



BRIDGE & PATRICKBOURNE CEP SCHOOL

SCHOOL HARDSHIP FUND POLICY & PROCEDURE

KEY PERSONNEL

Headteacher: James Tibbles

Business Manager: Jess Haigh

KEY DATES

Ratified by FGB: April 2019

Date of next review: April 2022

Bridge & Patricbourne CEP School recognises that there are families that might need support during their child's education to participate in trips.

A hardship fund has been established to try and support these families.

The basic principles of the policy are as follows:

- Each application will be assessed on its own merits
- Applications need to be made before committing to the trip and paying the deposit.
- For changes in financial circumstances once a place has been reserved on the trip and the deposit paid – applications will be considered provided a change in circumstance can be proven and the applicant has been making regular payments towards the trip.
- A template form for applicants to complete along with supporting evidence/documentation to validate their claim.
- All requests will be considered on a case by case basis – awards will vary according to demand/cost of trip/curriculum v non-curriculum trip.
- The maximum award will be 50% of the cost of trip.
- All requests need to be assessed and authorised by the Headteacher.
- Administration of fund will be monitored by the Governing Body.

The school will manage the number and size of funding given towards school trips in order to keep within the budget of the funds available.

The school has based its assessment criteria for eligibility for funding on the needs and circumstances of our young people and subject to equalities legislation, as follows:

- Students previously eligible for free school meals and whose family income is below £16,190 per year.
- Any other circumstances which may lead to barriers to participation e.g. young carers, sudden financial hardship, number of siblings etc.

If you think you may be entitled to assistance with funding towards a school trip please complete the attached application form and return with accompanying documentation to Mrs J Haigh, School Business Manager.

If you need support with the completion of the form please contact Mrs J Haigh to arrange a meeting.

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

If your circumstances change during the year and you suddenly fall into the criteria above, you may apply for assistance at any time.

If you wish to appeal against a decision please follow the school's complaints procedure available on request from the School Office.

SCHOOL TRIPS FUNDING APPLICATION FORM

PROTECTION OF PUBLIC FUNDS

We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds, and with this in mind, a sample of applications will be chosen at random for full investigation.

DATA PROTECTION

The data you provide to us will be used to assess and facilitate your entitlement to help from the Hardship fund at Bridge & Patixbourne CEP School. In fulfilling its data protection obligations we will treat all personal data with due care, and will only disclose data in accordance with the Data Protection Act 1998

SECTION A: PERSONAL DETAILS

Surname/Family Name:
Child's First Name:
Child's Date of Birth:
Present Home Address (<i>Please notify us of changes in the year</i>):
Home Telephone Number:
Parent's Email Address:

SECTION B: LEARNERS CIRCUMSTANCES

Who does the child live with? Tick all that apply:

Mother	Father	Parent's spouse/partner	Grandparent(s)
I am applying for funding for the following school trip:			

SECTION C: CRITERIA

Please tick below any that apply:

A – My family are in receipt of Asylum Seeker Funding from the Home Office	Please provide proof e.g. Home Office letter
B – My family are in receipt of Income Support / Jobseekers Allowance or Universal Credit	Please provide proof e.g. benefits books or bank statement
C – My child is Looked After Child	Please provide a letter from your social worker
D – I am disabled and in receipt of Employment Support Allowance and Disability Living Allowance or Personal Independence Payments	Please provide proof e.g. benefits books or bank statement
E – My child is a Young Carer	Please provide a letter from Young Carers to confirm this
F – Family's gross taxable income is less than £16,190 per annum	Please provide a copy of the current year's Tax Credit Award notice.
G – Other exceptional circumstances	Please provide an accompanying letter.

SECTION D: DECLARATION BY PARENT OR GUARDIAN

It is important that you read the following statement carefully. We will not consider this application unless it is signed and dated by the family members whose income details have been declared above in Section D.

- The information I have given on this form is accurate.
- I will inform you immediately of any change in my personal circumstances as they occur.
- I understand that if I provide false or incomplete information, I will have to repay any money given to the applicant to help with their study.

Signed:

Signed:

Name:

Name:

Relationship to Student:

Relationship to Student:

Date:

Date: