|  |  |  |
| --- | --- | --- |
| **School Library Scheme Application Form** | | |
| **School & Contact Details** | | |
| SCHOOL DETAILS (please always summarise information, keeping your answers relevant, clear and succinct) | | |
|  | Full name of school: |  |
|  | Please write the school name in full without abbreviations (for example, please write 'Roman Catholic Voluntary Aided' instead of 'RCVA' and 'Church of England' instead of 'CE'. |  |
|  |  |  |
|  | Please list any other names the school has been known by and provide information on why the school is/has been known by any other name/s (e.g. Academy Conversion) |  |
|  | (please provide all other names including previous names, also known as names, associated with names, etc.) |  |
|  |  |  |
|  | Please provide details: |  |
|  |  |  |
|  | School Reference Number: |  |
|  | For English schools, please enter your Ofsted Unique Reference Number. For Northern Irish schools, please enter your DE Number. For Scottish schools, please enter your SEED Number. For Welsh schools, please enter your 'My Local School' reference number. |  |
|  |  |  |
|  | When was the school originally established? |  |
|  | Please use the calendar icon to select you date (and then update the year if needed). We ask you to use the calendar to avoid errors with English v American date styles which are set by your web browser and we are unable to set for this page. |  |
|  |  |  |
|  | |  |  | | --- | --- | |  | What is the current status of the school: | |  |  | |  | <Select One> |      |  |  | | --- | --- | |  | When did the school assume this status? | |  | If the same as the above, please re-enter the date here. Please use the calendar icon to select you date (and then update the year if needed). We ask you to use the calendar to avoid errors with English v American date styles which are set by your web browser and we are unable to set for this page. | |  |  | | |
|  | General school email address: |  |
|  |  |  |
|  | General school telephone number: |  |
|  |  |  |
|  | Website: |  |
|  |  |  |
|  | How did you hear about The Foyle Foundation? |  |
|  |  |  |
|  | If other, please provide details: |  |
|  | (or please provide any further details of your selection above) |  |
|  |  |  |
|  |  |  |
| FULL ADDRESS OF SCHOOL | | |
|  | Street Address: |  |
|  |  |  |
|  | Town/City: |  |
|  |  |  |
|  | County: |  |
|  | <Select One> |  |
|  | Post Code: |  |
|  |  |  |
|  | Country |  |
|  | <Select One> |  |
|  | In which region is the school based? |  |
|  |  |  |
|  |  |  |
| PRIMARY CONTACT (The primary contact should be the person who is taking responsibility for the application - this is the person we will contact if we require any further information while assessing your request, and then the person who should take responsibility for spending any grant made, and providing any post payment requirements. If the primary contact should need updating once an application is submitted, or once any grant is awarded, please contact the Foundation to let us know) | | |
|  | Title: |  |
|  |  |  |
|  | First name: |  |
|  |  |  |
|  | Last name: |  |
|  |  |  |
|  | Position within school: |  |
|  | Please enter the full job title rather than an abbreviation or acronym. |  |
|  |  |  |
|  | Direct email address: |  |
|  | This should be a work email address, rather than personal (if possible). It needs to be a direct email address for this contact. |  |
|  |  |  |
|  | Direct telephone number: |  |
|  | This should be a work telephone number, rather than personal (if possible). It needs to be a direct telephone number for this contact. |  |
|  |  |  |
|  |  |  |
| HEADTEACHER (if already the primary contact, please enter another member of the senior leadership team at the school) | | |
|  | Title: |  |
|  | <Select One> |  |
|  | First name: |  |
|  |  |  |
|  | Last name: |  |
|  |  |  |
|  | Position within school: |  |
|  | Please enter the full job title rather than an abbreviation or acronym. |  |
|  |  |  |
|  | Direct email address: |  |
|  | This should be a work email address, rather than personal (if possible). It needs to be a direct email address for this contact. It must be a different email address to primary contact's email address. |  |
|  |  |  |
|  | Direct telephone number: |  |
