



**NORBURY**  
**HIGH SCHOOL**  
*for GIRLS*

## **Charging and Remissions Policy**

**(UNDER REVIEW)**

**To be approved by: Local Governing Board**

**Review date: Sept 2024**

**Next review date: Sept 2025**



## INTRODUCTION

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements. It's also based on guidance from the DfE on statutory policies for schools and academy trusts and complies with our funding agreement and articles of association.

The school aims to;

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some students from taking full advantage of these opportunities

Wherever possible, the school aims to ensure that no student is excluded from an activity because of an inability to pay on the part of the parent/carer.

While education provided entirely or mainly within school hours is free of charge, there are some exceptions to this (e.g. the provision of music tuition for specific instruments and costs relating to educational visits and trips). More information regarding these exceptions can be found below.

### Music tuition

Please see Appendix 1 and Appendix 2 (below).

### Public examinations

No charges will be made for entering students for public examinations set out in regulations. In certain circumstances, however, the school may charge fees relating to examinations:

- If a student re-sits an examination (in this case a small administration fee may be levied, in addition to the examination fee, at the discretion of the examinations officer and senior management)
- If a student's attendance falls below 70% without medical evidence
- If a student re-enters coursework (in this case a small administration fee may be levied, in addition to the examination fee, at the discretion of the examinations officer and senior management)
- If a student requests a post-result enquiry, e.g., remarking, which results in a charge being made to the school by an examination board (if, however, the enquiry causes an increase in marks which affects the

student's overall grade positively, this charge is refunded as the school is not charged by examination boards in such cases)

- If the examination is on the set list, but the student was not prepared for it at the school (in this case a small administration fee may be levied, in addition to the examination fee, at the discretion of the Examinations Officer and senior management)
- If the examination is not on the set list, but the school arranges for the student to take it (in this case a small administration fee may be levied, in addition to the examination fee, at the discretion of the examinations officer and the senior leadership team)
- If a student fails, without good reason or supporting evidence, to complete the requirements of a public examination
- If a tier of entry change is made to entries against the school's advice
- Ex-students and staff entered for examinations will be charged all entry fees and a small administration charge

### **School trips and educational visits**

Parents may be asked for contributions to cover the costs (e.g., transport costs and entrance fees) of educational day trips. While no student will be prevented from going on a day trip on the grounds that their parents/carers are unable to make a contribution, the visit may have to be cancelled if insufficient parents are able to contribute.

Charges may be made for board and lodging during residential school trips. In such cases, these charges will not exceed the actual cost of the provision. Where the trip takes place outside school hours but is necessary because of the national curriculum or forms part of the syllabus for a prescribed examination the school is preparing the student for, the charges will be subsidised for students whose parents/carers have been entitled to free school meals in the last six years.

Where the trip is not necessary as part of the national curriculum and does not form part of the syllabus for a prescribed examination, the above remissions do not apply and all parents will be charged. However, parents may apply to the Pupil Premium fund manager for assistance with all or part of these costs (decisions regarding expenditure from the Pupil Premium are taken by the Headteacher).

The school may also decide to omit charges in full or in part for parents in circumstances of specific hardship; in such cases parents are invited to apply to the Headteacher, in confidence, for the remission of charges in part or in full.

For information specific to sixth form excursions please see Appendix 3.

### **Ingredients and/or materials in practical subjects**

Voluntary contributions are sometimes requested.

### **School Fund**

Parents are asked to make voluntary contributions to the school fund. The fund is used to support the cost of taking students on trips as well as being used to benefit students in a range of other ways. The Headteacher approves all expenditure from the school fund. The account is audited annually and spending is reviewed at least once per year.

For more information please see Appendix 5.

### **Damage/loss of equipment**

Students who damage or lose school equipment can be liable to being charged for doing so. Examples include damage to or loss of a piece of equipment (including text books) or damage caused to the school site through vandalism, graffiti, negligence, etc.

### **Lettings**

Charges will be made for the hire of school buildings. The school's operations manager oversees lettings working with the finance Office and the premises team to service school lettings.

Please refer to our [Terms and Conditions](#) (Appendix 6) for further information regarding our school lettings.

### **Other charges**

The library occasionally charges for small items of stationery at cost price or less; these are purchased on a voluntary basis.

In certain circumstances the school may make other minor miscellaneous charges as necessary. In such circumstances parents will be informed in advance.

## **Appendix 1: Instrumental and Vocal Lessons at Norbury High School for Girls**

Learning a musical instrument or having singing lessons can be an extremely rewarding activity. Studies have shown that learning a musical instrument helps with mathematics and English skills, as well as having a positive effect on students' transferable skills such as self-discipline, confidence, commitment and resilience.

