



Northwood Way, Harefield, Uxbridge, Middlesex, UB9 6ET  
t: 01895 822 108 f: 01895 822 414 e: [info@theharefieldacademy.org](mailto:info@theharefieldacademy.org) [www.hfschool.org.uk](http://www.hfschool.org.uk)  
Headteacher: Ms K Boyle

---

Dear Parent/Guardian,

At The Harefield School we aim to support our pupils who qualify for Pupil Premium. Therefore, your child is entitled to financial support for **uniform and trips only**, up to the amount of £100 (one hundred pounds) for this academic year which will be set up as a **personal budget** that you can use.

In order to claim this, you must send your receipts to us along with the attached expenses form in an envelope. A copy of the expenses form can be collected from your child's student managers. For those of you who have already sent in receipts, please ensure you fill in the expenses form too.

Please feel free to hand the receipts and expenses form in an envelope into reception and label this as:  
Uniform/trip grant,  
Mr Fish,  
Your child's name and form group.

The amount will be transferred into your account, we do not send cash.  
In regards to uniform expenses, we will only be able to refund items on your receipt that match the school's uniform policy and will not refund claims that fall outside necessary clothing or footwear.

Thank you for your continued support in your child's education.  
Any queries please feel free to contact the school at [info@hfschool.org.uk](mailto:info@hfschool.org.uk)

Kind Regards,  
Mr Steven Fish  
Assistant Headteacher