IAPS Charitable Trust

GRANTS POLICY FOR SCHOOLS, PARENTS AND OTHER EDUCATIONAL TRUSTS

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1) INTRODUCTION

1.1 The status of this policy is advisory only. It is addressed to parents of pupils and of prospective pupils, school bursars and educational trusts.

1.2 This policy will be reviewed on an annual basis in conjunction with the Charity Commission Guidance.

1.3 Owing to the limited financial resources of the Charity, not every eligible application for an award will be successful.

1.4 The children who benefit will be UK residents or children who have the right to remain.

2) THE iTrust SCHEMES

The IAPS Charitable Trust (iTrust) has three strands: A General Awards Fund, a Benevolent Fund and a Music Fund.

(B) General Awards

iTrust makes a small number of awards, usually around £1,000 a year and up to a maximum amount of £2,500 per year per pupil. Priority is given to pupils who have already started their education in IAPS schools, and whose families' financial circumstances have changed. The support of the school, or intended school, is essential. Awards are usually short term and last for up to one year; in all cases, awards are subject to an annual needs' assessment review.

iTrust does not support pupils in the Sixth Form or gap year or university students.

(c) Benevolent Scheme Awards

Priority will be given to Parent(s) employed or formerly employed in IAPS schools, pupils in key examination years (i.e. years 10 and 11) and pupils at schools where the school will match the funding. Funds are limited and the total value of awards aims to equal income from restricted funds with donations and unexpended income applied to capital for future years.

The main objective is to relieve hardship by providing financial support for any of the following:

- Any person who has or shall have been a member of IAPS as a headteacher who has retired from such headship.
- Any person who has or shall have been an official or employee of IAPS schools, the widows, children, or other dependents of any such person as aforesaid or of a deceased person who was at one time a member of IAPS.

These awards are usually focused on promoting the education of children of members or deceased members of the teaching profession by providing financial support for them to continue their education in independent schools where their families' financial circumstances are such that they would otherwise be prevented from doing so.

Support offered will be to as wide a range of beneficiaries as possible, with small grants rather than a smaller number of larger grants. The grant will bridge the gap between the family's income and the fees required. This grant is unlikely to be the primary source of funding.

(d) Music

The Harrison Memorial Fund awards grants to children in Years 3-8 to assist them in attending choral or instrumental courses held in the UK. These typically include residential courses run by the Rodolfus Foundation and National Schools Symphony Orchestra, although other courses are considered upon application.

Eligibility and procedures for applications for Harrison Memorial Fund support

An application form for support can be downloaded from the websites for the courses named above, or can be requested from the HMF Secretary by emailing harrisonmemorialsecretary@gmail.com. Applications are only accepted from parents who cannot afford the course fees without support. Completed application forms

are emailed to the above address, or by post to IAPS Head Office and proof of earnings will be required to accompany the application. Once the application is received, the HMF Secretary will contact the child's school to confirm details given on the application form, before any award is made. Awards are confirmed by email and the course administrator is informed directly. Payment is made directly to the course.

Conditions of award

Pupils attending the course are asked to write about their experience afterwards and send via email or to Head Office. This feedback is much appreciated by trustees. If feedback, or any included photos, is to be used in any publication, further agreement will be sought from parents first.

Deadline for HMF awards depends on the date of the course taking place.

3) ELIGIBILITY AND PROCEDURE FOR APPLICATIONS

3.1 All awards (except from the Harrison Music Fund) are entirely means tested and are made on an annual basis to parents who satisfy financial criteria set by the Charity from time to time in relation to their income and the value of their capital assets.

It should not be assumed that, as the result of one child in a family being in receipt of a grant, other siblings will automatically be awarded one. Each case will be assessed separately.

3.2 Applicants should contact the Head or Bursar at the relevant school in the first instance for more information in relation to the financial criteria set by the Charity and then request the relevant forms from the Grants Secretary at itrustgrants@gmail.com .
There is a substantial application form in which parents detail such things as their circumstances, income, outgoings, expenditure, assets, capital liabilities and other dependent children.

