



THE BRITISH SCHOOL
OF PARIS

FEE ASSISTANCE SCHEME

Means-Tested Assisted places

Assisted places may be awarded to pupils whose parent(s) may be in need of financial assistance with school fees.

An assisted place form is available from the School Registrar or at the end of this document.

General

The Governors of The British School of Paris are committed to broadening access to the School by offering to eligible parents/guardians means-tested financial support with the payment of schools fees.

The scheme is designed to assist families whom children require a British Education in France.

Assisted places are subject to repeat testing of parental means each year and may be varied upwards or downwards, depending on parental circumstances. Awards are made on the basis of The British School of Paris School Award Scale (Annex B) which sets out award levels in relation to a family's financial circumstances. The scale of awards is reviewed and revised annually by the Headmaster to reflect any changes in fee costs. Though awards are generally tied to this scale, they may be varied upwards or downwards depending on individual parents'/guardians' circumstances (e.g. realisable assets, as well as their income, the size of their family, compassionate or other pertinent considerations.)

Information provided by the School alerting the parents/guardians of potential pupils to the possibility of gaining means-tested financial support with the payment of schools fees is included in:

- The School prospectus
- The School website
- School fairs and places where the School may have a promotional presence

The Application Process

The Headmaster is responsible for the management and coordination of the process. The Director of Finance, Heads of School and Registrar will also be involved in the process.

- **Step One.** Parents/guardians seeking an assisted place are required to complete a school application form and an assisted place form which seeks to establish the financial circumstances of the household. The form, which requests details of income and capital, may be found at Annex A and must be accompanied by full documentary evidence. The completed forms, together with the necessary documentary evidence (a copy of recent tax statements for example), are to be submitted to the Headmaster.
- **Step Two.** The Headmaster and Director of Finance and Administration assess all applications in order to establish the likely level of support which will be required in order to allow the child to attend the School. This may involve a visit to the parents'/guardians' home or an interview in school to ensure the information has been correctly interpreted and the basis of the financial assessment has been fair.
- **Step Three.** The Headmaster and Director of Finance and Administration prepare a recommendation in accordance with The British School of Paris School Award Scale. (Annex B)
- **Step Four.** The parents/guardians are advised whether their child is to be offered a place at the School and of the level of the assisted place.
- **Step Five.** Parents/guardians are then required to sign a letter accepting the place at the school and an acknowledgement agreeing to any conditions relating to the assisted place.

The Case for Assistance

The Headmaster and Director of Finance and Administration will consider a number of factors when making the judgement as to the justification for support and the extent of such support. In the main, **the child's suitability for the school and the need for a British education** are the first consideration in granting support. Pupils should be able to access the mainstream curriculum without additional support.

- **Suitability.** In assessing a child's suitability, attention will be given to the academic assessment results of each applicant, but potential will also be considered as well as actual achievement. Each pupil to whom support is offered must, in the opinion of the Headmaster, be likely to make good academic progress following admission and possess the potential to develop the quality of his or her work, and benefit from participation in the wider, extra-curricular activities on offer at the School. Previous

school reports will be consulted for evidence of academic potential, participation in extra-curricular activities and good behaviour. Successful applicants will speak and write English at a level which allows them to operate in mainstream curriculum lessons. The Headmaster will interview the potential candidates in March.

- **Financial Limitations.** The amount offered is not influenced by the level of the academic ability of the child but by the extent of need. Each case is assessed on its own merits and awards are made accordingly, subject to sufficient funds being available. It is recognised that judgements about what sacrifices a family should make to pay school fees will be personal. However, the School has a duty to ensure that all awards are well focused and so, as well as current earnings, other factors which will be considered in determining the necessary level of grant will include:
 - i. The ability to improve the financial position or earning power of the family. For example, where there are two partners, both would be expected to be employed unless one is prevented from doing so through incapacity, the need to care for children under school age or other dependents, or the requirements of their partner's work.
 - ii. Opportunities to release any capital. Significant capital savings and investments would be expected to be used for the payment of school fees, as would equity value(s) in house(s).
 - iii. In cases of separation, the contribution made by the absent parent.
 - iv. Contribution to household costs by other, wider, family members, any adults unrelated to the child or by outside sources.
 - v. Company or employer fee payment schemes. Families receiving direct financial support for school fees from their employer cannot benefit from the Funded place Scheme.

