



# **BORDEN GRAMMAR SCHOOL**

## **Hardship Fund Policy**

Date Last Revised November 2023

Revised By LSR

Ratified by Pastoral & Wellbeing Committee

Frequency of Review As required

Next Review Date As required

## **OVERVIEW**

The Hardship Fund is a discretionary source of financial help available to all registered full-time Borden Grammar School students.

The aim of the Fund is to help students who have difficulties in paying for:

- Curriculum trips, visits, year group residential courses and other activities (usually up to 20% of the cost, but can be up to 100% at the discretion of the Headteacher and School Business Manager)
- Uniform, shoes or sports kit
- Other materials or equipment to assist in academic studies
- Other necessary expenses

Payments from the Fund are discretionary and if awarded subject to repayment via a mutually agreed repayment plan.

Limited resources are available from the Hardship Fund. Funds are topped up through fundraising and voluntary contributions.

## **ELIGIBILITY**

Borden Grammar School will consider hardship fund applications in relation to the following groups of students:

- Students in receipt of free school meals
- Students in low income families. This will normally be families with a household income of less than £20,000 or families who are claiming Universal Credit or other means tested benefits
- Students with disabilities
- Students who are or have been in care

Even if these conditions are not met the Headteacher and School Business Manager have discretion to allow other cases to be met from the hardship fund if they consider there is good reason.

If you are experiencing hardship and do not fall into the categories above, please contact your child's Head of Year in the first instance to discuss your exceptional circumstances.

Borden Grammar School may request recent proof of benefits, low income or hardship if the student is not already registered for Free School Meals.

## **APPLICATION PROCESS**

An application should be made in writing through the relevant Head of Year. The application must remain confidential and will be considered by the Head of Year given their knowledge of the student's circumstances.

If approved by the Head of Year the application will be passed to the Headteacher and the School Business Manager for review and final approval.

A student may be able to apply for hardship support at any time during the academic year. It is possible to apply more than once, but usually only where circumstances have changed – approval of one application does not necessarily mean that further applications will be approved. Students and their families cannot appeal a decision not to award a hardship grant as the Headteacher and School Business Manager's decision is final.

Applications for hardship support towards activities taking place in the future (e.g. curriculum trips) will not routinely be approved until close to the time of the activity. This prevents Borden Grammar School from committing itself to financial support that may not be required, for example, if changing family circumstances mean that hardship support is no longer required.

## **YEAR 12 AND 13 STUDENTS**

### ***16-19 Bursary***

Students experiencing hardship in Years 12 and 13 should apply via the Head of Sixth Form for a 16-19 Bursary in the first instance. Borden Grammar School receives funding every year to help and support any student who faces financial barriers to participate in education and training, such as the costs of transport, food or equipment.