



## Kench Hill Centre

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The Kench Hill Charity (Reg. 1123878) A limited company (Reg 6558879)



**the learning trust**  
the future for education in Hackney

## PARENTS FORM

### Application form for a school journey grant to Kench Hill 2010-11

#### Information

You should fill in this form if you have a child who goes to school in Hackney and you want to claim a grant of **up to £80** per child towards the cost of a residential school trip to Kench Hill Centre.

Your children can get a School Journey Grant if they go to a community, foundation or voluntary-aided school in Hackney and you get Income Support; income-based Job seekers Allowance; income-related employment and support allowance; support under Part VI of the Immigration and Asylum Act; Child Tax Credit and your annual income is no more than £16 190, provided you are not entitled to Working Tax Credit (from April 2010).

If you do not receive any of the benefits listed above, please contact the school to pay the full cost of the trip or enquire about other grants available. We will inform the school if your application is successful, or if we cannot award the grant.

#### Further details

Please post this application form to the address above with photocopies of the proof, or hand this form to the child's school. Telephone the school if you have further questions.

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### Section A We need to know the following information.

Do you claim any of the following Department for Work & Pensions (DWP) benefits or tax credits for you and your children? Please tick all relevant boxes.

- Child Tax Credit **and your annual income is no more than £16 190.**
- Income-related employment and support allowance
- Income-based Jobseekers Allowance
- Income Support

**We need to see proof that you receive the benefits or tax credits you have ticked. All documents must be current (ie not more than 2 months old), and must have your name and address on them.**

**We will accept any of the following as proof.**

**NB PLEASE SEND US PHOTOCOPIES OF YOUR PROOF BY POST WITH THIS FORM.**

- 1a A photocopy of the cover and the next two pages of your benefits book.
- 1b **OR** A Photocopy of your most recent giro (if you are paid by giro) as long as it shows what kind of benefit you are receiving.
- 1c **OR** Recent letter from Department for Work & Pensions (DWP) proving benefits you get.
- 1d **OR** your Inland Revenue letter (form TC602) for the current tax year, showing your tax credits and your annual income.

**Section B The child's parent or guardian must fill in this form (Please use CAPITAL letters)**

Your title: Mr  Mrs  Miss  Ms  Other

Your surname:

Your first name:

Your address (including postcode)

<input type="text"/>
<input type="text"/>
Home phone number: <input type="text"/>

**Section B In the table below, tell us about the children you are claiming a school grant for.**

Your child's last name	Child's first name	Child's date of birth	School attended
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>

**Section C Details of the school trip.**

School journey or field study to:

Dates: From  To

**Section E Declaration**

**It is a serious offence to give false information. We have a duty to protect the public funds we control. We may use the information you have provided on this form to prevent and detect fraud.**

*As far as I know the information I have given on this form is true and complete.*

I will let you check my details with the Department for Work and Pensions (DWP) and any other agencies.

My signature:

Date:

**Please post this form, with your photocopied proof, to the address shown at the top of this form or alternatively this form can be handed into the child's school.**

**For office use only**

Eligible benefit confirmed?  Yes  No School grant authorised?  Yes  No

Officer's Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date