



THE WINDMILLS JUNIOR SCHOOL

Hardship Fund Policy

Issue Date: Oct 2025 Review Oct 2028

At Windmills Junior School the health, safety and wellbeing of every child is our top priority. We expect all staff, governors and volunteers to share this commitment to safeguarding our pupils.

Background and rationale

The Hardship Fund forms part of the School Fund and contains money raised from general school fundraising activities (concert tickets etc.). It will consider applications for financial support towards the cost of the following expenses:

- Educational visits and activities
- Curriculum activities requiring a donation
- Uniform, shoes or PE kit
- Other materials or equipment to assist in academic studies
- Residential trips
- Other necessary expenses

Up to 100% of a cost can be covered at the discretion of the Headteacher. Funds are limited and once the money has been spent there can be no further applications until further funds are raised. Annually Governors will set aside an amount from the School Fund for the Hardship Fund. The amount agreed for the 2025-26 academic year is £1000.

Aims of the policy

The aim of this policy is to make clear the process by which applications can be made to, and granted from, the Hardship Fund.

Who is eligible?

The school will consider requests for hardship funding from the following groups:

- Pupils in receipt of Free School Meals
- Pupils in families with a very low income (below £25,000 per annum)
- Pupils whose parents are currently claiming other means-tested benefits including Income Support, Working Tax Credit/Child Tax Credit, Income Based Employment and Support Allowance (ESA), and they are not entitled to Free School Meals.
- Pupils whose family situation would otherwise prevent participation in visits/activities.

Each pupil's case will be considered on its own merit before a decision is made.

Proof of income

We may request proof of income and benefits if a pupil is not already registered for Free School Meals.

All information received will be treated in the strictest confidence and copies of evidence of eligibility will be retained and stored securely for audit purposes.

Process

All applications must be submitted on the attached form.

Applications will be considered by the Senior Leadership Team and parents will be advised of the outcome in writing. Parents cannot appeal a decision not to award a hardship grant as the Headteacher's decision is final.

There will be a personal limit set for each eligible student at the discretion of the Senior Leadership Team to ensure fair and equitable distribution of funds.

Related links

<https://www.gov.uk/browse/benefits/tax-credits>

<https://www.gov.uk/jobseekers-allowance>

<https://www.gov.uk/working-tax-credit>

<https://www.gov.uk/child-tax-credit>

Other related policies

School Fund Policy

Finance Policy

Hardship Fund Application form

Personal details

Name of pupil you wish to claim for:
Name of parent/carer:
Address:
Home phone number:
Mobile phone number:
Email:

Home financial circumstances

Please briefly explain your family financial circumstance indicating why your child should be considered for funding:

If your child is NOT eligible for Free School Meals then please provide the following documentation to support your application:

Please tick which of the following documentation you will be using as evidence of your household income. Please attach this documentation to your application form.

- Certified accounts (if self –employed)
- P60U Social Security Benefit Certificate
- P60 or month 12 payslip
- Copy of letter confirming Jobseekers allowance
- Copy of letter confirming Universal Tax Credit Allowance
- Copy of letter confirming Child Tax Credit Allowance
- Copy of letter of redundancy

Financial support

Trip/activity/item(s) you wish to claim for	
Total cost of trip/activity/item(s)	£
Amount paid to date	£
Amount outstanding	£
Amount of support requested	£
Reason why you are seeking support	

Declaration

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

Parent/Carer's signature:
Date:

For office use only

Date received	
Date of decision	
Approved?	Yes/No
Headteacher's signature	
Amount awarded	£