



St Leonards

St Andrews, Fife



USEFUL INFORMATION



ST LEONARDS ADMISSIONS POLICY

Students are admitted to St Leonards regardless of native language, ethnicity, gender, religion and disability (where practicable) as long as other entrance requirements are met.

As it is essential that all students at St Leonards have the opportunity to develop their full potential, parents are required to disclose any difficulties which their child is known to have. To ensure everyone has maximum information and opportunity, there is a more detailed admissions procedure for those students where a specific learning difficulty is already known.

The selection procedures for all applicants are based on ability and aptitude. Those with additional support needs are admitted according to the same criteria as other students, including performance in entrance examinations, provided that admission is compatible with:

- a) the provision of efficient education for the students with whom he/she will be educated;
- b) the efficient use of resources and the level of support the School is able to provide.

Prospective students are expected to complete any entrance papers without the aid of a reader, a scribe or a word processor. This will give the relevant departments, including Support for Learning, maximum information on both the writing ability of each candidate and the ability of the candidate to process written material unaided.

Notes:

- a) A further charge is made for learning support in the Senior School and Sixth Form.*
- b) The School reserves the right to request a confidential report from any prospective student's current school, whether or not a student has additional support needs.*
- c) Applications by the siblings of students already at St Leonards will be treated in the same way as any other applications.*

GENERAL ADMISSIONS PROCEDURE

Although the main intake is at the start of each academic year, applications can be considered at any time during the school year. All prospective students are interviewed by the Headmaster of St Leonards or the Headmaster of St Leonards Junior School. International students who cannot attend for interview will be asked to submit a detailed personal statement.

There will be an entrance test day (normally in November or January) for students entering the Senior School or Sixth Form, although dates can be arranged individually at other times. Parents are expected to have advised their child's current school by this stage of the application to St Leonards. A formal offer will be made once the outcome of the tests is known and, if required, a confidential report has been received from the applicant's current school. Payment of a deposit is required at least one month after receipt of offer.



Applications are considered strictly in chronological order of receipt of both the completed application form and payment of the application fee of £100. A waiting list will be established when a year group becomes fully subscribed. Once a place becomes available it will be offered, subject to the usual entry procedures, to the first applicant on the waiting list.

The Registrar is happy to discuss with parents a) any decision not to offer a place to a candidate and b) the admissions policy in general. If parents still have concerns, they may write to the Headmaster requesting a meeting.

St Leonards Junior School (Years 1-7)

Children seeking entry are normally required to spend either a morning or afternoon in school to enable teaching staff to assess their abilities in reading, language and numbers, as well as their social skills. This helps to establish the correct level of entry for each child. Those wishing to enter Years 4 – 7 are also given formal entrance tests in English and Maths, either during the day in school, or at some other agreed time.

Any support for learning issue highlighted is investigated further using the same procedures as those where an additional support need is already known (see later).

St Leonards Senior School Years 8, 9, 10 and 11 (Pre-IB)

Entry is by means of CAT4 assessment or Common Entrance. Students seeking entry are also recommended to spend a day in school. This helps to establish the correct level of entry for each student.

Entrance Examinations are held at individually arranged times. Any support for learning issue highlighted by these assessments or otherwise is investigated further using the same procedures as those where an additional support need is already known (see later).

St Leonards Sixth Form

Students entering the Lower Sixth Form Year 12 are usually expected to have gained:

- At least GCSE Grade B for Higher Level subjects and grade C for Standard Level subjects or the SQA National 5 equivalent;
- An acceptable international equivalent to those mentioned above.

All students will also be required to sit CAT4 assessments in Maths and English. Students for whom English is not their first language are expected to have obtained a standard of English equivalent to the Cambridge First Certificate or IELTS academic grade 6.



ADMISSIONS PROCEDURE FOR STUDENTS WITH KNOWN SPECIFIC LEARNING NEEDS

Where a child has a known specific learning need, previous psychological assessments, IEPs/CSPs and school reports will be studied carefully in conjunction with the entrance tests taken. Where appropriate, further assessment will be carried out to ensure that such prospective students are not disadvantaged by a disability, provided the criteria for admission are sustained.

