



BRIGHTON  
COLLEGE

# DETAILED FEES STRUCTURE 2024-25

FEES AND EXTRA CHARGES EXPLAINED





# BRIGHTON COLLEGE 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, Hilary 2025 and Trinity 2025. It provides details of the fees associated with educating and boarding your child at Brighton College, costs of some of the key extras, discounts available and the various methods 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.



# CONTENTS

Chapter	Page
<b>1. Fees and Deposits</b>	
a) Registration Fee	4
b) Confirmation and Extras Deposit	4
c) Entrance Fee	4
d) Termly Tuition and Boarding Fees	5
<b>2. Other Charges</b>	
a) Brighton College Society	6
<b>3. Pupil Specific Services</b>	
a) Music Lessons	6
b) London Academy of Music and Dramatic Art Lessons (LAMDA)	6
c) Dance Lessons	6
d) Bus Charges	6
e) Learning Support Centre	7
f) English as an Additional Language (EAL)	7
g) Rockhoppers Pre-Prep After School Club	7
h) Optional Co-curricular Pre-Prep and Prep Clubs	8
i) Uniform and Sportswear	8
j) Insurance and Fees Return Scheme	8
<b>4. Timing of Extra Charges</b>	
a) Charges in advance	9
b) Charges in arrears	9
<b>5. Payment Methods and Charges</b>	
a) Bank Transfer	10
b) Online	10
c) Cash and Cheques	10
d) Credit or Debit Card	10
e) Direct Debit	10
f) Payment in Advance	11
g) Cyber Crime and Phishing	11
<b>6. Scholarships, Exhibitions and Bursaries</b>	12
<b>7. Sibling Allowances</b>	12
<b>8. Notice Periods</b>	13
<b>9. Queries and contacting the College</b>	14
<b>Appendix Nursery Information and Fees</b>	15

# SECTION 1 - FEES AND DEPOSITS

## a) Registration Fee

To register your child at Brighton College, a registration fee of £180\* is applicable. This is a non-refundable fee payable at the time of registration, irrespective of the year of entry.

Parents of international pupils (see 1b below for definitions) are required to pay a registration fee of £390\*. This is non-refundable.

## b) Confirmation and Extras Deposit

Once offered, a place cannot be secured until the College is in receipt of the completed and signed Acceptance Form and cleared deposit. A deposit is required on joining one of the schools and a top-up element may be required (for example, if a pupil changes from day to boarding, or the residential status of parents changes).

For pupils entering the Senior School or Lower School, the deposit is required by the date specified in the offer letter. This confirms a pupil's place at the school subject to meeting the relevant requirements set out within their offer letter. If a pupil does not meet the requirements set out within their offer letter, then the College will refund the deposit in full.

For the Prep School, deposits are due immediately upon signing the Acceptance Form.

The deposit amounts are as follows:

	UK <sup>1</sup> *	International <sup>2</sup> *
Prep School	£2,000	£10,000
Lower School	£2,000	£10,000
Senior School (inc. Sixth Form) Day Pupils	£3,000	£10,000
Senior School (inc. Sixth Form) Boarding Pupils	£8,000	£22,000

<sup>1</sup> Pupils whose parents are settled in the UK and who are ordinarily resident in the UK.

<sup>2</sup> Pupils whose parents reside overseas or do not have settled status or who are not ordinarily resident in the UK.

For full definitions of residency status, please contact the Head of Finance for further information.

Please see clause 5 of the College's Standard Terms and Conditions for full details of how the College 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 most senior of the schools they attend. Any balance due will be refunded as a credit (without interest) against the final payment of extras or other sums due to the College. Please note, deposits are not a contribution towards the first, final or any term's tuition or boarding fees or any other charge by the College.

## c) Entrance Fee

A non-refundable charge of £90\* is made to cover the initial administrative costs of entry into the College. This is added to the first term's bill.

## d) Termly Tuition and Boarding 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 and boarding 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 or residential boarding days per term, as these will vary from term to term and year to year. Typically, for example, there are more tuition and boarding days in Michaelmas term compared to Trinity term due to exam study leave.

### Prep School - Day Fees only

For tuition fee details per year group, including Nursery, Pre-Prep and Prep, please refer to the Brighton College Prep School Fees Structure document for details.  
[www.brightoncollege.org.uk/admissions/fees-online-payment](http://www.brightoncollege.org.uk/admissions/fees-online-payment)

Please refer to the Appendix for further information on fees applicable to the Nursery.

