

Bursary Policy

If your child would benefit from the educational experience that St John's College School offers, but your family is not in a position to cover the full fees, you may be eligible for a Bursary.

In this policy, references to "parent" of a pupil or prospective pupil means any parent or legal guardian.

Introduction

St John's College School, Cambridge (the "School") is a registered charity and is committed to fulfilling its charitable purposes. The School is aware of its obligations under the Charities Act 2011 and seeks to promote the principles of public benefit in accordance with the law.

The Governors are committed to broadening access to the School by offering to eligible parents means-tested financial support with the payment of tuition fees. Such support is known as a Bursary and Bursaries may be awarded in the form of a discount of up to 100% on tuition fees payable, depending on the financial, compassionate or other relevant circumstances of applicants. Bursaries may, in addition, include provision for extras such as school uniform and trips. Bursaries are means tested according to parental income and assets. The value of the Bursary and number of Bursary awards will also depend on the funding available.

If you would like to find out more about the Bursary, please contact the School Office on 01223 353800 or email enquiries@stjohns.cam.ac.uk.

of the level of income and net assets of any step-parent or partner living in the same household, together with any financial commitments relating to children from previous marriages/relationships.

- x Contribution to household costs by other, wider, family members, any adults unrelated to the child or by outside sources.
- x Where fees are being paid to other schools, applicants are required to apply for financial help from all education institutions attended by members of the family at the time an application is made to St John's for bursary support. It is unlikely that the School will offer a level of Bursary assistance in excess of that accepted for siblings in other schools.
- x Acknowledging that others might have a different view, the School considers that the following would not be consistent with the receipt of a Bursary:
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Withdrawal and/or repayment of a bursary award

The Bursary may be withdrawn at any point (including before the pupil starts at the School) if incomplete information is provided, or information relevant to the assessment is excluded, or attempts are made to conceal or mislead the School in its assessment. This includes, for example, failing to disclose funds or assets held abroad, failing to disclose certain bank account statements, or the practice of moving assets before or during the Bursary assessment period.

In addition to the withdrawal of the Bursary, parents may be required to repay Bursary funds if the parents have knowingly or recklessly provided false, misleading or incomplete information about their financial circumstances.

The Bursary may also be withdrawn with immediate effect if the balance of the account remains unpaid 28 days after a written reminder has been sent to the parents.

Confidentiality

The school respects the confidentiality of Bursary awards made to families and recipients are expected to do likewise.

Other Sources of Bursary Assistance

In addition to the School's Bursary fund, there are a number of educational and charitable trusts which provide assistance with tuition fees. In the majority of cases, these are to assist children who are already attending a fee-paying school and due to a change of circumstances may be unable to remain. St John's College School encourages parents to apply for support where it

Appendix A

Conditions of Bursary Award

- 1. Obligations of the Pupil:** A pupil who is the subject of an Award is required to work hard, to contribute positively to the life of the School, to be a credit to the School and to set a good example to other pupils. The pupil must adhere to the School's required standards of conduct and progress.
- 2. Obligations of the Parents:** The parents are expected to support and encourage the pupil, treat members of the School community reasonably and comply with the School's standard terms and conditions. The parents are also required to pay the balance of the account by the first day of each term. Any extras above £100 to be incurred on behalf of a pupil in receipt of an award for a trip or event should be approved by the Bursar before a commitment is made.
- 3. Obligations of the School:** The School will treat Bursary holders in exactly the same way as full fee-paying pupils, and will maintain confidentiality as appropriate regarding the holding of a Bursary award.
- 4. Annual Review:** Other than an Emergency Bursary when the period is likely to be shorter, an award is normally tenable throughout a pupil's time at the School. It is, however, subject to an annual review of financial circumstances and should these change significantly from the present position, the award may be varied or discontinued.
- 5. Withdrawal of a Bursary:** A Bursary may be withdrawn by written notice sent to a parent if, in the opinion of the Governors, acting in good faith, the pupil or a parent has not complied with the obligations set out in paragraphs 1, 2 and 3 above or the pupil has fallen below the required standards of conduct and progress and in the further opinion of the Governor's there has been no significant improvement following consultation with a parent and/or the pupil and a written warning. Withdrawal