



## Bursary Policy

Shofar Daycare Nursery is a registered charity and the charity will give bursary reductions to families in need.

The information below sets out our procedures:

- 1) The trustees will make a yearly projected allocation from September to September which is expected to be at 10% of revenue.
- 2) Bursaries are awarded annually for one year. Parents may apply for a bursary for a second year, but this is subject to approval and is not guaranteed.
- 3) The fund would be used for approximately five 25% bursaries and one 50% bursary, which will be awarded in extraordinary circumstances. These amounts to be renewed annually.
- 4) Parents are advised of their obligation to inform us of their change in circumstances.
- 5) The bursary fund is open to donations. Money not used in one year is carried over to the next year to be used in that year.
- 6) The bursary allocations committee is the Director of Shofar and a member of clergy from Alyth and FRS. There will be at least an annual meeting of this group to review this policy and review allocations. The process will be administered by the Shofar Headteacher. The allocations committee is guided by the treasurer to the trustees as to how to apply this policy.
- 7) The award of bursaries will be means tested based on a form related to the criteria that are used by RSY-Netzer and UJIA for the award of their bursaries.
- 8) We will encourage the sponsoring organisations to use the optimum means to aid their staff to use the best child care.
- 9) The Trustees of Shofar would also encourage parents with children from multiple births to apply for a bursary irrespective of their financial circumstances.



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Registered office as above. Shofar Daycare Nursery is a company limited by guarantee registered in England and Wales no: 9395603 and registered as a charity in England and Wales no. 1160802

