



High Storrs School

HARDSHIP ASSISTANCE FUND

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What is the Hardship Assistance Fund?

The Hardship Assistance Fund is an additional budget ring-fenced by High Storrs to support pupils in financial need.

Aim of the Hardship Assistance Fund

The Hardship Assistance Fund is a discretionary source of financial help available to the parents/carers of students in Y7-13 in the academic year in which assistance is sought.

How do I find out about the Hardship Assistance Fund?

- Letters about trips and visits will refer to the Hardship Fund.
- Information about the Hardship Assistance Fund will be on the school website
- Parents/carers should contact the school for further details. The fund is administered by Lorena Levy, Tom Highnett and Laura Newell, Assistant Headteachers and directors of progress for KS3, 4 and 5.

What assistance can be requested?

The fund is to help parents/carers who have difficulties in paying for:

- Assistance with the cost of school trips and visits
- Assistance with the cost of one-off items/equipment
- Assistance with any other essential costs, as determined by the remissions panel.

Who can apply?

A parent/carer may apply for hardship support at any time during the academic year. It may also be possible to apply more than once, but usually only where circumstances have not changed and one or more of the following criteria are met:

- Parents/carers of students in receipt of free school meals
- Parents/carers of students in families affected by extreme or difficult personal circumstances
- Parents/carers of students SEND
- Parents/carers of students who are or have been in care/foster care

How is it to be paid?

No money is to be paid directly to parents. If assistance is granted by the application will be authorised and passed to the finance team to verify and action the transaction. Parents/carers will be notified of the outcome of any hardship fund application within 5 working days of the application being received.

Payments from the Fund are discretionary and if awarded do not need to be repaid.

How to apply to the Hardship Fund

Return completed application form to the school office. The application will remain confidential and will be considered by the Senior Leadership Team who will refer to previous assistance that the student has 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 TO BE RETURNED FOR
THE ATTENTION OF ASSISTANT HEADTEACHERS – MRS L NEWELL, MR T
HIGHNETT AND MRS L LEVY**

This form can be returned to reception or emailed to:

enquiries@highstorrs.sheffield.sch.uk

Name of Student:_____ Form:_____

Address:_____

I would like to request assistance for:_____

To the value of:_____

Please provide details of your particular circumstances below:

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 Head of House or Student Support Assistant.

FOR OFFICE USE ONLY:

ASSISTANCE GRANTED: Y/N

AMOUNT OF ASSISTANCE_____

AGREED BY:_____ DATE:_____

PARENT/CARER NOTIFIED: Y/N

FINANCE OFFICE NOTIFIED: Y/N