3.3 All applicants for financial support, with the exception of:

- those for whom the school is already able to provide a financial assessment;
- those applying to the Harrison Music Fund);

are required to undertake an assessment by the Charity's externally appointed impartial advisors at the Bursary Administration Limited (BAL) and provide them with any supplemental information that is requested. It is critical that parents answer all

the questions carefully and in full. Bursary Administration Limited (BAL) will check applications on behalf of the itrust. This frequently includes a virtual visit and will result in a confidential report being sent to the iTrust Scrutiny Committee. During the virtual visit, families will be asked to provide relevant financial records and respond to questions about their financial history, current situation, and ongoing commitments. A confidential report will be sent to the school. The school does not have any input into, or control over, the findings of the independent financial review but this assessment may be done in conjunction with an assessment for the school. This process may repeated as part of the annual review if required.

3.4 Children of parents with high incomes or high assets are not normally considered for help except when there are exceptional compassionate circumstances affecting the financial stability of the family. We anticipate that the families we support will have joint net assets usually in the form of a home and low incomes. They will NOT have any of the following:

- Significant savings
- A child already at an independent school fully funded by the parents
- A second property or land holdings
- Frequent or expensive holidays
- Expensive houses or cars

3.5 The committee reserves the right to exercise its discretion and its decision is final. The Trustees and/or secretary cannot discuss decisions made in the meetings, or discussions during the meeting, nor is there an appeal process. It is the responsibility of the applicants' family to provide true and accurate information. The committee will make awards to families which are the neediest. They will review the award each year to check that circumstances have not changed, and that the pupil's progress, behaviour, attendance, and attitude are in line with the school's expectations.

Please note that, unfortunately, owing to the limited financial resources of the Charity not all the qualifying applications made each year will be successful.

3.6.1 All awards (except from the Harrison Music Fund) are subject to an annual means-test review, which may be carried out by the school or by the Charity's externally appointed advisors (BAL). In addition, should any of the family's circumstances change, the School must be informed without delay. For example, should the financial position of parents with a pupil already at the School change unexpectedly, they should contact the Bursar as soon as possible so that a way forward can be

agreed. Failure to divulge requested information or a change in circumstances to the School could lead to an award being withdrawn or withheld.

3.6.2 There is no specific deadline for awards and applications may be made as the need arises. Deadlines for applications to the Harrison Music Fund are dependent upon course dates. Applications are generally considered once per term but the Committee will, at their discretion, examine urgent cases that arise outside this timetable.

4. PROCEDURE FOR DETERMINING AWARDS

4.1 Awards are made for one academic year and remain subject throughout that period to the conditions of award provided with the letter of offer. Financial Support Awards may be made on an annual or termly basis depending on the circumstances surrounding the provision of the award.

4.2 All awards are discretionary and are subject to review by the Charity at any time. It should not be assumed that, as the result of one child in a family being in receipt of a grant, other siblings will automatically be awarded one. Each case will be assessed separately.

4.3 Each year the pupil's annual report will be sent from the school to the Charity, which reserves the right to withdraw the award should the child fail to fulfil their obligations. (See Appendix 2).

5 CONFIDENTIALITY

All award applications are treated in the strictest confidence. Pupils will not be made aware that they benefit from an award unless informed by their parents.

6 DATA PROTECTION

All information provided by parents in connection with an application for an award will be processed in accordance with data protection principles as set out in the Data Protection Act 1998. Data will be processed only for the purposes of considering applications for awards and determining the success of such applications and the information provided will not be used for any purpose.