### Senior School - Day, Weekly Boarding and Full Boarding Fees

For UK pupils tuition and boarding fee details per year group, please refer to the Brighton College UK Boarding and Day Fees Structure document for details.  
[www.brightoncollege.org.uk/admissions/fees-online-payment](http://www.brightoncollege.org.uk/admissions/fees-online-payment)

For international pupils whose parents reside overseas or do not have settled UK status or who are not ordinarily resident in the UK, please refer to the Brighton College International Fees Structure document for fee details per year group.  
[www.brightoncollege.org.uk/admissions/fees-online-payment](http://www.brightoncollege.org.uk/admissions/fees-online-payment)

The Day fees include tuition of the curriculum (including sports and arts), lunch, and pupils' personal accident insurance (see section 3j below for more details). The Boarding fees include all of the above plus accommodation, breakfast, supper, laundry, 24 hour on-site medical, pastoral and security provision, as well as supervised prep and a range of activities during the evenings and weekends specifically designed for our boarding community.

In addition to the tuition fees above, other expenses may also be incurred. These extras may include textbooks and exercise books issued to pupils, extra-curricular activities, examination fees, career guidance, optional trips and other incidental costs. When pupils participate in field trips, excursions or sports tours, if significant expense is incurred, parents may be asked to pay a deposit in advance.

Please note that it is not always possible to change from a Full Boarding to a Weekly Boarding (or Day) place. Requests should be made with a minimum of two terms' notice to the Director of Boarding and the Director of Admissions. In some cases we may need to charge the relevant prior Boarding fee for the whole academic year if a mid-year switch is requested.

\* 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) Brighton College Society

The Brighton College Society is the organisation through which senior school parents can get together at events held in places of particular interest alongside certain senior school teachers. The Society is overseen by Mr Sheridan, Director of Development and Engagement at the College. The cost of membership for the year is £35\* per family which will be added to the Michaelmas term bill of the eldest child. Parents can choose not to be members if they wish by opting out, in which case please contact [enquiries@brightoncollegesociety.co.uk](mailto:enquiries@brightoncollegesociety.co.uk).

## SECTION 3 - PUPIL SPECIFIC SERVICES

There are a number of services that a pupil may utilise during their time at Brighton College.

### a) Music Lessons

Charges for additional music lessons are typically billed in arrears for each term. 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. The following charges are for the cost for one instrument for one term:

#### Pre-Prep setting

Individual Lessons	£410*
Group Lessons (3 or 4 pupils)	£185*

#### Prep setting

Individual Lessons	£410*
--------------------	-------

#### Senior School

Individual Lessons	£410*
--------------------	-------

*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) Lessons

Charges for LAMDA lessons are typically billed in arrears each term.

#### Prep setting

Individual Lessons	£390*
Shared Lessons (2 pupils)	£345*
Group Lessons (3+ pupils)	£195*

#### Senior School

Shared Lessons (2 pupils)	£345*
---------------------------	-------

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

### c) Dance Lessons

Due to the sheer variety of dance on offer and the variety of fees for different dance lessons these are not included here but are available on the Parents' Portal or from the Co-curricular Administrator (Dance) at [danceadmin@brightoncollege.net](mailto:danceadmin@brightoncollege.net).

Charges for dance lessons are typically billed in arrears for each term.

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

### d) Bus Charges

The home to school bus service is available to pupils in the Prep, Lower and Senior School settings and from Year 4 onwards.

Full details of bus routes and fees can be found at the following link on our website:  
<https://www.brightoncollege.org.uk/bus-routes/>

To book a space on the home to school bus service, please scroll down to the section 'Bus Service Application' and complete the application form. Charges for the home to school bus service are typically directly billed by the buses administration team in advance of each term.

*Parents are reminded that half a term's notice is required for withdrawal from the school bus service.*

Please contact [buses@brightoncollege.net](mailto:buses@brightoncollege.net) for any queries.

### e) Learning Support Centre

#### Pre-Prep Year Groups:

- Short term learning support sessions such as 'Early Birds' are offered free of additional charges.
- For any Pre-Prep pupils requiring one-to-one or small group learning support in line with Educational Psychologist recommendations and as discussed in advance with parents, additional charges are £1,050\* per term.

#### Prep and Senior Year Groups:

- Ad hoc learning support sessions of less than 5 hours per term will not be charged.
- Pupils in Years 4-11 requiring the support of the Learning Support Centre will pay an additional charge of £1,525\* per term.
- For Prep pupils in Years 7-8 who do not require full support of the Learning Support Centre, the cost of small group English or Maths lessons or several weekly one-to-one sessions is £925\* per term.
- For College pupils in Years 9-11 who do not require full support of the Learning Support Centre, the cost of small group English, Maths or weekly one-to-one sessions is £585\* per term.
- For College pupils in Years 12-13, learning support tuition is charged at £690\* per term for one session per week.

All charges are payable in advance although billing may be in arrears where there is uncertainty about a pupil's sessions before the bills are prepared.

Please note that the College may insist upon certain pupils using the Learning Support Centre. In such cases, withdrawing a pupil from the Centre can only be carried out with the College's prior approval.

Please note, in some circumstances, the College may make provision for certain pupils to overcome specific disadvantages without charging for these, examples of which include providing ramps for access, setting lessons in rooms with specific acoustic or visual properties, etc.

### f) English as an Additional Language (EAL)

Support from the EAL unit is charged at £1,410\* per term based on 2 lessons in a typical school week and is inclusive of course textbooks. This is charged in arrears.

### g) Rockhoppers Pre-Prep After School Club

The Rockhoppers After School Club (for Pre-Prep pupils only) runs two sessions, from 3.45pm to 4.45pm and from 4.45pm to 5.45pm. Each one hour session is charged at a cost of £11.20\* per pupil. Parents can reserve slots via the online parents' portal prior to each term, and fees are typically charged termly in arrears. Sibling discounts are applicable for Rockhopper sessions.

Please contact the Pre-Prep office directly at [prepreppoffice@brightoncollege.net](mailto:prepreppoffice@brightoncollege.net) if you require an ad-hoc or emergency session that has not been pre-booked, and subject to staffing and classroom ratios, the After School Club will aim to accommodate such requests wherever possible and charge on an individual basis.

\* 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.



For general queries, please contact [Rockhoppers@brightoncollege.net](mailto:Rockhoppers@brightoncollege.net).

**Parents are reminded that half a term's notice is required for withdrawal from the After School Club.**

#### h) Optional Co-curricular Pre-Prep and Prep Clubs

The majority of optional co-curricular clubs offered for 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 small charges may apply which are outlined in the co-curricular club brochures to parents.

Parents can reserve club slots via the online parents' portal prior to each term, and fees are typically charged termly in arrears. Some charged clubs may be subject to minimum pupil numbers attending.

For general queries, please contact [preprepoffice@brightoncollege.net](mailto:preprepoffice@brightoncollege.net) or [prepoffice@brightoncollege.net](mailto:prepoffice@brightoncollege.net).

**Parents are reminded that half a term's notice is required for withdrawal from any paid clubs.**

#### i) Uniform and Sportswear

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

Links to the uniform policy can be found on our website: <https://www.brightoncollege.org.uk/school-uniform>

#### j) Insurance and Fees Return Scheme

The College recommends that pupils are properly covered by insurance whilst at Brighton College. The College has tried to facilitate a good balance of cost and cover with these optional insurance products but all parents must ensure that the insurance terms are acceptable for their requirements.

**Note that optional insurance policies remain in place for 12 months and if parents wish to subsequently opt out they should send written notice to [feebillingenquiries@brightoncollege.net](mailto:feebillingenquiries@brightoncollege.net) at least 1 month prior to the anniversary date of their policy.** Cover cannot be applied retrospectively in the event of a claim. Please check your bill to ensure that you have the required cover.

##### 1. Personal Accident (incorporating a level of dental cover)

All pupils at the College are included in the Personal Accident Insurance Scheme operated under a policy by the College'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 Ms Goldsmith in the Finance Team at [feebillingenquiries@brightoncollege.net](mailto:feebillingenquiries@brightoncollege.net).

##### 2. Personal Property Insurance (Optional)

Pupils' personal belongings are not insured by the College against loss or damage, and parents are asked to ensure that their children's possessions are clearly marked and identifiable.

We do offer a Personal Property Insurance policy. This optional policy provides cover against loss, damage or theft for a range of personal belongings, including losses incurred during the journey to and from school or any official school trips. Parents should note that mobiles and smartphones and individual high value items are excluded, and we therefore recommend that parents consider taking out additional cover for such items if required.

The premium for 2024/25 will remain at £7.35 per pupil per term from Michaelmas Term onwards. Full details of the premium, the cover provided and application form if you would like to participate are available on request from Ms Goldsmith in the Finance Team at [feebillingenquiries@brightoncollege.net](mailto:feebillingenquiries@brightoncollege.net).

