

### **What support can I apply for?**

IES Breckland's hardship fund is there to support students whose family circumstances mean that they would not be able to participate in educational trips, transport and other school events. **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. You do not need to apply to the hardship fund for support to cover voluntary contributions. Please read the policy before you apply and talk to the school Finance Office if you have any further questions.

If you are eligible, we always advise application for Free School Meals, more details of this and eligibility criteria can be found on the school website. You do not need to be in receipt of Free School Meals to qualify for hardship support.

### **Am I eligible for financial support from the school's hardship fund?**

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

### **What "evidence" do I need to show?**

We do not formally ask for evidence for this application, a letter that details your family circumstances and household income is usually all that is required to make a decision. We might contact you if we need more information. All forms, correspondence and communication is dealt with in the strictest confidence by the school Finance Office.

### **When should I apply?**

The Principal will consider applications every term. Please submit your application as soon as you are aware that you need to request support from the hardship fund. You must notify the school of any change in circumstances that might affect the continuation of the financial support. Decisions will not be backdated and will be made on a case by case basis. You will be required to submit a form on each occasion financial assistance is requested i.e. each trip or annual transport fee.

### **Will I automatically get what I apply for?**

All financial support from the hardship fund is discretionary and will be allocated depending on need and funds available. The more information you put into your application about what you will find difficult to fund and why, the more easily the school will be able to assess your needs.

### **How will I know what I might find difficult to fund?**

When trips become available there will always be an indication of the total cost of the trip. Non-educational trips, such as the ski trip will not normally be supported.

### **Will the financial support be paid in cash?**

Financial support will be paid directly to into the relevant trip, event or school cost centre.

### **What should I do if I do not agree with the Principal's decision?**

You should write to the Chair of Governors stating why you think the decision is incorrect. The Chair of Governors will then consider your appeal and reconsider your application. The outcome of this reconsideration will be notified in writing and is final.

### **Where can I get further information?**

The finance office is available on:

01842 819501

[finance@breckland.iesschools.co.uk](mailto:finance@breckland.iesschools.co.uk)

## Application for Hardship Fund

<b>Part 1. Student Details</b>	
First Names	Surname
Date of Birth	Year Group
Home Address	
Postcode	

<b>Part 2. Parent or Carer Details</b>	
Title and First Name	Surname
Address (if different from above)	Contact telephone numbers
Postcode	Parents email address

<b>Part 3. Household Details</b>		
Please state who you live with and their relationship to you (the student)		
Name	Relationship to you, e.g. mother, father brother, sister, grandparent, partner etc.	Age if under 16

<b>Part 4. Please indicate the help you require and supply relevant further information to support your request – please see FAQs overleaf.</b>

<b>Part 5. Declaration</b> - I certify that the information given above is correct and understand that the school has the right to reclaim any funds and equipment costs, if I am found to have provided incorrect information.	
<b>Signature of parent/carers</b>	<b>Date</b>