|  | This should be a work telephone number, rather than personal (if possible). It needs to be a direct telephone number for this contact. It must be a different telephone number to primary contact's telephone number. |  |
|  |  |  |
|  |  |  |
| **General School & Pupil Details** | | |
|  | Please select your school type: |  |
|  |  |  |
|  | Please provide background information on the school: |  |
|  | (include details on location of the school (for example rural or urban) and information on level of deprivation, pupil mobility and any other factors that may be relevant) |  |
|  |  |  |
|  | Does your school form part of a Multi Academy Trust (or equivalent)? If so, which Trust? |  |
|  |  |  |
|  | Has the school previously received funding from the Foyle School Library Scheme? Please provide brief information on how this funding was spent and the benefits to pupils and the school. (If the school has changed name or is an Academy Convertor we still require information on the funding received when known by previous name). |  |
|  | Please note that a school is ineligible to apply to the Foyle School Library Scheme within three years of a successful request. |  |
|  |  |  |
| LATEST FULL INSPECTION | | |
|  | Latest full inspection rating: |  |
|  |  |  |
|  | Latest full inspection date: |  |
|  |  |  |
|  | Please attach your latest full inspection report: |  |
|  | (even if inspected under its previous name pre-conversion) |  |
|  |  |  |
|  | Please let us know if you have any comments you would like to highlight regarding your latest full inspection report. |  |
|  |  |  |
|  |  |  |
| LATEST INTERIM MONITORING/SHORT INSPECTION - IF APPLICABLE | | |
|  | Latest interim monitoring/short inspection date: |  |
|  |  |  |
|  | |  |  | | --- | --- | |  | Please attach your latest interim monitoring letter/short inspection report: | |  |  |      |  |  | | --- | --- | |  | Please let us know if you have any comments you would like to highlight regarding your latest interim monitoring letter/short inspection report. | |  |  | | |
|  |  |  |
| STATISTICS FOR THE SCHOOL POPULATION FOR THE CURRENT SCHOOL YEAR (please enter number alone without commas, percentages signs, dashes or slashes or decimal points - please round percentages) | | |
|  | Which year do the following figures relate to? |  |
|  |  |  |
|  | Number of Children on Roll |  |
|  |  |  |
|  | Percentage of pupil premium: |  |
|  |  |  |
|  | Percentage of children eligible for free school meals: |  |
|  |  |  |
|  | Percentage of children with English as an additional language: |  |
|  | (if you have further details on this percentage (e.g. of the EAL pupils, the percentage that are: New to English, Early Acquisition, Developing Confidence, Competent and Fluent) please provide this information in 'Any Other Data' question below) |  |
|  |  |  |
|  | Percentage of pupils with special educational needs: |  |
|  |  |  |
|  | Percentage of pupils with an Education, Health and Care (EHC) plan: |  |
|  |  |  |
|  | Any other relevant data on school population: |  |
|  | (such as local population/pupil mobility/looked after and previously looked after children/children known to social services) |  |
|  |  |  |
|  |  |  |
| PUPIL ATTAINMENT (PRIMARY SCHOOLS) - last available year (please enter number alone without commas, percentages signs, dashes or slashes or decimal points - please round percentages). Note that if the latest year's data is not currently available due to COVID-19, it is fine to provide the latest available data and state which year the data refers to. | | |
|  | Which year do following figures relate to? |  |
|  |  |  |
|  | Percentage of children at end of KS1 (or equivalent) who met expected standard in reading: |  |
|  |  |  |
|  | Percentage of children at end of KS2 (or equivalent) who met expected standard in reading: |  |
|  |  |  |
|  | Percentage of children who passed the Year 1 phonics test: |  |
|  | (for schools based in England) |  |
|  |  |  |
|  | What is the school's Progress Score in reading? |  |
|  | (England only) |  |
|  |  |  |
|  | Further attainment/learning information: |  |
|  | If data above is for last full year of statistics pre COVID, please provide information on any recent assessments of attainment completed at the school. |  |
|  |  |  |
|  |  |  |
