

FEE STRUCTURE

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The following fees structure will come into force from the beginning of the 2019 / 20 academic year. It provides details of the fees associated with educating your child at Bede's School, the discounts available and the various methods of payment.

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SECTION A – BASIC FEES

I REGISTRATION FEE

To register your child at Bede's Senior School a registration fee of £125 is required. 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 Prep and the Senior School. For pupils transferring from the Prep School a top up deposit may be required. Deposit amounts for 2019 / 20 are as follows:

Acceptance Deposits

Day	£1,000
Boarders	£1,500
Non EU Residents	£12,130

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

A term's fees (less any deposits held) will be immediately payable if, for any reason, the acceptance of a place is cancelled less than a term before entry.

Once accepted, deposits are retained until a pupil leaves, to cover the cost of any extras that are typically charged in arrears. The deposit will be credited (without interest) against the final invoice. Deposits are not a contribution towards the first term's bill, nor for payment of the last.

Where a pupil leaves the School with a credit balance on their account this is retained until the following term to allow for the offsetting of any additional charges typically charged in arrears.

III TUITION FEES

Day Students	£7,600 per term
Day Boarding	£7,750 per term
Weekly Boarding	£11,400 per term
Full Boarding	£12,130 per term
Sixth Form supplement	£50 per term

A full term's notice is required for withdrawal from the School or any change in boarding arrangements.

Notice should be given in writing to the Headmaster.

SECTION B – COMPULSORY EXTRA CHARGES

I EXAMINATIONS

Charges include items such as:

- GCSE
- A Level
- BTEC
- UCAS entry
- International examinations

This is not an exhaustive list.

II SECURITY CARDS

Access to parts of the School is obtained by security card (Salto). Charges for replacement cards and lanyards are as follows:

Replacement card	£6.00
Replacement lanyard	£6.00

III ACTIVITIES

Most activities are included within the fees charged. Details of any activities that are charged as extras will be included in the activities information letter.

IV LEGAT DANCE

The additional fees for Legat are charged in arrears and cover the costs associated with tuition and dedicated specialist support provided to the dancers. The cost per term is £260.

SECTION C – OPTIONAL SERVICES

There are a number of services that a pupil may choose to benefit from during their time at Bede's School as detailed below:

I MUSIC LESSONS

Music lessons are typically billed in arrears for each term. The following termly charges apply:

One instrument	£260 per term
Two instruments	£490 per term
Each additional instrument	£225 per term

Additional charges are made for sheet music and music examination fees.

A full term's notice in writing is required for withdrawal from music lessons. Notice should be addressed to the Director of Music, email music.lessons@bedes.org.

II TRANSPORT

The transport service, which is subsidised by the School, is available to all pupils for daily or weekly trips.

All are billed in advance and charges are as follows:

Daily

Charge Zone A	£435 per term
Charge Zone B	£510 per term
Charge Zone C	£565 per term

Weekly

Polegate Station	£60 per term
Brighton, Tunbridge Wells, Forest Row and Haywards Heath	£105 per term
Clapham Junction Station	£295 per term

Current locations and the charging zones are attached in Appendix 1. Routes for the 2019 / 20 academic year will be finalised over the summer holidays.

Please contact Transport 01323 356777, email senior.transport@bedes.org for route information and any other queries.

A full term's notice in writing, addressed to the Transport Manager, is required for withdrawal from the School bus service. This condition applies whether or not your son or daughter has been given permission to drive to School.

III LAMDA

Group sessions	£150 per term
One to one sessions	£260 per term

A full term's notice in writing is required for withdrawal from LAMDA. Notice should be addressed to the Director of Performing Arts, email performingarts@bedes.org

IV LEARNING ENHANCEMENT (LE) AND ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

Alongside their GCSE and GCE courses, non-native speakers of English are required to study EAL within the timetable as part of their programme.

Parents will be advised on an individual basis where extra teaching is recommended. Information regarding charges are shown below.

Learning Enhancement

Year 9 Group: 3 hrs over 2 weeks	£390 per term
Year 10 and 11 Group: 5 hrs over 2 weeks	£635 per term
One to one teaching	£57 per hour

English as an Additional Language

Year 9 to 11 Group – 5 hours over 2 weeks	£650 per term
Sixth Form Group – 6 hours over 2 weeks	£765 per term

LE and EAL charges are billed in arrears.

V INSURANCE

The School strongly recommends that pupils are properly covered by insurance whilst at Bede's School. All parents must ensure that the insurance terms are acceptable for their requirements. Full particulars of cover and invitation to join the schemes are sent to parents.

Cancellation of insurance 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.

b. Personal Effects

This policy provides cover for all normal personal belongings although parents should take out additional cover if high value items such as laptops, mobile devices or musical instruments are to be brought into the School.

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

c. Fees Refund Scheme

This scheme enables parents to recover some of the school fees paid whilst a pupil is absent for medical reasons for a period in excess of five days for day students and eight days for boarding students. The scheme does not cover pre-existing medical conditions.

d. Health

Health cover is available to all students.

Details of the above policies can be obtained from fees@bedes.org, on the parent portal or the School website www.bedes.org.

VI OTHER CHARGES

Other extra charges may be incurred by using such services as listed below:

- Medical and dental treatment provided by third parties
- Taxi fares connected with transport to and from School
- Mouthguards
- Replacement text books
- School Shop purchases
- Examination costs
- Examination support
- BTEC registration fees
- UCAS fees
- Matrons' charges
- Dance
- Any other chargeable activities.

This is not an exhaustive list.

Depending upon the nature of these items they are either charged in advance (where known about prior to the pre-term billing) or in arrears.