#### 3. Fees Return Scheme (Optional)

This is an optional scheme which enables parents to recover the value of school fees paid, excluding extras, whilst a pupil is absent for a range of medical reasons for a period of at least five consecutive days subject to the terms of the scheme. It also provides some cover in the event of the accidental death of a fee payer.

Fees are also returned in the event of the school being required to close due to an epidemic amongst pupils and/or staff, although excludes government or public authority enforced closures for coronavirus or other viruses and diseases. This cover is subject to an excess period of 7 days meaning that no fees will be returned for the first 7 days of closure. Parents should check the level of cover is sufficient for their needs.

Current premiums are 0.64% of gross fees for boarders and day pupils.

More details of this policy are available on request from Ms Goldsmith in the Finance Team at [feebillingenquiries@brightoncollege.net](mailto:feebillingenquiries@brightoncollege.net).

*Please note that all insurances include Insurance Premium Tax (IPT) at 12%. Any future increases in IPT may increase the insurance premiums quoted.*

\* 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 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 Finance Team prior to the pre-term bill run or in arrears.

#### a) Charges in advance

These charges typically are for items such as learning support, certain exam charges, insurance premiums and bus charges. In addition, a non-refundable deposit or advance contribution may be required when a pupil participates in field trips or sports events etc.

Note that in the event that a full term's fees for extra charges (e.g. for bus charges) have been paid in advance, and the timely half term's notice has been provided, then refunds to parents will be paid where appropriate.

#### b) Charges in arrears

These charges can be for any of the above, depending on the time that the Finance Team is made aware of the charge, and typically include items such as EAL, music lessons, drama lessons, dance lessons, exam charges, Rockhoppers After School Club, paid optional co-curricular clubs, textbooks, revision booklets, taxis, certain academic consumables (such as DT and Art), stationery and school trips. It may also include any emergency expenditure on clothing or medical treatment that is deemed necessary. Emergency items can be authorised by the Head Master, Housemasters or Housemistresses, Matrons and other key members of staff.

## 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, unless the fee payer has joined the Direct Debit scheme and has joined in sufficient time to enable the first deduction to have been taken by direct debit for that term. 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 payment is late, together with any charges for the costs of administering and recovering any late payments.

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

If you wish to contact Mrs Churchill, please make an appointment via Mrs Welby, the Bursar's Executive Assistant, or contact [HeadofFinance@brightoncollege.net](mailto:HeadofFinance@brightoncollege.net).

### Methods of Payment

#### a) Bank Transfer

You can pay the College directly by bank transfer to the College's bank account as stated on your termly bill.

#### b) Online

You can pay online on the Admissions page of the College website: <https://www.brightoncollege.org.uk/admissions/fees-online-payment/>

Please follow the instructions as per the Flywire link under the section 'Ways to pay' and please ensure that you clearly identify the name of the pupil(s) for whom the payment relates.

#### c) Cash and Cheques

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

#### d) Credit or Debit Card

We accept most credit and debit cards including Visa, Mastercard, Maestro and Delta. Payments are made through the 'Ways to pay' section of the College website, per the above web link under section b). Please ensure all payments made are cross-referenced with your child's full name, reference number per invoice received, and what the payment is for e.g. Fees, School Bus, Deposit etc. There are no charges for making payments this way.

Unfortunately, due to high fee charges incurred by the College, we are not able to accept payment by American Express cards.

#### e) Direct Debit

Parents can pay by way of Direct Debit through a College administered scheme, which many parents find an easier method for paying.

Direct Debits are taken in three monthly instalments for each term, collected on or after the 15th day of each month as follows:

Term	1st Instalment	2nd Instalment	3rd Instalment
Michaelmas	September	October	November
Hilary	January	February	March
Trinity	April	May	June

Each instalment is for a third of the term's bill.

If the College agrees that the fees that are or will fall due in relation to any term can be paid in instalments, the College and those responsible for paying those fees will agree separately in writing the anticipated schedule of instalments by which the deferred amount of each term's invoice is to be paid. Where Direct Debit payment arrangements are agreed, the instalment dates will be specifically stated on the termly invoice to the fee payer which evidences the separate agreement for timely payment of that term's fees.

To join the scheme please complete and return the direct debit mandate, available from Mrs Reynolds, who can be contacted at [feebillingenquiries@brightoncollege.net](mailto:feebillingenquiries@brightoncollege.net). In order to join the scheme for Michaelmas Term 2024, please return the form before Friday 16th August 2024.

