

## **Myton School**

### **Statement on the Financial Support Policy**

Myton School recognises that in addition to students eligible for free school meals there are other families that might need assistance during their child's education at Myton School to participate in trips.

A financial support fund has been established to try and support these

families. The basic principles of the policy are as follows:

#### **Trips:**

- Applications need to be made at the start of the trip before committing to the trip and paying the deposit.
- For changes in financial circumstances once a place has been reserved on the trip and the deposit paid – applications will be considered provided a change in circumstance can be proven and the applicant has been making regular payments towards the trip.
- For trips over £40 the maximum funding towards the trip will not normally exceed £150 or more than 25% of the trip cost. Only one such award per child per year will normally be considered.
- For core curriculum trips under £40 – funding will be 75%

#### **Other Requests:**

- Uniform Assistance – up to a maximum of £75.00 per child per academic year
- Curriculum Materials – available from the school finance office up to a maximum of £20.00 per child per academic year
- Music Lessons – up to 50% discount per term for one instrument

#### **General**

- A template form for applicants to complete along with supporting evidence/documentation to validate their claim.
- All requests will be considered on a case by case basis.

The school will manage the number and size of funding given in order to keep within the budget of the funds available.

The school has based its assessment criteria for eligibility for funding on the needs and circumstances of our young people and subject to equalities legislation, as follows:

Students previously eligible for free school meals and whose family income is below £16,190 per year  
Students from households on incomes less than £22,000 per year  
Students from households on incomes less than £27,500 per year  
Any other circumstances which may lead to barriers to participation e.g. young carers, sudden financial hardship, number of siblings etc

**If you think you may be entitled to assistance with funding towards a school trip please complete the attached application form and return with accompanying documentation to Mrs R Field, Finance Manager. If you need support with the completion of the form please contact Mrs R Field to arrange a meeting.**

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

**If your circumstances change during the year and you suddenly fall into the criteria above, you may apply for assistance at any time.**

If you wish to appeal against a decision please follow the school's complaints procedure available on request from the Head Teacher's PA.

SCHOOL TRIPS FUNDING APPLICATION FORM MYTON SCHOOL

2023-24 ACADEMIC YEAR

**PROTECTION OF PUBLIC FUNDS**

We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds, and with this in mind, a sample of applications will be chosen at random for full investigation.

**DATA PROTECTION**

The data controller is Myton School. The data you provide to us will be used to assess and facilitate your entitlement to help from the Financial Support Fund at Myton School. In fulfilling its data protection obligations will treat all personal data, held manually and on a computerised database with due care, and will only disclose data in accordance with the Data Protection Act 1998

**SECTION A: PERSONAL DETAILS**

Surname/Family name

First name(s)

Date of birth

Present Home address   
*(if your address changes please notify us)*

Telephone number

Email address

**SECTION B: LEARNER'S CIRCUMSTANCES**

Who do you live with? Please tick all that apply:

<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Parent's spouse/partner	<input type="checkbox"/> Grandparent(s)
<input type="checkbox"/> Foster parents	<input type="checkbox"/> On my own	<input type="checkbox"/> My spouse/partner	<input type="checkbox"/> In care / looked after
<input type="checkbox"/> Other, please explain:			

**SECTION C: SUPPORT REQUIRED**

*I am applying for funding towards the following:*

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**SECTION C2: OTHER CIRCUMSTANCES**

*To be completed by those with family income above £27,500*

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**SECTION D: PLEASE TICK BELOW ONE OR ALL THAT APPLY**

A – My family are in receipt of Asylum Seeker Funding from the Home Office <input type="checkbox"/>	Please provide proof e.g. Home Office letter
C – My family are in receipt of Income Support / Jobseekers Allowance or Universal Credit <input type="checkbox"/>	Please provide proof e.g. benefits books or bank statement
D – I am a looked after child <input type="checkbox"/>	Please provide a letter from your social worker
E – I am a care leaver <input type="checkbox"/>	Please provide a letter from your social worker
F – I am disabled and in receipt of Employment Support Allowance and Disability Living Allowance or Personal Independence Payments <input type="checkbox"/>	Please provide proof e.g. benefits books or bank statement
G – I am a Young Carer <input type="checkbox"/>	Please provide a letter from Young Carers to confirm this
H – Family's gross taxable income is less than £16,190 per annum <input type="checkbox"/>	Please provide a copy of the 2022-23 Tax Credit Award notice or complete your income details below and provide evidence as indicated.
I – Family's gross taxable income is between £16,190 and £22 000 per annum <input type="checkbox"/>	Please provide a copy of the 2022-23 Tax Credit Award notice or complete your income details below and provide evidence as indicated.
J – Family's gross taxable income is between £22 001 and £27 500 per annum <input type="checkbox"/>	Please provide a copy of the 2022-23 Tax Credit Award notice or complete your income details below and provide evidence as indicated.
K – Family income above £27,500 <input type="checkbox"/>	Please complete section E. Please provide details of the circumstances which may lead to barriers to participation section C2

**SECTION E: HOUSEHOLD TOTAL INCOME**

Please complete if any of the below apply

	<b>Parent 1</b>	<b>Parent 2/Partner</b>	<b>Evidence</b>
Gross taxable annual salary / wages	£	£	2023 P60 or end of March 2023 payslip
Self employment / property income	£	£	Self assessment tax calculation 2022-23 or certified accounts
Private / Occupational pension	£	£	Pension statement / Pension P60 2023 / Bank statement
State pension	£	£	Pension statement / Bank statement / Benefit book
Benefits (Please specify)	£	£	Bank statement / Benefit book
Bank or building society interest	£	£	(Evidence only required if over £250.00 for the year) Bank / Building society statement
Share dividends	£	£	(Evidence only required if over £250.00 for the year) Tax vouchers

**SECTION F: DECLARATION BY PARENT OR GUARDIAN**

It is important that you read the following statement carefully. We will not consider this application unless it is signed and dated by the family members whose income details have been declared above in Section E.

- *The information I have given on this form is accurate.*
- *I will inform you immediately of any change in my personal circumstances as they occur.*
- *I understand that if I provide false or incomplete information, I will have to repay any money given to the applicant to help with their study.*

Signed : \_\_\_\_\_ Parent 1

Relationship to student \_\_\_\_\_ Date: \_\_\_\_\_

Signed : \_\_\_\_\_ Parent 2

Relationship to student \_\_\_\_\_ Date: \_\_\_\_\_