### **What is on offer?**

The music department at Norbury High School for Girls offers students and parents the opportunity to buy into additional individual or shared lessons in a range of instruments. These currently include:

Singing  
Violin  
Piano  
Guitar

If there is a particular instrument you wish your child to learn that is not currently included, please let us know as it might be possible to accommodate other instruments by special arrangement.

All our instrumental and vocal teachers are professional musicians with lots of teaching experience.

Teachers are happy to enter girls for graded Rockschool, ABRSM, LCM Musical Theatre and both Trinity and Trinity Rock & Pop exams, but all of these exams do involve additional costs.

All of the exam boards we use are recognised by UCAS from Grade 6 and above, with points applicable for university applications, and are highly regarded by universities and employers alike.

### **When are the lessons?**

Lessons are arranged on a rota basis so that students will have a lesson at a different time each week; the aim is to ensure students do not miss the same subject every week. Year 12 and 13 students will only be scheduled lesson times during their free periods or lunchtimes. No academic lessons should ever be missed. Unfortunately, we are unable to guarantee this for all year groups, but every effort will be made to ensure no student persistently misses any one specific academic subject. Lesson times are posted on the music department's notice board each week and it is the student's responsibility to check their times carefully.

If lessons are missed, refunds cannot be given but reminders are placed in registers (if attendance continues to be a problem a letter will be sent home advising how many lessons have been missed). If a student knows she is on a school trip or out of school for any reason then, providing her instrumental/vocal teacher is given **at least one week's notice**, the lesson can be rearranged. If lessons are missed due to authorised absence (i.e. appointments/doctors

certificate), lessons will be rearranged where possible, although this cannot be guaranteed.

### **Provision and insurance of instruments**

If your child wishes to have lessons, we have a limited supply of violins and guitars that can be loaned out. If your daughter is having keyboard or piano lessons she will need a keyboard at home to practise on as a minimum requirement. Unfortunately we are unable to loan out keyboards.

If your child is bringing her own instrument to school please ensure you have adequate insurance to cover it for 'all risks.' The instrument can be kept within the music department during the day but the department and school can accept no responsibility for it.

### **Progress reports**

A report is issued each year to show the progress that your daughter has made. We also hold regular chamber concerts in which all girls having lessons are encouraged to perform for you, staff and other girls having instrumental or voice lessons; details will be provided during the year.

### **Costs and payment**

(Piano, Violin and Singing)

Piano, violin and singing Lessons at Norbury High School for Girls are arranged directly between parents and specialist teachers. Students pay for 10 lessons per term. As some terms are longer than others, the number of lessons given per term may vary, but students will still receive 30 lessons over the year. Through funding we have been granted by The Humphrey Richardson Taylor Trust, we are able to offer discounted 20 minute individual lessons (KS3 students only). All students receive a 50% discount, provided by the grant. In addition, FSM students receive an extra 25% discount.

KS3 students:

20 mins individual tuition (10 per term) £67.50 per term [£33.75 FSM]

KS4 students:

20 minute individual - £135 per term (£90 FSM)

30 minute individual - £202.50 per term (£135 FSM)

40 minute individual - £270 per term (£180 FSM)

The teachers issue invoices for payments in advance of each term and these clearly state a deadline for payment of the fees. Failure to meet this deadline could see your daughter lose her lesson time. If invoices are not paid it may not be possible to book further lessons or musical experiences until invoices

are settled.

BACS is the preferred method of payments by most of our teachers, but if you are paying by cheque, the student's name should be clearly written on the reverse and can be post-dated to the first day of the term if required. Fees should be handed to either the front office staff, music department or to the teacher in person.

(Guitar)

*\*The following information is from January 2025. For information on the introductory autumn term rate, see table below (under Large Group Tuition).*

Guitar lessons are provided through Croydon Music & Arts (CMA). We recommend Group lessons, however there are other options available.

The FSM discount is indicated in the table of prices below. Looked After Children receive **FREE** Group, Paired or Merit Award lessons for 2024-25.

Group Tuition (G)	£80 per 10 lessons (£24 if FSM)	3 in 30 minutes, 10 minutes per pupil in other shared lessons.
Paired Tuition (P)	£120 per 10 lessons (£36 if FSM)	2 in 30 minutes, 15 minutes per pupil in other shared lessons
Merit Award (M20)	£123 per 10 lessons (£36.90 if FSM)	Individual 20 minute lesson for pupils who have achieved Star 4 (or are members of a CMA music centre group and have achieved Star 3)
Merit Award (M30)	£184.50 per 10 lessons (£55.35 if FSM)	Individual 30 minute lesson for pupils playing at or above Grade 4 standard Longer Merit Award lessons are available, pro rata, for more advanced pupils
Individual Tuition (I20)	£170 per 10 lessons	Individual 20 minute lesson
Individual Tuition (I30)	£255 per 10 lessons	Individual 30 minute lesson
Large Group Tuition (L)	£40 per 10 lessons (£12 if FSM/ using school PP funding)	4, 5 or 6 in 30 minutes (or 7 in 35 minutes) for introductory term if teaching space is suitable
	THIS IS AN OFFER FOR THE FIRST TERM TO GET THINGS STARTED IN YOUR SCHOOL. IT CANNOT BE USED FOR FOLLOWING TERMS.	

