

For the attention of the Head Teacher & Designated Teacher

Detailed below are Lewisham's arrangements for the payment of this funding for financial year 2017-2018.

Applying for Pupil Premium Funding

- The Pupil Premium Application Form is now redundant and the ePEP portal should be used to requests funds.
- Once payment requests have been submitted for the young person through the ePEP portal, the relevant phase leader will either approve, reject or question the request.
- To enable effective budget planning we would ask schools to complete pupil premium requests by the **end of the summer term 2017.**

The phase leaders are:

- Primary Phase Leader, Vee Howell – vee.howell@lewisham.gov.uk
- Secondary Phase Leader, Desmond Benjamin – desmond.benjamin@lewisham.gov.uk

Payments will be made termly for each young person in care and in attendance at school.

If this is the first time that your school is applying for the funding, please provide us with the following bank details on school headed paper, which will allow us to set-up payment details with Lewisham finance;

- **bank name**
- **branch name**
- **account name**
- **account number**
- **sort code**

Please email this to Patricia Dunkley at patricia.dunkley@lewisham.gov.uk.

Please ensure that the following steps are taken to ensure that the appropriate level of funding is made available to schools in an efficient and timely manner.

Patrick Ward
Head Teacher

Lewisham Virtual School

Tel: 07725142975

Email Patrick.ward@lewisham.gov.uk

Further Information on Pupil Premium and Looked after Children is available at
www.lewishamvirtualschool.org.uk