Please note that we reserve the right to remove parents from the Direct Debit scheme if they do not keep up with payments. The full balance outstanding will then be due with immediate effect. Further, any Direct Debit payment not honoured will attract an administrative charge of £40\*. This will be added to the next bill.

#### f) Payment in Advance

A discount is offered for payment in advance as follows:

Discounts of 1.25% are offered for the first academic year and 2.5% for subsequent years, when at least one full year or more are paid in advance 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 Reynolds by email at [feebillingenquiries@brightoncollege.net](mailto:feebillingenquiries@brightoncollege.net).

#### g) 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 College 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, do not respond to such emails and instead please do not hesitate to phone our College Reception on 01273 704200 and ask to be put through to the Finance Team.

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

\* 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 6 - SCHOLARSHIPS, EXHIBITIONS AND BURSARIES

Parents are reminded that any offer of scholarship or exhibition award or bursarial support from Brighton College is subject to the remainder of all fees and extras being paid on time and in full. Conditions stipulated in the scholarship, exhibition 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.

Bursaries may be available to Day 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 College may also arrange a home visit as part of the bursary assessment process.

Bursaries are available for pupils in Years 7 to 13 and are awarded for one academic year only. Parents must reapply each year, with updated application forms completed 2 weeks before the close of Hilary Term each year to avoid potential Fees in Lieu charges for late withdrawal notices during Trinity Term. 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 [HeadofFinance@brightoncollege.net](mailto:HeadofFinance@brightoncollege.net) before the deadline stipulated in the Bursary Policy that can be found on our website:

<https://www.brightoncollege.org.uk/admissions/bursaries/>

For a bursary application form, please contact Mrs Reynolds at [feebillingenquiries@brightoncollege.net](mailto:feebillingenquiries@brightoncollege.net).

---

## SECTION 7 - SIBLING ALLOWANCES

Where parents have more than one child attending the College, all of these except for the youngest child will receive a discount of 10% on their tuition and boarding fees. This allowance applies to all new and current pupils.

Please note that the sibling discount is awarded on the net fees i.e. fees less any scholarships, bursaries or any other awards, and will be withdrawn without consultation if fees are not paid on time.

Please note that the College reserves the right to alter the sibling allowances regime in future years.

## SECTION 8 - NOTICE PERIODS

### a) Two Terms' Notice

1. If acceptance of a Full Boarding place for any reason is cancelled less than two terms before entry, or if the pupil does not join the College after a place has been accepted, then two terms' fees will be immediately payable.
2. Please note that it is not always possible to change from a Full Boarding to a Weekly Boarding (or Day) place. Requests should be made with a minimum of two terms' notice to the Director of Boarding and the Director of Admissions. In some cases we may need to charge the relevant prior Boarding fee for the whole academic year if a mid-year switch is requested.

### b) Full Term's Notice

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

1. Cancellation of an accepted Weekly Boarding or Day place less than one term before entry, or if the pupil does not join the College after a place has been accepted. In such cases then the higher of one term's fees or the Acceptance Deposit becomes due and immediately payable (if not already paid) and will be retained by the College
2. Withdrawal from the College for existing pupils

### c) 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
4. Withdrawal from dance lessons
5. Withdrawal from the Rockhoppers After School Club
6. Withdrawal from paid co-curricular clubs (Prep and Pre-Prep)
7. Changes to Nursery afternoon sessions

***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 College.***

*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 Hilary Term (usually end March), in order to give one full term's notice (in this example, Trinity Term). As a reminder, per the parent contract, it is assumed all pupils (subject to academic attainment and satisfactory conduct) will progress through the College and continue into the Sixth Form unless notice is otherwise given.*

## SECTION 9 - QUERIES AND CONTACTING THE COLLEGE

General queries regarding fees can be emailed to [feebillingenquiries@brightoncollege.net](mailto:feebillingenquiries@brightoncollege.net).

