

# Bursary Code of Conduct and Conditions Policy

This Policy applies to the whole school and is published to staff, pupils and parents

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Reference Document: 1F Admission Policy and Entrance Procedures  
1F Privacy Notice  
9A Behaviour Policy  
Attendance Policy

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## **1. General**

Longridge Towers School (The School), is a co-educational independent school on the outskirts of Berwick upon Tweed, for pupils from ages 3 to 19. The School has over 350 pupils, some of whom are boarders. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your family will visit Longridge. We hold two open events each year, which give a general introduction to the School. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the School's Registrar, Mrs Burns on 01289 307584 or email [mburns@lts.org.uk](mailto:mburns@lts.org.uk) to arrange a visit.

Longridge Towers School are committed to broadening access to the School to children who would benefit from an education at Longridge Towers, by offering means-tested financial support with the payment of school fees to eligible parents or guardians.

Such support is called a bursary and may be awarded in the form of a discount on school fees payable, depending on the financial or other pertinent circumstances of applicants

Longridge Towers School's bursary programme is designed to make it possible for some pupils whose parents cannot afford a full fee to take up a place at the School. The School offers annually a number of means-tested awards, called bursaries, to new entrants. Bursaries are means-tested in accordance with the criteria established by the Finance and Estates Committee. Parents are required to provide full details of their financial circumstances and the School reserves the right to use an independent company, where appropriate, to assess the applications. The level of support varies according to individual financial circumstances and to the means available to the School.

Bursaries are usually offered for a full academic year and the parents of those in receipt of bursaries are asked to complete a renewal application annually. The level of support may vary if there is a material financial change in the family circumstances.

A bursary may be withdrawn in accordance with the terms upon which such a bursary is made or in accordance with the School's Terms and Conditions.

Bursaries are generally available only to UK residents, partly related to the difficulty of assessing bursaries for overseas economic and tax regimes, and whose supporting documentation is not recognised by UK legislation or authorities.

The aims of this policy are to provide specific details of the expectations and requirements for all those individuals, including staff, parents, guardians and pupils covered directly or indirectly by this policy.

## **2. Conditions of Bursary**

- 2.1. The conditions of bursary shall take precedence over any of the School's *Terms and Conditions* which are inconsistent with them but in all other respects the School's *Terms and Conditions* as amended from time to time shall apply and these conditions of bursary shall be interpreted in accordance with them.

## **3. Grant of the Bursary**

- 3.1. A bursary is granted at the sole discretion of Longridge Towers School.

- 3.2. For those with a bursary and in receipt of bursaries, the School has the discretion to reduce or withdraw a bursary not only where a pupil's progress, attitude or behaviour has been unsatisfactory but also where the parents or guardians have failed to support the School, for example, by the late payment of any contribution they are making to the fees. The following provides further clarification in this regard.

#### **4. Obligations of the Pupil**

- 4.1. The Pupil who is the subject of a bursary 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 and who will contribute to and benefit from the ethos and activities of our school community. The Pupil must adhere to the School's required standards of conduct and progress and meet the particular requirements of the bursary.
- 4.2. The Pupil must adhere to the School's Behaviour Policy.
- 4.3. The Pupil must adhere to the School's Attendance Policy and obtain a minimum of a Satisfactory attendance as per the policy.

#### **5. Obligations of the Parents/Guardians**

Parents/Guardians shall:

- 5.1. Support and encourage the pupil to achieve the purposes of the bursary.
- 5.2. Treat members of the School community reasonably and to uphold the aims and the good name of the School
- 5.3. Comply with the School's *Terms and Conditions* including those related to payment of fees.

#### **6. Means Tested Bursaries**

- 6.1. All bursaries are subject to an annual review and may be increased or decreased if the financial circumstances of the applicant change significantly unless otherwise agreed in writing.
- 6.2. Any review shall require the Parents/ Guardians to complete a bursary application form.
- 6.3. After any review, the School reserves the right to vary the value of the Bursary with a term's notice.
- 6.4. Any variation will be confirmed in writing to the Parents/ Guardians.

