



## **Refugee Resettlement Programme Guidance for Schools - Education-Related Payment**

This grant scheme is applicable only for pupils who are resettled to Norfolk with their family under one of the following planned Home Office schemes;

- UK Resettlement Scheme (UKRS) / Syrian VPR Scheme
- Afghan Resettlement Schemes (ARAP / ACRS)
- Homes for Ukraine

It does not apply to unaccompanied asylum-seeking children, nor for pupils in families of asylum seekers or other refugees. Pupils who are supported under these schemes may have an allocated case worker in the People from Abroad Team and if so, are treated as 'Children in Need'.

### **What can I claim?**

- For pupils aged 3-4 on the day of their arrival to the UK – each pupil has been allocated up to £400 per term, up to a maximum of three academic terms.
- For pupils aged 5-18 on the day of their arrival to the UK – each pupil has been allocated up to £800 per term, up to a maximum of three academic terms.

Grants are allocated per pupil, and therefore the school where the pupil is enrolled is entitled to claim. If a pupil moves school, the new school is entitled to claim any unclaimed grant allocation.

Funding is intended to enable schools to purchase educational resources to support the pupil, who arrived to the UK as part of the Refugee Resettlement Schemes, but may also be used to support other EAL children provided the school can demonstrate the pupil for which the grant is made is able to significantly benefit from it.

### **What can I purchase with the funding?**

Below are some examples of the types of appropriate spend:

- Interpreting /translating packages;
- Hardware/equipment, such as. iPad/Mantra Lingua PENpals;
- Software/apps, such as Clicker, to support English learning;
- Increasing stock of bilingual books;

- Upskilling staff by purchasing appropriate training/course placements.

Should you wish to purchase something not included on this list, you may wish to seek preapproval, to ensure your claim is valid.

### **How can I claim?**

Where items have been purchased, a claim must be submitted at the end of the academic term. For every claim, you need to;

- Complete the grant claim form;
- Attach receipts/invoices detailing the purchases made, which you are seeking reimbursement;
- Supply an invoice (for Academies) or cost centre (for LA Maintained Schools) to enable the grant to be paid;
- Supply attendance records for the pupil
- For the first claim you make for a pupil, you will need to supply the enrolment form including the DFE Unique Pupil Number

If any of the above is missing, we will be unable to process your grant claim.

### **When do I need to claim?**

Please submit your claim at the end of each term and by the below deadlines;

- Autumn Term: deadline 31 January
- Spring Term: deadline: 31 May
- Summer Term: deadline: 31 August

### **What if a pupil starts part way through a term?**

You will still be able to claim the grant; provided a grant has not already been made for the pupil in that term by a previous school (which might be the case if an in-year move takes place). In this instance you may claim up to the remaining grant, please contact us and we can advise of any balance.

If the pupil joins your school part in-year as a new arrival to the UK, you can count the part term as though it was a whole term.

### **Can I roll over funding to the next term?**

Yes. If you do not claim the full amount each term, you can roll it over to the next term. However, if you wish to roll over funding, you should carefully consider the following:

- All grant funding must be claimed by the deadline for the third term. After this deadline, no further payments will be made, and any unclaimed funding will be used for other pupils.

- If the pupil moves school for any reason within the three eligible terms, the grant follows the pupil, so any unclaimed grant from previous terms, will go with the pupil.

### **How do I submit my claim?**

You can email your claim to the People from Abroad Team on [nrpf@norfolk.gov.uk](mailto:nrpf@norfolk.gov.uk) or you can post it to us at People from Abroad Team, Norfolk and Norwich Millennium Library, Millennium Plain, Norwich, NR2 1AW.