

# Finance

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.

## Parent Contract

The Parent Contract is a series of separate agreements and policies that parents enter when committing their children to Bloxham School. Included within the Parent Contract are the Schedule of Fees and the Terms and Conditions of acquiring a place at Bloxham. In signing the Acceptance Form, parents or guardians are agreeing to all the terms and conditions including those relating to financial matters.

## 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. The signatories on the Acceptance Form are jointly and legally responsible for making all payments. The school operates on a termly basis hence why you agree to pay one week in advance of the term starting and why a term's notice is always required should you wish to make any changes to our contract. Both signatories to the Parent Contract will need to approve any changes to the agreement unless a Court Order exists that specially supersedes the Parent Contract. Meanwhile, the majority of 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.

Email: [finance@bloxhamschool.com](mailto:finance@bloxhamschool.com)  
Phone: 01295 724320

## Methods of Payment

Our standard method of collecting payment is by direct debit, with a direct debit mandate available as part of this pack. 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 should be completed and returned to the Finance Team. Please note that the Direct Debit collection is not currently applicable to the Extras bills raised retrospectively at the end of each term. Payment of Extras is due in full before the start of the following term.

## Fees in Advance

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 in line with current Bank of England rates. You can request a quote to understand what the discount may be at any stage in your time at Bloxham. Rates are usually competitive.

Please contact the Financial Controller ([finance@bloxhamschool.com](mailto:finance@bloxhamschool.com)) for further information.

## Late Payment Charge

It is a condition of entry that school fees are paid on time and in accordance with any payment plan that has been agreed. 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.

## Insurance

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.

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

Please contact the Finance team via the contact details provided if you wish to receive more information.

## Extra Charges

The core school fee covers most academic materials, such as textbooks 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).
- **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.
- **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.
- **Private Tuition (including English as an Additional Language)** - 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, BTEC, CTEC and 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 only.
- **Art, Design & Technology and Food** – Standard materials used during lessons in art, design and technology and food 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 Day Boarder or Day 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.
- **Overseas Compliance Fee** - An overseas compliance fee is included within the overseas Boarder fee to ensure all Child Student Visa requirements and related incurred costs are covered.
- **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. 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 or not they have external exams. 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. Please note that lesson charges will be reviewed in September 2022.
- **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. 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. See page 31 for further information.
- **School Minibus Service** - The service is billed termly in arrears with the cost added to your extras fee bill each term. Pricing is based on a zonal system, calculated on the mileage from Bloxham and the number of trips required. Charges are reviewed on an annual basis with notification of any changes provided well in advance. Further information on current zones and charges can be obtained by contacting the Transport Manager. Please see the School Transport section of this handbook on page 9 for further details.
- **Laptop Charges** - Third Form pupils will be given a new laptop that will be charged on the school bill for the nine terms until the end of their GCSEs, at which point it becomes the pupil's own property and useable for their Sixth Form studies at no extra charge. Please see enclosed insert for further details.

## 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. A small number of these awards are 'transformational' bursaries for families on very low incomes who have children who would benefit from all that Bloxham can provide.

However the school can also provide assistance to families who are struggling to pay full fees. 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](mailto:bursar@bloxhamschool.com)

**Phone:** 01295 724303

