



# St Christopher's Prep, Hove

A BRIGHTON COLLEGE SCHOOL

## **DETAILED FEES STRUCTURE 2024-25** FEES AND EXTRA CHARGES EXPLAINED



# ST CHRISTOPHER'S PREP SCHOOL

## FEES STRUCTURE 2024-25

The following fees structure will come into force from 1 July 2024 and is applicable for the three terms of Michaelmas 2024, Lent 2025 and Summer 2025. It provides details of the fees associated with educating your child at St Christopher's Prep School, the cost of some of the key extras and the method of payment.

Please note that, in the event of any discrepancy between this document and the Standard Terms and Conditions, the Standard Terms and Conditions prevail. Please also note that at the time of publication (June 2024), VAT is not chargeable on the fees or deposits quoted in this document. In the event of a change in legislation, then VAT may become payable at the prevailing rate.



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## SECTION 1 - FEES AND DEPOSITS

### a) Registration Fee

To register your child at St Christopher's Prep School a registration fee of £150\* is applicable. This is a non-refundable fee payable at the time of registration, irrespective of the year of entry.

### b) Confirmation and Extras Deposit

Once offered, a place cannot be secured until the School is in receipt of the completed and signed Acceptance Form and cleared deposit. A deposit of £750\* is required on joining the school.

Please see Clause 5 of the School's Standard Terms and Conditions for full details of how the School treats deposits in the event that you withdraw your acceptance of a place before your child joins the school.

Once accepted, deposits are retained and held over from term to term until the pupil leaves the School. Any balance due will be refunded as a credit (without interest) against the final payment of extras or other sums due to the School. Please note, deposits are not a contribution towards the first, final or any term's tuition fees or any other charge by the School.

### c) Termly Tuition Fees

Fees are due and payable before 8am on the first day of term. For full details please refer to the Standard Terms and Conditions.

For parental ease, our annual tuition fees are spread across three equal tranches with the same amount charged for each of our three terms. The termly fees are therefore not a reflection of the precise number of tuition days per term, as these will vary from term to term and year to year. Typically, for example, there are more tuition days in Michaelmas term compared to the Lent term.

### Pre-Prep and Prep School

<b>Year</b>	<b>Fee</b>
Reception	£3,629*
Year 1	£4,197*
Year 2	£4,412*
Year 3	£4,927*
Year 4	£5,470*
Year 5	£5,735*
Year 6	£5,787*
Year 7	£6,190*
Year 8	£6,245*

The fees include tuition of the curriculum (including sports and arts), lunch and pupils' personal accident insurance (see section 3i below for more details).

In addition to the tuition fees above, other expenses may also be incurred. These extras may include textbooks issued to pupils, extra-curricular activities, examination fees, career guidance, optional trips and other incidental costs. These costs will be billed termly in arrears. When pupils participate in residential trips and a significant expense is incurred, parents may be asked to pay a deposit in advance.

*\* At the time of publication (June 2024) VAT is not chargeable on these fees or deposits. In the event of a change in legislation then VAT may become payable at the prevailing rate.*

## SECTION 2 - OTHER CHARGES

Other charges will include the following:

### a) **St Christopher's Parents Association**

The St Christopher's Parents Association is the organisation through which parents can get together at fundraising events held each term. Each term a charge of £5 per family is added to the fee bill of the eldest child to support the fund raising of the Parents Association.

## SECTION 3 - PUPIL SPECIFIC SERVICES

There are a number of services that a pupil may utilise during their time at St Christopher's Prep School.

### a) **Music Lessons**

There are a number of Peripatetic Music Teachers who visit the School during term time to provide individual music lessons in various instruments. Charges for these additional music lessons are typically billed directly in advance by the Peripatetic Music Teacher. Please note that music lessons are during the school day and will involve pupils missing some academic subjects, although this will almost always be on a rotational basis at the School. A lesson of half an hour is charged at £22\* per session.

*Parents are reminded that half a term's notice is required for withdrawal from music lessons.*

### b) **London Academy of Music and Dramatic Art (LAMDA)**

The School benefits from a visiting LAMDA teacher for pupils who wish to receive additional lessons in Drama and Performance. Charges for these additional 1:1 lessons are billed in advance by the LAMDA teacher at a cost of £25\* per half hour session.