### Terminating lessons

If you wish to terminate lessons a **MINIMUM** of five weeks' notice should be given **IN WRITING** to the head of music or directly to the instrumental/vocal teacher. Your daughter cannot terminate the lessons herself – this must be done by a parent/guardian.

### Next steps

If you wish to arrange for your daughter to have lessons please complete the attached form and return it to the head of music at the school (Piano/Violin/Singing).

If you wish to apply for guitar lessons click [here](#).

You are advised to do this as soon as possible in case demand exceeds available lessons. Please DO NOT send any money at this stage as you will be contacted by the teacher/CMA directly to arrange payment once the lessons have been arranged.

Should you wish to ask any questions about instrumental or vocal lessons please contact Mr Garwe (Head of Music) by email ([g.garwe@nhsg.org.uk](mailto:g.garwe@nhsg.org.uk)).

**Appendix 2: Application Form for Instrumental/Vocal Tuition at Norbury High School for Girls**



INSTRUMENTAL/VOCAL TUITION APPLICATION FORM

Student's name:

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Form:

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Parent's/carer's name:

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Address:

---

---

Postcode:

---

Telephone:

---

Mobile:

---

Email:

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Which instrument do you wish to learn? *delete as appropriate*

**Piano / Violin / Singing**

Have you had lessons before on this instrument?

---

If YES have you taken any music exams?

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Which?

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**PLEASE TICK THE LESSON TIME REQUESTED:**

Lesson length

Cost per term

[FSM students]

20 mins      Individual      £67.50 (KS3)                      [£33.75] (KS3)

KS4 students:

20 minute individual	£135	(£90 FSM)
30 minute individual	£202.50	(£135 FSM)
40 minute individual	£270	(£180 FSM)

By signing the form below you agree to the terms stated in Appendix 1. The main points of these are:

- Fees must be paid at the beginning of each term
- To terminate lessons, five weeks' WRITTEN notice MUST be given to the teacher with a copy to Mr Garwe
- Students are responsible for checking their lesson times and attending their lessons promptly
- The teachers will not reimburse missed lessons
- Lessons can be rearranged due to school trips only if the student gives the teacher at least a week's notice
- Instruments can be left in the Music Department at school during the day BUT neither the school nor department can accept any responsibility for them

I have read and agree to the terms and conditions stated above:

Signed \_\_\_\_\_

Date \_\_\_\_\_

### **Appendix 3: Year 12 Excursions and Costs**

When students start studying at sixth form level there are a number of associated costs such as charges for textbooks and trips. The cost of textbooks varies from subject to subject but we ask all students and parents/carers to bear in mind that the average can be around £15-25 and that each subject will require at least one book.

We understand that some students and their families may experience financial difficulty in meeting these expenses and wish to highlight the existence of the 16-19 bursary fund. Any student who successfully applies for either a full bursary or a discretionary bursary from the 16-19 bursary fund will be able to access funding to cover the costs of textbooks and trips (see Appendix 4 for more information). The bursary is only available to students meeting specific criteria.

This scheme will be fully explained during the first week of the autumn term and paperwork outlining the criteria will be distributed in September. An application link will be shared with all sixth form parents & students. Please email the head of year 12 or year 13 if you have any queries about the bursary or trip costs: [e.nicholls@nhsg.org.uk](mailto:e.nicholls@nhsg.org.uk) and [z.choudhry@nhsg.org.uk](mailto:z.choudhry@nhsg.org.uk).

As part of Norbury High School for Girls sixth form programme, every student in year 12 will take part in several trips. The trips provide students with a range of opportunities that will support them in the transition to post-16 education and also provide essential information, advice and guidance about future pathways.

#### **Trips Programme**

In the spring term (date to be confirmed), the school will be given access to the UCAS Higher Education Convention (normally held at The ExCeL Centre). This will give students the opportunity to look around the exhibition and gather information about enrolling in higher education. This visit provides students with a one-time opportunity to talk to representatives from over 80 different higher education institutions offering over 40,000 courses. These conventions consistently attract over 300 exhibitors (including universities, schools, charities, gap year companies and recruiters) all united in their aim to inform and advise 16/17- year-olds on their future options. The UCAS Events website ([www.ucasevents.com](http://www.ucasevents.com)) contains information about the convention and who will be exhibiting.

