



# Harlow Green Community Primary School

## Student Financial Support Fund Policy

July 2016

Harlow Green Community Primary School often receives requests for financial support in respect to trips, music tuition, school uniform, books etc. The School provides, but is not obliged to provide a small sum of money each year to help families who may be in financial difficulty. The aim of this fund is to help the most vulnerable with their education

The aim of this policy is to set out fair, equitable and objective criteria for approving such applications.

### **Equality**

The policy will be applied to all students, equitably.

### **Limitations**

Requests for financial assistance are limited to:

- Students
- The student being on roll at the time of incurring the benefit and payment
- An academic, social or pastoral need
- A maximum of 50% of the cost being met, unless specifically approved by the Head Teacher and
- Fund being available

### **Restrictions**

The following restrictions apply:

- All other avenues for funding must have been explored and exhausted
- Parents/Carers are not to be in debt to the School

All awards of financial support are only valid for the academic year of approval.

### **Applications to the fund**

Parents/Carers should apply directly to the School for the funding using the application in annex A. Applicants will be individually assessed by the Consideration Panel and before payments can be made documentary evidence will be required to support their applications.

All applications and any supporting documentation will be held securely and treated in the strictest confidence. If/as required any financial information relating to this claim will only be made accessible to the Consideration Panel.

### **Appeals**

In the exceptional circumstances of an appeal against a decision regarding a claim for financial support, this would follow the Schools Complaints Policy and procedures.



**Annex A**

Harlow Green Community Primary School  
Application to School Hardship Fund

**Part A – personal details**

Pupil name	Year Group
Parent/carer name	
Address	
Home telephone number	
Mobile telephone number	
Email address	
Activity for which funding is requested	
Amount of funding requested (maximum 50% of total cost)	

**Part B – Home financial circumstances**

Your household income is an important factor when assessing whether you are eligible for any support from the school hardship fund. One mechanism for consideration is proof of eligibility for Free School meals.

Please attach proof of receipt of Free School Meals to application form

	Tick as appropriate		Tick as appropriate
Student is in receipt of Free School meals		Student is not in receipt of Free School meals	

If a student does not receipt Free School meals, then you will need to apply to the Local Authority first. Further information about Free School meals can be obtained at [www.gateshead.gov.uk/freeschoolmeals](http://www.gateshead.gov.uk/freeschoolmeals) 0191 4333729

If you are not in receipt of Free School meals please provide as much relevant information as possible to support your application examples of circumstances that will be taken into consideration are:

- Income Support
- Income based Jobseekers Allowance
- Child Tax Credit (with no working tax credit)
- Annual income of no more than £16,190
- Pension Credit Guaranteed
- Employment and Support Allowance
- Support under Part VI of Immigration and Asylum Act 1999 or Universal Credit

**Please provide copies of any relevant documentation to support your application**

**Part C – Declaration**

I understand that the maximum amount to be awarded is 50% of the cost of the activity, unless specifically approved by the Head Teacher and that any award from this fund will only be made for a maximum period of one academic year.

I understand that any award will be subject to my son/daughter attending all lessons (apart from authorised absences).

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

I agree to immediately notify the school if my financial circumstances change.

Parent/carer signature: ..... Date: .....

**Part D – submission**

Please return to the school in a sealed envelope marked **"Private & Confidential"** for the attention of **Mrs A Stephenson, Head Teacher**. You will receive a response in writing within four weeks of submitting your application.

To be completed by the Consideration Panel

Panel members present	
Name	Signature

Date of consideration of application	
Decision regarding the application	
Reason for decision being made	