

Finance

THE BURSARY

The Bursar, together with his team of staff, is responsible for all aspects of finance, estates, personnel, security, health & safety, legal compliance, support operations and non-academic administration. The Bursary office is located on Bloxham High Street opposite the main school, and remains open throughout the year.

FEES

We have incorporated, as far as possible, all mandatory elements into the core fees to reduce the extras bill and allow you to budget more accurately. In signing the parent contract, you agree to pay the termly fees one week in advance of the term starting. The signatories on the acceptance form are responsible for making the payment. The school operates on a termly basis and this allows funds to clear before term starts. Meanwhile, the extras are itemised and charged, on a separate invoice, one term in arrears. The current fees can be found on our website.

Parents should contact the Bursary with any queries regarding fees, other expenses and payment options.

Laurence Hegarty – Finance Manager
Email: l.hegarty@bloxhamschool.com Tel: 01295 724320

Helen Saunders – Assistant Finance Manager
Email: h.saunders@bloxhamschool.com Tel: 01295 724364

METHODS OF PAYMENT

We collect our fees by direct debit.

Direct Debit

We offer the choice of making a single payment on or before the due date, or spreading the cost of each termly invoice over four months. Payments are collected on the 1st of each month, thereby enabling fee-payers to spread the load of school fees along with other household bills. A Direct Debit Mandate is included with this pack for you to complete and return to the Finance Team.

Fees in Advance Scheme

You may wish to consider paying a proportion of your fees in advance. The school offers a discounted rate for the advance payment of school fees which is competitive against most standard deposit rates. You will be sent details of this with your first fee bill but we can provide you with a quote and further information at any stage during your time at Bloxham. Please contact the Finance Manager on the details above for further information.

LATE PAYMENT CHARGE

It is a condition of entry that school fees are paid in advance and that accounts are settled no later than seven days before the first day of term. Please note that a late payment charge of 2% per month or part month is levied on all overdue accounts. In line with the parent contract, the school is entitled to remove any scholarship or bursary award from a student if fees are not paid on time. Similarly, any third-party costs incurred by Bloxham School in collecting the payment of fees will be passed on to the person(s) responsible for paying the bill.

Failure to pay the school fees may finally result in a student being asked to leave the school. Where a student's fee account is overdue and a debt to the school occurs, the school will prioritise any payment received to the fee account. Consequently, a student will not be permitted to take his/her place on a school trip, for example, as any deposit or payment will go towards clearing a fee debt first.

INSURANCES

The school offers two optional insurance schemes. When you receive your first fee invoice, an options form will be included and you can indicate whether you wish to be covered by opting in to any scheme. The two policies available to you are:

Fees Refund Scheme – Covers absence from school through sickness.

Pupils' Personal Effects Scheme – Covers loss or damage of personal possessions, excluding mobile phones and cash.

EXTRAS

The core school fee covers most academic materials, such as text books and day trips which form part of the curriculum. Additional items or activities will be charged in arrears on your fee bills and you will be asked to give your consent for any charges exceeding £40.

The following, whilst not exhaustive, is intended to explain the basis for certain charges which will appear on invoices:

Additional Tuition

Charged per hour according to the number of students who are taught together (from one to four students): £48 for one to one; £30 for two; £25 for three; and £20 for four.

Breakages (other than accidental)

Charged on a cost basis.

Combined Cadet Force (CCF)

Parents of Third Form students who wish to join the CCF will be sent details including the joining fee and termly charge. Please note that when a cadet leaves the CCF all issued kit must be returned or the full replacement cost will be charged.

Learning Support Unit

Charges will be billed each term for full membership, and any other students who require regular ongoing support will be billed on an individual basis.

Educational Visits/Field Trips

The cost of all academic trips which take place during the timetabled day are included in the core fee. All other trips will incur a charge for tickets and transport/accommodation, when such visits are arranged.

English as an Additional Language (EAL) Course

Tuition is compulsory for overseas nationals who need support with English. The extent and nature of the teaching required will be determined and charged on an individual basis. The cost is determined by the number of teaching hours required per term and the number of children in each group.

Examination Charges

Charges are levied for A Level, GCSE and other external examinations. The charges vary, with the cost added to the school bill.

Dry Cleaning and Sewing

Invoiced on a cost basis as required and specifically for full boarders.

Art, Design & Technology, Food and Textiles

Standard materials used during lessons in art, design and technology, food and textiles will be provided by the school free of charge. However, if more expensive materials are required by the student then these will be charged for on a cost basis.

Medical Appointments

If a student needs to be transported to a doctor or dentist, the cost of providing a car and driver is charged and added to the extras bill.

Music Department

Students in the Fifth Form and Upper Sixth will be delivered 23 lessons of either 30 or 60 minutes per academic year. Students in all other year groups will normally receive 27 lessons of 30 or 60 minutes. Lessons are charged at £24 or £48 per lesson for

30 and 60 minute lessons respectively. The commitment varies primarily due to the exam requirements in the summer term. The School will charge termly in advance on the basis that each child will have 10 lessons in the Michaelmas term, 9 lessons in the Lent term and then either 8 or 4 lessons in the Summer term depending on whether they have external exams or not. A term's notice in writing to the Director of Music is required for the termination of lesson. A term's fees in lieu of notice will be payable where necessary notice is not given. Further details are available from the Music Department..

Social and Activity Charges

Social excursions and entertainments (e.g. house and school dances, dinners, meals out) are charged at cost. Charges are made for some activities such as golf, riding, clay pigeon shooting, yoga and kayaking.

Overnight Accommodation for Day Boarders

Day boarders receive two nights boarding within their school fee. Any additional overnight stays will be charged for at £55 per night, except when a stopover is required as a result of a compulsory school activity which ends after 10.00pm. Should a day boarder stay for four nights a week, on six or more occasions in one term, then they will be deemed a boarder and will be charged the full boarding fee upgrade retrospectively. This will appear on the extras bill for that particular term.

Old Bloxhamist Society

Having accepted a place at Bloxham and paid the acceptance fee, the student will automatically become a member of the Old Bloxhamist Society when they leave the school. When their time at Bloxham comes to an end, the life-long subscription to the society begins. The school has an office dedicated to alumni activities and works closely with society to ensure that a range of social, sporting and careers-focused events are provided for all ages. Members also receive the school magazine, *The Bloxhamist*, and the Old Bloxhamist newsletter, *Back to Bloxham*, each year for life, as well as twice-termly e-news updates with invitations and news.

Transport

Please see the Pastoral of section of this handbook for information about transport.

FEE REMISSION

Scholarships and Exhibitions

Scholarships and exhibitions offered at Bloxham School encompass academic, art, design and technology, drama, music, organ and sport, and assessments are generally made at 11+, 13+ and 16+ entry levels. Most award holders complete the scholarship process before joining Bloxham, however there may be an opportunity for those already at Bloxham to apply for a 13+ or 16+ scholarship after discussion with the relevant head of department.

Bursary and Fee Discount

Bloxham School allocates a percentage of total fee income to support means tested bursaries. Similar to scholarships, the bursary analysis is usually completed before joining Bloxham but is reviewed ahead of each major education block at 13+ and 16+. Should your financial circumstances change at any stage during your time at Bloxham, either favourably or negatively, then you should contact:

Charlie Little – Bursar

Email: bursar@bloxhamschool.com Tel: 01295 724303