

HADRIAN LEARNING TRUST

HMS PUPIL SUPPORT FUND POLICY 2023-24

Hadrian Learning Trust has established a small Pupil Support Fund for the 2023-24 academic year to assist families in financial need, particularly in relation to supporting pupils who have difficulties in paying for:

- Curriculum trips, visits, year group residential courses and other activities
- Uniform, shoes or sports kit
- Other materials or equipment to assist in academic studies (e.g. text books, calculators)
- Other necessary expenses

Note that Fund payments are not normally made towards the cost of out-of-catchment transport other than in an emergency or in exceptional circumstances.

The Fund can be applied to when other funding sources, such as pupil premium and sixth form bursary, are not available.

Eligibility criteria

The Trust will consider Fund applications from any families or pupils who have, for whatever reason, found themselves in a position of unexpected financial difficulty through a change of circumstances. Please note that prior to applying to the Fund:

- Families are expected to have applied for free school meals if they are eligible.
- Pupils in receipt of free school meals and/or pupil premium should contact the Pastoral team in the first instance to identify whether funding is available under this route.
- For uniform requests, the online form should be completed ([HMS](#)).

Application process

An application may be made at any point in the school year by completing the attached application form. Please read the form carefully and be aware that it may take some time for your application to be considered. If applying for help for a school trip, please ensure that you send in your application well in advance of any deposits being due – do not sign your child up to a visit on the assumption your request will be granted.

Payments from the Fund will normally be 'in-kind' e.g. direct provision of uniform, materials and equipment, or by contribution towards trip expenses.

Payments from the fund are discretionary and if awarded do not need to be repaid. The school's decision is final and cannot be appealed.

Contributions to the fund

Funds are topped up through fundraising and voluntary contributions. Should you wish to contribute to the Pupil Support Fund, this can be done by making a bank transfer to the following account:

Account name	HLT Fundraising
Sort code	30-94-19
Account number	32029968

Donations can be made anonymously, but should you wish to receive acknowledgement of receipt, please contact finance@gehs.net.

HMS Pupil Support Fund: Application form 2023-24

Please ensure you complete all the information required on this application form and return it with evidence of income or other supporting documentation (where required). Incomplete applications will be returned with the request that missing information is provided and will not be processed until completed.

Stage 1: Application completed. Email completed forms to finance@gehs.net or return to the finance office.

Stage 2: Application reviewed.

Stage 3: Decision communicated. If the request is granted, school will arrange payment for the agreed item.

Details					
Parent/Carer title:		First name:		Surname:	
Pupil first name:				Surname:	
Date of birth:			Form Group		
Address:					
Postcode:		Telephone:		Email:	

Please list what you would like financial assistance for, including £ values

Please provide details of the circumstances which have prompted you to apply for assistance from the Pupil Support Fund

Free School Meals

Are you in receipt of free school meals? Yes ☐ No ☐

Where a child is not in receipt of free school meals, applications must be supported by some form of documentation to ensure a consistent and fair approach to the application process. This could be:

- Evidence of family income and/or proof of benefits. Proof should be in letter form and must have been issued within the last six months.
- A letter from an employer or GP or a reference from a reputable member of the community such as a vicar, charity or community organisation. Please include their contact details as they may be contacted for confirmation.

Details of accompanying evidence**I declare that:**

- I have read and understood the Pupil Support Fund Policy, and
- the information on this form is true and accurate to the best of my knowledge.

Signed

Name of applicant

Date