

27<sup>th</sup> March 2020

Dear Parent/Carer,

**Re: Connolly Foundation Award – Discretionary Award**

Wootton Academy Trust has been invited to partner with a local charity, the Connolly Foundation. The Foundation runs a range of activities including a bursary award scheme for sixth form students with the aim of offering financial support for their next steps.

There are no requirements on subjects studied or on grades achieved in the qualifications and students do not need to be going into further education. The award is worth up to £500 per year. Successful applicants not attending University would receive one payment only. Students going onto University can apply for further awards in years 2 and 3 of their degree course.

We would like to invite your child to submit an application to be considered for this award. The foundation's Discretionary Award Scheme enables each partner institution to nominate **six students** from those who apply. All applications will be considered equally and we will take into account a variety of factors when shortlisting an application to send to the Connolly Foundation.

I have provided information below about the timeline and application process. Further information/guidance will also be provided in a presentation which will be uploaded to Show My Homework and our website by the end of the week.

Task	Who	Deadline
Application form support available – via email	Mrs Ashby – Head of Careers and Connolly Foundation Coordinator	Friday 27 <sup>th</sup> March – Friday 10 <sup>th</sup> April 2020
Complete the Connolly Foundation Discretionary Award application form in full (see attached)	Students	Friday 10 <sup>th</sup> April 2020
Application forms quality assured and any issues / changes needed communicated to students	Mrs Ashby – Head of Careers and Connolly Foundation Coordinator	Friday 17 <sup>th</sup> April 2020
College references written	Teaching staff	Friday 24 <sup>th</sup> April 2020
Reference checked and UCAS Personal Statements attached	Mrs Ashby – Head of Careers and Connolly Foundation Coordinator	Monday 27 <sup>th</sup> April 2020
Shortlist down to 6 applications and supporting statements written	College Leadership Team	Wednesday 29 <sup>th</sup> April 2020
Applications sent to Connolly Foundation	Mrs Ashby – Head of Careers and Connolly Foundation Coordinator	Thursday 30 <sup>th</sup> April 2020
Kimberley College receives a list of awards allocated to students	Connolly Foundation	October 2020

Award funds received and transferred to successful students	Mrs Ashby – Head of Careers and Connolly Foundation Coordinator	Friday 30 <sup>th</sup> October 2020
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We are very happy to be able to offer this fantastic opportunity for our students and hope to receive a good number of applications. If your child does intend on making an application please do let me know so that I can offer on-going support and begin to compile their college reference.

If you have any further questions at this time, please do not hesitate to contact me at [yashby@wootton.beds.sch.uk](mailto:yashby@wootton.beds.sch.uk).

Yours sincerely,



Yvonne Ashby  
Head of Careers and Connolly Foundation Coordinator