

Trust Fees Structure  
2011 - 2012



St Bede's

# Contents

The following fees structure will come into force from September 2011 and is applicable for the three terms of Autumn 2011, Spring 2012 and Summer 2012. It provides details of the fees associated with educating your child at St Bede's School, the discounts available and the various methods of payment.

Section	Description	Page
A – Basic Fees		1
	A (i) Registration Fee	1
	A (ii) Acceptance Deposit	1
	A (iii) Tuition Fees	1
B – Compulsory Extra Charges		1
	B (i) Sundry Charges	1
	B (ii) Security cards/wristbands	1
C – Optional Services		2
	C (i) Music Lessons	2
	C (ii) Transport	2
	C (iii) Learning Support	2
	C (iii) English as an Additional Language (EAL)	2
	C (iv) Insurance	2
D – Other Payment Related Charges		3
	D (i) Payments not honoured	3
	D (ii) Credit/Debit Card Charges	3
E – Extras and other charges		3
	E (i) Included on termly invoices	3
	E (ii) Separately charged for payment in advance	3
F – Payment		3
	F (i) Cheque	3
	F (ii) Credit or Debit Card	3
	F (iii) Cash	3
	F (iv) Fees in Advance Scheme (Annual Payers)	3
G – Scholarships and Means Tested Bursaries		4
H – Sibling Allowances		4
I – Queries and contacting the School		4
Appendix 1 – Transport zones		
Senior		5
Nursery, Pre-Prep & Prep		5

# Section A – Basic Fees

## i. Registration Fee

To register your child at St Bede's School a registration fee of £60 is applicable for the Nursery, Pre-Prep, Prep School and the Senior School. Please note that this fee is non-refundable.

## ii. Acceptance Deposit and Overseas Deposit

Once offered, a place cannot be secured until we are in receipt of the acceptance form and deposit. The deposit applies on joining the school and also on transfer between the schools. We will carry forward the deposit paid for the previous school on transfer between schools, so the element required to be paid is the incremental amount. The deposit amounts are as follows:

### Nursery, Pre-Prep and Prep School

#### Acceptance Deposits –

Day Pupils:	Nursery	£400
	Pre-Prep	£400
	Prep School	£600
Boarders:	Permanently resident in the UK	£800

Note: Deposits for Nursery children must be paid as a pre-condition of acceptance onto our waiting list. If a place does not become available the deposit will be refunded in full. Furthermore, the deposit is only refundable for children who remain in the Trust into Year 3.

#### Overseas Deposit –

Overseas resident	£550
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(The Overseas Deposit is payable in addition to the Boarder's Acceptance Deposit)

### Senior School

#### Acceptance Deposits –

Day	£700
Boarders	£1,500

#### Overseas Deposit –

Overseas Deposit - Non EU residents	1 term's fees less £1,500
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(The Overseas Deposit is payable in addition to the Boarder's Acceptance Deposit)

In addition to payment of an Acceptance Deposit, confirmation of a place at the Senior School is also dependant upon each child successfully meeting our entry requirements – please refer to our Admissions Policy for more details.

Please note that a term's fees (less deposits held) will be immediately payable if, for any reason, the acceptance of a place is cancelled less than a term before entry or if the pupil does not join the School after a place has been accepted.

Once accepted, deposits are retained to cover the cost of any extras that are typically charged in arrears. Deposits are held over from term to term until the pupil leaves the most senior of the schools they attend. Any balance due will be refunded as a credit (without interest) against the final payment of fees or other sums due to the School. Please note deposits are not a contribution towards your first term's bill.

## iii. Tuition Fees – per term

### Nursery (including Babies)

Nursery and baby charges are made per session. Sessions are available as follows:

Morning	8am to 1pm
Afternoon	1pm to 6pm
Full Day	8am to 3.45pm
Extended Day	8am to 6pm

Prices vary according to EYEE provision and sessions taken – details are available from Marisa Girling, Bursar at the Prep School on 01323 746406.