In the summer term (date to be confirmed), a trip to a university is planned to help inform students about university options. It is anticipated the visit will motivate students to think about their future studies and careers and encourage them to achieve the best possible grades in their studies. There will be opportunities for students to discuss any questions they may have regarding qualifications required for specific professions as well as general issues concerning university life. In addition, we hope to secure a *Personal Statement Masterclass* which will be very beneficial to all students completing university or job applications.

All trips will be supervised by Norbury High School for Girls staff. Before each trip an additional information sheet will be distributed to ensure students and parents/carers are reminded of timings and details. Completing the link below grants permission for your child to attend all three trips. It is very important that you keep the school informed of any changes in emergency contact details or medical conditions throughout the year.

<https://forms.gle/joXdQmaQ5BvfmF6d8>

Please contact Ms Nicholls using the email address above if you have any queries about this.

Yours faithfully,

Mr Choudhry (Head of Year 13)

Ms Nicholls (Head of Year 12)

## **Appendix 4: 16-19 Bursary Fund at Norbury High School Policy Statement**

### **Introduction**

The 16-19 Bursary Fund is money the government has given to local authorities, schools, schools and other education and training providers (education institutions) to give to students who need financial help to stay in education.

There are two types of 16-19 bursaries:

- A **vulnerable bursary** of up to £1,200 a year for young people in one of the defined vulnerable groups
- A **discretionary bursary** that institutions award to meet individual needs. For example, for transport, meals, books and equipment

Norbury High School for Girls is responsible for managing both types of bursary.

### **Eligibility**

To get either of the two bursaries in the 2024 to 2024 academic year you must meet the requirements for age, study and residency.

### **Age**

You must be aged:

- over 16 at 31 August 2024
- under 19 at 31 August 2024

If you are over 19 you won't be eligible for the bursary but may be able to get other support for older students. Student support services will tell you what you can apply for.

### **Study**

You can be studying full or part time. The amount of time you're studying will be looked at when deciding if you will get a payment and how much you will get.

### **Residency**

You must meet the residency requirements for enrolment.

### **How to apply**

- To apply you need to contact Ms Nicholls (Head of Year 12); she will explain the application process via a google form link and the necessary documentation needs to be provided
- You should apply as soon as you know where you're going to study
- The sooner you apply, the sooner your support can start

### **Norbury High School Vulnerable Bursary**

If you are in one of the groups below, you can apply for a vulnerable bursary:

- in care
- care leaver
- In receipt of Universal Credit in your own name
- In receipt of Universal Credit in place of ESA and Disability Living Allowance or Personal Independence Payments in your own name

### **How much will I get paid if I'm eligible?**

You could get up to £1,200 if you study full time for a minimum of 30 weeks. If your course is only for a few hours a week or less than 30 weeks, you will get less.

### **Proving you are eligible for a vulnerable bursary**

Your institution will need proof you're eligible. This could be:

- a letter from your local authority showing you're in care or a care leaver
- a letter from the Department of Work and Pensions showing the benefits you get

### **Benefits that qualify for a vulnerable bursary**

Benefits must be in your own name to qualify for a vulnerable bursary.

If you don't get them in your name, you won't get a vulnerable bursary. Instead you may be able to apply for a discretionary bursary.

### **Young Carer**

As a young carer you won't get a vulnerable bursary unless you fall into one of the other defined vulnerable groups; however, you can apply for help for a discretionary bursary from Norbury High School for Girls. Your institution should ensure the information you give them is used confidentially so you can talk to them about your caring responsibilities when you're applying for help.

### **Young Parent**

If you're a young parent getting Income or Universal Credit in your own name you may get a vulnerable bursary. If you don't get a vulnerable bursary, you may be able to apply for a discretionary bursary from the school. You might also get help with childcare costs through [Care to Learn](#).

### **Norbury High School Discretionary Bursary**

If you don't fall into one of the vulnerable groups but you still need financial help to stay in education you can apply for a discretionary bursary. You must be between 16 and 19 years old and in full or part-time further education.

We set eligibility criteria for the discretionary bursary because funds have to be directed towards students who need the most help to stay in education. We will

decide who gets a bursary, how much, when it's paid and can specify what it should be spent on.

At Norbury High School for Girls these eligibility criteria are:

- Students with household incomes of less than £20,000 a year; the school asks for proof of income from working families, and from non-working families, evidence of household benefits

**OR:**

- Students who had or were entitled to free school meals in year 11\*

**OR:**

- Students who are entitled to free school meals in year 12\*

\*Students are asked to provide evidence of receipt of benefits in their household.

### **Demonstrating your family's finances**

If you apply, we need to ask for evidence of your family's household income or benefit entitlement. Examples of supporting documents include:

- a letter from the Department of Work and Pensions showing receipt of benefits
- a P60
- a Universal Credit award letter
- evidence of your family's annual income
- Three months' worth of payslips or bank account statements

You will need to reapply for either bursary at the start of year 13 in case your circumstances have changed.