Non eligibility

Acknowledging that others might have a different view, the School considers that the following would not be consistent with the receipt of an assisted place:

- Frequent or expensive holidays.
- New or luxury cars.
- Investment in significant home improvements.
- A second property/land holdings.
- Funds held as savings

- Possession of an investment portfolio or long term investments of any kind
- Employment by a company which offers fee payment as part of its employee package

Annual Review

All assisted places are subject to repeat testing of parental means each year and may be varied upwards or downwards depending on parental circumstances.

Monitoring Pupil Performance

When parents/guardians submit an application for an assisted place they sign a declaration which includes the following statement

“We/I understand that if we/I am offered an assisted place for our/my child and accept a place for her/him at The British School of Paris, the following terms and conditions (in addition to the standard terms and conditions) will apply as between ourselves/myself and The British School of Paris.”

The assisted place terms and conditions includes the following statement

The assisted place will be withdrawn or reduced if:

- We/I/ my child acts in breach of the School’s Terms and Conditions attached to the Acceptance Form for our child at The British School of Paris.
- In the opinion of the Headmaster, and after appropriate consultation and support, our/my child’s progress, attendance, attitude or behaviour no longer merits the continuation of the award;

The Head of School monitor the performance of all assisted place recipients by reviewing their attainment and effort as recorded in their interim and school reports; and through discussion with colleagues who have pastoral oversight of the award holders, usually the Head of Year. If a significant drop in an award holder’s performance or conduct is perceived, the Head of Year will discuss this with the Head of Senior School. Outcomes of this discussion could include;

- No action being taken, but the pupil being monitored in the run-up to the next reporting point;
- The issue being raised with the pupil and an action plan being agreed
- The Head of Year raising the issue with the pupil’s parents, and an action plan being agreed.

Initially the emphasis of any response will be providing support to the pupil to help him or her address the underlying causes of the drop in performance or conduct. If there is no noticeable improvement by the time of the next learning review (despite this support) and/or if any improvement is not sustained in the medium term, then the Head of Senior School will discuss this with the Headmaster. Outcomes of this discussion could include;

- A meeting with the pupil and also the parents/carers, after which a formal letter reporting the meeting would be sent by the Head of School to the parents/carers, and added to the pupil's record;
- A more detailed package of support being prepared, in which the pupil's participation would be required rather than recommended;
- Exploring with the parents/carers alternative educational provision;
- The School engaging the services and guidance of external professionals, for example specialist counsellors.

The School's action if the performance academic or conduct (behaviour) of an assisted place holder does not meet expectations

Following the process of consultation and support detailed above, in the event that improvements in performance or conduct are not forthcoming or sustained the Head of School will present a case review to the Headmaster. Following this the Headmaster will take action if in his opinion the child's progress, attendance, attitude or behaviour no longer merits the continuation of the award. This action could include written notification to the parents/carers that the assisted place will be withdrawn from the start of the next-but-one school term.

School Trips

The school encourages all pupils to benefit from the extra-curricular activities. However, it would not be considered appropriate for a pupil to go on an expensive non-curriculum based school trip, if they are in receipt of a significant assisted place.

Confidentiality

The School respects the confidentiality of all financial awards made to families and recipients are expected to do likewise.

