

## **Friends of Belham (FoB) Emergency Support Fund**

### **Administration Policy**

**September 2022**

#### **Overview**

Friends of Belham (FoB) has established an Emergency Support Fund (the Fund) to support families of Belham pupils who are experiencing financial difficulty. The Fund is a discretionary source of financial help with urgent education-related costs.

FoB is responsible for managing and raising money for the Fund but has no role in handling applications, nor is any personal data shared with FoB.

#### **Fundraising and administration**

Money for the Fund is raised by FoB and is held as a restricted fund in its bank account.

FoB will notify the school of the sum in the Fund at the beginning of each term. At the end of the term the school will invoice FoB for the total amount disbursed to families that term along with copies of receipts.

In its annual accounts, FoB will report the total money raised and disbursed from the Fund.

#### **Expenses covered**

Disbursements will be available to help parents with education-related costs. This includes but is not limited to:

- School uniform, shoes or sports kit
- School music lessons
- Residential trips

The amount of support granted will be assessed on an individual basis and will not exceed £150 per request.

#### **Qualifying criteria**

Support will be available for pupils enrolled at the Belham Primary School, or about to start at the Belham.

Two members of the Core Leadership Team will meet to consider requests for support. Financial help may be granted after consideration of a pupil's family circumstances, other sources of available support, and if there are sufficient monies in the fund to cover the request.

Consideration will be given to how the support will enable a child to access the vision and values of the school, and if the pupil is likely to miss out on an educational experience.

Priority will be given to families that have not previously accessed the fund.

### **Application process**

Parents can contact Liz Cohen at [ecohen18.210@lgflmail.org](mailto:ecohen18.210@lgflmail.org) or speak to a member of the Core Leadership Team (CLT), or a member of the office team in the first instance.

In some circumstances it may be appropriate for a member of the CLT to advise a family that the Fund is available to help with a specific cost. An example of this is a recently arrived refugee family whose child needs school uniform items.

All communication will be dealt with sensitively and in the strictest confidence.

For all proposed disbursements staff will complete a Fund Request Form which a parent/guardian will be asked to sign.

Families can request help with costs at any time during the academic year. It is possible to ask for help more than once, but approval of one request does not necessarily mean that further requests will be approved.

### **Expenditure**

The school will purchase goods directly from suppliers as required. Invoices and receipts will be retained by the office manager.

Trip and lesson fees will be credited against SchoolsBuddy parent accounts.

Funds will not be transferred to bank accounts.

### **Data Protection**

No personal data is shared with FoB and FoB will not be given any details of individual requests for funding.

The identities of parents seeking support will only be known to members of the CLT and office staff required to administrate expenditure.

Any published information on funds spent will be summarised to protect the identities of those in receipt of support.