



Conditions on Award of Bursaries and Scholarships

Document Owner:	Finance Director & Deputy Bursar		
Last reviewed and date:	SLT February 2025		
Last approved by and date:	Scholarships and Awards Committee 12 February 2025		
Last updated:	February 2025		
Next Review Due:	February 2027		
Current Version Published:	14th February 2025		
Circulation:	Parents/carers of Award Holders	All Staff	Governors
Related Policies	Means-tested Bursaries Policy	Progression Policy	The School Rules
	School Terms & Conditions		

1. Grant of the Award.

An award is granted at the sole discretion of Brentwood School (the School) and will be designated as:

- An Academic or Specialist Scholarship taking into account relevant information relating to character and values and consideration of particular skills, talent or aptitude either academically or in a specialist field (such as Sport, Music, Dance, Drama, Chess or Art);
- An Academic or Specialist Bursary is awarded where applicants achieve highly in the Entrance assessment or demonstrate outstanding talent in a specialist field (such as Sport, Music, Dance, Drama, Chess or Art) but require additional funding support to allow them to take up the place. All bursaries are independently means-tested to ensure that the bursary award is appropriate to the financial need;
- A Short Term Hardship Award to provide short term financial support in cases of sudden, unforeseen need usually for a maximum of three terms to the end of the academic year, although this may be extended, subject to the Headmaster's discretion, where a pupil is entering a public examination year.

2. Obligations of the Pupil

The Pupil who is the subject of any Scholarship or Bursary award must do their best consistently, to contribute positively to the life of the school, to be a good ambassador for the School and to set a good example to other pupils. First and foremost, award holders should uphold the School's values (Virtue, Learning and Manners) during their time at Brentwood and adhere to the School's required standards of:

2.1 conduct as set out in the School Rules;

2.2 progress as defined in the Progression Policy; and

2.3 effort as reflected in the Approaches to Learning (effort) grades;

2.4 dress and appearance as set out in the Uniform Guide and Appearance Regulations.

These are the **Purposes of the Award**.

3. Further Obligations of the Pupil in respect of Specialist Awards

In addition to the Pupil's obligations under Clause 2 above, where an award or part of an award (which may be in the form of a Scholarship or Bursary) is made in respect of the Pupil's specialist skill or potential (such as Sport, Music, Dance, Drama, Chess or Art) then, in addition it is expected that the Pupil will participate fully in activities and co-curricular opportunities offered by the School and related to their specialism as detailed below.

Please note that the specific expectations outlined below differ - this is because the opportunities for award holders to contribute in their specialist area differ in terms of frequency and range. A Sports award holder, for example, is likely to have weekly opportunities to contribute as part of our Co-curricular programme, which is not the case in all specialist award areas.

3.1 Sport

A Sports Scholar is expected to be a regular participant in School sport(s). This includes consistent attendance at training sessions and fixtures (both midweek and Saturdays). A national cup fixture should take precedence over any other co-curricular activity.

As well as being an outstanding performer, a Sports Scholar should also demonstrate key qualities such as respect, leadership and sportsmanship towards teammates, opponents and officials, in line with the School's values.

3.2 Music

A Music Scholar is expected to play an active and prominent role in the music department co-curricular programme and to act as an ambassador for Music at Brentwood School. A music scholar would be expected to sign up to perform as a soloist in termly chamber concerts, to attend a minimum of two weekly ensemble/choral rehearsals and prioritise school concerts and performances over other co-curricular commitments.

Holders of Music Scholarships would usually be expected to take GCSE Music, though not IB Music or A Level Music.

3.3 Dance

A Dance Scholar is expected to play an active and prominent role in the Dance co-curricular programme and to act as an ambassador for Dance at Brentwood School. This will include performing in the annual Dance Show and Whole School Musical, prioritising School Dance rehearsals and performances over other co-curricular commitments.

Holders of Dance Scholarships would usually be expected to take GCSE Dance and, in the Sixth Form, IB Dance, IB Theatre, A Level Drama or A Level PE.

3.4 Drama

A Drama Scholar is expected to play an active and prominent role in the Drama co-curricular programme, and to act as an ambassador for Drama at Brentwood School. This includes prioritising rehearsals for School productions relevant to their age group over other co-curricular commitments.

Holders of Drama Scholarships would usually be expected to take GCSE Drama and, in the Sixth Form, IB Theatre or A Level Drama.

3.5 Chess

We expect our Chess Scholars at Brentwood to play an active part in our wide range of chess activities - representing Brentwood School and their House in a variety of online and in-person competitions and joining one of our chess clubs. Scholars will be expected to promote these activities to their friends and fellow pupils, and it is very much their efforts and positive attitude towards chess, which we especially value.

Chess Scholars are expected to be exemplary role models for chess in how they conduct themselves online and in person during chess events and to help their fellow players, in the school and beyond, develop their chess. Scholars will also be asked on occasion, to promote chess externally at events like Open Days.

