

The Wren School

The Wren Nest Egg Policy

Purpose

The Wren School's 'nest egg' (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. In extraordinary circumstances, it can also be used to support the purchase of uniform and other necessary school equipment such as art materials. The Charging and Remissions Policy, found on the school website, details what the school can charge for and what is requested as a voluntary contribution. Families do not need to apply for a nest egg grant to cover voluntary contributions. Please read this policy before applying and talk to the school office if you have any questions.

Management of the policy

School	This policy is implemented and managed by the School Business Manager and the Chair of the Finance and Audit Committee on behalf of The Wren School Single Academy Trust.
Governing body	The governing body will review and update this policy annually.
Approval	Approved by the Resources Committee November 2018
Next review due	October 2019

Associated policies

Charging and Remissions Policy

Practice and procedures

What support can families apply for?

If families are eligible, we always advise application for Free School Meals (FSM), regardless of whether or not they wish to have a free meal provided. This is because the entitlement to FSM automatically triggers the receipt of an extra £935 per annum from the government to spend on that student's education, and so this can be partly used to finance trips and events. More details of this and eligibility criteria are available from the school office (admin@wrenschoo.org). However, families do not need to be in receipt of FSM to qualify for a nest egg grant.

What is the eligibility for a grant from the school's nest egg?

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

What "evidence" needs to be shown?

Formal evidence is not required for this application. A letter that details the family's circumstances and household income is usually all that is required to make a decision. We might ask for more information if needed. All forms, correspondence and communication is dealt with in the strictest confidence by the school staff and governors.

When should families apply?

The Finance and Audit Committee will consider applications every term at their committee meeting and the calendar of meetings will be posted on the school website. Families should submit applications as soon as they become aware that they need support. Families must notify the school of any change in circumstances that might affect the continuation of the grant, else grants may be recharged, either in whole or in part.

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

Will families automatically get what they apply for?

All grants from the nest egg are discretionary and will be allocated depending on need and funds available. The more information families that can supply in the application about what is difficult to pay for and why, the more easily the committee will be able to assess their needs.

How will families know what trips and events might be difficult to pay for?

We will publish a list of the trips per year group in advance with a rough indication of cost. Non-educational trips, such as a ski trip will not normally be supported. Applicants should be aware that factors such as behaviour and attendance will be considered by the committee when reviewing applications. Governors may well request a 'show of faith' if they approve a subsidy for trips, such as improvement in these areas, or an increased contribution to school life, such as applying for a responsible role in the school.

Will the grant be paid in cash?

Grants from the nest egg will be recorded directly into the relevant trip, event or school cost centre. This is a book-keeping exercise and no cash will be involved.

What should families do if they don't agree with the committee's decision?

They should write to the Chair of Governors stating why they think the decision of the committee is incorrect. The Chair of Governors will then consider the appeal and reconsider

the 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 families may be directed to here first. We are very happy to discuss these grants, and their eligibility criteria with you. Please contact the office.

Where can families get further information?

Talk to Miss Lee (School Business Manager) or Mrs Griffiths in the office.

Associated documents

None

Appendices

Application for Nest Egg Grant

Application for Nest Egg Grant

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 number(s)
	Parental email address(es)
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
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Part 4. Please indicate the help you require and supply relevant further information to support your request

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 attend the trip/event.

Signature of parent/carer (or student if living independently)

Date