



## **Hartwell Primary School Helping Hands Fund**

### **Why do we have a Hardship Fund?**

Hartwell Primary School recognises that there are families that might need support during their child's education from time to time. The Helping Hands Fund is a discretionary source of financial help. It is in place to offer assistance to families who may be experiencing unexpected or unplanned financial difficulties due to life events such as sickness, death, loss of employment, loss of housing or separation.

### **What can the fund be used for?**

1. Curriculum trips, visits and residentials (up to 100% of the cost);
2. Uniform, school shoes, winter coats or sports kit;
3. Emergency travel expenses.

Payments from the fund do not need to be repaid.

### **The School will consider requests for funding from the following:**

- Children in receipt of free school meals;
- Children in families with very low incomes;
- Children with Special Educational Needs or Disabilities (SEND);
- Children who are or have been in care.

### **Your child/ren may be eligible for grants from our fund if:**

- A household income of below £25,000;
- A child whose parents are currently claiming other means tested benefits including Income Support, Working Tax Credit/Child Tax credit, Income Based Employment and Support Allowance (ESA), who is not entitled to free school meals;
- At the decision of the headteacher and a panel of governors, any child who does not fall under the categories listed above, but consider themselves to be in financial hardship.

**Please note that proof of benefit is required if not already registered for free school meals or eligible for Pupil Premium. Proof of benefit must be issued in the last six months.**

The more information that can be provided regarding your circumstances, whether they are long standing or short term, the easier the panel will be able to assess your needs and will help decision making for how the funds should be most suitably distributed.

All grants from the fund are discretionary and will be allocated depending on need and funds available. Family support of the school and the Home/School Agreement will be a consideration in grant allocation as the school strongly believes that support is a mutual relationship; therefore attendance, completion of homework, wearing school uniform and general good communication from home will also be considered alongside the application.

### **How can I apply to the Hardship Fund?**

An application should be made to Mrs Jamie Pardon, Headteacher, using the form provided. The application will remain confidential and will be considered by the panel. If your application is approved, the application will be passed to the School Business Manager, Mrs Lara Bruce, for processing.

Helping Hands funding can be applied for at any time during the academic year. It may also be possible to apply more than once, but usually only where circumstances have not changed. The panel meet six times a year to consider applications. The outcome decision is final.



**Helping Hands Fund Application Form**

Child's name(s):	
Parent/Carer's name(s):	
Preferred contact number(s):	
Email address:	
Application eligibility	In receipt of free school meals / very low family income / disabilities / is or has been in care <i>(please circle all that apply)</i>

**Provide details of family circumstances**

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

*Continue on a separate sheet if necessary*

Amount requested:

**Declaration**

- The information I have given in this application is true and accurate.
- I will inform you immediately of any changes to my personal circumstance 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: \_\_\_\_\_

**Office use only:**

Date received		Date of panel	
Approved?	Yes / No	Amount Awarded	
Panel Member 1			
Panel Member 2			
Panel Member 3			

## Helping Hands Fund Outcome Letter 1 – Not Approved

Dear

I am writing following the panel of governors meeting to consider your application to Hartwell Primary School's Helping Hands Fund.

I regret to inform you that your application has not been approved on the grounds of:

- Not meeting the criteria for receipt of grant
- Lack of evidence provided
- False or incomplete information
- Lack of support for the school
- All funds have already been allocated for the academic year

This outcome decision is final. Should your circumstances change in the future, you will be able to submit another application for consideration.

Yours sincerely,

Mr Martin Cox

Chair of Governors

## Hardship Fund Outcome Letter 2 – Approved

Dear

I am writing following the panel of governors meeting to consider your application to Hartwell Primary School's Helping Hands Fund.

I can inform you that your application has been successful and you have been granted the sum of £----- for the following:

- Trip/Visit/Residential
- Uniform (Big Fish)
- Uniform (other)
- School Shoes
- Winter Coat
- Sport Kit
- Emergency Travel Costs

Please contact, Mrs Lara Bruce, School Business Manager on 01604 862880 (select option 2) to arrange an appointment to process the funds, if the grant is for anything other than a trip, visit or residential.

Yours sincerely,

Mr Martin Cox

Chair of Governors