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1 Why do we have a Welfare Fund?

Insignis Academy Trust (IAT) knows that some families or students (who are adults) need extra help because of money problems. These problems might be stopping them from learning properly — we call these “barriers to learning”.

These money problems could happen suddenly because of things like illness, someone dying, losing a job or home, or separation.

The Welfare Fund was set up to help students get past these money problems, which stop them from learning properly.

2 Which students are eligible

IAT will consider giving Welfare Fund money to help the following students:

- Students who receive free school meals (FSM).
- Students who have disabilities or an Education Health & Care Plan (EHCP).
- Families buying a second Chromebook (or another one after that) within the same 12 months.
- Students who are currently or used to be in care, or students who look after others (are carers).
- Students whose families have a very low income or who are going through very unusual problems that stop them from learning (“barriers to learning”).

3 Other support available

Some students already get money from other sources, like Pupil Premium (PP), 6th form Student Bursary, or SEND funding. If these other types of funding cannot cover what is needed, then you can apply to the Welfare Fund.

4 What can the Welfare Fund be used for?

The Welfare Fund can only be used to remove “barriers to learning”. For example, it might cover costs for:

- School course related trips, visits, or residential stays.
- Uniforms, shoes, or sports kit.
- Emergency travel costs or helping pay for travel to school.
- Revision guides, course books, or materials needed for lessons.
- Equipment or lessons for special areas, such as music, musical instruments, sports, or other specialist gear.
- Technology (like computers or software) that helps or improves learning.
- Other things needed specifically by the student.

Note: We look at every application on its own merits (case-by-case basis).

5 How will support be provided?

If your request is approved:

Usually, IAT will pay suppliers directly (for example paying the trip provider or uniform shop). The IAT Finance team handles this.

Sometimes, giving you cash directly (a grant payment) is the only option. The IAT Finance team helps with this too. If you receive cash, you might have to show us proof of purchase or receipts later.

6 Applying for the fund

To apply, you need to use the simple application form and send it to the school. The email address is listed at the bottom of the form.

The more details you give about the student's situation, the easier it is for the Headteacher/Head of School to check what is needed.

Often, we do not need proof that you are eligible because we already have that information (for example if you already get support from FSM, EHCP, PP, SEND, or Bursary).

However, sometimes we might ask for more information. We try not to make this difficult or ask too many personal questions. But we must be sure that the requests are genuine so we can correctly record how the money is spent.

7 Determining requests

The Headteacher/Head of School looks at every request to make sure decisions are fair and consistent. They might talk to the IAT Finance or Operations team, for example if the request is about things like a Chromebook.

The money available is limited. This means we must make sure the fund helps the students who need it the most.

Giving support is completely discretionary (a choice made by the school). Money will be given out based on how much the student needs it and how much money is left in the fund.

8 How will I know if an application is successful?

We will tell you the Headteacher/Head of School's decision as quickly as possible.

9 Right of appeal

If your application is refused, you have the right to appeal. You should contact the Executive Head, and you can find their contact details on the school website.

10 Confidentiality and data protection

All applications and the information you provide will be kept Confidential (private). This

information will only be used to decide if you can get Welfare Fund support.

We will keep the application on the student's file while they attend an IAT school. It will be destroyed when the student leaves.

Exception: If the application is needed for Financial Audits (checking the money), we keep it for the current year plus 6 more years, just like other financial records.



Welfare Fund Application Form

To apply, please fill in the form below. By completing and sending us this form, you agree to follow the Welfare Fund rules.

Student name(s)	
Class / Form / Tutor Group	
School Attended	
Completed by	
Contact email	
Contact number	
Date	
Outline the reasons for applying, what support is requested and any appropriate evidence of eligibility.	

Form of request	<input type="checkbox"/> Payment plan <input type="checkbox"/> Partial funding - amount £..... <input type="checkbox"/> Full funding - amount £.....
Internal use	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Comments

Please return all applications by email to squesnell@prsbucks.com