



Boxgrove
Primary
School

Boxgrove Lane, Guildford, Surrey GU1 2TD

Co-Headteachers:

Mrs Alison Fitch BA (Hons) QTS & Mrs Rebecca Stacey BA (Hons) QTS

Boxgrove Hardship Fund Policy

At Boxgrove we want every child to:

- Love learning
- Find their strengths and talents
- Achieve more than they thought possible

OVERVIEW

The Boxgrove Hardship Fund is a discretionary source of financial help available to all pupils registered full time at Boxgrove Primary School. This policy is for ALL families at the school including those who fulfil pupil premium eligibility.

The aim of the Fund is to help pupils whose family has difficulties in paying for:

- Educational visits and workshops to support the curriculum
- Residential trips
- Uniform or shoes
- Other materials or equipment to assist school-based activities
- Other necessary expenses

Discretionary payments from the Boxgrove Hardship Fund are awarded on application on an annual basis and do not need to be repaid. The Boxgrove Hardship Fund has limited resources available and is, at the time of publishing, funded through an annual donation from the Boxgrove Parent Teacher Association (BPTA) uniform shop as agreed annually by the committee. Additional income streams may include any voluntary contribution from the parent/carer body that is directed by them to the Boxgrove Hardship Fund.

ELIGIBILITY

The Boxgrove Hardship Fund is available to support all families with a child registered full-time at Boxgrove Primary School.

Currently some families receive some financial support through the Pupil Premium grant.

Pupil Premium Eligibility

Families of pupils at Boxgrove Primary School with Pupil Premium eligibility (i.e., those in receipt of benefits which qualify for Free School Meals) receive financial support in a number of ways:

- Deployment of our Pupil Premium grant to fund, at the time of publication:
 - 100% of the cost of residential trips
 - 100% of the cost of swimming lessons
 - 50% of the cost of educational visits

This financial support will be automatically applied to families scopy accounts.

Families in receipt of Pupil Premium will need to apply through the Hardship Fund Policy for the following support for their child by completing and returning the grant application form:

- 50% of the cost of a branded uniform bundle if requested.
- up to £50 per term in support of attendance at an extra-curricular activity such as music lessons or clubs.
- A limited bursary place (up to £50 per term) at additional activities such as Rocksteady and Planet Soccer
- Subsidised places at clubs run at Boxgrove Primary School by external providers such as holiday clubs.
- Discounts for activities associated with Boxgrove Primary School, such as Grovers before and after school club (discounted at up to 20% of session cost).

Any family can apply for financial support from the Boxgrove Hardship Fund. If you need any financial support with any of the above, please apply by completing the application form attached to this document.

Other Eligibility

The school will also consider Boxgrove Hardship Fund applications made by parents/carers with parental responsibility in respect of pupils:

- Who have disabilities

- Who are in care, or who have left care
- Who have a very low family income
- Who have unexpected financial hardship.

APPLICATION PROCESS

An application should be completed and sent in an envelope to the School Office, marked confidential - Boxgrove Hardship Fund Application.

The information will not be shared outside of the Pastoral Team who will review applications. If approved, the approval form will be shared with the Assistant School Business Manager who will administer the payment. You will receive a letter outlining the support that has been approved by the school.

If eligible, a family may apply for financial 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. The award of financial support through the Boxgrove Hardship Fund is discretionary and cannot be appealed.

Payments from the Boxgrove Hardship Fund would usually, though not always, be 'in-kind', e.g. direct provision of uniform or sports kit, materials, a discount for a school trip or residential or a voucher for activities such as holiday clubs.

Applications for support from the Boxgrove Hardship Fund towards activities taking place in the future will not routinely be approved until close to the time of any specific activity. This prevents Boxgrove Primary School from committing itself to financial support that may not be required, for example, if changing family circumstances mean that support is no longer required.

When an application is received from a family eligible to apply for support from the Boxgrove Hardship Fund, the Pastoral Team will consider the application in the context of:

- other financial support already in place (Pupil Premium Grant support, Young Carer support, charity, trust and foundation funding)
- historical support from the Boxgrove Hardship Fund
- available funds
- projected demands made by the whole school community on The Boxgrove Hardship Fund.

This is to ensure that the fund is sustainable and available to all those who need support.

ASSOCIATED POLICIES AND PROCEDURES

Charging and Remissions Policy

Trips and Visits Policy

Pupil Premium Strategy Document

February 2023

Hardship Grant Application Form

Your details *Please complete in capital letters*

Title	
First Name	
Surname	
Partner's First Name (if applicable)	
Partner's Surname (if applicable)	
Address	
Telephone	
Email address	

Pupils you wish to claim for

Name of Pupil	Year Group

Grounds for Application (please tick all that apply)

Grounds for Application	Tick if applies
In receipt of qualifying benefits for Pupil Premium Grant Funding	
Very low family income	
Unexpected financial hardship	
<i>Other (please specify):</i>	

Hardship Grant Application Form

Uniform Application - please provide sizes for items.

Item	Tick if needed	Size(s)
Jumper		
Cardigan		
Polo shirt		
PE shorts		
PE top		
PE zoody		
Voucher for shoes		

Trip and Visit Support Application

The Fund can support:

- any one school trip up to the value of £20
- an externally run workshop up to the value of £15
- a residential trip up to 50% of the cost.

School Trip, workshop or residential	Year Group	Date of activity	Amount requested

Application for other support *please indicate other support you are applying for*

Type of additional support	tick if required	additional information
materials or equipment		
additional activities (Rocksteady, Planet Soccer up to £50 per term).		
subsidised place at a club run at Boxgrove		
Grovers' discount (up to 20% discount for each session)		

Please add any additional information in support of your application

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Declaration

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

Signature of Parent/Carer	Date

PASTORAL TEAM USE ONLY:

Date Received	By	Approved Y/N	Date