### **Need more help to stay in education?**

Norbury High School for Girls keeps some bursary funds to help students who need emergency help because their circumstances have changed. If your circumstances change, speak to Ms Nicholls straight away.

### **Impact on DWP benefits**

Bursary fund payments don't affect your right to Department of Works and Pensions income-related benefits. They are paid directly to the student as well as other means tested benefits and don't affect them.

However, if you're getting Disability Living Allowance or Personal Independence Payments and Employment Support Allowance or Universal Credit, your parents can't get certain benefits for you like Child Benefit.

### **How you'll be paid your bursary**

- We will purchase any educational resources you may require; alternatively, you can purchase anything we feel meets the criteria and we will reimburse the sum on production of receipts.
- Your subsequent bursary payments will be paid into your bank account (if applicable) on condition of students meeting the 90% attendance benchmark
- In an emergency, it might be possible to issue a cash or cheque payment
- It might be paid 'in kind' which means instead of receiving money you could get a travel pass, meal vouchers or course equipment; you might get paid partly in money and partly in kind

If you have any questions about your payment you should talk to Ms Nicholls. This is because institutions are responsible for decisions regarding eligibility for the bursary fund as well as how much each student is awarded and when/if the payments will be made.

### **Bank account**

If you're 16 years old you can open a basic bank account. This will allow BACS transfers (to enable payments to be made directly into your bank account) and allow you to withdraw money. If you can't open a bank account you will need to speak to student support services or your tutor to work out another way for you to receive payments.

### **Rules on payment**

#### **What the bursary is for**

As the bursary is to help pay for things you need to stay in education, institutions can determine what you should spend it on. They may also ask for receipts proving what you've spent it on.

Education institutions can set conditions on your bursary. These are rules you need to stick to so you can carry on getting support from the bursary fund. The conditions we set cover attendance. If you don't stick to this, your payments may be stopped.

### **Illness or absence**

If you are ill or are absent for another reason Norbury High School for Girls will tell you if this will affect your payments.

### **Who will know you get a bursary**

Your application should be confidential. Norbury High School for Girls should make sure details of your bursary remain confidential.

### **Declaration**

If you or your parents or carers give false or incomplete information on your bursary application you may be committing fraud. Details of your application may be passed to the Department for Education or the police. You and your parents or carers could be prosecuted. Norbury High School for Girls will ask you to pay back any payments you should not have had.



As part of the assessment of your application we may do sample checks. We could ask you for further evidence. If that evidence is not provided, or results in a lower award being due, we may stop payments and ask you to pay back any payments you should not have had.

### **Fraudulent claim**

If you think someone has made a fraudulent claim please speak to Ms Nicholls in confidence.

### **Complaints and questions**

If you've any problems with how the bursary is paid or other general questions you need to talk to Ms Nicholls.

### **Institution not managing the bursary correctly**

If you feel we are not managing the bursary fund correctly you should talk to Ms Nicholls or you can make a formal complaint by using our formal complaints procedure.

### **Notes on paying bursaries to eligible students**

- The discretionary bursary is intended to remove specific barriers to participation and so should be spent in a way that achieves this; Norbury High School for Girls can insist that students awarded bursary funds spend them on travel costs, meals during the day, equipment, or any other support that has been identified as necessary to enable the student to participate in education
- Norbury High School for Girls is free to decide how often both the vulnerable and discretionary bursary payments are made, taking into account the reason the bursary was awarded, the student's circumstances and local arrangements
- It is not recommended that large or lump sum bursary payments are made to students; evidence from the independent evaluation of the 16-19 Bursary Fund is that students prefer to receive resources rather than a cash payment
- It is good practice to pay bursaries in kind rather than in cash where possible; this helps ensure that the bursary is spent for the reasons it was awarded and helps students to participate
- There are no restrictions on what in kind payments can be but they might include travel passes; vouchers or credits for meals; required books and essential equipment
- We can specify that students must return books and equipment at the end of their study programme to be used again by other students (where appropriate)
- If IT equipment - a laptop or tablet, for example - is necessary such that the student cannot complete the study programme without it, it can be

purchased with bursary funds; IT equipment should be returned once the student has completed the study programme for re-use by another student; if keeping the laptop or tablet on campus is the best way of ensuring that this happens, we have the right to set this as a condition