### Emma Dobson

[Bursar@brightoncollege.net](mailto:Bursar@brightoncollege.net)  
Bursar

### Clare Welby

[Bursar@brightoncollege.net](mailto:Bursar@brightoncollege.net)  
Executive Assistant to the Bursar and Clerk to the Governors (01273 704260)

### Ingrid Churchill

[HeadofFinance@brightoncollege.net](mailto:HeadofFinance@brightoncollege.net)  
Head of Finance (01273 704261)

### Peter Redwood

[HeadofFinance@brightoncollege.net](mailto:HeadofFinance@brightoncollege.net)  
Finance Projects Manager (01273 704252)

### Sharon Reynolds

[feebillingenquiries@brightoncollege.net](mailto:feebillingenquiries@brightoncollege.net)  
Credit Controller (01273 704255) – Payment queries, bursarial support queries and advance payment schedules

### Nicola Goldsmith

[feebillingenquiries@brightoncollege.net](mailto:feebillingenquiries@brightoncollege.net)  
Fees Administrator (01273 704354) – General queries including bills, insurance, trips and Early Years Entitlement

### Scott Sheridan

[development@brightoncollege.net](mailto:development@brightoncollege.net)  
Director of Development and Engagement (01273 704375) – Gifts and donations, Brighton College Society

### Christine Davey

[buses@brightoncollege.net](mailto:buses@brightoncollege.net)  
School Buses (01273 704200)

### Amy Wells

[danceadmin@brightoncollege.net](mailto:danceadmin@brightoncollege.net)  
Co-curricular Administrator – Dance Fees (01273 704200)

### Karen Smith

Music Department (01273 704341) – Music fees

### Benita Murphy

Head of Drama – Prep School (01273 704210) – LAMDA fees

### Alex Kerr

Director of Drama – Senior School (01273 704200) – LAMDA fees

### Emma Tutt

Examinations Office (01273 704279) – Exam fee queries

### Anthony Merrett

[Admissions@brightoncollege.net](mailto:Admissions@brightoncollege.net)  
Head of Admissions – Senior School (01273 704284)

### Alison Westbrook

[prepadmissions@brightoncollege.net](mailto:prepadmissions@brightoncollege.net)  
Head of Admissions – Prep School (01273 704343)

### Emma Taylor

Reception Manager (01273 704200)

### Sue Walker

Director of Learning Support (01273 704218)

### Judith Dynes

Head of EAL (English as an Additional Language) (01273 704385)

### Kathryn Leng

[Rockhoppers@brightoncollege.net](mailto:Rockhoppers@brightoncollege.net)  
Rockhoppers After School Club (01273 704328)

## APPENDIX - NURSERY INFORMATION AND FEES

### a) The Nursery day

Children are able to enter the Nursery from 8.00am onwards and we expect all children to have arrived and registered by 8.45am.

A morning session terminates at 12.15pm, afternoon sessions begin at 12.20pm and the Nursery day terminates at 3.20pm.

All children must attend each morning session for five days a week from 8.45am to 12.15pm which includes lunch, and can opt to attend afternoon sessions, as per the fee structure below.

Parents are reminded that half a term's notice is required for any changes to Nursery afternoon session requests.

For morning sessions only, this notice requirement reduces to one month's notice given we are unable to separate out EYFE (Early Years Free Entitlement) hours versus other morning session non-EYFE funded hours.

### b) Nursery fees per term

Cost per term including lunch:

5 Morning sessions	£2,510 <sup>+</sup> *
4 Morning sessions and 1 Full Day	£3,030 <sup>+</sup> *
3 Morning sessions and 2 Full Days	£3,550 <sup>+</sup> *
2 Morning sessions and 3 Full Days	£4,070 <sup>+</sup> *
1 Morning session and 4 Full Days	£4,590 <sup>+</sup> *
5 Full Days	£5,110 <sup>+</sup> *

+ This is the net cost to parents taking into account the EYFE (Early Years Free Entitlement) 15 free hours per week your child receives within these morning sessions. In the unlikely event that EYFE were to be withdrawn or amended, the College would need to charge parents an additional sum in respect of these non-funded EYFE hours.

Please also note that we offer EYFE hours to those who only want the EYFE hours between 12.20pm and 3.20pm Monday to Friday, subject to availability. There is no requirement to purchase additional hours of childcare before or after these sessions. Allocation of these places is prioritised to parents whose children attend morning sessions, and therefore availability may be limited.

We do not offer the additional 15 hours (or total of 30 hours) available to qualifying parents. Please contact [prepadmissions@brightoncollege.net](mailto:prepadmissions@brightoncollege.net) for more details.

Please note that any EYFE funding not utilised by parents at the College due to the College not operating for a full 38 weeks or due to unscheduled or scheduled closures (snow days, bank holidays etc.) is unlikely to be available to parents at other settings.

\* 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.





# BRIGHTON COLLEGE

---

UNITED KINGDOM SCHOOL OF THE DECADE  
THE SUNDAY TIMES