

St. Aloysius Primary Federation



Financial Assistance Policy

Date:	April 2020
Review Date:	April 2022
Adopted:	April 2020

CONTENTS:

1. INTRODUCTION p3

2. POLICY STATEMENT p3

3. FINANCIAL ASSISTANCE p4

4. CLAIMING FREE School MEALS p4

5. PROCEDURE FOR CLAIMING ASSISTANCE – OTHER p5

6. Appendix 1 - financial assistance application form

1. INTRODUCTION

1.1 This Policy will be interpreted in line with the Christian values and ethos of the School and must be read consistently with all other material policies of the School.

1.2 The purpose of this policy is to explain the School's approach to making charges to pupils and their parents/carers. It also explains the circumstances where it may be possible to offer financial assistance.

1.3 The implementation of this policy will be monitored by the governors of the School and remain under constant review by the Head Teacher.

1.4 This policy applies to all St Aloysius Primary Federation School pupils and their parents/carers.

2. POLICY STATEMENT

2.1 The Governing Body recognises the valuable contribution that our co-curricular programme, including clubs, out of School trips, residentials and experiences of other environments, can make towards pupils' all round educational experience and their personal and social development.

2.2 The School provides a free education to all pupils. Any activity/trip/visit considered to be a required element of the curriculum will be provided without compulsory charge, although the Governing Body reserves the right to request voluntary donations.

2.3 However the School also provides a number of additional services and activities, which are not a requirement of the curriculum, and for which charges may be made.

2.4 The School is committed to the belief that no pupil should be at a disadvantage if their parents or carers are in receipt of benefits or are on very low incomes defined for these purposes as per 3.5.

2.5 The School reserves the right to change any financial assistance offered as it sees fit, having given parents advance written notice.

2.6 The School reserves the right to reclaim any benefits that are overpaid as a result of any financial misinformation received.

2.7 Financial assistance can only be used for the benefit of the pupil, it cannot be used to replace household goods, state benefits etc.

2.7.1 **Financial crisis fund:** The Fund provides direct financial support to residents in financial crisis as a result of the Covid-19 pandemic. It is managed by the Welfare Support Team in South Tyneside Homes. Applicants to the scheme should contact 0191 424 7444 or visit <https://www.southtyneside.gov.uk/article/35031/Crisis-support>

3. FINANCIAL ASSISTANCE

3.1 Financial assistance will be considered for all or part of the cost of the item e.g. uniform, trip etc.

3.2 Other than defined schemes, such as free School meals, general assistance is only likely to be offered in exceptional circumstances.

3.3 The Governing Body, where possible and where there is a real need, will assist low income families and those on benefits in purchasing School uniform and PE kit.

3.4 Parents or carers, should always retain some responsibility towards the cost for which the financial assistance is sought.

3.5 Where the School is able to offer a subsidy this will be available to parents or carers of pupils who qualify for free School meals (note - the criteria for who qualifies for free School meals may change from year to year) or who are considered to be on low incomes but not wholly restricted to the above.

3.6 The Governing Body reserves the right to set the criteria at whatever level it sees fit for any particular trip/visit/activity etc.

4. CLAIMING FREE SCHOOL MEALS

4.1 Applications for free School meals are made to the Local Authority where the pupil lives. Forms can be obtained from them or the School office.

4.2 The Local Authority will inform the School of a list of pupils eligible for free School meals. It is only when a pupil is included on the list that free School meals can be applied.

4.3 Where appropriate the application of free School meals can be backdated as per the instruction of the Local Authority only.

4.4 Free School meals only apply to lunch. Any extras such as food at break-times, drinks, etc. will need to be paid for by parents or carers.

4.5 If Parents/carers are no longer eligible for free School meals they will be required to commence paying for School lunches as soon as they cease to be eligible.

4.6 The School reserves the right to request payment where any services have been subsidised based on inaccurate or fraudulent information.

5. PROCEDURE FOR CLAIMING ASSISTANCE - OTHER

5.1 Some trips/visits/activities may have their own procedure.

5.2 In other cases parents/carers should:

5.2.1 Pay any deposit requested in order to reserve a place, subject to a request for assistance. If a request is submitted and refused then the deposit will be refunded.

5.2.2 Complete a financial request application form, making sure to include the following information:

5.2.2.1 The name of the child

5.2.2.2 The name of the parent/carer

5.2.2.3 The reason for the request i.e. school uniform

5.2.2.4 The amount requested

5.3 The Head Teacher will determine whether financial assistance can be justified.

5.4 The Head Teacher will put all proposals for financial assistance to the Governing Body, who will authorise and grant financial assistance other than for free School meals.

5.5 The school office will contact parents with the outcome within 10 working days of receipt of their request.

REQUEST FOR FINANCIAL ASSISTANCE



Name of Child

.....

Name of Applicant requesting assistance

.....

Address

.....

.....

Class Teacher

.....

Reason for request (e.g. educational visit /residential trip)

.....

.....

.....

.....

Amount requested:

.....

Office use:

Head Teacher decision:

GRANTED

NOT GRANTED

Comment:.....

.....

.....

.....

.....

.....