



Please TICK ✓ the items enclosed with this application form [see notes below]:

Covering letter from applicant (optional)	Letter from school	Letter from Healthcare professional	Assessment report / supporting information	Copy of relevant extract from Statement	Estimate or quote of required equipment costs
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In addition, please supply the following information:

	Date	Professionals Involved e.g. Teacher, IT Consultant
Assessment for IT equipment requested		
Trial period with equipment (i.e. an example of when child has used this type of equipment)		
Details of programs used/activities e.g. Apps		

Applications will only be considered if the above information is provided.

Applicant's

Signature: ..... Date: .....

N.B. The Conditions for the making of Somerset Awards are contained in the Rules for the Management of the Foundation – copies are available from the Clerk to the Foundation.

(A)Signature of

Head teacher: ..... Date: .....

[Headteacher please see S1 in School Office Use Only box above overleaf] (If a Haringey school is/was not attended please see note (iv) below).

## THE TOTTENHAM GRAMMAR SCHOOL FOUNDATION

### NOTES FOR APPLICANTS OF SPECIAL SOMERSET AWARDS

- (i) Please use the application form above and overleaf – if you would like to also send a covering letter, please feel free to do so, although it is not essential unless note (iv) below applies.
- (ii) Where the intended beneficiary has special educational needs, the application should be accompanied by a supporting letter or report from the Healthcare/Education professional working with the child and/or a supporting letter or report from their school and/or a copy of relevant extract(s) from the child's Statement.
- (iii) If an Award is being sought for the cost of a particular piece of equipment, the application should be accompanied by a copy of a quotation or estimate of costs – this should itemise any essential additional associated costs (e.g. specialist computer software or communication aids).
- (iv) If the intended beneficiary has not attended a school in the London Borough of Haringey, the application should be accompanied by a letter explaining the reasons why and by evidence of their date of birth and Haringey residence (*types of acceptable documentary evidence include: Birth Certificate; Passport; Home Office ID Card; Driving Licence; Medical Card; Utility Bill. Applicants often find that a Medical Card is a convenient solution as it can usually be used as evidence of date of birth and address. You are reminded that, when sending valuable documents through the post, you have a choice of methods. The Foundation will normally return your documents using the same method that you used to send them, e.g. Special Delivery, Recorded Delivery, 1st Class Post.*)

The address to use when posting your application is:

**Tottenham Grammar School Foundation  
PO Box 34098  
London  
N13 5XU**

[IF YOU HAVE A WINDOW ENVELOPE – FOLD YOUR FORM SO THAT THIS ADDRESS SHOWS]