



Introduction

The Hardship Fund at Richard Challoner School has been set up to assist those families who are part of our community, who have an urgent financial need, for expenditure which (usually) sits outside of the school environment (ie, not curriculum support for trips, books or resources).

The Hardship Fund is for extraordinary support for one off and specific support for families who suddenly find themselves in a severe time of need.

The main features of the fund are that:

- Hardship Fund Awards are discretionary
- No family has an automatic right to receive funds
- It is cash limited and awards will be made based on the severity of need
- The Head/Bursar/Safeguarding Lead will jointly make decisions as to how the fund is allocated
- Expenditure will be monitored by the Governor's Finance, General Purposes, Risk & Audit Committee

Purpose of this Policy

The purpose of this policy is to specify how Richard Challoner School will operate the scheme, and to indicate some of the factors which will be considered when deciding if a Hardship Fund payment can be made.

Each case will be treated on its own merits and all claims will be treated fairly and equally in the accessibility to the Fund and also the decisions made with applications.

Statement of Objectives

Richard Challoner School will seek through the operation of this policy to:

- Allow a short period of time for someone to adjust to unforeseen short-term financial circumstances and to enable them to "bridge the gap" during this time.
- Help families through personal crises and difficult events that affect their finances.
- Prevent exceptional hardship
- Help those who are trying to help themselves financially
- Alleviate poverty
- Give support to those who are financially vulnerable.

The Hardship Fund is a short-term emergency fund.



Eligibility

To be able to apply for funding, families must have a pupil on roll at the school, in years 7-13, and the child must have been in attendance at school for more than 12 months.

There is no deadline for applications as financial need through the academic year may change.

Parents must sign to confirm that they are eligible for this funding and that the evidence provided is true and accurate to the best of their knowledge. False information may result in future payments being withheld and a recovery of funds already paid.

Evidence of need must be provided, with supporting documentation to support the amount being claimed. The school reserves the right to investigate claims before payment is made.

Duties of the Parent

Any parent claiming an Exceptional Hardship Fund Payment is required to:

- Give the school such information as it may require to make a decision.
- Tell the school of any changes in circumstances that may be relevant to their on-going claim.
- Give the school such other information as it may require in connection with their claim.
- Sign a declaration stating that the information is true and complete and agree that the school may verify the information

Raising Awareness

Richard Challoner will publish clear statements about their Hardship Fund and will promote its availability to parents each academic year. Information regarding the fund will be made available on the school website, along with details as to how to apply for funding. Confidentiality will be emphasised at all times.

Amount of the Award

The amount awarded for each claim are determined at the discretion of Richard Challoner School and will be done based on the evidence supplied and the circumstances of the claim. Richard Challoner School reserve the right to amend, suspend or cancel any Hardship funding award as necessary or appropriate.



Notification of an Award

Claims will be agreed within 7 days of being submitted during the term time, and within 14 days during any school holidays. Payments will be made by bacs into a suitable bank account.

How to Apply

The applications form is attached to this policy as **Appendix 1** and is also available as separate documents on the school website or from the school bursar.

The school bursar, Mrs Harvey can be contacted at any time to offer help and support with the process. She can be contacted by email at Stephanie.harvey@challoner.kingston.sch.uk

If you have any queries, questions or need help with the process, please do ask for assistance.

All conversations and documentation provided for this process will be kept in the strictest confidence, and all data provided will only be used within Richard Challoner School. No information will be shared with any third parties.



Appendix 1

Hardship Fund Application

Prior to completing this form, please read the Hardship Fund Policy. Please provide as much detail as possible; proof of expenditure will be required to allow the processing of this form.

Parent Surname/Family Name:	
First Names:	
Name of pupil(s) on roll	
Address:	
Post Code:	
E-mail Address:	
Mobile Phone:	

Bank or Building Society Details for payment of the award

Name of Account Holder:	
Sort Code:	
Account Number:	

Reason for claim

Please complete this section with as much detail as possible, explaining how much funding you are hoping for, why you need the funds, and proof of expenditure (or quote for future costs)

Examples could be help with gas/electricity bills, help with rent, etc... Details as to why help is required should also be included.	
Household Income (gross)	



The details above will be used to help determine the amount of funding issued with this claim. They will be stored securely at Richard Challoner School and will not be shared with any other parties.

Proof of household Income needs to be provided – this can be in the form of a benefits letter, P60, payslip, bank statements, but will need to prove the total income for the household.

I confirm that all information on this claim is true and accurate.

I understand that a false claim may result in any future payments being withheld and the recovery of payments already made.

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Signed Parent/Carer

Date