



28 September 2026

Dear Parent/Guardian

Changes to Pupil Premium Funding Requests

I am writing to inform you of an update to how requests for Pupil Premium funding are managed and submitted at Maiden Erlegh School. Schools have the freedom to spend the Pupil Premium in a way they think will best support the raising of attainment, alongside the responsibility to report on its allocation, spend, and overall impact. At Maiden Erlegh School, Pupil Premium students are supported in a whole variety of ways. Depending on individual needs, students might receive:

- Extra tuition in small groups or one-to-one
- Specialist support for specific educational difficulties
- Access to enrichment activities
- Access to mentoring or support from a counsellor

Financial Support & Hardship Fund

As a Trust, we have chosen to set aside some of this funding as a 'hardship fund'. Please note that this is not an individual parent or young person's pot of money, but rather a central fund that can be accessed upon request.

Should you require financial support, please submit your request via the [Pupil Premium Request Form - Fill in form](#) found on the school website. We focus on funding the basic items of school uniform such as school shoes and sports trainers for PE, not luxury fashion items. In addition, on request, supporting students to access school trips by offering a percentage towards the overall of cost.

Please keep the following in mind when submitting a request:

- **Approval is not guaranteed:** Please do not assume full funding will be approved.
- **Review process:** Your completed form will be reviewed, and a partial contribution, full contribution, or declining of funding may result.
- **Notification:** You will be notified of the outcome by a member of the Pupil Premium support team or your child's Head of Year.

It is hoped that this process will give both parents and children a better understanding of the support available to them and provide a clear point of contact in school for matters relating to Pupil Premium and financial hardship. We understand that this can be a very



sensitive issue, and this remains uppermost in our minds—students and parents can rest assured that all discussions and requests will be handled with complete discretion.

Useful Links & Contacts

- **Free School Meals:** If you believe your child should be receiving Free School Meals, please complete the [Free School Meal Application Form](#) on the school website
- **Queries:** If you have any questions regarding Pupil Premium or Free School Meals, please email Mrs H. Ridgus, Assistant Headteacher, at h.ridgus@maidenerleghtrust.org.

Thank you for your continued partnership and support.

Yours sincerely



Heather Ridgus
Assistant Headteacher – Alternate Provision