- Where payments are made to students in the defined vulnerable groups the value of the payments and how these have been deducted from the £1,200 should be made clear to the student
- Where bursary payments are paid directly to the student it is good practice to pay by BACS transfer to their own bank account; basic bank accounts (which students can open at age 16) allow BACS transfers as well as allowing the student to withdraw money
- Bursary payments will not be paid into another person's account except in exceptional circumstances where a student is unable to administer their own account
- If a student is in one of the defined vulnerable groups and cannot manage their own funds Norbury High School for Girls will need to consider who will manage the bursary on the student's behalf
- Students and their families should direct all bursary payment queries including queries about bursary eligibility to Ms Nicholls

### **Conditions for receiving bursary funding**

- Norbury High School for Girls has made receipt of a vulnerable or discretionary bursary conditional on the student meeting some agreed standards and at Norbury High School for Girls these relate to student attendance
- Norbury High School for Girls will ensure that the standards they set are clear, accessible and understood by students
- Evidence that a student has seen and agreed to the conditions - for example, an agreement signed by the student and a signed declaration which forms part of Norbury High School for Girls 's bursary application form - should be retained for audit
- Where there are concerns with attendance it is good practice to talk to the student about the issue; we can withhold payments if a student does not meet agreed standards but we will always consider the individual circumstances of the student first
- Evidence from the independent evaluation of the 16-19 Bursary Fund identified some students who had been sanctioned to the extent that their bursary funding had been stopped for a whole term; this is not

recommended as it can stop students attending and undermine the purpose of the Bursary Fund

- Norbury High School for Girls will consider the impact on attendance that might be caused by illness, caring responsibilities or other exceptional circumstances; this will be built into the payment conditions agreed between the student and the school, so that both parties are aware of the potential effect on payments
- Norbury High School for Girls will stop payments where students have been absent for a period of four continuous weeks or more and where students have made a decision to withdraw from a study programme
- Norbury High School for Girls may also take money back from students if they have not spent it for the agreed reasons it was awarded to them; however, we will consider the impact of such an action on the individual student before taking a final decision to do so

## **Appendix 5: Hardship fund letter**

### **What is the Hardship Fund?**

Norbury High School for Girls recognises that there are families that might need support during their child's education from time to time. A Hardship Fund has been established to help support these families. The Hardship Fund is a discretionary source of income from donations and fundraising and is limited. It is in place to aid families who may be experiencing unexpected and unplanned financial difficulties due to life events such as sickness, death, loss of employment, loss of housing

The Hardship Fund may only be used to support 'barriers to learning'. For example revision guides, classroom materials and equipment, some new items of uniform, provided by the usual retailer, Bubblegum, subsidy of school educational visits & Supermarket vouchers This list is not exhaustive and applications will be considered on a case by case basis.

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

### **Your child/ren may be eligible for grants from our hardship fund if:**

- Students in receipt of free school meals.
- Students in families with very low incomes.
- Students with disabilities.
- A household income of below £7,400;
- A student whose parents are currently claiming other means-tested benefits including Income Support, Working Tax Credit/ Child Tax Credit, Income Based Employment and Support Allowance (ESA), who is not entitled to free school meals.
- At the discretion of the Headteachers', any student who does not fall under the categories listed above but considers themselves to be in financial hardship.

**Please note that proof of benefit is required if not already registered for Free School Meals or eligible for Pupil Premium. Proof of benefit must have been issued within the last six months.**

### **How to apply to the Hardship Fund**

An application should be made through the Headteacher. The application will remain confidential and will be considered by the Headteacher given their knowledge of the student's circumstances. If approved by the Headteacher the application will be passed to the Finance Office for processing.

A student may be able to apply for hardship support at any time during the academic year. It may also be possible to apply more than once, but usually

only where circumstances have not changed. Students cannot appeal against a decision not to award a hardship grant as the Headteacher's decision is final.

### Hardship Fund Application Form

PLEASE COMPLETE IN CAPITAL LETTERS

#### Your details

Title:	<i>Mr, Mrs, Miss, Ms or Other</i>
Surname or Family Name:	
First Name:	
Partner's Surname (if applicable):	
Partner's First Name (if applicable):	
Address:	
Postcode:	
Telephone:	
Email address:	

#### Child/ren you wish to claim for

Name of child:	Tutor Group	Date of Birth


**Grounds for Application** (please tick all that apply)

<b>Ground for Application</b>	<b>Tick if applies</b>	<b>Evidence enclosed</b>
<i>In receipt of qualifying benefits:</i>		
<ul style="list-style-type: none"> <li>Income Support</li> </ul>		
<ul style="list-style-type: none"> <li>Income-Based Jobseekers' Allowance</li> </ul>		
<ul style="list-style-type: none"> <li>Employment and Support Allowance</li> </ul>		
<ul style="list-style-type: none"> <li>Support under Part VI of the Immigration and Asylum Act 1999</li> </ul>		
<ul style="list-style-type: none"> <li>Child Tax Credit, but not Working Tax Credit, with an annual income below £16,190</li> </ul>		
<ul style="list-style-type: none"> <li>Guarantee Element of State Pension Credit</li> </ul>		
<ul style="list-style-type: none"> <li>Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit</li> </ul>		
<ul style="list-style-type: none"> <li>Universal Credit</li> </ul>		
<i>Other grounds:</i>		
<ul style="list-style-type: none"> <li>Student in receipt of Free School Meals</li> </ul>		
<ul style="list-style-type: none"> <li>Very low family income</li> </ul>		
<ul style="list-style-type: none"> <li>Student has disabilities</li> </ul>		

