

Frederick Bremer School Hardship Fund November 2018

Why do we have a Hardship Fund?

Frederick Bremer School recognises that there are families that might need support during their child's education from time to time. A Hardship Fund has been established to help support these families. The Hardship Fund is a discretionary source of financial help. It is in place to offer assistance to families who may be experiencing unexpected and unplanned financial difficulties due to life events such as sickness, death, loss of employment, loss of housing.

Who can apply?

Frederick Bremer School will consider requests for Hardship Funding from the following groups of pupils:

- Pupils in receipt of free school meals
- Pupils with disabilities
- Pupils who are or have been in care
- Pupils with a very low family income, who are experiencing exceptional circumstances, leading to financial difficulties

The school reserves the right to request evidence that applicants meet the above criteria; all applications are subject to a random selection for full investigation.

What can the fund be used for?

The Hardship Fund may only be used to support 'barriers to learning'. For example:

- Free revision guides, supplied by the school
- Some new items of uniform, provided by the usual retailer, Speedstitch
- Some items of good quality second hand uniform, provided by the school
- School trips

This list is not exhaustive and applications will be considered on a case by case basis. Assistance will normally be offered annually. However, in exceptional circumstances assistance may be given more than once a year and this will be at the discretion of the Head Teacher.

How can I apply?

To apply to the Hardship Fund, please complete the application form attached and send to the school for the attention of Ms Jennifer Smith, Head Teacher. Funds available come from donations and fundraising and are limited and the school has to make sure that grants reach those most in need of support. All grants from the Hardship Fund are discretionary and will be allocated depending on specific need and funds available. The more information that you can provide regarding your circumstances, whether they are long standing or just short term, the more easily the school will be able to assess your needs and in turn help us decide how the funds should be most suitably allocated.

How will I know my application is successful?

The Hardship Fund Panel will meet in the last week of each half term to consider applications and you will be notified of the outcome by the last day of half term. In the event of an emergency between panels, you should discuss your needs with your pupil's Head of Year in the first instance. If you do not agree with the decision outcome, you may appeal in writing to the Head Teacher. The Head Teacher's decision is final.

The value of allocations will not usually exceed £100.00 per year. If assistance is not provided and the parent/carer disagrees with this decision there is a right of appeal to the Head Teacher and/or the Chair of Governors. This policy will be reviewed every two year in November.

Frederick Bremer School Hardship fund application form

Parent/Carer name(s)	
Pupils name	
Pupils Form	
Contact details: Address, phone number, email	
Application eligibility	In receipt of free school meals / disabilities / is or has been in care / very low family income (please circle all that apply)

Provide details of learner(s) family circumstances. Outline your reasons for applying, and what you are applying for. The more information that you can provide regarding your circumstances, whether they are long standing or just short term, the more easily the school will be able to assess your needs and help us decide how the funds should be most suitably allocated. Please provide copies of letters from professionals if you feel it will help in decision-making.

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Amount requested: £

Declaration:

- The information I have given on this application form is true and accurate
- I will inform you immediately of any change in my personal circumstances that may affect my eligibility to apply

I understand that if I provide false or incomplete information, I will have to repay any monies awarded

Signed _____ Print _____ Date _____

For office use only:

Date received	
Date of panel	
Approved?	Yes / No
Panel member 1 – Name and signature	
Panel member 2 – Name and signature	
Amount awarded	£