



LIMPSFIELD GRANGE SCHOOL

'together we make a difference'

Hardship Fund Policy

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Governor's Committee Responsibility:

Resources

Date Approved:

Autumn 2023

Review Period:

Annually

Next Review Date:

Autumn 2024

The Limpsfield Grange Values:

At Limpsfield Grange we believe in working together to make a difference.

We are a tolerant community; we accept, value and understand others.

We care for all members of our community without judgement.

We are responsible for our own learning, behaviour and actions.

We accept that sometimes things go wrong. We work together to take responsibility for our mistakes and for putting things right.

We are a respectful community and we treat others as we would like to be treated, even if they have different views and opinions to our own.

We understand that good behaviour helps us to prepare for life beyond Limpsfield Grange.

We are positive and resilient. We celebrate difference in everything that we do.

We are all proud to be part of the Limpsfield Grange community.

July 2023

Limpsfield Grange School

Hardship Fund Policy

Background and rationale

The Hardship Fund forms part of the School Fund and contains money raised from school fundraising activities. It will consider applications for financial support towards the cost of the following expenses:

- Educational visits and activities
- Activities in the residential setting
- Curriculum activities requiring a donation
- Uniform, shoes or PE kit
- Other materials or equipment to assist in academic studies
- Other necessary expenses

Up to 100% of a cost can be covered at the discretion of the Headteacher. Funds are limited and once the money has been spent there can be no further applications until further funds have been raised. Annually Governors will set aside an amount from the School Fund for the Hardship Fund.

Aims of the policy

The aim of this policy is to make clear the process by which applications can be made to, and granted from, the Hardship Fund.

Who is eligible?

- Students in receipt of Free School Meals.
- Students in low-income families. This will normally be families with a household income of less than 60% of the median income or families who are claiming Universal Credit or other means tested benefits.
- Students whose family situation would otherwise prevent their participation in visits/activities
- Students whose parents or carers are made redundant once a student has signed up for an educational activity or visit and some monies have been paid.

Each student's case will be considered on its own merit before a decision is made.

The School Fund will also be used to subsidise trips and activities approved by the Senior Leadership Team to make them more affordable for parents.

Proof of Income

We may request proof of income and benefits if the student is not already registered for Free School Meals.

All information received will be treated in the strictest confidence and copies of evidence of eligibility will be retained and stored securely for audit purposes.

Process

All applications must be submitted on the attached form.

Applications will be considered by the Senior Leadership Team and parents will be advised of the outcome in writing.

If a parent or carer is unhappy with the decision then they can apply to the Chair of Governors within 5 working days of being notified of the Senior Leadership Team's decision. The Chair of Governors' decision is final.

There will be a personal limit set for each eligible student at the discretion of the Senior Leadership Team to ensure fair and equitable distribution of funds.

Related Links

<https://www.gov.uk/browse/benefits/tax-credits>

<https://www.gov.uk/jobseekers-allowance>

<https://www.gov.uk/working-tax-credit>

<https://www.gov.uk/child-tax-credit>

Review

The Governing Body of Limpsfield
Grange School adopted this policy on:

It will be reviewed on:

Signed

Dated

Hardship Fund Application Form

Personal details

Name of student	
Name of parent/carer	
Address	
Home phone number	
Mobile phone number	
Email	

Home financial circumstances

Please briefly explain your family financial circumstance indicating why your child should be considered for funding.

If your daughter is NOT eligible for Free School Meals then please provide the following:

Documentation to support the application

To support this application please tick which of the following documentation you will be using as evidence of your total household income. Please attach this documentation to the application form.

- Certified accounts (if self-employed)
- P60U Social Security Benefit Certificate
- P60 or month 12 payslip
- Copy of letter confirming Jobseekers Allowance
- Copy of letter confirming Universal Tax Credit Allowance
- Copy of letter confirming Child Tax Credit Allowance
- Copy of letter of redundancy

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Funding

I wish to apply for assistance on the following items:

School use only

Visit/Activity	My contribution £	Assistance required £	Amount approved £

Declaration

All of the information provided on this application form is accurate and no information has been withheld that would be relevant to my request for financial assistance

Signature of parent/carer.....

Date.....

For Office use only

Assistance granted YES/NO

Reasons:

Approved by..... Date.....

Parent/carer notified YES/NO