

General Information for Parents and Guardians

What is the Hardship Fund

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

1. Curriculum trips, visits and year group residentials where these support the curriculum (up to 50% of the cost);
2. Uniform, shoes or sports kit;
3. Other materials or equipment required for their academic studies

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

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

- Looked after children;
- Pupil Premium students;
- students in families with very low incomes;

Your child(ren) may be eligible for grants from our hardship fund if:

- You are in receipt of Child Benefit for the child(ren)

AND

- You are receiving one of the following three benefits to support your income:
 - Income Support/Universal Credit
 - Income-based Job Seekers Allowance
 - Child Tax Credit dependent on total annual income to the household

OR

- You are receiving one of the following three benefits as your ONLY source of income:
 - Widowed Mother's Allowance
 - Employment and Support Allowance
 - Pension Credit

You may NOT be eligible for hardship grants if you receive Working Tax Credit.

Proof of Benefit is required. Proof must be in letter form and:

- Proof of benefit must have been issued within the last six months;
- Proof must show the family address given;
- Proof must be included with the grant application;
- Bank Statements, incapacity, housing and council tax benefit are not valid proof.

Letters of Proof of Benefits can be obtained from:

- HMRC
- Jobcentre Plus
- Migrant Helpline

How to apply to the Hardship Fund

An application should be made to the Director of Finance & Resources. The application will remain confidential and will be considered by the Principal given their knowledge of the student's circumstances. The Principal will determine if final approval of the payment will be made.

The payment will be made only in the following ways:

- For emergency travel expenses the payment will be in cash;
- For all other expenses the payment will be made through the Academy internal financial system or by receipt of invoice for goods purchased

A parent may be able to apply for hardship support at any time during the academic year. It may also be possible to apply more than once, but usually only where circumstances have not changed.

Parents cannot appeal a decision not to award a hardship grant as the Principal's decision is final.

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

Mrs Virginia Wood
Salendine Nook High School
New Hey Rd.
Huddersfield
HD3 4GN

By hand – School Office

For enquiries call – 01484 657541