

KINGSMEAD HARDSHIP FUND 2022/23

Staff contact: Miss R Force, Removal of Barriers to Learning Lead r.force@kingsmeadschool.net

OVERVIEW

The Hardship Fund is a discretionary source of financial help available to all registered full-time Kingsmead students.

The aim of the Fund is to help students who have difficulties in paying for:

- Curriculum trips, visits, year group residential courses and other activities (The amount covered will be agreed upon depending upon circumstances, cost of the trip as well as time until trip departs)
- Uniform, shoes or sports kit
- Other materials or equipment to assist in academic studies
- Other necessary expenses

Payments from the Fund are discretionary and if awarded do not need to be repaid.

Limited resources are available from the Hardship Fund. Funds are topped up through fundraising and voluntary contributions. Donations of school uniform to the Fund are welcomed (please note: the current logo is in place for another 12 months so the purchasing of brand new uniform is not necessary at this point)

ELIGIBILITY

The Academy will consider hardship fund applications in relation to the following groups of students:

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 an annual income below £16,190
- Guarantee Element of the State Pension Credit.
- 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

Students

- Who have disabilities
- Who are in care, or who have left care
- Who live alone outside the family home
- Who have a very low family income

Proof of Benefit is required. Proof must be in 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 your Miss Force to discuss your exceptional circumstances.

APPLICATION PROCESS

An application should be made through the member of staff detailed on the application form. The application must remain confidential and will be considered by Miss Force given their knowledge of the student's circumstances.

If approved by Miss Force, the application will be passed to the Headteacher and the Finance Director for review and final approval.

A student may be able to apply for hardship support at any time during the academy year. It is possible to apply more than once, but usually only where circumstances have changed – approval of one application does not necessarily mean that further applications will be approved. Students and their families cannot appeal a decision not to award a hardship grant as the Headteacher and Finance Director's decision is final.

Payments from the hardship fund would normally be 'in-kind' e.g. direct provision of uniform or sports kit, materials and equipment, or by contribution towards trip and visit expenses. Applications for hardship support towards activities taking place in the future (e.g. curriculum trips) will not routinely be approved until close to the time of the activity. This prevents the Academy from committing itself to financial support that may not be require.

Please note that if your child is in receipt of Pupil Premium then there is already support in place for the provision of uniform and payments towards trip. Please be advised that additional support through the Hardship Fund will be limited.

Hardship Fund Application Form

Please complete the relevant pages below and either return to the school office or email to r.force@kingsmeadschool.net

Your details

Please complete in capital letters

Title	
First Name	
Surname	
Partner's First Name (if applicable)	
Partner's Surname (if applicable)	
Address	
Postcode	
Telephone	
Email Address	

Student/s you wish to claim for:

Name of student	Year group	Form

Hardship Fund Application Form

Clothing application

Items of clothing needed. Please provide sizes for items. If you need the same item of clothing for more than one child, then please ensure this is clearly indicated

Item	Tick if needed	Number needed	Size/s
Blazer			
Shirt			
Tie			
Footwear			
Trousers			
Skirt			
Sports kit			
PE top			
Short			
PE socks			
Football boots			
Trainers			

Hardship Fund Application Form

School Trip Support Application

The amount the academy can provide towards any one trip will be determined based on circumstances. This support is offered on a discretionary basis.

Name of trip	
Dates of trip	
Total cost of trip	
Amount paid to date	
Amount outstanding	
Amount of support requested	
Reason why you are seeking support	

Student/s you wish to claim for:

Name of student	Year group	Form

Hardship Fund Application Form

Declaration

Grounds for application *(please tick all that apply)*

Grounds for application	Tick if applies	Evidence enclosed
<i>In receipt of qualifying benefits:</i>		
Income support		
Income-based jobseekers' allowance		
Employment or support allowance		
Support under VI of the Immigration and Asylum Act 1999		
Child Tax Credit, but not Working Tax Credit, with an annual income below £16,190		
Guarantee element of State Pension Credit		
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		
<i>Other grounds:</i>		
Student in receipt of FSM		
Very low family income		
Student has disabilities		
Student in care, or care leaver		
Student with siblings in the same year		
Student living alone outside of the family home		
<i>Other (please specify):</i>		

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

Signature of parent/carer	Date

OFFICE USE ONLY

Date received	By	Approved Y/N	Date	Item/s ordered?