

Marling School Hardship Fund - Frequently Asked Questions

What support can I apply for?

Marling School's hardship fund is there to support students whose family circumstances mean that they would not be able to participate in educational trips and other school events. **The School Charging and Remissions Policy**, found on the school website, details what the school can charge for and what is requested as a voluntary contribution. You do not need to apply to the hardship fund for grants to cover voluntary contributions. Please read the policy before you apply and talk to the school Finance Office if you have any questions.

If you are eligible, we always advice application for Free School Meals, more details of this and eligibility criteria can be found on the school website. You do not need to be in receipt of Free School Meals to qualify for a hardship grant.

Am I eligible for a grant from the school's hardship fund?

Because there are only limited funds, we have to make sure that grants reach those most in need of support. The more information that you can provide regarding your circumstances, whether they are long standing or just short term, can help us decide how the funds should be most suitably distributed.

What "evidence" do I need to show?

We don't formally ask for evidence for this application, a letter that details your family circumstances and household income is usually all that is required to make a decision. We might contact you if we need more information. All forms, correspondence and communication is dealt with in the strictest confidence by the school Finance Office.

When should I apply?

The Governors Charging and Remissions Committee will consider applications every term and the calendar of meetings will be posted on the school website. Please submit your application as soon as you are aware that you need to request support from the hardship fund. You must notify the school of any change in circumstances that might affect the continuation of the grant.

In the event of an emergency, you should talk to the School Business Manager as grants may be awarded in extreme cases outside of the published Committee meetings.

Will I automatically get what I apply for?

All grants from the hardship are discretionary and will be allocated depending on need and funds available. The more information you put into your application about what you will find difficult to fund and why, the more easily the school will be able to assess your needs.

How will I know what I might find difficult to fund?

We will publish a list of the trips per year group in advance with a rough indication of cost. Non-educational trips, such as the ski trip will not normally be supported.

Will the grant be paid in cash?

Grants from the hardship fund will be paid directly into the relevant trip, event or school cost centre

What should I do if I don't agree with the Committee's decision?

You should write to the Chair of Governors stating why you think the decision of the Committee is incorrect. The Chair of Governors will then consider your appeal and reconsider your application with the help of two other Governors who were not previously involved. The outcome of this reconsideration will be notified in writing and is final.

Are grants available from other bodies?

There are other local bodies who make grants to students in need of support and you may be directed to here first. We can discuss this further with you, and eligibility criteria. Please contact the Finance Office.

Where can I get further information?

Talk to Mrs Gray (Business Manager), Mrs Bown or Mrs Veale in the Finance Office.

Telephone – 01453 762251

Email – Bursar@Marling.gloucs.sch.uk

**Address – Marling School
Cainscross Road
Stroud
Gloucestershire
GL5 4HE**



Marling School

Headteacher: Dr Stuart Wilson

Application for Hardship Fund – 2012-2013

Part 1. Student Details	
First Names	Surname
Date of Birth	Tutor Group
Home Address	
Postcode	

Part 2. Parent or Carer Details	
Title and First Name	Surname
Address (if different from above)	Contact telephone numbers
	Parents email address
Postcode	

Part 3. Household Details		
Please state who you live with and their relationship to you (the student)		
Name	Relationship to you, e.g. mother, father, brother, sister, grandparent, partner etc	Age if under 16

Part 4. Please indicate the help you require and supply relevant further information to support your request – please see FAQs overleaf.

Part 5. Declaration	
I certify that the information given above is correct and understand that the school has the right to reclaim any funds and equipment costs, if I am found to have provided incorrect information or do not complete my course.	
Signature of parent/carers or student if living independently	Date