• Student in care, or care leaver		
• Student with siblings in the same year		
• Student living alone outside the family home		
<i>Other (please specify and fill in income &amp; expenditure declaration):</i>		

**Income & expenditure declaration** (Only fill out if you have ticked 'Other')

<b>Income</b>	<b>Annual</b>	<b>Monthly</b>
Bursary	£	£
Student loan (maintenance only)	£	£
Other loans	£	£
Personal savings	£	£
Family contribution	£	£
Earnings	£	£
Earnings (partner / spouse)	£	£
Benefits (e.g. child tax credit, etc.)	£	£
Other (please specify):	£	£
<b>TOTAL:</b>	£	£

<b>Expenditure</b>	<b>Annual</b>	<b>Monthly</b>
Rent / Mortgage	£	£

Gas / Electricity	£	£
Water	£	£
Council Tax	£	£
Contents insurance	£	£
TV licence	£	£
Mobile phone	£	£
Food & household expenses	£	£
Books / photocopying	£	£
Clothes / shoes	£	£
Childcare	£	£
Transport	£	£
Other (please specify):	£	£
<b>TOTAL:</b>	£	£

### Support requested

Item	Amount (£)	Reason why you are seeking support and details of cost
School Uniform Grant		



Emergency expenses	travel		
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### School Trip Support Application

Name of trip:	
Date of trip:	
Total cost of trip:	
Amount paid to date:	
Amount outstanding:	
Amount of support requested:	
Reason why you are seeking support:	

<b>Please confirm Bank Account details below:</b>	
<b>Account Name</b>	
<b>Account Number</b>	
<b>Sort Code</b>	

### Declaration

I certify that the information provided here is true. I understand that a false declaration will result in the refusal of this application.

Name of Parent / Carer:	
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Signature of Parent / Carer:	
Date:	

**Please complete and return this form with the necessary supporting documentation to:**

To the Headteacher, [m.hayden@nhsg.org.uk](mailto:m.hayden@nhsg.org.uk)

<b>Office use only</b>	
Date received:	
Received by:	
Approved:	<b>YES / NO</b> (delete as necessary)
Approval date:	
Approved (name):	by
Approved (position):	by
Signed:	

**Please return to the Finance Officer for processing.**

## **Appendix 6. Lettings Terms and Conditions**

### **NORBURY HIGH SCHOOL FOR GIRLS PREMISES TERMS AND CONDITIONS**

All those who use the premises are asked to read the terms and conditions and agree to abide by them by signing the terms and conditions.

1. The accommodation shall only be used for the purposes stated on the application, and within the hours agreed in the letting agreement issued by the school. The Hirer shall be responsible for ensuring these conditions of occupation are observed.

2. Uses of premises will not be granted for the following activities:

- For political purposes or the teaching of any party politics
- Showing of films for public exhibition
- Gambling

The governors do not permit/allow the sale or consumption of alcohol and liquor for any lettings: Failure to observe these will result in loss of full deposit of £500 or full amount of deposit paid to school.

3. The school reserves the right to refuse or cancel a letting agreement if it deems the purpose of hire to be inappropriate. If the rooms/halls are used for a purpose different from that for which they are taken, the site staff may at any time put a stop to the event. The premises are NOT licensed for the sale or consumption of alcohol and liquor.

4. Hirers providing services to children, whether pupils at the school or others, must have policies and procedures in place to ensure children's safety must have adequate supervisory adults present as outlined in the Children and Young Persons Act 1933. The hirer must provide evidence of these to the school as required.

5. The Hirer is responsible for providing supervision during the letting and must satisfy the Premises/Caretaking team that the arrangements being made are adequate.

6. The Hirer, or responsible person nominated by him/her in writing, shall oversee and be present upon the hired part of the premises during the whole time of the letting, and there shall be during that time sufficient staff of competent attendants on duty on the premises. The person in charge shall not be engaged in duties which will prevent him/her from exercising general supervision of the hired premises and the activities taking place therein.

7. The Hirer is responsible for making sure that suitable arrangements are in place for anyone with any disability or access arrangements for the event taking place.

8. Payment for hire shall be made in advance, and a returnable deposit of £500 against damage shall be paid on request. The deposit will be refunded after hire and review of the handover and hand backs certifications issued by the caretaker on duty and is subject to deduction of any additional time the hirer spends on the premises and deduction for damages to the school property.

