above. The process is all online and evidence may be photographs of key documents, receipts, or screenshots uploaded from a mobile phone or other device via the app. If you do pay for any thing for your course over the summer, please keep receipts ready to make claims once you have been approved.

There is also a quick link to the bursary app on the website located on the college home page:



Students will need their username/email address and password to access this though we advise you sit together as a family to complete as soon as possible. If your child needs to reset a password or does not have their email and password We advise that you gather the relevant evidence and have screenshots or

photos on your phone or device on which you are completing the application ready to upload. Do please also ensure that your child has a bank account in their name. We can not pay into a parent's account.

If your child is a **returning year 13 student who had the college bursary last year and circumstances have not changed**, please note that all you will need to do is select the 'rollover application to 2024-2025 cycle' button. You will not have to submit the documentation again. You will then be able to make claims by uploading receipts or evidence in the usual way.

If there are any issues, please use the following email address: [contact@toothillcollege.co.uk](mailto:contact@toothillcollege.co.uk) and Catherine Mordue and Shelly Challoner, alongside the finance team, will look to support you and your child.

Yours sincerely,

*C Mordue*

C Mordue

Head of College