#### **7. Continuation of the Bursary**

Continuation of the bursary is dependent upon the following conditions being fulfilled:

- 7.1. The Parents/Guardians satisfy the School's financial requirements each year or otherwise as agreed; and/or.
- 7.2. The financial resources allocated by the School to support the bursary being sufficient to maintain the bursary; and
  - 7.2.1. It being in the financial interests of the School to maintain the bursary

#### **8. Confidentiality**

- 8.1. The value and terms and conditions of the Bursary shall remain confidential between the Parents/ Guardians, the Pupil and the School.

## **9. Termination of the Bursary**

The Bursary shall be terminated on the following grounds:

### **9.1. Termination on financial grounds.**

9.1.1. The School shall terminate the bursary on one term's notice in writing if, in the opinion of the School Governors acting in good faith:

9.1.1.1. The Parents/Guardians have not satisfied the School's financial requirements under clauses 6 and 7.1 above; or

9.1.1.2. The School is no longer able to continue the bursary under clause 7.2 above.

### **9.2. Termination on the grounds of conduct or other reason**

9.2.1. The School shall terminate the bursary by written notice sent to the Parents/Guardians with immediate effect if, in the opinion of the School Governors acting in good faith, one or more of the following conditions has been fulfilled

9.2.1.1. The pupil has not complied with the obligations set out in clause 4 and in the further opinion of the Head there has been no significant improvement following consultation with the Parents/Guardians and/or the pupil and the issue of a written warning; or

9.2.1.2. The Parents/Guardians have not complied with the obligations set out in clause 5 above; or

9.2.1.3. The Parents/Guardians of the pupil do not keep the value and terms and conditions of the bursary confidential in accordance with clause 8; or

9.2.1.4. The Parents/Guardians withdraw the pupil from the School without providing a full term's written notice; or

9.2.1.5. The Parents/Guardians fail to meet their obligations under the School's terms and conditions with regard to payment of fees.

## **10. Repayment of the Bursary**

The Parents/ Guardians shall be required to repay all or part of the benefits received under the Bursary if it is terminated in any of the following circumstances

10.1. Under clause 9.1.1.1 if the Parents/Guardians have knowingly or recklessly provided false or inaccurate information about their financial position, all benefits received from the date on which the false or inaccurate information was supplied shall be repayable in full; or.

10.2. Under clause 9.1.1.2 above if the pupil has been found to have committed a serious breach or series of persistent minor breaches of discipline for which the sanction would normally be expulsion or required removal, up to three terms' benefits (if received) shall be repayable in full.

## **11. Cancellation and Withdrawal**

11.1. For the avoidance of doubt, the benefit receivable under a bursary will not apply to the parent's liability to pay the first term's fees if less than a term's written notice of cancellation is given, or to any term for which the School requires payment of fees in lieu of notice following withdrawal without proper Notice.

## 12. Confidentiality and Data Protection

- 12.1. The School respects the confidentiality of Bursaries made to families and recipients are expected to do likewise. Please also note that the identities of bursary recipients are not shared with teaching staff.
- 12.2. All the personal data obtained through the process is gathered only for the purposes of processing the application. The data obtained will only be retained for as long as necessary to fulfil the School's legal and contractual obligations.
- 12.3. For further information on how the School processes your personal data, please refer to the Privacy and Data Protection Notice (1-F-Privacy-Notice-Data-Protection-2022.pdf) posted on the School's website at <https://lts.org.uk/wp-content/uploads/2022/09/1-F-Privacy-Notice-Data-Protection-2022.pdf>

### **PLEASE NOTE:**

*The child and one person who has parental responsibility for the child are required to sign this Bursary Code of Conduct.*

Signed by Parental Responsibility:	Signed by Pupil:
.....	.....
(signature)	(signature)
.....	.....
(print name)	(print name)
.....	.....
(date)	(date)
.....	
(relationship to child)	
<input type="checkbox"/> Tick here to confirm this signatory has parental responsibility for the child	
.....	.....
.....	.....
.....	.....
(address)	(address)