

**HULL COLLEGIATE SCHOOL**

**PUPIL SUPPORT FUND**



**INFORMATION BOOKLET AND POLICY**

**2017**

# The Hull Collegiate Trust Pupil Support Fund -

## Contents

Who We Are.....	3
Frequently Asked Questions.....	4-5
Criteria.....	6
Application Form.....	7-10
How You Can Help.....	11
Donation Form .....	12



### **Who We Are**

The Hull Collegiate Trust is an independent education charity (charity no. 1079653) founded in 2000. The Trust provides financial assistance to new and existing pupils of Hull Collegiate School by subsidising the cost of co-curricular and extra-curricular activities. The Trust is committed to broadening access to Hull Collegiate School and holds the school motto '*the best in everyone*' at its core.

For some pupils the Trust provides help with school fees. This is particularly the case with The Sir James Reckitt Charity.

### **Our Mission**

To provide financial assistance to new and existing pupils in the Prep School (Years 5 and 6), Senior School and Sixth Form at Hull Collegiate School whose family circumstances mean that they cannot afford the cost of co-curricular and extra-curricular activities, such as educational visits (excluding ski trips), bus travel, music tuition and school uniform.

## **The Hull Collegiate Trust Pupil Support Fund -**

### **Frequently Asked Questions**

#### **What support can I apply for?**

The Trust is there to support pupils whose family circumstances mean that they cannot afford the cost of co-curricular and extra-curricular activities, such as educational visits (excluding ski trips), school uniform, bus travel and music tuition.

#### **Am I eligible for financial assistance from The Hull Collegiate Trust?**

Applications to the Trust are open to all pupils in the Prep School (Years 5 and 6), Senior School and Sixth Form at Hull Collegiate School. Due to limited funds, we have to make sure that we provide support to those most in need of financial assistance. The more information that you can provide regarding your circumstances, whether they are long standing or just short term, can help us to decide how the funds should be most suitably distributed.

The Trust is unable to fund retrospectively, therefore any activities that have been paid for will not be considered by the Trust.

#### **What evidence do I need to show?**

You will be asked to give details about your family circumstances and to supply one of the following documents as evidence of your total household income.

- Certified Accounts (if self-employed)
- P60
- Payslips (if you are paid monthly the most recent three months or, if weekly, the most recent four weeks)
- Pension
- SA 302 Form
- Tax Credit Award Notice
- Letter from the DWP Awarding Benefit
- Letter from the DWP Acknowledging Processing of Benefit Application
- Other Means Tested Benefit

We might contact you if we need more information. All applications, correspondence and communication to the Trust is dealt in the strictest confidence by the Headmistress, School Registrar and Trustees of The Hull Collegiate Trust.

### **When should I apply?**

The Trust will consider applications all year round. Please complete and return the application form to Mrs Wilson, Headmistress at Hull Collegiate School.

### **What happens once I have submitted my application to the Trust?**

The Headmistress, School Registrar and Trustees of The Hull Collegiate Trust will assess your application before making a decision regarding financial assistance. All funding from the Trust is discretionary and will be allocated depending on need and funds available. A £500.00 limit is applied per pupil per year, excluding the cost of music tuition and bus travel. In exceptional circumstances applications for higher value awards will be referred to Central Office at United Learning to be means tested. The more information you can supply in your application about what you will find hard to fund and why, the more easily we can assess your needs.

### **Will the funding be paid in cash?**

Funding from the Trust will be paid directly to the service provider e.g. straight into the relevant school account.

### **What should I do if I don't agree with the Trust's decision?**

In the instance of an appeal against a decision regarding an application to the Trust you should follow the School's Complaints Procedure, found on the school's website.

## **The Hull Collegiate Trust Pupil Support Fund -**

### **Criteria**

#### **The criteria for applications to the Trust are as follows:**

1. Pupil in the Prep School (Years 5 and 6), Senior School or Sixth Form at Hull Collegiate School
2. Commitment to study in the classroom
3. Commitment to the necessary musical activities
4. Exemplary behaviour
5. The cost of co-curricular and/ or extra-curricular activities cannot be met by parent(s)/ guardian(s) of pupil(s) at Hull Collegiate School.
6. The Trust's discretion.

