

Frederick Bremer School Hardship Fund

Aim

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 aid families who may be experiencing unexpected and unplanned financial difficulties due to life events such as sickness, death, loss of employment, loss of housing.

The Charging and Remissions Policy, found on the school website, details what the school can charge for and what is requested as a voluntary contribution. Please read this policy before applying and talk to the school office if you have any questions.

The Governing Body

The Governing Body has an obligation to ensure that all of the resources of the school are used to good effect. The Finance Committee will receive the annual statement of accounts and the Independent Auditor's report annually. The Finance Committee will monitor and evaluate this policy and review it every two years.

The Headteacher

The control of the school fund and the decision to use monies from the school fund rests with the Headteacher, and each case is judged on its own merit. Following prior agreement, the School Business Manager has delegated responsibility and can make decisions on behalf of the Headteacher.

For expenditure under £500, the agreement of the Headteacher is sufficient. For purchases over £500 the approval of the Governing Body must be obtained.

The Finance Manager

The Finance Manager is responsible for the day to day organisation of the School Fund, for recording all transactions and for keeping the accounts up to date and maintaining a running balance; for the security of any cash.

The School Fund Bank Balance will be reconciled to the cash book/spreadsheet records of receipts and payments on a minimum quarterly basis (auditor's recommendation).

The Finance Manager will prepare an annual statement of accounts which will include a Year End Income and Expenditure Summary.

Financial Audit

The fund has a financial year end of 31st August.

Accounts are prepared annually by the Finance Manager within 3 months of the year end. The School Fund will be audited annually by an independent auditor.

Who can apply?

Because there are only limited funds, we have to make sure that grants reach those most in need of support. The more information that families can provide regarding their circumstances, whether they are long standing or just short term, can help us decide how the funds should be most suitably distributed.

We 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
- Pupils with no recourse to public funds

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 “evidence” needs to be shown?

A letter that details the family’s circumstances and household income is usually all that is required to make a decision. We might ask for evidence to substantiate the request. All requests will be dealt with in the strictest confidence by the school staff and governors.

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
- Classroom materials and equipment
- Some new items of uniform, provided by the usual retailer, Speedstitch
- Some items of good quality second hand uniform, provided by the school
- Subsidy of school educational visits
- Loaning IT equipment to support with home learning
- Food bank stock
- Supermarket vouchers

This list is not exhaustive and applications will be considered on a case by case basis. Assistance will normally be offered annually up to the value of £500. However, in exceptional circumstances assistance may be given more than once a year and this will be at the discretion of the Headteacher.

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 Jenny Smith, Headteacher or click [here](#). 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?

Decisions will normally be made within one week of receiving the request during term time. If assistance is not provided parents/carers may appeal to the Chair of the Finance Committee.

This policy will be reviewed every two years.

Policy review date: October 2022

Policy status: Approved

Next review due: October 2024

Lead contributions from:

Staff: Shermaine Lewis, Jenny Smith

Governors: Finance Committee

Approval by Chair of Governors/Governing Body

NAME: Stephen Armstrong

DATE: October 2022

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.

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 decision	
Approved?	Yes / No
Name and signature	
Panel member 2 – Name and signature	
Amount awarded	£