

St Joseph's College

## **HARDSHIP POLICY**

<b>Date of Latest Review:</b>	January 2018
<b>Next Review Date:</b>	January 2019
<b>Policy Available for Staff at:</b>	Website
<b>Policy Available for Parents at:</b>	Main Office
<b>Headteacher:</b>	Ms M Roberts

## Hardship Policy

### Introduction

The school recognises that education places financial demands on parents and there are some occasions when parents/carers will find it hard to meet these demands. Although funds are very limited the school would like to support parents/families where possible.

We realise that it is hard for parents/carers to ask for financial support but funds are very limited so the school will have to apply certain criteria in deciding whether or not support can be given.

### Criteria

Consideration will be given to year 7 to year 11 students, and VI Form students who do not qualify for the 16-19 bursary fund whose parents/carers are:

- Eligible for Free School Meals
- In receipt of Employment Support Allowance
- In receipt of Disability Living Allowance
- Experiencing temporary situations which are causing difficulty, for example caused by recent job loss, bereavement or other serious and unforeseen circumstances
- Pupil premium pupils when pupil premium funding has been exhausted

### Qualifying Resources

Application for financial support will be considered for:

- School uniform
- Costs of educational visits that are integral to the curriculum
- Travel to school
- Meals
- Homework club costs
- Educational equipment e.g. text books
- Lockers

### Making an Application

Applications are made by the parent/carer or a member of staff in their place direct to the Headteacher. The Headteacher is authorised by the Governing Body to decide whether assistance is granted and the Headteacher will notify the finance office.

### The hardship fund

The hardship fund is funded by;

- Funds as and when required from the School Fund Voluntary Account
- Surplus balances of trips where, if they were to be refunded to parents they would be less than £10.00 each
- Photograph commission

### Authorisation

All financial support from the hardship fund must be authorised by the Headteacher. Should parents/carers be unhappy with the decision of the Headteacher an appeal to the Governors under the Complaints Policy is possible.