### Pre-Prep and Preparatory School – per term

Reception, Years 1 and 2	£2,830
Years 3 and 4	£3,780
Years 5 and 6	£4,545
Years 7 and 8	£4,690
Boarding supplement	£2,175

### Senior School – per term

Boarding Students	£9,115
Day Students	£5,475

# Section B – Compulsory Extra Charges

Compulsory charges relate to the following:

## i. Sundry Charges

### Senior School

- House subscriptions
- Sixth Form Subscriptions
- Team Building Charge (First Year only)

## ii. Security cards/wristbands

Access to parts of the School is obtained by security card or wristband.

### Pre-Prep and Preparatory School

Deposit – billed on first invoice	£15.00
<i>Replacement cards</i>	
Parent card	£2.50
Pupil watch face	£5.00
Pupil watch strap	£5.00

### Senior School

Salto cards –	
Deposit - billed on first invoice	£15.00
Replacement card	£5.00

# Section C – Optional Services

There are a number of services that a pupil may utilise during his or her time at St Bede's School.

## i. Music Lessons

Charges for additional music lessons are typically billed in arrears for each term. The following charges are for the cost for one instrument for one term.

### Pre-Prep and Preparatory School

Price groups	One instrument	Two instruments	Each additional instrument	Shared lessons
Year R-3	£160.00	£290.00	£140.00	£95.00
Year 4-6	£185.00	£335.00	£160.00	£110.00
Year 7-8	£210.00	£380.00	£185.00	£125.00

### Senior School

One instrument	£225 per term
Two instruments	£420 per term
Each additional instrument	£190 per term

A full term's notice is required for withdrawal from music lessons.

## ii. Transport

The transport service, which is subsidised by the School, is available to all pupils aged from their last year in Nursery upwards. Charges are as follows:

### Prep and Senior Schools

Charge Zone A	£340 per term
Charge Zone B	£400 per term
Charge Zone C	£450 per term

*Details of the zones are attached at Appendix 1*

Please contact Peter Sutherland (Prep) on 01323 734222 or Kevin Read (Senior) on 01323 443826 for route information and any other queries.

A full term's notice is required for withdrawal from the school bus service.

## iii. Learning Support and English as an Additional Language (EAL)

### Pre-Prep and Preparatory School

Where extra tuition is required, charges will be made in accordance with the number of lessons received each term. Given the high level and quality of support offered, we believe the charges made represent excellent value for money. Parents will be advised on an individual basis where extra teaching is recommended. Information regarding the charge bands is available on request from the school office.

### Senior School

Parents will be informed if extra teaching is necessary and charges are:

Year 9 Group: 2 hrs per week	£425 per term
Year 10 and 11 Group: 5 hrs over 2 weeks	£520 per term
Year 12 and 13 Group – 2 hrs per week	£425 per term
One to one teaching	£48 per hour

Learning Support charges are billed in arrears; EAL charges are billed in advance.

## iv. Insurance

The School strongly recommends that pupils are properly covered by insurance whilst at St Bede's School. The School has tried to facilitate a good balance of cost and cover but all parents must ensure that the insurance terms are acceptable for their requirements. Cancellation of insurances must be received in writing prior to the commencement of the term to which the premium applies otherwise the premium will be payable in full. Cover cannot be applied retrospectively in the event of a claim. Please check your bill to ensure that you have the required cover.

### a. Personal Accident

Students' personal accident insurance cover is included within the tuition fee charge. Full particulars of cover are sent to parents with joining details.

### b. Personal Effects Insurance

Pupils' personal belongings are not insured by the School against loss or damage. These items are often very valuable and it is advisable that parents take out insurance cover. This policy provides cover for all normal personal belongings although parents should take out additional cover if high value items such as PCs or expensive 'phones or musical instruments are to be brought into the School.

Parents must ensure that their children's possessions are clearly marked and identifiable.

The premium for 2011/12 will be £10.00 per pupil per term.

