

Ullswater Community College - Support Fund Policy 2025/26

Overview

The UCC Support Fund is a source of discretionary financial help available to all students registered at the school. **At UCC our aim is to help all those who need it and so if you are in the position of needing help please ask.**

The aim of the Fund is to help students who have difficulties in paying for:

- Curriculum trips, visits, residential courses and other activities – typically no more than 20% of the cost but additional assistance may be available at the discretion of the Headteacher
- Uniform, shoes or PE kit
- Other materials or equipment to help with academic studies
- Other necessary expenses

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

Donations of school uniform to the Fund are welcomed as these may be utilised whenever available.

Eligibility

UCC will consider applications to the Support Fund in relation to the following groups of students:

1. Parents/Carers in receipt of benefits which qualify for Free School Meals

- Income Support
- Income-based Jobseekers Allowance
- Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, but not Working Tax Credit, with an annual income below £16,190
- Guarantee Element of the State Pension Credit
- Working Tax Credit “run-on” – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Universal Credit

2. Students:

- Who have disabilities
- Who are in care, or who have left care
- Who live alone outside the family home
- Who have a very low family income

If you are experiencing hardship and do not fall into the above categories, please contact your child's Year Group Manager in the first instance to discuss your exceptional circumstances.

3. Proof of Benefit is required.

Proof must be in letter form and:

- Must have been issued within the last six months
- Must show the family address given
- Must be included with the grant application

Bank statements, incapacity, housing and council tax benefit are not valid proof. Any original documents will be returned to you.

Application Process

An application should be made via your child's Leader of Achievement and Standards. The application must remain confidential and will be considered by them and using knowledge of the student's circumstances.

If approved by the Leader of Achievement and Standards the application will be passed to the Senior Leadership Team and Finance Office for review and final approval.

A student may be able to apply for support at any time during the school year. It is possible to apply more than once, but usually only where circumstances have changed. It is important to note the 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 a support grant as the Headteacher's decision is final.

Payments from the Support Fund will usually be "in kind" e.g. direct provision of uniform, PE kit, materials and equipment, or by contribution towards trips expenses.

Applications for 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 circumstances meant that such support is no longer required.

Application form

The next pages should be completed and returned to your child's Leader of Achievement and Standards.

Leaders of Achievement & Standards

Year 7	Mr Cooper	scooper@ullswatercc.co.uk
Year 8 & 9	Mr Key	gkey@ullswatercc.co.uk
Year 10 & 11	Mr Castle	mcastle@ullswatercc.co.uk

UCC Support Fund Application Form

If you are experiencing hardship please contact your child's Head of Year in the first instance to discuss your circumstances.

Your details

Title	
First Name	
Surname	
Partner's First Name (if applicable)	
Partner's Surname (if applicable)	
Address	
Postcode	
Telephone	
Email address	

Student(s) you wish to claim for:

Form group	Name of Student

UCC Support Fund Application Form

Clothing Application

If you are experiencing hardship please contact your child's Head of Year in the first instance to discuss your circumstances.

Items of clothing needed. Please provide sizes for items. If you need the same item of clothing for more than one child, please complete another copy of this page.

Item	Tick if needed	Number needed	Size
School Uniform			
Blazer			
Jumper			
Tie			
White shirt			
Plain black shoes			
School skirt			
Black school trousers			
PE Kit			
Girls skort			
PE top (girl)			
PE socks			
PE top (universal)			
PE shorts (universal)			
Football boots			
Trainers			
Other School	Please specify what is required:		

UCC Support Fund Application Form

School Trip Support Application

If you are experiencing hardship please contact your child's Head of Year in the first instance to discuss your circumstances.

The school can support any one trip to a value of £100.00, or a residential trip to typically no more than 20% of the cost. This support is offered on a discretionary basis. If the school receives Pupil Premium in respect of your child there may be limited additional support available.

This support is only offered where your circumstances meet the criteria. **Please note you should not apply for a trip if you do not expect to be able to meet the repayment schedule.**

Name of school trip	
Date(s) of trip	
Total cost of trip	£
Amount paid to date	£
Amount outstanding	£
Amount of support requested	£
Reason why you're seeking support	

Student(s) you wish to claim for:

Name of student	Form group

UCC Support Fund Application Form

Declaration

If you are experiencing hardship please contact your child's Head of Year in the first instance to discuss your circumstances.

Grounds for application (please tick all that apply)	Tick if applies	Evidence enclosed
<i>In receipt of qualifying benefits:</i>		
• Income support		
• Income-based Jobseekers Allowance		
• Employment and Support Allowance		
• Support under Part VI of the Immigration and Asylum Act 1999		
• Child Tax Credit "run-on" - the payment someone may receive for a further four weeks		
• Universal Credit		
<i>Other grounds:</i>		
• Student in receipt of Free School Meals		
• Very low family income		
• Student has disabilities		
• Student in care, or care leaver		
• Student with siblings in the same year		
• Student living alone outside the family home		
<i>Other (please specify)</i>		

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

Signature of Parent/Carer	Date

OFFICE USE ONLY:

Date received	By	Approved? Y/N	Date