

# Tapton SCHOOL

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## Tapton School

# Hardship Assistance Fund Policy

## January 2020

**AUTHOR:** Mrs B Pannenberg

**COMMITTEE:** Learning & Inclusion

**LAST REVIEW/UPDATE:** Jan 2020

**LEVEL OF CHANGE:** Minor Change

**NEXT REVIEW:** Jan 2022

## **HARDSHIP ASSISTANCE FUND**

### **What can assistance be claimed for?**

- Assistance with the purchase of a school uniform pack (to include a starter PE pack, two sweatshirts and 2 polo shirts). This can be applied for once in each Key stage (3 and 4).
- 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 any other essential costs, as determined by the remissions panel

### **Who can apply?**

Students in receipt of the pupil premium 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 directly to parents. If purchasing school uniform the school will pay the provider directly. 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 directly with the shop or website.

### **Process**

Parents/carers will be notified of the fund via the Tapton Update at least once per academic year. Letters regarding trips/visits/transition will refer to the hardship fund.

Parents/carers should contact the school office for further details. On receipt of such a request, a copy of this document will be forwarded along with an application form.

Applications will be processed on demand and parents will get a response in writing from a panel of at least three members of the leadership team.

Applications will be considered by a panel of at least three members of the leadership team who will refer to previous assistance that the students 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 Associate Headteacher. Should the parent/carer be unhappy with the decision of the Associate 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**

**To be returned for the attention of the Assistant Headteacher – Teaching and Learning**

Name of Student:..... Form:.....

Address:.....

.....

.....

I would like to request assistance for:.....

To the value of:.....

Please provide details of your particular circumstances below:

.....

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.....

Is your child eligible for free school meals - Y / N

Signed:..... Date:.....

Relationship to student:.....

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

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**FOR OFFICE USE ONLY:**

**ASSISTANCE GRANTED: Y/N**

**AMOUNT OF ASSISTANCE:.....**

**AGREED BY:.....**

**DATE:.....**

**PARENT/CARER NOTIFIED: Y/N**

**FINANCE OFFICE NOTIFIED: Y/N**