9. Where appropriate, the Hirer should expect a 12 monthly hire fee review. The school withholds the right to review the hire fee at any point.

10. The Hirer shall be responsible for any damage made to the school property or buildings caused by them or their guests. If the Hirer causes damage to the school property such as damage to the grounds, buildings, car park, fixtures, fittings, furniture and equipment. Every precaution must be taken to avoid such damage, and the hirer will be required to meet the costs as assessed by the school of rectifying any damage caused. The hirer shall ensure that no person having the use of facilities shall:

a) Interfere with the gas, electric, fire detection, water or light fittings or other fixtures.

b) Block up windows

c) Drive and nails, screws or other like articles or instruments into the floor, walls or any part of the building or affix any machinery, placard or other articles.

d) Affix notices other than to notice boards provided for that purpose damage to the school property arising from the hiring such as damage to the grounds, buildings, car park, fixtures, fittings, furniture, and equipment. Every precaution must be taken to avoid such damage and the hirer will be required to meet the costs as assessed by the school of making good any damage caused. This will be in addition to the specified lettings charges.

11. The Hirer will immediately inform the school of any accident or serious incident that occurs on the school premises. This should be done in person and may require the Hirer telephoning the Headteacher or the Site Manager or Operations Manager. The Hirer will be responsible for reporting to the Health and Safety Executive any accidents that arise from activities that it organises.

12. The Hirer shall not cause any noise nuisance to neighbouring residents and shall always behave reasonably.

13. The Hirer shall be required to take any precautions necessary to ensure

the safety of those attending the function, including ensuring the means of escape from fire are not blocked or impeded.

14. The Hirer shall comply with the Health and Safety regulations appropriate to the intended use of premises.

15. The Hirer shall ensure that all accommodation is left in a clean and tidy condition at the end of the letting. Using litter bins and recycling facilities as appropriate will help this.

16. The Hirer shall comply with any reasonable instructions given by the Headteacher, Premises Manager or any other member of the school staff.

17. Illegal drugs are not to be bought onto or consumed on the school premises.

18. Smoking or vaping is not allowed on the school premises at any time. Food is to be consumed only in the areas of the school agreed and designated at the time of booking.

19. The Headteacher and the Governing body reserves all right to withdraw permission for any letting. The school reserves the right to cancel any agreed hiring with a minimum of 1 days' notice. A full refund will be issued if the school does cancel a hire. The school shall not be liable for any indirect or consequential losses, including (without limitation) any loss of profits, loss of business or the loss of any revenue arising out of the cancellation of any hire.

20. The Hirer can cancel any hire with a minimum of 1 weeks' notice. If less notice than this is given, the Hirer shall not be entitled to a refund.

21. The governing body disclaims liability for injury or damage to persons or property upon its premises (so far as they are legally able to do so). The hirer will be required to indemnify the school against all claims arising directly or indirectly out of the premises rather than claims arising as a result of negligence of the school or its employees. Hirers are required to obtain insurance to cover these risks.

22. Where relevant the Hirer must have Public Liability Insurance and a copy of the Certificate must be shown to the caretaker, Premises Manager or Operations Manager before the event. The conditions of the hire render the hirer liable for the damage to premises and equipment, personal accidents and third-party claims. The school may also request a copy of a risk assessment to be carried out ahead of specific activities.

23. UNLESS HIRERS PROVIDE DOCUMENTARY PROOF OF THEIR OWN INSURANCE THERE WILL BE A 12.5% SURCHARGE BASED ON NET HIRE COSTS TO COVER HIRERS PUBLIC LIABILITY INSURANCE.

24. The school accepts no responsibility for any damage, loss or theft of items of property whilst on the school premises. The hirer will be responsible for the disposal of all rubbish in the bins provided.

25. Lettings will normally not be accepted before 6pm on a school day.

26. The school has very limited car parking available in the school grounds. If more than 50 cars are on the site, stewards must be provided or organise parking within the school grounds and to ensure that neighbouring residents are not inconvenienced in any way. The school accepts no responsibility for any vehicles parked in the grounds or their contents. Please make sure that emergency access to the school is always kept. Please vacate the premises as quietly as possible to avoid disturbing our neighbours.

27. The Hirers will complete all relevant paperwork in a true and accurate way. False information may lead to an application being terminated.

28. A designated member of school staff handling the letting is to inspect the premises to be let with the Hirer prior to the start of the letting and complete a handover certificate. Similarly, at the end of the letting the premises are to be inspected and a hand back certificate will be completed.

Signed by the Hirer:	
In the presence of:	
Address of witness:	
(Start) Date of the event:	

Signed on behalf of the school:	
Date:	