



**Chorleywood Primary School**  
**Bursary Policy for Clubs 2018/19**

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Committee	Finance & Premises Committee
Author	School Business Manager
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## Bursary Policy for Clubs - 2018/19

The staff and governors of Chorleywood Primary School believe that clubs are an important way for children to learn new skills, socialise with their peers, build self-esteem, keep active and have fun. The school actively encourages children to participate and we strive to offer a varied selection of both staff-led and externally provided clubs across the age ranges. The school is committed to enabling all its pupils to have the chance to access these extra-curricular activities and that no child should be disadvantaged due to their parents/carers lack of financial means. Therefore, bursaries may be available to enable pupils whose parents/carers are in need of financial assistance to pay for externally provided school clubs.

### Who May Be Eligible For a Bursary Place?

- Pupils in receipt of Free School Meals
- Pupils eligible for the PPG
- Any child, whose parent/carer is unable to meet the cost of a club due to lack of financial means at a particular time.

### Application For Bursary Places

1. Parent/carer should make a request in writing for a bursary place to the School Office, including details of their financial circumstances and why they are unable to meet the full/part cost of the club themselves. If the child is known to the school as Pupil Premium, Forever 6 or are currently eligible for Free School Meals, this information is sufficient to support the application.
2. The Head Teacher and School Business Manager will assess this request and decide whether the pupil is eligible for a bursary place.
3. Once a bursary place has been agreed, the School Office will liaise with the external club provider to establish whether they are able to offer a bursary place to the pupil or if not, they will be placed on the Bursary waiting list held in the School Office.
4. All bursary places are reviewed termly.

### Allocation of Bursary Places

- All external club providers are asked by the school to consider providing a maximum of two bursary places each term, the cost of which will be offset against the rent they pay for the use of the school.
- The termly fee for each bursary place is deducted from the termly rental charge.
- If no bursary places are allocated, the provider will pay the agreed rental charge. If no bursary places are offered, the provider will pay the full rental charge as detailed in the Hiring and Letting Policy.
- If the total termly fee for the allocated bursary places exceeds the termly rental charge, the provider will pay no rental charge but WILL NOT be issued with a credit for the excess. This is considered reasonable by the school as external clubs providers are given substantially reduced rental rates for the use of the school premises, as these clubs benefit our pupils.
- If two bursary places have already been allocated for a club, any additional eligible pupils will be placed on the Bursary waiting list, which is managed by the School Office.

- The bursary places are reviewed by the School Office each term, giving pupils on the waiting list priority over those who have previously had a place.

### Confidentiality

The school respects the confidentiality of bursary places allocated to pupils.