**HARDSHIP ASSISTANCE FUND**

What can assistance be claimed for?

It is envisaged that the fund will be used in exceptional circumstances including but not limited to:

* Assistance with the purchase of a school uniform
* Assistance with the cost of music lessons
* Assistance with the cost of school trips/visits that take place beyond the school day
* Assistance with the cost of Duke of Edinburgh
* Assistance with any other essential costs, as determined by the school

Who can apply?

Students in receipt of FSM or those affected by extreme or difficult personal circumstances may be considered for assistance.

How is it to be paid?

No money is 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 via an on line facility.

Process

Letters regarding trips/music/Duke of Edinburgh and other relevant opportunities will make reference 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. Parents will receive a response in writing.

Applications will be considered by relevant members of the school’s senior team (Deputy Head and Finance and Contracts Manager) who will refer to previous assistance that the students have received, their individual circumstances, their attendance levels any financial contribution from the student’s parent/s or carer and the school’s available funding.

If the parent/carer is unhappy with the decision of the Deputy Head and Finance and Contracts Manager they can appeal in writing within 5 working days to the Headteacher. The decision of the Headteacher is final.

**Application form for Hardship Assistance**

 **To be returned for the attention of the Deputy Headteacher**

Student:………………………………………… Tutor Group:………………………….

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 Leader)**

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FOR SCHOOL USE ONLY: ASSISTANCE GRANTED: Y/N

AMOUNT OF ASSISTANCE AGREED:……………………………………………………..

DEPUTY HEAD SIGNATURE:……………………………………………………………………….

FINANCE/CONTRACTS MANAGER SIGNATURE:……………………………………………………………………….

DATE:……………………………………………………………………………….

PARENT/CARER NOTIFIED: Y/N