SECTION D – NON-CURRICULAR TRIPS

Payment in advance will be required for non-curricular school trips of more than one 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.

Whilst the School recognises the important role that school trips play in the broader education of pupils, payment of fees takes priority. It is School policy that any monies paid to the School are first used to clear outstanding balances on the family billing account.

SECTION E – 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 monthly direct debit payment scheme.

The School appreciates that parents may occasionally have difficulty in meeting fee payments. If financial difficulties are foreseen, parents must contact the School as soon as possible. This allows the School to review the situation in a timely manner, avoiding unnecessary disruption to education.

Please contact the Fees and Billing Manager 01323 356617, email fees@bedes.org or the Bursar 01323 356623, email bursar@bedes.org.

METHODS OF PAYMENT

I DIRECT DEBIT

The School operates a monthly direct debit payment scheme for UK bank account holders which is the preferred method of payment of all school fees and other charges. Direct debits may be paid on either the 5th or the 20th of each month. Any direct debits returned to the School unpaid or any payment not honoured will attract an administrative charge of £25. This will be added to the next bill.

Please contact the Fees and Billing Manager 01323 356617, email fees@bedes.org if you would like to pay by direct debit.

II PAYMENTS DIRECTLY INTO OUR BANK ACCOUNT

Payments by cheque or bank transfer can be made directly into our bank account detailed below. Please ensure you quote the correct billing account number, as specified on your remittance advice slip, in the reference field of your payment to enable us to allocate the funds to your account.

Barclays Bank PLC

Account name: St Bede's School Trust Sussex

Sort code: 20-06-05

Account No: 40794104

IBAN: GB15 BARC 2006 0540 7941 04

SWIFTBIC: BARCGB22

Bank address:

Barclays Bank Plc

Barclays Corporate

Level 27, 1 Churchill Place

London

E14 5HP

III CREDIT OR DEBIT CARD

Most credit cards and debit cards are accepted. If you wish to pay by credit or debit card please contact the Fees and Billing Manager 01323 356617.

IV CHEQUE

Please ensure you write your child's name and billing account number, as specified on your remittance advice slip, on the back of the cheque. Post-dated cheques will not be accepted. Any cheque returned to the School unpaid or any payment not honoured will attract an administrative charge of £25. This will be added to the next bill. Cheques should be made payable to **St Bede's School Trust Sussex**.

V CASH

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

SECTION F – SCHOLARSHIPS AND MEANS TESTED BURSARIES

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

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 an examination is held in November. Scholars' performance is reviewed annually.

Further details concerning scholarships, including application deadlines, examination dates and entry requirements may be obtained from Admissions 01323 356600, email admissions@bedes.org. Means tested bursary applications should be directed to the Bursar 01323 356623, email bursar@bedes.org.

Parents are welcome to discuss any aspect of their child's application for a scholarship with the Headmaster, email school.office@bedes.org.

SECTION G – SIBLING DISCOUNT

Where there are siblings attending the School at the same time then a discount of 10% of day fees only is given for the younger and any subsequent siblings during the period that both (or all) are in attendance.

SECTION H – QUERIES AND CONTACTING THE SCHOOL

General queries regarding fees:
Fees and Billing Manager 01323 356617,
email fees@bedes.org

Please note that all queries on bills must be raised by the end of the following term.

Transport:
Transport 01323 356777,
email senior.transport@bedes.org

Admissions:
Admissions 01323 356600,
email admissions@bedes.org

Bede's Senior School
Upper Dicker
East Sussex
BN27 3QH

St Bede's School Trust Sussex
Registered Charity No: 278950

APPENDIX 1: TRANSPORT ZONES

Zone A - £435 per term Zone B - £510 per term Zone C - £565 per term

Location	Zone	Location	Zone	Location	Zone
Alfriston	A	Barcombe	B	Brighton	C
Arlington	A	Battle	B	Ditchling	C
Berwick	A	Bexhill	B	East Grinstead	C
Boreham Street	A	Blackboys	B	Eridge	C
Chalvington	A	Broad Oak	B	Forest Row	C
East Dean	A	Buxted	B	Frant	C
Eastbourne	A	Burwash	B	Hastings	C
Exceat	A	Catsfield	B	Haywards Heath (Scaynes Hill)	C
Firle	A	Chailey	B	Hawkhurst	C
Hailsham	A	Cross In Hand	B	Hurst Green	C
Halland	A	Crowborough	B	Johns Cross	C
Herstmonceux	A	Cooksbridge	B	Robertsbridge	C
Horam	A	Dallington	B	St Leonards	C
Langney	A	Falmer	B	Stonegate	C
Laughton	A	Five Ash Down	B	Ticehurst	C
Newhaven	A	Hadlow Down	B	Tunbridge Wells	C
Pevensey	A	Heathfield	B	Wadhurst	C
Polegate	A	Kingston	B	Wych Cross	C
Ringmer	A	Lewes	B		
Ripe	A	Little Common	B		
Seaford	A	Maresfield	B		
Stone Cross	A	Mayfield	B		
Upper Dicker	A	Netherfield	B		
Westham	A	Newick	B		
Willingdon	A	Ninfield	B		
Windmill Hill	A	Nutley	B		
		Peacehaven	B		
		Piltdown	B		
		Plumpton	B		
		Rodmell	B		
		Rotherfield	B		
		Rottingdean	B		
		Saltdean	B		
		Skippers Hill	B		
		Uckfield	B		
		Witherenden Hill	B		

BEDE'S

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Upper Dicker
East Sussex BN27 3QH

T 01323 843252
school.office@bedes.org
bedes.org

St Bede's School Trust Sussex
Registered Charity No: 278950