



The Buckswood School Legacy Fund

The Buckswood Legacy fund was formed as a committee to award financial assistance for students to access and further their education at Buckswood. Awards are granted based upon various criteria, such as academic merit, diversity and inclusion, athletic skill, financial need, among others, or some combination of criteria. The committee's criteria reflect the philosophy, values and goals of the school and its founder.

- Introduction Page 2
- [Staff Discount](#) Page 3

Dear Parent

Thank you for accessing the Buckswood Legacy Committee information. We appreciate that you are doing everything you can to ensure that you offer your child the very best in terms of an educational start in life. There is nothing to be ashamed of by asking for financial assistance, in fact, asking the question is something we always instil in our students as a positive thing. We have limited funds available so please be prepared. The Buckswood Legacy exists as a key part of Buckswood's ongoing commitment to supporting students and families to ensure that there is a broad and varied community represented at the school. It is important that the students in the Buckswood family have the opportunity to mix with others from around the world from varying backgrounds and be able to showcase any particular skill or talent that they might have.

The Buckswood Legacy Fund Committee provides financial support for students and is funded through a percentage of fee revenue and any other private funding available each year.

The Legacy Fund Committee is made up of a group which includes the School Director, a member of the School Leadership, the School Bursar, at least one alumnus and a member of the Advisory Governing Body.

Staff discount:

- To allow children of staff members to attend the school at a reduced rate in gratitude for the work of the staff. This support is referred to as a staff discount.

As fee revenue differs from year-to-year, the amount available to the Buckswood Legacy Fund can also vary. In order to ensure the viability of the scheme, awards are periodically reviewed to ensure that they are sustainable. This may mean that on occasions, awards may need to be changed or withdrawn if funds are not available to continue to provide them, or if criteria for receiving an award are not being met.

This document sets out the application process for the above awards, the expectations of those in receipt of awards and the periodic review process.

Staff Discount

Any member of the Buckswood staff can apply to the Legacy Fund Committee for a discounted rate of fees to show commitment from the school to that staff family. The amount provided will depend upon the funds available. Any discount is valid for the relevant Key Stage of education that the child will be in.

Staff Discounts are awarded as per the Bursary awards

Bursary awards are subject to a full financial assessment and are made for the duration of one key stage only, but are assessed by the school regularly. Once an award has been made, parents/guardians are welcome to reapply at the end of the relevant key stage, provided they continue to be eligible. Whilst the school aims to provide continuity of funding the amount may be varied at this point or no award may be made, depending on circumstances. Financial information provided will take into account income and expenditure and assets and liabilities.

Bursaries are awarded as a discount towards the educational costs (referred to as Tuition and boarding fees). Any award does not include discounts for disbursements, uniform, books, trips or other 'extras' over and above the standard Tuition and boarding fees. The value of each award is at the discretion of the Buckswood Legacy Fund Committee and varies depending upon the funds available. Bursaries are usually capped at 35% of the tuition and/or boarding fees (subject to funds being available).

The Process

Staff members who wish to apply for a discount must complete a Staff Discount Application form which is available from the accounts department. For new applicants, an offer of a discount will only be made once a place has been offered in the School. Parents/guardians seeking a discount whose child already attends the School should contact the Accounts Office for a Staff Discount Application Form. (A copy of this form is available upon request to relevant parties)

The Buckswood Legacy Fund Committee will assess all applications on their merit. To ensure the information has been correctly interpreted further information or clarification may be required. This will normally take place via a telephone call or email and may require further supporting documentation to be supplied.

If an application form is deemed incomplete, or, where the required supporting documentation has not been supplied these forms will be returned. It is the responsibility of the applicant to ensure that all relevant information is sent. If this is not practicable then a full letter of explanation should accompany the form.

Continuation of Support

All Legacy Fund awards are subject to regular review and may be withdrawn if it is established that conditions are not being met. At the end of the key stage that the child is in, an application to renew the discount must be made. The student's effort, attitude and behaviour will also be taken into account as part of the renewal process.

Awards will be reviewed on a termly basis, with letters sent home to keep families updated – the review will take into account behaviour records as well as academic records (primarily attitude to learning). If a child is not meeting the criteria for maintaining the award, the school reserves the right to give notice of removal of the award. Typically, following a review indicating that criteria are not being met, the student and family will have the opportunity over the next term to address this and resolve any issues so that removal does not occur. If criteria remain unmet and should removal of an award occur, a term's notice of such will be provided by the school. If a student on an award is excluded or breaches a major school rule the school also reserves the right to remove any award with immediate effect. The family can appeal any decisions to remove awards to the Legacy Fund Committee in writing and these will be addressed within 15 working days of receipt. Any appeal decision is final. Please note that this falls outside of the school's complaints policy.

The award is valid for the particular Key Stage of education that a child is in. If a family wish for an award to be offered for the next key stage of education, they must apply again providing updated information and the Legacy Fund Committee will assess this application at that time. It may be able to offer the same award or it may not be able to do so – this depends on the funds available and whether or not the student has met the criteria over the time of the previous award.

The expectations of students and families in receipt of a Staff Discount are shown below:

Expectations for the student

In that Buckswood School is committed to ensure that each child has the opportunity to succeed, so should each child be committed to the school. Student behaviour and contribution to the school as a whole will be reviewed following each assessment period and communication sent home from the School Principal regarding this and how it might impact an award. All students in receipt of a Staff Discount must meet the following criteria:

- Weekly punctuality and attendance requirements of **97%** or higher
- Maintain a Level 2 Attitude to Learning and above in all subjects
- Appropriate levels of behaviour in and out of the classroom
- Work submitted must be of an appropriate level and meet required deadlines.
- Attend open days upon request by the Principals
- Attend all school assemblies and official school functions
- Attend school when it is open on public holidays

If the student does not meet these conditions, the school reserves the right to withdraw or suspend Staff Discount awards.

Expectations for the family

Just as we expect commitment from a student in receipt of a Staff Discount, Buckswood asks that parents also commit to the school in a positive way and engage with our community.

What does this mean? It could be anything from offering expertise or services to the school – for example, offering work experience opportunities to our 6th form students for a couple of weeks in the summer term or coming in to a coffee morning or open day to talk to prospective parents about your experiences being a Buckswood parent (and staff member). You might have something interesting to discuss with our students as part of the 'Knowledge is Power' programme, or could provide additional support to the school outside of working hours. Just as you have the expectation that the school will do its best to support your child in their education, the school expects you to help where possible.

Please note that the school respects the confidentiality of Staff Discount awards made and recipients are expected to do likewise. A breach of this confidentiality is grounds for removal of an award.

Staff discount application form

This form is to be submitted with the school application form

Name of child for whom application is being made	
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Current Buckswood Scholar:	Yes	No
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Financial information

Income

Gross income from employment (including bonus and overtime)	
Taxable benefits from employment	
Income from Self-employment	
Pension	
Social security benefits	
Maintenance received	
Investment income from Bank deposits, dividends, Taxable rental income, other	
Total income (most recent financial year)	

Expenditure

List expenditure (including PAYE, Income tax, National insurance payments, pensions, rental or mortgage payments, life insurance, loans, council tax, insurance, utilities, educational fees for other children, support and or maintenance)	
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Declaration of Capital

Assets, property, shares, savings etc.	
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Signature (both parents)	
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What could you offer the Buckswood community in terms of help and assistance?

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