## The Hull Collegiate Trust Pupil Support Fund -

### Application Form

<b>Part 1: Personal Details</b>	
Name of Pupil:	
Name of Parent(s)/ Guardian(s):	
Address:	
Home Telephone Number:	
Mobile Number:	
Email Address:	

<b>Part 2: Home Financial Circumstances</b>	
To be completed by parent(s)/ guardian(s) of pupil	
What is the total income of your main home?	£

<b>Part 3: Documentation to Support your Application</b>
<p>To support your application to The Hull Collegiate Trust, please tick one of the following documentation options as evidence of your total household income. Please attach the documentation to the application form.</p> <ul style="list-style-type: none"><li>• Certified Accounts (if self-employed)</li><li>• P60</li><li>• Payslips (if you are paid monthly the most recent three months or, if weekly, the most recent four weeks)</li><li>• Pension</li><li>• SA 302 Form</li><li>• Tax Credit Award Notice</li><li>• Letter from the DWP Awarding Benefit</li></ul>

- Letter from the DWP Acknowledging Processing of Benefit Application
- Other Means Tested Benefit

<b>Part 4: Funding</b>		<b>SCHOOL USE ONLY</b>
<p>I wish to apply for assistance on the following items (please include details):</p> <p>N.B. A £500.00 limit is applied per pupil per year, excluding the cost of music tuition and bus travel. In exceptional circumstances applications for higher value awards will be referred to Central Office at United Learning to be means tested.</p>	<b>Amount of assistance Required</b>	<b>Amount Approved</b>
	<b>(£)</b>	<b>(£)</b>
Educational visit:		
Bus travel:		
Extra-curricular activities e.g. music tuition:		
Materials and/ or equipment not paid by the School:		
School uniform:		
Other (please specify):		
<b>Total:</b>		



**Part 5: Please explain your family financial circumstance and supply relevant further information to support your application to The Hull Collegiate Trust.**

--

**Part 6: Declaration**

All of the information provided on this application form is accurate and no information has been withheld that would be relevant to my request for financial assistance.

**Signature of Parent/ Guardian:** ..... **Date:** .....

**Part 7: Decision by The Hull Collegiate Trust**

**SCHOOL USE ONLY**

Panel members present (name and position held):

--

Date of application consideration:
Decision regarding the application:
Reasons for the decision being made:
Signatures of the panel:

**Please complete and attach the relevant documentation required and return to Mrs Wilson, Headmistress at Hull Collegiate School.**

**By Email:**

Alex.Wilson@hullcollegiateschool.co.uk

**By Post:**

Mrs Wilson, Headmistress,

Hull Collegiate School,

Tranby Croft,

Anlaby,

HU10 7EH.

## The Hull Collegiate Trust Pupil Support Fund -

### How You Can Help

The Trust relies solely on donations to the charity from individuals and organisations.

If you or your business would like to support the Trust please telephone 01482 657016 or email [enquiries@hullcollegiateschool.co.uk](mailto:enquiries@hullcollegiateschool.co.uk)

All donations for the benefit of the Trust should be made to The Hull Collegiate Trust.

#### **Making a regular gift**

Regular giving is particularly beneficial as it provides a predictable annual income for the charity. Donations can start from as little as £3.00 per month. To make a regular gift please complete and return the donation form overleaf to Hull Collegiate School.

#### **Making a single gift**

If you would like to make a single cash donation please complete and return the donation form overleaf to Hull Collegiate School. Alternatively you can make a donation online at:

<https://mydonate.bt.com/charities/thehullcollegiatetrust>



#### **Matched Giving**

Many companies operate a scheme which will match the donations made by their employers. If you would like to fundraise for the Trust it might be worth checking with your employer to see if they will match fund.



CHARITY NUMBER 1079653

**CONTACT DETAILS**

NAME:
ADDRESS:
POSTCODE:
PHONE:
EMAIL:

**SINGLE GIFT**

I enclose a cash donation / cheque made payable to 'The Hull Collegiate Trust' for £.....
---

**REGULAR GIFT**

I would like to make a monthly / annual (delete as appropriate) gift by Standing Order of £....., commencing on..... (dd/mm/year) to The Hull Collegiate Trust, Account No 27518064, Yorkshire Bank plc, Sort Code 05-05-25, until further notice.
--

**BANK DETAILS FOR REGULAR GIVING**

FULL NAME & ADDRESS OF YOUR BANK:
ACCOUNT NAME:

ACCOUNT NO:
Signature.....
Date.....

**GIFT AID DECLARATION**

<p>Please treat the enclosed donation of £..... as a Gift Aid donation.</p> <p>I confirm I have paid or will pay an amount of income tax and / or capital gains tax for the current tax year (6th April to 5th April) that is at least equal to the amount of tax that all the charities and Community Amateur Sports Clubs that I donate to will reclaim on my gifts for the current tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I have given.</p> <p>Please notify us if you:</p> <ul style="list-style-type: none"><li>• would like to cancel this declaration</li><li>• change your name or home address</li><li>• no longer pay sufficient tax on your income and / or capital gains</li></ul> <p>If you pay income tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your self-assessment tax return or ask HM Revenue and Customs to adjust your tax code.</p> <p>Signature.....</p> <p>Date.....</p>
---

**PLEASE RETURN THE FORM AND YOUR GIFT TO: THE HULL COLLEGIATE TRUST,  
TRANBY CROFT, ANLABY, EAST YORKSHIRE, HU10 7EH.**

**THANK YOU FOR YOUR SUPPORT**