NJGH/January 2022

Annex A

[Link to the general School application form here](#)



THE BRITISH SCHOOL OF PARIS

Application for Fee Assistance

This form should be returned to the Headmaster, The British School of Paris, 38 quai de l'Ecluse, 78290 Croissy sur Seine together with the following supporting documents:

- A certificate from the employer stating the amount of the school fee subsidy or confirming the absence of any such subsidy.
- A copy of the latest income tax return.

Applications for Fee Assistance are renewable on a termly basis. To renew an application please apply in writing to the Headmaster. The grant of any such award is at the Headmaster's discretion.

1 Details of child(ren) for whom the Assistance is sought

| Surname | First | Date of Birth |
|---------|-------|---------------|
| Name | | |

2 Applicant's details

| | Father/Guardian | Mother/Guardian |
|---------------------------|-----------------|-----------------|
| Surname: | | |
| First name: | | |
| Address: | | |
| Relationship to pupil(s): | | |
| Nationality: | | |
| E-mail: | | |

3 Taxable income *Please enter below your current earnings and expected income from all sources worldwide for the above academic year*

| | Father in € | Mother in € |
|---|-------------|-------------|
| Gross Salary and other similar earnings <i>(including all taxable emoluments)</i> | | |
| Profits from business undertakings or other professional income | | |
| Company/State Pension or other form of pension, etc | | |
| Gross investment income from dividends, interest payments received, rental income including ground rents, etc | | |
| Government allowances/Social Security income | | |
| Any other income <i>(please give details)</i> | | |

4 Non-taxable income

| | | |
|--|--|--|
| Total value of all financial assistance provided by employer (including benefits in kind eg housing) | | |
| Declared value of house <i>(if owned)</i> | | |
| Child Allowances | | |
| Any other non-taxable income <i>(please give details)</i> | | |

5 Outgoings

| | | |
|---|--|--|
| Tax payable on income declared in Section 3 above <i>(including tax deducted at source)</i> | | |
| Mortgage interest <i>(state interest only and not capital repayments)</i> | | |
| Any other interest payable <i>(please specify)</i> | | |

⑥ Capital Assets

Father in €

Mother in €

Approximate value of all investments

Insured value of house (if owned)

Insured value of house contents

Insured value of other belongings including cars

Total value of savings from all sources

Approximate value of any other assets (please specify) including the surrender value of Life and Endowment Insurance Policies

⑦ Capital Liabilities Please give details of any capital owed against the assets declared in Section ⑥

Mortgage - capital outstanding

Bank Overdrafts

Other loans

⑧ Dependent Children Include the child to whom this application refers. If more than 4 children, give detail on a separate sheet.

| | ① | ② | ③ | ④ |
|--|----------------------|----------------------|----------------------|----------------------|
| ① First name | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| ② Date of birth | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| ③ Gender | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| ④ School or College | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| ⑤ Boarding or Day | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| ⑥ Annual school or other educational fees (excluding all extras) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| ⑦ Compulsory additional school charges | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| ⑧ Amount of fees shown in ⑥ covered by the school | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Scholarship, Bursary or allowances given by school | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Capital payments made by applicant | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Capital payment made by other persons | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| LEA Grant | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Services/Company Allowances (gross) (state whether the sum has been included in gross salary at ⑨) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Contributions from Educational Insurance Policies (show amount per annum) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Assistance from any other source e.g. Grandparents, trusts, settlements, etc | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| ⑨ Annual income of child (if any) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

⑩ Other dependants (Please give details)

⑪ Any other relevant information

Declaration

I hereby declare that the information contained in this form is complete and accurate. I undertake to renew this statement termly and to report any change in my financial situation as it occurs.

Date

Signature

Annex B

| THE BRITISH SCHOOL OF PARIS SCHOOL AWARD SCALE | |
|---|--------------------------------|
| JANUARY 2022 | |
| HOUSEHOLD TAXABLE INCOME (€) | FEE REDUCTION PER CHILD |
| Under 78K | 90% |
| 78K-100K | 70% |
| 100K-120K | 50% |
| 120K-140K | 30% |