### c. School Fees Refund Scheme

This is a scheme which enables parents to recover the value of any school fees paid whilst a pupil is absent for medical reasons for a period in the excess of 5 days for day students, 8 days for boarding students, subject to status. Current premiums are 1.0 % of fees.

Please note that all insurances include Insurance Premium Tax at 6%. Any future increases in IPT may increase the insurance premiums quoted.

Details of all the above policies can also be obtained from Pamela Wye on 01323 843252 extension 2327.

## Section D - Other Payment Related Charges

### i. Payments not honoured

Any cheque returned to the School unpaid or any payment not honoured will attract an administrative charge of £15. This will be added to the next bill.

### ii. Credit/Debit card charges

We accept most credit and debit cards.

a. Debit cards – No charge

b. Credit Cards – The School charges 1.5% for payments by credit card. This is added to the next bill.

## Section E – Extras and Other Charges

During the course of an academic year pupils will incur other extra charges in addition to the Compulsory and Optional additional services described above. Depending upon the nature of these items they are either charged in advance (when known about prior to the pre-term billing) or in arrears.

### i. Included on termly invoices (in advance or arrears)

Items that will be charged may be for necessary medical and dental treatment provided by third parties, taxi fares connected with transport to and from School at the beginning and end of term, mouthguards, our activities programme, A level books, replacement GCSE books, certain subject-specific text books, goods purchased from the School Shop, trips not separately charged in advance, specialised resources for Media Studies, Film Studies and Art.

This is not an exhaustive list and further details can be obtained from Pamela Wye on 01323 843252 extension 2327.

### ii. Separately charged for payment in advance

Payment in advance will be required for school trips of more than 1 day's duration and where the School is required to make advance bookings and payments to reserve places. Parents are contacted in advance by the School with details of the trip and estimated cost prior to any payment being requested.

## Section F – Payment

Payment of fees must be made in full before the first day of the term for which they are due, unless the fee payer has joined the School Fees Plan scheme.

The School appreciates that parents may occasionally have difficulty in meeting fee payments. If financial difficulties are foreseen, parents are encouraged to contact the School as soon as possible. This allows us to review the situation in a timely manner preventing unnecessary distress. Please contact our credit controller, Mrs Pamela Wye, on 01323 843252 extension 2327 in the first instance.

### Methods of Payment

#### i. Cheque

Please ensure you write your child's name on the back of the cheque. Post-dated cheques will not be accepted.

#### ii. Credit or Debit Card

Most credit and debit cards are accepted but note that, for payment by credit card, an additional charge of 1.5% will be made and added to the next bill.

#### iii. Cash

Please note that the School does not accept payments in cash.

#### iv. Fees in Advance Scheme (Annual Payers)

A discount is offered for payment in advance as follows:

One year fees in advance 2%

Two years' fees in advance 4%

Three or more years' fees in advance 6%

Discounts are applied on net fees only and do not apply to extras.

For payment of fees in advance for more than one year, future fees are estimated for the purposes of the calculation and, once accepted and payment received, are not amended during the period of the advance payment. Invoices and statements are provided on a termly basis.

For further information, please contact our credit controller, Mrs Pamela Wye, on 01323 843252 extension 2327.

# Section G – Scholarships and Means Tested Bursaries

A limited number of scholarships and means tested bursaries are awarded each year.

## Preparatory School

External candidates for entry into Years 5 and above are eligible. Internal candidates are eligible to apply for a scholarship in Years 4 and 6 and no candidate for scholarships may apply more than twice. Scholarship tests, auditions and sports trials are held each year in February for pupils entering the School the following September. Details regarding procedure for entry will be supplied on request. Scholarships and bursaries are awarded to those showing outstanding potential under the following categories: Academic Work, Art, Music, Sport, Drama and Dance. Scholars' performance is reviewed annually.

In Year 8, scholars sit the St Bede's Senior School scholarship examinations, or the scholarship examinations of other Public Schools.

