



Leytonstone School Hardship Fund Policy (September 2019)

Leytonstone School School's hardship fund is there to support pupils whose exceptional family circumstances mean that they need support to provide uniform and other clothing, shoes, educational equipment, meals during the school day, access to extracurricular educational experiences, etc * .

Assistance will be advertised to parents/carers via school newsletters and the school website and parents will be expected to make an application/enquiry to the school if they require assistance.

Am I eligible for a grant from the school's hardship fund?

Because there are only limited funds, we have to make sure that grants reach those most in need of support. 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. Awards will have a time limit and review date.

How do I apply for assistance from the hardship fund?

Completion of an application form or a letter that details your family circumstances is usually all that is required to make a decision. We might contact you if we need more information. All forms, correspondence and communication are dealt with in the strictest confidence by the designated safeguarding officer. We don't formally ask for evidence for this application.

When should I apply?

Please submit your request / application as soon as you are aware that you need to support from the hardship fund. You must notify the school of any change in circumstances that might affect the continuation of the grant.

Will I automatically get what I apply for?

All grants from the hardship are discretionary and will be allocated depending on need and funds available. The more information you put into your request/ 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?

We will publish a list of the trips per year group in advance with a rough indication of cost. Letters will be sent about recommended revision books or specific equipment (e.g. maths pack)

Will the grant be paid in cash?

Grants from the hardship fund will be paid directly into the relevant trip, event or school cost centre. On some occasions a voucher will be provided or goods and services required. We do not make cash settlements from the fund.

What should I do if I don't agree with the Committee's decision?

You should write to the Chair of Governors stating why you think the decision of the Committee is incorrect. The Chair of Governors will then consider your appeal and reconsider your application with the help of two other Governors who were not previously involved. The outcome of this reconsideration will be notified in writing and is final.

Is support available from other bodies?

We can discuss this further with you. If you are eligible, we always advise application for Free School Meals. You do not need to be in receipt of Free School Meals to qualify for a hardship grant.

Please contact **Brenda Thomas- Appie**

Child Protection Officer

Leytonstone School

020 8988 7486 / 07850 913704.

We are able to make referrals to the local food bank and baby supplies bank. In some circumstances we would complete an Early Help Assessment with you and make a request to the Early Help Team.

Ratified by	Sophia (Sonia) Danischewsky (Chair) Co-opted Governor
Ratified on	12/3/2019
Review date	12/3/2020



Hardship Fund Application form

*The School 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 grants to cover voluntary contributions. Please read the policy before you apply and talk to the school Finance Office if you have any questions.

Leytonstone School

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Headteacher: Raza Ali – Acting Headteacher

Safeguarding & Child Protection Officer: Brenda Thomas- Appie

Application for Hardship Fund	
Part 1. Pupil Details	
First Names	Surname
Date of Birth	Year Group
Home Address	
Postcode	
Part 2. Parent or Carer Details	
Title and First Name	Surname
Address (if different from above)	Contact telephone numbers Home:
	Mobile:
	Parents email address
Part 3. Household Details	
Please state who you lives with you in the household	
Part 4. Please indicate the help you require and supply relevant further information to support your request (please see policy)	



Part 5. Declaration 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 or do not complete my course.	
Signature of parent/carer	
	Date:
Office Use Only:	
Application reviewed by:	
	Date:
Recommendations:	
<input checked="" type="radio"/> Application Approved	
<input type="radio"/> Not Approved by:	
Headteacher Signature:	Date: