



## What is the Hardship Fund?

The Hardship Fund is a discretionary source of financial help available to all registered full time school students. The aim of the Fund is to help students who have difficulties in paying for:

1. Curriculum trips, visits and year group residential trips (up to 100% of the cost);
2. Uniform, shoes or sports kit;
3. Emergency travel expenses

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

## The School will consider requests for hardship funding from the following groups of students:

- If you receive any of the following benefits:
  - Income Support
  - Income-based Jobseeker's Allowance (JSA)
  - Income-related Employment and Support Allowance (ESA)
  - Support under Part VI of the Immigration and Asylum Act 1999
  - The guaranteed element of State Pension Credit
  - Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
  - Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
  - Universal Credit - your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- Students with disabilities
- Students who are or have been in care
- They do not fall under the categories listed above but consider themselves to be in financial hardship

***Please note that proof of benefit is required. Proof of benefit must have been issued within the last three months.***

***Please note that the allocation for FULL school uniform will be considered for those students going into in Years 7 & 9 only, although applications will be considered from other year groups.***

## How to apply to the Hardship Fund

An application should be made to the Principal. The application will remain confidential and will be considered by the Principal, given their knowledge of the student's circumstances and the evidence provided. If approved by the Principal, the application will be passed to the Finance Office for processing.

***PLEASE NOTE THAT A LETTER WILL BE ISSUED FOR THE UNIFORM SHOP ONLY.  
THE CASH EQUIVALENT CANNOT BE PROVIDED.***

It may be possible to apply more than once, but usually only where circumstances have not changed. Families cannot appeal a decision not to award a hardship grant, as the Principal's decision is final.

# Hardship Fund Application Form

PLEASE COMPLETE IN CAPITAL LETTERS

## Your details

Title:	<i>Mr, Mrs, Miss, Ms or Other</i>
Surname or Family Name:	
First Name:	
Relationship to Child:	
Partner's Surname (if applicable):	
Partner's First Name (if applicable):	
Relationship to Child:	
Address:	
Postcode:	
Telephone:	
Email Address:	

## Child/ren you wish to claim for

Name of Child:	Year Group	Date of Birth

## Support Requested

(please use form overleaf for school trips)

Item	Amount (£)	Reason why you are seeking support and details of cost
School Uniform Grant (usually a maximum £100)		
Emergency Travel Expenses (we do not pay for travelling to school expenses)		

# School Trip Support Application

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

## Declaration

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

Name of Parent / Carer:	
Signature of Parent / Carer:	
Date:	

**Please complete and return this form with the necessary supporting documentation to:**

Mrs. Tracey Arnold, PA to Principal: [tracey.arnold@thejohnroanschool.org.uk](mailto:tracey.arnold@thejohnroanschool.org.uk)

### Data Sharing

The information provided to The John Roan School will be used to process this application. We may share the information provided with other bodies responsible for auditing or administering public funds, or to undertake local anti-fraud initiatives. In addition, we may share the information with third parties such as Royal Borough of Greenwich Council departments, Government departments or other local authorities. For further information on data sharing, and our full Privacy Policy, please visit our website.

### Data Controller

The Data Controller for personal information held by the Group's Academies is United Learning Trust (ULT). ULT is registered with the ICO under registration number Z7415170. The Company Secretary, Alison Hussain, is responsible for ensuring that the group complies with the Data Protection Law. She can be contacted on [company.secretary@unitedlearning.org.uk](mailto:company.secretary@unitedlearning.org.uk) or 01832 864538.

<b>Office Use Only</b>	
Date received:	
Received by:	
Approved:	<b>YES / NO</b> (delete as necessary)
Approval date:	
Approved by (name):	
Approved by (position):	Principal
Signed:	

**Please pass to the Finance Officer for processing.**