Parents are welcome to discuss any aspect of their son or daughter's application for a scholarship with the Headmaster.

## Senior School

Scholarships for Year 9 entry are assessed and awarded in a range of areas in the year prior to entry. The assessments are suitable for students from any educational background. Scholarships are also awarded for Sixth Form and examination is held in November.

Further details concerning Scholarships, including application deadlines, exam dates, and entry requirement, as well as Bursaries may be obtained from our Admissions department on 01323 843252.

# Section H – Sibling Allowances

A discount of 10% is given for the second and any subsequent sibling of a pupil at the Prep or Senior School.

Please note that all discounts and allowances apply only to boarding and tuition fees.

# Section I – Queries and Contacting the School

General queries regarding fees can be emailed to [finance.office@stbedeschool.org](mailto:finance.office@stbedeschool.org)

Business Manager: Danny Neely, FCCA, can be contacted via Pamela Wye on 01323 843252 extension 2327

## *Credit Controller:*

**Senior School:** Pamela Wye on 01323 843252 extension 2327

**Nursery, Pre-Prep and Prep School:** Marisa Girling on 01323 746406

## *School Transport:*

**Senior School:** Kevin Read on 01323 443826

**Nursery, Pre-Prep and Prep School:** Peter Sutherland on 01323 746407

## *Admissions*

**Senior School:** [admissions@stbedeschool.org](mailto:admissions@stbedeschool.org)

**Nursery, Pre-Prep and Prep School:** [prep.admissions@stbedeschool.org](mailto:prep.admissions@stbedeschool.org)

# Appendix 1 – Transport Zones

## Senior School

Location	Zone
Alfriston	A
Arlington	A
Berwick	A
Boreham Street	A
Chalvington	A
East Dean	A
Eastbourne	A
Exeat	A
Firle	A
Hailsham	A
Halland	A
Herstmonceux	A
Horam	A
Langney	A
Laughton	A
Newhaven	A
Pevensey	A
Polegate	A
Ringmer	A
Ripe	A
Seaford	A
Stones Cross	A
Upper Dicker	A
Westham	A
Willingdon	A
Windmill Hill	A

Location	Zone
Barcombe	B
Battle	B
Bexhill	B
Blackboys	B
Broad Oak	B
Buxted	B
Burwash	B
Catsfield	B
Chailey	B
Cross In Hand	B
Dallington	B
Falmer	B
Five Ash Down	B
Hadlow Down	B
Heathfield	B
Kingston	B
Lewes	B
Little Common	B
Maresfield	B
Mayfield	B
Netherfield	B
Newick	B
Ninfield	B
Nutley	B
Peacehaven	B
Piltdown	B
Plumpton	B
Rodmell	B
Rotherfield	B
Rottingdean	B
Saltdean	B
Skippers Hill	B
Uckfield	B
Crowborough	B
Cooksbridge	B

Location	Zone
Brighton	C
Ditchling	C
Eridge	C
Forest Row	C
Frant	C
Hastings	C
Haywards Heath (Scaynes Hill)	C
Hurst Green	C
Johns Cross	C
Robertsbridge	C
St Leonards	C
Tunbridge Wells	C
Wadhurst	C
Wych Cross	C

## Nursery, Pre-Prep and Preparatory School

Location	Zone
Alfriston	A
Bishopstone	A
Boship	A
Denton Corner	A
Dicker	A
Drusillas	A
Exeat	A
Hailsham	A
Horsebridge	A
Seaford	A
Wilmington	A

Location	Zone
Battle	B
Boreham Street	B
Burwash	B
Golden Cross	B
Halland	B
Heathfield	B
Herstmonceux	B
Horam	B
Laughton	B
Lewes	B
Little Common	B
Peacehaven	B
Ringmer	B
Rodmell	B
Saltdean	B
Telscombe Cliffs	B

Location	Zone
Brighton	C
Newick	C
Robertsbridge	C
Uckfield	C

Zone A - £340 per term    Zone B - £400 per term    Zone C - £450 per term

