

Tapton SCHOOL

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Hardship Assistance Fund Policy

November 2021

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COMMITTEE: Learning and Inclusion

Updated: B Pannenberg Nov 2020

D Kirkham Nov 2021

LEVEL OF CHANGE: Minor change

NEXT REVIEW: July 2022

Tapton School Hardship Fund

What can assistance be claimed for?

- Assistance with the purchase of a school uniform pack (to include a starter PE pack, which is a t-shirt, pair of shorts and pair of socks, plus two Tapton sweatshirts and 2 polo shirts). This is normally provided once in each Key stage (3 and 4), however in exceptional circumstances exceptions to this can be agreed
- Assistance with the cost of school trips/visits that take place beyond the school day e.g. after school, weekends and during school holiday time
- Assistance with the cost of Duke of Edinburgh
- Assistance with the purchase of essential school materials e.g. scientific calculator
- Assistance with any other essential costs as determined by the remissions panel

Who can apply?

Students in receipt of FSM and those affected by extreme or difficult personal circumstances may be considered for assistance by the remissions panel. To be eligible for assistance from the hardship fund the student must be on roll in years 7 – 13 in the academic year in which assistance is sought and have good attendance.

How is it to be paid?

No money is to be paid direct to parents. If purchasing school uniform the school will pay the provider direct. If the money is to be used for the purchase of essential school equipment e.g. shoes the parent/carer will need to provide the school with details so that an order can be placed direct with the shop or via an on line facility.

Process

The policy is referenced in appropriate letters home and is displayed on the school website. All staff at Tapton are aware of the policy and can refer students/parents to it where necessary. All trip letters have a specific paragraph that refers to hardship.

Parents/carers should contact the school office or their child's Year Leader for further details. On receipt of such a request a copy of this document will be forwarded.

Applications will be processed on demand and parents will get a response in writing from the remissions panel.

Applications will be considered by 3 members of the remissions panel who will refer to previous assistance that the student may have received, their individual circumstances and their attendance levels.

If the parent/carer is unhappy with the decision of the panel they can appeal in writing within 5 working days to the Headteacher. Should the parent/carer be unhappy with the decision of the Headteacher they can appeal in writing to the Chair of Governors within 5 working days. The Chair of Governors decision is final.

Application form for Hardship Assistance

Name of student..... Form Group

Address.....

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I would like to request assistance with

To the value of.....

Please provide details of your particular circumstances below and or attach further details where necessary:

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Is your child eligible for free school meals Y/N

Signed..... Relationship to student.....

Date.....

(Should you require assistance in completing this form please contact your child's Year Leader)

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[FOR OFFICE USE ONLY]

Attendance%

FSM Y/N

Assistance granted: Y/N Amount of assistance:

Agreed by: Date

Parent/Carer notified: Y/N

Finance Office notified: Y/N