

Other Financial Matters:

Fees are set on an annual basis. The School Governing Body makes every attempt to keep the school fees both affordable and competitive whilst taking consideration of the costs to provide a quality education.

Payment of Fees – parents are invoiced prior to the start of each term, and this should be paid on or before the first day of term. Interest is levied on payments received late. Payment may be made by cheque or direct payment into the School's bank account using internet banking (details given on the invoice).

Notice Period – in the event of a child leaving the school early (i.e. before the completion of Year 5 in the Junior School, or the Upper Sixth year in the Senior School), one full term's written notice must be given to the Headmaster in accordance with the contract in place, otherwise a term's fees in lieu of notice will be charged.

Insurance – parents should consider with their insurance broker or financial adviser the need to take out appropriate cover should redundancy or sickness prevent them from being able to pay school fees in the future.

Other Costs – bursary support is usually only made available to assist with the teaching fees. Parents should also consider other areas of expenditure that are likely to be incurred throughout the school year, such as transport, uniform, lunches, external examination fees, school trips, music lessons and so on.

The School is a registered Charity (registered charity number 514407), which complies with the rules laid down by the Charity Commission. Funding into the charity is received from school fees, the School's own reserves, fundraising events within the School, grants from local businesses, other charities in support of education, donations from individuals (parents and ex-pupils) and bequests. If you would like to make a donation to the charity, either as a single donation or on a regular basis, please make contact with the Finance Manager, Mrs Susan Dawkins, e mail dawkinss@dixie.org.uk

For further information on bursaries or for any general admissions queries, please contact the Registrar, Mrs Nicki Giles on 01455 292244, e mail registrar@dixie.org.uk

BAP 003 May 2019



The Dixie Grammar School

Nursery • Junior • Senior

Governor Bursary Funding At The Dixie Grammar School

Mr Richard Lynn
Headmaster

Principles

The Governors of the Dixie Grammar School are committed to ensuring access to its challenging academic curriculum for boys and girls from the widest possible range of backgrounds. In order to provide financial support for those pupils who would not otherwise be able to take up the offer of a place for which it judges them academically suited, they have set up a Bursary Fund. The fund has made it possible to provide financial assistance to many pupils, allowing them to achieve their full potential.

As a registered charity, all bursaries are means-tested and are awarded following a review of the household finances. Documentary evidence of family income, assets and expenditure (including the number of siblings and expenses related to them) will be required. Once the bursary has been offered, it will usually remain in force throughout the pupil's time in the School, subject to satisfactory attendance, work and progress. However, the household finances are reviewed periodically, up to an annual basis, and the level of assistance may be reduced if there is an improved situation. Please note that a voluntary reduction in family income will not be matched by an increase in the level of help – if, for example, parents give up employment by choice during their child's time in the school.

Value of Bursaries

It is not possible to publish a precise scale relating family income to the level of help available, since a wide range of factors are taken into account when considering an award. However, it is fair to say that a family with an annual income from all sources of less than £20,000 could expect to be offered a high level of support. The greater the household income from that point, then the smaller the amount of help would be given. Also, as a guide, a family with a total income from all sources in excess of £50,000 would not normally be eligible for any bursary assistance. *Please remember that this is only a guide, and that your own particular circumstances will always be taken into account when calculating an award.*

Bursaries invariably take the form of a percentage remission on the published school fee.

Any parents who would like to find out more about the value of bursaries and what one might mean in their own particular case are welcome to talk in confidence to the Business Manager. Families can be assured that, at all stages, the information they supply remains confidential to a very small number of staff in the Business Manager's Office. Once children start in the school with a bursary, pupils and teachers alike are quite unaware of such bursaries.

Applying for a Bursary

Bursaries are principally offered at Year 6 entry but also for other entry points such as sixth form. However, the number of awards offered will, of course, depend on the bursary funds available. An Awards Panel meets on an annual basis to grant awards, chaired by a member of the Governing Body.

No bursary can be offered until your child has first satisfied the School's academic requirements in order to be offered a place. Parents who need a bursary to allow their child to attend Dixie Grammar School, if offered a place, should request this when making the initial application to the school. A Bursary Application Form (BAP 001), plus completion instructions (BAP 002), and this document will be sent out by the Admissions staff, and parents should complete and return this by the date requested. Copies of supporting documentation will be requested and must be returned with the form in an envelope marked *Private and Confidential*. However, no offer of assistance will be made until the academic assessment process is complete.

When the offer of a place is made by the School, parents who have applied for bursaries will then also receive a response to that application. Any children who satisfy the School's academic requirements but are not fortunate enough to be among those selected for a bursary will be offered a full fee-paying place.

Parents should be aware that, if they do not apply for bursary assistance at the time of application or do not complete and return the Bursary Application Form, along with supporting documentation within the timescale specified, there may be insufficient funds remaining for an award to be made.