

TRUST FEES STRUCTURE

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The following fees structure will come into force from the beginning of the 2020 / 21 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 Nursery a registration fee of £75 is required. To register your child at Bede's Preparatory School a registration fee of £100 is required. Please note that the registration fee is non-refundable.

II ACCEPTANCE DEPOSIT AND OVERSEAS DEPOSIT

Once offered, a place cannot be secured until the School is 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. Deposit amounts for 2020 / 21 are as follows:

Acceptance Deposits

Nursery:

The deposit of £400 must be paid as a pre-condition of acceptance onto the waiting list. If a place does not become available the deposit will be refunded in full. Once a place is allocated, the deposit is only refunded if three calendar months' written notice is given to the Head of Nursery.

Preparatory School:

Day Pupils	£700
Boarders	£1,500

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.

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

Nursery (including babies)

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

Morning	8am to 1pm
Afternoon	1pm to 6pm
School Day	8am to 4pm
Extended Day	8am to 6pm
Breakfast Club	7.45am to 8am

Prices vary according to sessions booked and Early Years Education Entitlement (EYEE) provision – details are available from the Nursery 01323 356984, email holywell@bedes.org.

The Nursery operates 51 weeks-per year. Days and sessions can vary and will be subject to availability. Should a requested day be unavailable, you will be placed on a waiting list.

Three months' notice in writing is required for any change to booked sessions. The full session fee is due for any sessions missed through absence or holidays. Additional sessions are charged as per the Nursery Fee Schedule and are subject to availability.

Pre-Prep and Prep School

Reception, Years 1 and 2	£3,480 per term
Years 3 and 4	£4,780 per term
Years 5 and 6	£5,740 per term
Years 7 and 8	£5,920 per term
Boarding supplement	£2,860 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 Head.

SECTION B – COMPULSORY EXTRA CHARGES

I SECURITY ACCESS

Access to parts of the School is obtained by security card (Salto) or wristband. Pupil wristbands are issued to Year 3 upwards on the first day of term and are included in the fees. Charges for replacement cards and wristbands are as follows:

Replacement pupil wristband	£6.00
Replacement parent card	£6.00
Replacement parent key fob	£6.00

II 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.

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:

Price groups	One Instrument	Two Instruments	Each additional Instrument	Shared lessons
Reception - Year 4	£245	£445	£210	£150
Years 5 - 8	£265	£500	£230	£160

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 and Performing Arts Co-ordinator, email prep.music@bedes.org.

II TRANSPORT

The transport service, which is subsidised by the School, is available to all pupils from their last year in Nursery upwards.

All are billed in advance and charges are as follows:

Charge Zone A	£445 per term
Charge Zone B	£520 per term
Charge Zone C	£575 per term

Current locations and the charging zones are found in Appendix 1. Routes for the 2020 / 21 academic year will be finalised over the summer holidays.

Please contact Transport 01323 356777, email prep.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.

III LAMDA

Group sessions	£150 per term
One to one sessions	£245 per term

IV DANCE

The following termly charges apply:

Reception - Year 2	One club £65	Two clubs £100
Year 3 - Year 8	One club £110	Two clubs £160

V TENNIS

Group coaching	£90 per term
Early morning team	£105 per term
Individual coaching	£210 per term

A full term's notice in writing is required for withdrawal from LAMDA, Dance and Tennis, email prep.school@bedes.org.

VI LEARNING ENHANCEMENT (LE), SPEECH AND LANGUAGE THERAPY (SALT) AND ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

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

Learning Enhancement

One-to-one teaching; weekly sessions	£310 per term
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English as an Additional Language

One-to-one teaching; weekly sessions	£320 per term
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Speech and Language Therapy

One-to-one teaching; weekly sessions	£405 per term
One-to-one teaching; fortnightly sessions	£205 per term
Social skills small group programme weekly sessions	£160 per term
Initial observation, consultation and assessment	£155 each
Interim progress reviews	£155 each
Full written assessment (including report with feedback to parents and staff)	£285 each

LE, EAL and SALT charges are billed in arrears.

