



Policy Name: Financial Assistance

Policy Date: September 2019

# Heworth Grange

## Policy Document

### Policy: Financial Assistance

Heworth Grange School recognises that parents/carers may need additional financial support to allow their children to take part in activities outside of school which are not part of normal school activities, for example, an area basketball club or a regional dance theatre.

No child should be stopped from taking part in any curricular activities where a donation has been requested of parents/carers, should this donation not be affordable. Please see the school's Charging and Remissions policy for further details.

When a parent/carer requests financial assistance from the school, the request should be made in writing to the Business Manager outlining the name and year group of child, nature of activity and whether it overlaps with any school activity (for example, a pupil may be involved in dance performances as well as in an independent dance school), cost of the activity and the amount requested. To ascertain the financial wherewithal of the parent/carer a brief outline should be included in the letter, for example, indicating any benefits they receive.

The Business Manager will contact the Head of Year as well as the subject leader within the area the financial assistance is sought. This is to ascertain the level of commitment to the activity as well to discuss any possible issues with behaviour or attendance.

If the request is to be supported by the school, a payment may be made from the general account in the school private account. This is subject to funds at the time the request is made. If this account cannot sustain financial support at that time, the school will try to source other funding through the LA, the parent/carer should also continue to source other funding. It is also subject to a pupil taking an active part in school in the area in which they are requesting assistance, otherwise an application will be declined.

Funding awarded will not normally exceed the sum of £200 or 50% of the sum requested, whichever is the lesser.

Where a request is turned down the parent/carer should receive a written explanation outlining as sensitively as possible the reasons for support not being forthcoming. A decision should be made as quickly as possible and within 14 days wherever possible.

#### **Right of Appeal**

Where a request is turned down, a letter of appeal may be sent to the Chair of Governors. The decision of the Chair is final and no further appeals may be requested.

REVIEWED BY Business Manager

Review Date September 2019

Next Review Date September 2020