3.6 Art

Our post-16 Art scholars will be expected to be involved in the life of the department and to act as an ambassador for Art at Brentwood School. They will be expected to attend life drawing sessions as well as helping out with various clubs and activities that might take place at lunch time and after school. There is the matter of extending the visual presence of the department around the school through the production of murals for example, as well as supporting staff in creating backdrops for theatre productions, when requested. Finally, they will be expected to attend open evening events such as options evening and, where possible, private views.

Holders of Art Scholarships in the Sixth Form would be expected to take IB Visual Arts or A Level Art.

4. Obligations of the Parents

Parents are required to:

4.1 Support and encourage the pupil to fulfil the **Purposes of the Award**; and

4.2 Treat members of the School community reasonably and to uphold the aims and the good name of the School, by being an ambassador for the School's values of Virtue, Learning and Manners; and

4.3 comply with the School's Terms and Conditions.

5. Means Tested Awards.

The School will arrange for all means tested awards to be subject to an independent and full review in Year 9 and Year 11 in advance of moving to each new Key Stage and the School reserves the right to conduct an interim review at any time. Reviews will be carried out by external assessors on the School's behalf. After any review, the School will normally provide a term's notice of any reduction in the value of an award but reserves the right to vary the value of the award with immediate effect and will confirm the new value in writing to the Parents.

Consistent with Clause 4.9 of our Terms and Conditions, where it appears likely that an award which includes financial assistance may be reduced or withdrawn, you will be notified in advance and, if within fourteen (14) days of that notification your child is withdrawn from the School, no fees in lieu of notice will be payable by you. This will give you enough time to decide whether you want to continue to educate your child at the School without the benefit of the financial assistance.

An award will be adjusted or removed where Parents fail to provide full financial information when requested. This ensures that the School's charitable funds continue to be applied fairly and equitably.

6. Continuation of the Award

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

6.1 In the case of a means tested award, the Parents satisfying the School's financial requirements as required under Clause 4 above; and/or

6.2 in respect of all awards:

6.2.1 the financial resources allocated by the School to support the award being sufficient to maintain the award; and

6.2.2 the Pupil complying with the obligations set out in Clause 2 above. Please also see Clause 8.2.1 below.)

7. Confidentiality

The value and terms and conditions of the award shall remain confidential to the Parents and the Pupil and the School. This is because our scholarships and bursaries are highly sought-after and the level of bursaries in particular will differ according to individual financial circumstances. Each year parents' expectations far exceed the number of awards that we are able to offer and we believe that our decision to make a financial award should be a private arrangement between us and the Parents. Those Pupils whose attainment or skills merit the award of a scholarship are identified as such in our pupil roll but the amount is never disclosed. **A breach of this confidentiality may result in the withdrawal of the funding.**

8. Termination of the Award.

The award may be terminated on the following grounds:

8.1 termination on financial grounds. The School may terminate the award on one Term's notice in writing if, in the opinion of the School Governors acting in good faith:

8.1.1 the Parents have not satisfied the School's financial requirements under Clause 5 and Clause 6.1; or

8.1.2 the School is no longer able to continue the award under clause 6.2.1

The termination shall take effect from the date set out in the written notice.

Parents may elect to voluntarily withdraw their child from a specialist award where their child wishes to withdraw from any of the obligations set out in Clause 3 above, such as the requirement to opt for a qualification in their specialist subject. Parents are advised to discuss this with the Head of each specialism in advance of any such decision.

8.2 termination on the grounds of conduct: the School may terminate the award by written notice sent to the Parents 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:

8.2.1 the Pupil has not complied with the obligations set out in clause 2 and in the further opinion of the School and the Governors there has been no significant improvement following consultation with the Parents and/or the Pupil and the issue of a written warning; or

8.2.2 the Parent has not complied with the obligations set out in clause 4; or

8.2.3 the Parents of the Pupil do not keep the value and terms and conditions of the award confidential in accordance with clause 7; or

8.2.4 the Parents withdraw the Pupil from the School without providing a full Term's Notice in accordance with Clause 5 of the School's Terms and Conditions.

8.3 repayment of the award: the Parents will be required to repay all or part of the benefits received under the award if it is terminated in any of the following circumstances:

8.3.1 under clause 8.1.1, if the Parents have knowingly provided false or inaccurate information about their financial position, all benefits received from the date on which the false or inaccurate information was supplied may be repayable; or

8.3.2 under clause 8.3.1, 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, as set out in the Behaviour Policy, up to three Terms' benefits (if received) may be repayable.

9. Cancellation and Withdrawal: For the avoidance of doubt, the benefit receivable under an award will not apply to the Parents' 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.

10. Conditions of Award: These Conditions of Award may be amended from time to time and 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 Award shall be interpreted in accordance with them.