VII 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

Pupils' 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 pupils and eight days for boarding pupils. 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.

VIII OTHER CHARGES

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

- Dental treatment provided by third parties
- Taxi fares connected with transport at the beginning and end of term
- Breakfast Club
- Book Fair purchases
- School Shop purchases
- Optional evening activities e.g. kayaking, horse-riding, sailing
- Matrons costs e.g. mouth guards, taxi fares
- Boarders trips and expenses
- Year 8 Leavers Programme
- Examination fees

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

PREP AND PRE-PREP

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 there occasionally may be difficulties in meeting fee payments. If financial difficulties are foreseen, the fee payer must contact the Bursary 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.

NURSERY

Nursery fees are billed monthly in arrears and are payable within 14 days of receipt of invoice. Childcare voucher schemes are accepted as part payment of fees for pupils up to the age of five years.

Please contact Nursery Finance 01323 356629, email nurseryfinance@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 for all school fees and other charges excluding those arising from the Nursery. 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 as follows. 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.

External and internal candidates may apply for scholarships for entry into year 6–8 inclusive. 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. Scholars' performance is reviewed annually.

In Year 8, scholars sit the Bede's Senior School scholarship examinations, or the scholarship examinations of other public schools.

Further details concerning scholarships, including application deadlines, examination dates and entry requirements may be obtained from Prep Admissions 01323 356939, email prep.admissions@bedes.org. Means tested bursary applications should be directed to the Bursar 01323 356623, bursar@bedes.org.

Parents are welcome to discuss any aspect of their child's application for a scholarship with the Head, email prep.school@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:

Nursery Billing:

Nursery Finance 01323 356629,
email nurseryfinance@bedes.org.

Pre-Prep and Prep School:

Fees and Billing Manager 01323 356617,
email fees@bedes.org.

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

Transport:

Transport 01323 356777,
email prep.transport@bedes.org

Prep Admissions:

Admissions 01323 356939,
email prep.admissions@bedes.org

Nursery: 01323 356984,
email holywell@bedes.org

Bede's Preparatory School

Dukes Drive

Eastbourne

East Sussex

BN20 7XL

email prep.school@bedes.org

St Bede's School Trust Sussex

Registered Charity No: 278950

APPENDIX 1: TRANSPORT ZONES

Zone A - £445 per term Zone B - £520 per term Zone C - £575 per term

Location	Zone	Location	Zone	Location	Zone
Alfriston	A	Battle	B	Brighton	C
Bishopstone	A	Bexhill	B	Buxted	C
Boship	A	Boreham Street	B	East Grinstead	C
Denton Corner	A	Burwash	B	Forest Row	C
Drusillas	A	Catsfield	B	Hastings	C
East Dean	A	Cross in Hand	B	Hove	C
Eastbourne	A	Firle	B	Hurst Green	C
Exceat	A	Glynde	B	Johns Cross	C
Hailsham	A	Golden Cross	B	Maresfield	C
Horsebridge	A	Halland	B	Mark Cross	C
Pevensey Bay	A	Heathfield	B	North Chailey	C
Polegate	A	Herstmonceux	B	Nutley	C
Seaford	A	Horam	B	Piltdown	C
Upper Dicker	A	Kingston	B	Pyecombe	C
Wannock	A	Laughton	B	Rottingdean	C
Westham	A	Lewes	B	Saltdean	C
Wilmington	A	Little Common	B	South Chailey	C
		Netherfield	B	Tunbridge Wells	C
		Newhaven	B	Uckfield	C
		Peacehaven	B	Wych Cross	C
		Piddinghoe	B		
		Ringmer	B		
		Rodmell	B		
		Saltdean	B		
		Telscombe Cliffs	B		

BEDE'S

Bede's Preparatory School
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East Sussex BN20 7XL

01323 734222
prep.school@bedes.org
bedes.org

St Bede's School Trust Sussex
Registered Charity No: 278950
Company No: 01386499