

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 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
- Assistance with travel to Sixth Form
- Assistance with learning resources

Who can apply?

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

How is it to be paid?

If the money is to be used for the purchase of school resource these will be purchased for by the school and provided to the students. Please provide the school with details so that an order can be placed directly with the shop or via an on line facility. Assistance with school trips and Duke of Edinburgh will be considered on a case by case basis and a contribution to the overall cost will be agreed by the Head of Sixth Form. Assistance with travel to Sixth Form will be organised with companies directly in conjunction with a meeting with the student.

Process

Parents/carers/students should contact the Sixth Form Admin 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 considered by relevant members of the school's senior team (Head of Sixth Form 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/carers is unhappy with the decision of the Head of Sixth Form 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 Head of Sixth Form

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

Address:

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

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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)

FOR SCHOOL USE ONLY: ASSISTANCE GRANTED: Y/N

AMOUNT OF ASSISTANCE AGREED:.....

HEAD OF SIXTH FORM SIGNATURE:.....

FINANCE/CONTRACTS MANAGER SIGNATURE:.....

DATE:.....

PARENT/CARER NOTIFIED: Y/N