

**What is the KAA Hardship Fund?**

The Hardship Fund is a source of financial help available to KAA students. The aim of the fund is to help students who have difficulties in paying for:

1. Curriculum trips and visits;
2. Uniform, shoes or sports kit;
3. Equipment (for example ingredients for cookery classes);
4. Exceptional travel expenses to/from school

Payments from the fund are discretionary and the school has no obligation to make them. Payments are a grant not a loan and do not need to be repaid.

KAA has a limited budget so these grants are small and only intended for a limited number of students. Parents in financial difficulties should take advice from Government agencies or from professionals such as social workers or debt counsellors. Our Senior Safeguarding Officer, Parminder Sidhu ([pa.sidhu@kaa.org.uk](mailto:pa.sidhu@kaa.org.uk)), can help parents to access these services,

**Who is eligible?**

* Students in receipt of free school meals
* Students in low income families. This will normally be families with a household income of less than £18,000 or families who are claiming Universal Credit or other means tested benefits.
* Students with disabilities
* Students who are or have been in care

Even if these conditions are not met the Principal has discretion to allow other cases to be met from the hardship fund if he considers there is good reason.

KAA may request recent proof of benefits if the student is not already registered for Free School Meals.

**How to apply to the Hardship Fund**

An application form must be completed and should be returned to Mr Bernard ([r.bernard@kaa.org.uk](mailto:r.bernard@kaa.org.uk)), or the student’s Director of Learning. The application will be strictly confidential and will be considered by the Principal and Mr Bernard.

Students and parents cannot appeal a decision not to award a hardship grant as the school’s decision is final.

**What amounts are available?**

* Help with cost of trips or other activities - maximum **£100 total**
* Help with uniform, shoes or sports kit - maximum **£100 total**
* Equipment - maximum **£50 total**
* Help with travel - maximum **£75 per term**

These are maximums and in many cases smaller amounts will be paid.



**Hardship Fund Application Form**

PLEASE COMPLETE IN CAPITAL LETTERS

**Your details**

|  |  |
| --- | --- |
| Name of Parent/ Carer |  |
| Address:  Postcode: |  |
| Telephone: |  |
| Email address: |  |

**Student details**

|  |  |
| --- | --- |
| Name | Tutor Group: |
|  |  |

**Support requested (please use form overleaf for school trips)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Details of what you want the hardship fund to cover** | **Cost (£)** | **Other information- uniform size etc.** |
| School Uniform  (Maximum £100) |  |  |  |
| Support towards a trip or visit |  |  |  |
| Travel expenses |  |  |  |

**Please give a brief reason why you need support from the Hardship fund**

|  |
| --- |
|  |

**Declaration**

I certify that the information provide here is true.

Signature of parent/carer ………………………………………………………………………………

Date …………………………………………………………………

**What happens next?**

You will be informed by Mr Bernard or your son/daughter’s Director of Learning whether your application was successful.

If the application is successful someone from the KAA finance team will then contact you to arrange payment. Please note that you may be asked to provide receipts for any items that you buy from a hardship grant.