| PUPIL ATTAINMENT (SECONDARY SCHOOLS) - last available year (please enter number alone without commas, percentages signs, dashes or slashes or decimal points - please round percentages). Note that if the latest year's data is not currently available due to COVID-19, it is fine to provide the latest available data and state which year the data refers to. | | |
|  | Which year do following figures relate to: |  |
|  |  |  |
|  | Percentage of pupils who achieve 5+ GCSE’s at Grade 5 (or equivalent) including English and Mathematics: |  |
|  |  |  |
|  | What is the school's Progress 8 score? |  |
|  |  |  |
|  | Percentage of pupils who meet age related expectations in reading at entry to school in Year 7: |  |
|  |  |  |
|  | Further attainment/learning information: |  |
|  | If data above is for last full year of statistics pre COVID, please provide information on any recent assessments of attainment completed at the school. |  |
|  |  |  |
|  |  |  |
| **Financial Information** | | |
| SCHOOL FINANCIAL INFORMATION | | |
|  | Please state the following figures relating to your current school budget: a. total income, b. total expenditure, c. surplus/deficit, d. carry forward. |  |
|  | Total Income:Total Expenditure:Surplus/Deficit:Carry Forward: |  |
|  | If the school budget shows a brought forward deficit, please let us know the reasons for this, and how it will be addressed: |  |
|  |  |  |
|  | If the school budget shows a carry forward, please explain how this will be utilised: |  |
|  |  |  |
|  | If a primary school in receipt of pupil premium funding, please explain how this has been allocated this year and the impact: |  |
|  |  |  |
|  | If a secondary school, how much did you receive in catch up funding this academic year (if applicable), how has is it been allocated and what has been the impact: |  |
|  |  |  |
|  |  |  |
| PTA/FRIENDS ASSOCIATION/FUNDRAISING ARM INFORMATION | | |
|  | Does the school have a PTA, Friends Association or fundraising arm of any sort? |  |
|  | If the school has any type of a fundraising arm (including parent or school councils/panels or governors or funds raised at summer fairs etc.), please answer yes here and provide information on the set up. |  |
|  |  |  |
|  | If answered yes to having PTA, Friends Association or fundraising arm, please let us know on average how much they raise each year. |  |
|  | If fundraising was affected by COVID, please provide average raised each year before COVID and explain that amount raised in the most recent year or two have been below average. |  |
|  |  |  |
|  | If answered yes to having PTA, Friends Association or fundraising arm, please let us know their current reserves level. |  |
|  |  |  |
|  | If answered yes to having PTA, Friends Association or fundraising arm, is this fundraising arm contributing to the project (please provide details)? If not, please explain why this is not possible. |  |
|  |  |  |
|  | If answered yes to having PTA, Friends Association or fundraising arm, please attach the latest PTA/fundraising arm accounts. If the PTA/fundraising arm has not raised funds in the last year due to COVID, please still attach the latest accounts, even if these are from the previous year. |  |
|  | This is required information for all schools that have a fundraising arm of any sort. Within the title of the document, please state the period of time it refers to. If the fundraising arm does not have official accounts, please provide an income and expenditure table and current level of reserves. A bank statement alone will not be sufficient. This field is optional for schools that do not have any type of fundraising arm. However, please do attach accounts/table here if you do. |  |
|  |  |  |
|  |  |  |
| **Funding Request Details** | | |
| CURRENT LIBRARY FACILITIES (please always summarise information, keeping your answers relevant, clear and succinct) | | |
|  | Please state your current approximate number of reading books across the school (including books within the library, reading corners and any other books stock the school has). |  |
|  |  |  |
|  | Please provide further details on book stock including where these books are housed, the quality of these books and any recent in-house or school library service audit and any identified gaps in provision. |  |
|  |  |  |