7 COMPLAINTS

The IAPS itrust Complaints Policy is available from the IAPS office. iaps@iaps.uk

APPENDIX 1

Documents to be provided on application include:

- Last 3 payslips
- Last P60
- Latest audited accounts (if appropriate)
- Latest management accounts (if audited accounts are more than 9 months old)
- Latest self-assessment tax calculation (if appropriate)
- Schedule D self-employment income declaration (if appropriate)
- 3 months' bank statements
- Proof of value of investments (may include internet valuation)
- Latest pension and endowment valuation
- Benefit letters (if appropriate)
- Latest mortgage statement (on all properties if appropriate) / rent agreement
- Latest loan statements
- Contents insurance schedule
- Legal financial agreements
- Any other appropriate documents to support the application.

IAPS Charitable Trust

APPENDIX 2

Conditions of Award

1 **Grant of the Award:** All awards are granted at the sole discretion of the iTrust Charity.

2 **Obligations of the pupil:** A pupil who is the subject of an award is required to work hard, to contribute positively to the life of the School, to be a credit to the School and to set a good example to other pupils. The pupil must adhere to the School's required standards of conduct, attendance, attitude, behaviour, and progress. These are *Purposes of the Award*.

3 **Obligations of the Parent/s or Guardians:** The parents are required to:

3.1 Support and encourage the pupil to achieve the *Purposes of the Award*; and

3.2 Treat the School and its staff reasonably and uphold the aims and the good name of the School; and

3.3 Comply with the School's Terms and Conditions.

4 **Means tested Awards:** All means tested awards will be subject to annual review and the parents shall each year be required to complete an assessment. This review process may lead to the Award being amended to reflect the family's circumstances.

5 **Continuation of the Award:** Continuation of the award is dependent upon the following conditions being fulfilled:

5.1 In the case of a means-tested award, parents satisfying the School's financial requirements each year; and/or

5.2 In respect of all Awards:

5.2.1 The financial resources allocated by the School to support the award being enough to maintain the award; and

5.2.2 It being in the financial interests of the School to maintain the award.

5.3 Grants from any of the schemes are not transferable. If a pupil wishes to change school, a new application must be made.

6 **Confidentiality**: The value and terms and conditions of the award shall remain confidential between the parents and the School.

7 **Termination of the Award***:* The award may be terminated on the following grounds:

7.1 **Termination on financial grounds:** The School may terminate an award on one term's notice if, in the opinion of the School Governors acting in good faith:

7.1.1 The parents have not satisfied the School's financial requirements under paragraphs 4 and 5.1 above; or

7.1.2 The School is no longer able to continue the award under paragraph 5.2 above.

The termination will take effect from the date set out in the written notice.

7.2 **Termination on the grounds of conduct:** The School may terminate the award by written notice sent to a parent with immediate effect if, in the opinion of the School Governors acting in good faith, one or more of the following conditions has been fulfilled:

7.2.1 A pupil has not complied with the obligations set out in paragraph 2 above and in the further opinion of the Governors there has been no significant improvement following consultation with a parent and/or the pupil and a written warning; or

7.2.2 A parent has not complied with the obligations set out at paragraph 3 above; or

7.2.3 The value and terms and conditions of the award do not remain confidential in accordance with paragraph 6 above; or

7.2.4 The pupil is withdrawn without a term's written notice.

7.3 **Repayment of the Award:** A parent will be required to repay all, or part of, the benefits received under the award if it is terminated in any of the following circumstances:

7.3.1 Under clause7.1.1 above if a parent has knowingly or recklessly provided false or inaccurate information about their financial position, all benefits received from the date on which the false or inaccurate information was supplied may be repayable.

7.3.2 Under clause 7.2.1 above, if a pupil has been found to have committed a serious breach or a series of persistent minor breaches of School discipline for which the sanction would normally be expulsion or required removal, up to three terms' benefits (if received) may be repayable; or

8 **Fees in lieu of notice:** Fees in lieu of notice are not paid by iTrust and remain the responsibility of the parents of the award recipient.

9 **Terms and Conditions:** These conditions of an award take precedence over any of the School's terms and conditions which are inconsistent with them but in all other respects the terms and conditions, as amended from time to time, shall apply and these conditions of award shall be interpreted in accordance with them.

T Wheeler
itrust Grants Secretary
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