*Parents are reminded that half a term's notice is required for withdrawal from LAMDA lessons.*

### c) **Bus Charges**

The School operates several bus routes at the start and end of the school day\* for pupils who do not live locally in Hove. Charges are as follows:

	Annual	Termly
5 Day Pass	£607.75	£202.58
3 Day Pass	£364.65	£121.55
2 Day Pass	£243.10	£81.03

\*not on a Wednesday pm due to fixtures

*Parents are reminded that half a term's notice is required for withdrawal from the school bus service. Please contact the Transport Manager, Melanie Rice, on [mrice@stchristophershove.org.uk](mailto:mrice@stchristophershove.org.uk) for route information and any queries.*

### d) **Learning Support Centre**

Where a pupil has an identified learning need and wishes to benefit from additional one to one sessions with the Learning Support Teacher during the school day, these sessions are charged at £30\* per session. All charges are payable in arrears and added to the fee billing account.

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e) **Pre-Prep After School Club**

The After School Club (for Pre-Prep pupils only) runs two sessions, from 3.30pm to 4.30pm and from 4.30pm to 5.30pm. The early session is operated by the School free of charge. The later session is charged at £7.70\* per pupil. Parents have the ability to reserve slots at the start of each term and fees are charged termly in arrears.

f) **Optional Co-curricular Pre-Prep and Prep Clubs**

A number of optional co-curricular clubs offered for the Pre-Prep and Prep pupils are free of charge. However, if third party coaches or specialist support is needed to run the clubs, then additional charges may apply which are outlined in the co-curricular club information that is shared with parents prior to the start of each term.

Parents can reserve club slots via the online Club Booking System - some third party providers require payment in advance, otherwise fees are generally charged in arrears. Some charged clubs may be subject to minimum pupil numbers attending.

For general queries, please contact [office@stchristophershove.org.uk](mailto:office@stchristophershove.org.uk)

g) **Uniform and Sportswear**

Uniform, sportswear kit and sports accessories can be purchased directly from the School supplier, Schoolblazer, via their website found at <https://www.schoolblazer.com/>

The uniform list can be found on the School website:  
<https://www.stchristophershove.org.uk/school-information/uniform/>

h) **Personal Accident (incorporating a level of dental cover)**

All pupils at the School are included in the Personal Accident Insurance Scheme operated under a policy by the School's insurance brokers. A level of protection is provided to cover accidents at school, in the home or wherever pupils travel throughout the year. This policy also incorporates a level of dental cover.

There is no additional charge for this cover and full details of the cover provided are available from the Bursar on [bursar@stchristophershove.org.uk](mailto:bursar@stchristophershove.org.uk).

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## **SECTION 4 - TIMING OF EXTRA CHARGES**

During the course of an academic year, pupils may incur extra charges. Depending upon the nature of these items, they are either charged in advance when known about by the accounts team prior to the pre-term bill run or in arrears.

a) **Charges in advance**

These charges typically are for items such as a non-refundable deposit or advance contribution where required when a pupil participates in a residential trip.

b) **Charges in arrears**

These charges can be for any of the above, depending on the time that the Bursary team is made aware of the charge, and items such as exam charges, Learning Support, After School Club, paid optional co-curricular clubs, text books, revision booklets, minibus charges and school trips.

## **SECTION 5 - PAYMENT METHODS AND CHARGES**

**Payment of fees must be made in full before 8am on the first day of the term for which they are due. Please refer to the Standard Terms and Conditions as signed in the Acceptance Form / Parent Contract for full details of payment terms.**

Any late payment will receive a late payment charge of 1.5% per month applied on a daily basis for the number of days the payment is late, together with any charges for the costs of

administering and recovering any late payments.

The School appreciates that parents may occasionally have difficulty in meeting fee payments. If financial difficulties are foreseen, parents should contact Mrs Burroughs, Bursar, as soon as possible. This allows the School to review the situation in a timely manner preventing unnecessary distress.