|  | Please provide an overview of your current library/reading facilities and detail what is good about your current library/resources and what are the areas in need of improvement. |  |
|  |  |  |
|  | Who manages your school library? |  |
|  | (do they have relevant training in children’s literature and child development? If not, how do you plan to improve this?) |  |
|  |  |  |
|  | Is the school library working in partnership with others? |  |
|  | (will an enhanced library benefit other schools/users? If so how?) |  |
|  |  |  |
|  | How much have you allocated from your school budget to the school library for the current financial year and how will this be spent? |  |
|  |  |  |
|  | What is the planned allocation for next year and how will this be spent? |  |
|  |  |  |
|  | Where is the nearest local library? Does the school arrange visits to the library? How has the local library and pupil/family access been affected by the pandemic? (Please provide details). |  |
|  |  |  |
|  | Is there a school library service available in your area? If so, do you subscribe to it (and at what level)? If not, why not? |  |
|  |  |  |
|  |  |  |
| ABOUT THE FUNDING REQUEST (please always summarise information, keeping your answers relevant, clear and succinct) | | |
|  | Project title: |  |
|  | (one line description of funding request) |  |
|  |  |  |
|  | Please describe your library project and explain how this will make a difference to the school: |  |
|  |  |  |
|  | Please detail your request timeframes, including start and end dates (and start and end dates of wider project, if your request is towards a phased/larger project). Please state if these dates are flexible. |  |
|  | It is fine to say as soon as possible. |  |
|  |  |  |
|  |  |  |
| PROJECT FINANCES | | |
|  | Total cost of project (please only enter the number alone, without a pound sign or comma): |  |
|  | (this is the full cost of the library project, including any aspects which will be funded from other sources (e.g. school budget/PTA), if any) |  |
|  |  |  |
|  | Amount requested (please only enter the number alone, without a pound sign or comma): |  |
|  | (The minimum amount you can apply for is £2,000 and the maximum is £10,000. Please also note that if successful, the Trustees may award less than the amount requested.) |  |
|  |  |  |
|  | School contribution (please only enter the number alone, without a pound sign or comma): |  |
|  |  |  |
|  | PTA/other contributions (please only enter the number alone, without a pound sign or comma): |  |
|  |  |  |
|  | Please attach the project budget. The template you need to complete is available to download in the guidelines - you will need to download the excel sheet and ‘Save As’ to begin editing. |  |
|  | The figures in this project budget should corelate with the figures given above. You can also use this link to access it: https://foylefoundation.sharepoint.com/:x:/g/EUsao5rhUx1Mjeu\_1f2s6n4BlmwUYKKAnNqzOs-mAQhdCA?e=UhoMzJ |  |
|  |  |  |
|  | Is the school able to purchase book stock at a reduced rate via the school library service or by other means? Please provide details. |  |
|  |  |  |
|  |  |  |
|  | How will this project fit in with other school initiatives to improve literacy and learning? |  |
|  |  |  |
|  | How does the library form part of the school improvement plan? |  |
|  |  |  |
|  | How will the school library provision be accessible to families, if at all. |  |
|  |  |  |
|  | If a grant is awarded, how do you plan to financially sustain and improve the library in future years? |  |
|  |  |  |
|  |  |  |
| **Attachments** | | |
| Provide any additional attachments to support your case here. Please ensure all attachments are titled clearly, ideally in the following format: 'Your Organisation Name – The Document Type – The Year/Time Period Document Relates to'. | | |
|  | Attachment |  |
|  |  |  |
|  | Attachment |  |
|  |  |  |
|  | Attachment |  |
|  |  |  |
|  | Attachment |  |
|  |  |  |
|  | Attachment |  |
|  |  |  |
|  | Attachment |  |
|  |  |  |
|  | Attachment |  |
|  |  |  |
|  | Attachment |  |
|  |  |  |
|  | Attachment |  |
|  |  |  |
|  | Attachment |  |
|  |  |  |
|  |  |  |
| **Submission** | | |
| Please confirm that you have authorisation from the Headteacher to make this application: | | |
|  | Are you authorised to submit this application? |  |
|  |  |  |
|  |  |  |