



From mountain to sea

Tarves Primary School and Nursery Hardship Fund Application Information



What is the Hardship Fund?

The Hardship Fund is a discretionary source of financial help. Tarves School Council and PTA have set aside funds to be used by parents and carers of pupils at the School in times of financial difficulty.

The purpose of the funding is to support families in need and will contribute to the cost of the following:

- Curriculum trips (including residential) and visits
- Uniform
- Materials or equipment required for academic studies
- Other necessary school-related expenses, where applicable

To qualify for the hardship fund scheme, you must:

- Have lived in Tarves for at least 3 months (exceptions may be made).
- Be a parent or registered carer of a child currently attending Tarves Primary School or Nursery.

Payments from the Fund are discretionary and if awarded do not need to be repaid. Limited resources are available from the Hardship Fund, and so, awards will be limited to one per household unless there are exceptional circumstances. If we receive Pupil Equity Funding in respect of your child, we may be able to offer limited additional support.

Funds are topped up through fundraising and voluntary contributions. Payments can only be awarded based on there being sufficient funds ring fenced in the SC/PTA account.

How to apply

An application should be made directly to the Head Teacher via email – lara.conn@aberdeenshire.gov.uk or in writing, in a sealed envelope, marked FAO Lara Conn.

The application will remain confidential and will be considered by the Head Teacher given their knowledge of the student's circumstances. The Head Teacher will arrange a confidential telephone call to confirm receipt and discuss options with the parent/carer. Parents/Carers will be informed of the decision and amount awarded by email or post.

No money will be paid directly to parents. If purchasing school uniform, the school will pay the provider directly. If the money is to be used for the purchase of essential school equipment e.g. school shoes, the parent/carer will need to provide the school with details so that an order can be placed directly with the shop or via an online facility.

Applications for hardship support towards activities taking place in the future (e.g. curriculum trips) will not routinely be approved until close to the time of the activity. This prevents the School from committing itself to financial support that may not be required, for example, if changing family circumstances mean that hardship support is no longer required.

Parents/Carers may be able to apply for hardship support at any time during the academic year. Parents/Carers cannot appeal a decision not to award a hardship grant as the Headteacher's decision is final.

Tarves Primary School and Nursery Hardship Fund Application Form

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| <u>Date of Application</u> | |
| <u>Title</u> | |
| <u>First Name</u> | |
| <u>Surname</u> | |
| <u>Address</u> | |
| <u>Telephone Number</u> | |
| <u>Email</u> | |
| <u>Name and class of Pupil/s</u> | |
| <u>Assistance Required</u> <u>(please tick all which apply)</u> | <u>School Uniform</u> <input type="checkbox"/> |
| | <u>Curricular or Residential Trip</u> <input type="checkbox"/> |
| | <u>School Materials or Equipment</u> <input type="checkbox"/> |
| | <u>Other</u> <input type="checkbox"/> |
| | <u>(please specify)</u> |

FOR SCHOOL USE ONLY:

| Date Received | Approved? Y/N | Amount Awarded | PTA Chair Acknowledge | Head Teacher |
|----------------------|--------------------------|---------------------------|----------------------------------|---------------------|
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