

Honywood School Hardship Fund

What is the Hardship Fund?

The fund is created from any small surplus from a trip that is run by Honywood, fundraising or a donation that is received into school. This fund is rolled forward each year and the use of this fund is determined by the Deputy Headteacher for Enrichment and the Enrichment Leader.

The fund is designed to support families with children in full time education who may be experiencing short term or long term financial difficulties, to enable their child to participate in Enrichment Activities. Should the fund allow, there may be a circumstance where we are able to allocate funding to reduce the cost of a trip overall ie: contribution to the coach fee, which will benefit all children on the trip, irrespective of their financial circumstances at that time. Payments from the fund are discretionary and do not need to be repaid.

Who is eligible for a contribution from this fund?

The Hardship Fund is not unlimited and is derived from surplus funds from other trips and donations, therefore the decision to allocate funds cannot be taken lightly and like any financial construction, there needs to be guidance and criteria to enable a fair decision to be made as to where the money is best used. To this end, a criteria has been designed to assess whether we are able to utilise this fund when a family request financial assistance. For all trips and visits (Enrichment activities) we offer payment plans and extended payment plans to aid families. However, the Hardship Fund is there to help families where a payment plan would not be feasible in their current circumstances.

Criteria

The school will consider applications for support from the fund on the following:

- Parents/carers in receipt of benefits which qualify for Free School Meals
- Income support
- Income based Jobseekers Allowance
- Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, but not working tax credit, with annual income below £16,190
- Working Tax Credit "run-on" the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Universal Credit
- Learners who have disabilities
- Learners who are in care, or who have left care
- Learners who live outside the family home
- Learners who have a very low family income.

Proof of Benefit is required. Proof must be in a letter form and:

- Must have been issued within the last six months
- Must show the family address given
- Must be included with the grant application
- Bank statements, incapacity, housing and council tax benefit are not valid proof

If you are experiencing hardship and do not fall into the categories above, please contact Mr Saunders or Mrs Frogley to discuss your exceptional circumstances

Process for applying for funds from Hardship

An application form is available on the following page, on the website or by emailing Mrs Frogley. The application will remain confidential and will be considered by the Headteacher and Mrs Frogley, Enrichment Leader.

If approved, the application will be passed to the Trips Administrator to allocate the funds to the payment on parentpay. The contribution from Hardship cannot be made as a cash payment and will be credited via our internal finance system.

A family may apply at any point in the academic year for financial support from the Hardship Fund. It is possible to apply more than once, but usually where the circumstances may have changed. Approval of one application does not necessarily mean that further applications will be approved. Should the decision be not to allocate funds from the Fund, this decision is final and there is no appeal as the decision is at the discretion of the Headteacher.

Application for Financial Support for an Enrichment Activity from the Hardship Fund

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|---------------------|--|
| Date of application | |
|---------------------|--|

Your information:

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|--------------------------------------|--|
| Your title | |
| Your first name | |
| Your surname | |
| Partner's First name (if applicable) | |
| Partners' Surname (if applicable) | |
| Home address | |
| Postcode | |
| Telephone number | |
| Email address | |

Learners information:

| | | | |
|---------------------|--|----------------|--|
| Learners First name | | | |
| Learners Surname | | | |
| Cohort | | Learning Group | |

Enrichment Activity information:

The amount the school can provide towards the trip will be determined based on circumstances, the funds available and the number of applications we have received. This support is offered on a discretionary basis.

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| Trip name | |
| Date of trip | |
| Total cost of the trip | |
| Have you made any financial contribution towards the trip to date: | Yes / No |
| How much have you been able to contribute | |
| Total amount requested from the Hardship Fund | |

Criteria under which this application is being made:

| Grounds for application | Tick if applies | Evidence enclosed |
|--|-----------------|-------------------|
| Parents/carers in receipt of benefits which qualify for Free School Meals | | |
| Income support | | |
| Income based Jobseekers Allowance | | |
| Employment and Support Allowance | | |
| Support under Part VI of the Immigration and Asylum Act 1999 | | |
| Child Tax Credit, but not working tax credit, with annual income below £16,190 | | |
| Working Tax Credit "run-on" the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit | | |
| Universal Credit | | |
| Learners who have disabilities | | |
| Learners who are in care, or who have left care | | |
| Learners who live outside the family home | | |
| Learners who have a very low family income. | | |

Reason why you are seeking support:

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I certify that the information provided here is true. I understand that a false declaration will result in a refusal of this application and possibly future applications.

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| | |
| Signature of parent/carer applicant | Date |