If you wish to contact Mrs Burroughs, please email on [bursar@stchristophershove.org.uk](mailto:bursar@stchristophershove.org.uk)

## Methods of Payment

### a) Direct Bank Transfer

All invoices list the School's bank details. Please ensure that you clearly identify the name of the pupil(s) for whom the payment relates by quoting your account billing code.

### b) Cash

Please note that we are not able to accept any payment in cash.

### c) Cheque

Please ensure you write your child's name on the back of the cheque. Post-dated cheques will not be accepted.

### d) Payment in Advance

A discount of 1.25% is offered for payment in advance where at least one academic year's worth of fees are paid at any one time. Discounts are applied on net fees only and do not apply to extras. The discount is not applied cumulatively.

For payment of fees in advance for more than one year, future fees are estimated for the purposes of the calculation. Where fees are different from the original estimate in the period of the advance payment, an incremental adjustment will be made for any variance so that the agreed percentage discount is maintained. Any resulting shortfall will be due as a debt immediately. Statements will be sent termly with your bill, including any extras not covered by advance payments. Any outstanding balances will need to be paid prior to the start of each term.

For further information please contact Mrs Burroughs, Bursar, by email on [bursar@stchristophershove.org.uk](mailto:bursar@stchristophershove.org.uk)

### e) Cyber Crime and Phishing

Parents are reminded that schools unfortunately continue to be the target of phishing campaigns by cyber criminals. We therefore urge parents to be extremely vigilant and to be wary of any email or phone call purporting to be from the School with offers of discounts or refunds, or updates to bank account details. If you have any doubt at all in regard to the validity of such requests, please do not hesitate to phone the Bursary team on 01273 716857.

If in the unfortunate event that parents pay money into an account other than the one specified by the School, they do so at their own loss and the School will not be able to reimburse them.

## SECTION 6 - SCHOLARSHIPS AND BURSARIES

Parents are reminded that any offer of a scholarship award or bursarial support from St Christopher's School is subject to the remainder of all fees and extras being paid on time and in full. Conditions stipulated in the scholarship or bursary award must be met and continue to be met as well as payment terms in Section 5 otherwise the award could be withdrawn. Fee support can and will be withdrawn from pupils if fees are not paid on time or if other arrangements for payment have not been agreed with and evidenced by the Bursar in writing in advance.

Bursaries may be available to pupils from low income families and modest deferment may be available to families suffering short term financial problems. Bursary awards and other methods to assist parents in difficulty will only be considered after the satisfactory completion of a bursary application form and the production of all necessary documentation. The School may also arrange a home visit as part of the bursary assessment process.

Bursaries are generally available for pupils in Years 4 to 8 (although exceptional consideration will be given to pupils in the Pre-Prep) and are awarded for one academic year only. Parents must reapply each year. Please note that receipt of bursary support for one year does not guarantee

support in subsequent years.

Any parent who wishes to apply for bursarial support is requested to complete a bursary application form and submit it with supporting documentation to Mrs Burroughs, Bursar before mid-April in the academic year preceding the year for which they are requesting support.

For a bursary application form, please contact Mrs Burroughs by email [bursar@stchristophershove.org.uk](mailto:bursar@stchristophershove.org.uk).

## **SECTION 7 - NOTICE PERIOD**

### **a) Full Term's Notice**

Parents are reminded that a full term's notice is required for withdrawal from the School.

### **b) Half a Term's Notice**

Parents are reminded that half a term's notice is required for:

1. Withdrawal from the school bus service
2. Withdrawal from music lessons
3. Withdrawal from LAMDA lessons

***Please note that failure to give sufficient notice will result in the appropriate fee being charged in lieu of that notice as per the Standard Terms and Conditions of the School.***

*Please also note that given the holiday periods of teaching staff, we ask parents to provide notice on or before 4pm on the last day of term for the relevant term in question, before the holiday period commences. For example, if giving notice for a child's withdrawal from a new academic year starting in September, we ask parents to give such notice on the last day of the Lent Term (usually mid March), in order to give one full term's notice (in this example, Summer Term). As a reminder, per the parent contract, it is assumed all pupils (subject to academic attainment and satisfactory conduct) will progress through the School unless notice is otherwise given.*