

# The Wren School

## Financial Support Fund (FSF)



### Overview

The Financial Support Fund is a discretionary source of financial help available to **all students at The Wren School**. The aim of the Fund is to help students who have difficulties in paying for:

- uniform, winter coats, shoes or sports kit
- materials or equipment to assist in studies
- educational trips (to enhance learning but are not essential)
- other necessary expenses

*Payments from the Fund are discretionary and if awarded do not need to be repaid.*

Applications are not normally approved towards the cost of out-of-catchment transport.

***Second hand uniform donations are welcome in school but can also be resold privately. Please contact us on [fsf@wren.excalibur.org.uk](mailto:fsf@wren.excalibur.org.uk) for more details.***

The Charging and Remissions Policy, details what the school can charge for and what is requested as a voluntary contribution (see related documents on page 3). Families do not need to apply to cover voluntary contributions.

***The Wren School reserves the right to withdraw the Financial Support Fund at any time and without notice.***

**To submit an application, please read this document fully and complete the e-form [here](#).**

### Practice and procedures

What support can families apply for?

#### YEAR 7 – 11 STUDENTS

- Free School Meals (FSM), we are able to check your eligibility. Please provide your Surname, Date of Birth and National Insurance number on our e-form [here](#). If eligible, this would offer your child a daily allowance to purchase food and drink from the school restaurant.
- Further to FSM funding, the school receive additional funding called Pupil Premium which will be used to improve education outcomes for disadvantaged students.

With your permission we will hold this data confidentially, on the student's record so we can check eligibility automatically for you, without requesting the data again.

## YEAR 12 AND 13 STUDENTS

- 16-19 Bursary Students experiencing hardship in Years 12 and 13 should apply to the 16-19 Bursary Fund in the first instance. The school receives funding to help and support any student who faces financial barriers to participation in education and training, such as the costs of transport, food or equipment. To request the application form please email [finance@wren.excalibur.org.uk](mailto:finance@wren.excalibur.org.uk).

**Families do not need to be in receipt of FSM or 16-19 Bursary to make a Financial Support Fund application.**

### What is the eligibility to make an application?

The school will consider applications in relation to;

1. families who have a very low overall family income
2. parents/carers in receipt of benefits which qualify for FSM: For more information on the eligibility for FSM please click [here](#).
3. students who have disabilities
4. students who are in care, or who have left care
5. students who live alone/outside of the family home
6. other financial difficulties

**If you require financial support as per this guidance and do not fall into the categories above, please email [FSF@wren.excalibur.org.uk](mailto:FSF@wren.excalibur.org.uk) to discuss your exceptional circumstances.**

### What "evidence" needs to be shown?

Formal evidence is not required at the application stage. We reserve the right to request evidence/proof of benefits. All forms, correspondence and communication is dealt with in the strictest confidence.

If requested, evidence must be in letter form and:

- Must have been issued within the last six months
- Must show the family address given

### When should families apply?

The FSF Committee will consider applications once a fortnight during term time. 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 any application, otherwise costs may be recouped, either in whole or in part. Applications will be reviewed on the first and third Friday of each month (term time only).

**In the event of an emergency, please email [FSF@wren.excalibur.org.uk](mailto:FSF@wren.excalibur.org.uk), as funding may be awarded in extreme cases.**

## How are decisions made?

The FSF Committee's decision will be based on your application information and a wider educational perspective including, but not limited to, attendance, behaviour and attitude to learning.

For Educational trip support, a contract will need to be signed by both student and a parent/carer. The contract will include school expectations for both before, during and after the trip and a payment plan for the agreed amount of Parental funding. Should the contract agreement not be fulfilled we reserve the right to remove the trip place and offer of financial support and recoup any funds already spent. A maximum of 50% of the total funding will be considered for any trip. Applications for trips are limited.

A student may be able to apply for financial support at any time during the academy year. It is possible to apply more than once, but usually only where circumstances have changed – approval of one application does not necessarily mean that further applications will be approved. Students and their families cannot appeal a decision not to approve an application as the FSF Panel's decision is final.

## Will the grant be paid in cash?

Approved applications would normally be 'in-kind' e.g. direct provision of uniform or sports kit, materials and equipment, or by contribution towards trip and visit expenses. In the rare event of a cash transfer, the school will require evidence of purchases sent to [FSF@wren.excalibur.org.uk](mailto:FSF@wren.excalibur.org.uk) to the school within one calendar month.

## Related documents

*Charging and Remissions Policy*

*Pupil Premium Strategy,*

*Trips and Visits Policy*

*16-19 Bursary Fund Application Form*

*More information on the related documents can be found [here](#).*

For other support in the Reading area, please find the below links;

- <https://www.communicare.org.uk/>
- <https://readingspecialist.co.uk/>
- <https://rcab.org.uk/>
- <https://www.salvationarmy.org.uk/reading-central>
- <https://readifood.org.uk/>
- <https://www.newbeginningsreading.org/>