The admissions procedure is as follows, whether or not a child has already been formally registered for entry:

- Where the school deems it necessary, the child will spend a day with the relevant Year Group for an informal assessment of how they cope with the work of the class and fit in with the other students. The Head of Support for Learning will meet with the child during the course of the day and carry out any informal assessments appropriate to this stage in the admissions process.
- Parents may be asked to provide samples of the books used/work done by the child for the Head of Support for Learning and other appropriate members of staff to review.
- The Head of Support for Learning/Head of School/Head of Year Group will provide the Registrar with a report in writing for discussion with the Headmaster.
- Parents will then be invited to a meeting with the Registrar/Head of Support for Learning / Headmaster to discuss the outcome. (This may be necessary only if the informal assessment indicates a possible need for a level of support greater than the school can provide or where further discussion is desirable following review of all the information gathered to date.)
- If parents wish to proceed with registration after informal assessment, a report will be requested from the child's current school and a date set for formal entrance tests, if appropriate.
- Once the entrance tests have been marked, comments on the tests and a recommendation as to the level of support required by the child will be made by the Head of Support for Learning, taking into account the entrance tests and all other oral and written evidence gathered during the admissions process.
- Parents will again be invited to a meeting to discuss the outcome. At this stage an offer of a place in school may, or may not, be made.

Please note that the Admissions Policy of St Leonards is monitored and reviewed regularly and may be subject to change.



SCHOLARSHIPS

Context

Scholarships are solely awarded as means of recognising achievement and excellence whether academic or in art, drama, music, sport or golf. Scholarships are not associated with any remission on fees. Most remissions offered by the School take the form of Academic Bursaries. For more information contact the Registrar or Bursar.

Scholarships will be awarded:

- At the end of Year 7 for entry into Year 8;
- At the end of Year 8 for sustained excellent performance through the year;
- At the end of Year 9 for entry into Year 10;
- At the start of Year 12 after the publication of GCSE results in August;
- Following the end of Year 12 exams for entry into Year 13;
- For entry into the one year Pre-IB course (Year 11) (non-academic only).

Scholarships will be awarded in the following areas of achievement:

- Academic
- Drama
- Music
- Art
- Sports
- Golf

Length of award

The award remains with the scholar until he/she leaves St Leonards. A Scholarship may be withdrawn if performance falls to an unsatisfactory level.

Requirements for award

The standards required are deliberately high.

Academic: A scholarship award winner is expected to be a likely candidate for entry to Oxford or Cambridge or another elite University.

Art: A Scholarship award winner needs to demonstrate an excellent understanding of the basic visual elements, compositional accuracy and outstanding artistic ability. An accompanying portfolio is desired.

Music: A scholarship award winner is expected to demonstrate a high degree of proficiency or potential on one or preferably more instruments (or voice). Composition specialists may also be considered, with an appropriate portfolio. Award winners must be prepared to commit themselves fully to the life of the Music Department through participation in choirs and ensembles.

Drama: A scholarship award winner is expected to display outstanding theatrical knowledge and skills as well as proficiency for devised drama. An accompanying portfolio is desired.



Sports: A scholarship award winner is expected to have national or regional honours in one or possibly more sports or be likely to achieve them.

Golf: A scholarship award winner is expected to have national or regional honours in golf or be likely to achieve them.

Assessment

Academic Scholarships

The assessment of academic performance will take the form of:

- A review of the end of year assessments in Year 7, the sitting of a one hour logic paper; interview by the Headmaster and Head of Year Group (for external candidates – entrance assessments; logic paper and interview).
- A review of the end of year exams in Year 8 and a review of performance through the year by the Headmaster and the Head of Year Group (for external candidates – entrance assessments; logic paper and interview).
- A review of the end of year exams in Year 9 and the sitting of a one hour logic paper; interview by the Headmaster and Head of Year Group (for external candidates – entrance assessments; logic paper and interview).
- A review of the final GCSE results and of academic performance through Years 10 and

Year 11 by the Headmaster and Head of Year Group (for external candidates – entrance assessments and ideally an interview).

- A review of the end of Year 12 exam results and interview by the Headmaster and Head of the Sixth Form.

Procedure

Pupils in Year 7 of St Leonards Junior School who are appropriate candidates for an award will be recommended by the Headmaster of St Leonards Junior School following their end of year assessments;

Suitable external candidates will be recommended by the Head of Year Group following their entrance assessments.

Parents of pupils will not be able to enter their son or daughter for an award and entry will be primarily based on sustained high levels of achievement as indicated by exam results or performance through the preceding year.

Pupils in other Year Groups will be recommended for entry to the Headmaster either by the Head of Year Group or the Head of Sixth Form.



Drama Scholarships

Procedure: The Head of Drama will conduct an audition which will consist of prepared pieces and devised work.

Music Scholarships

Procedure: The Director of Music will conduct an audition and informal interview. Candidates should perform a prepared piece on each of their chosen instruments, and will be given sight reading and aural tests at an appropriate level.

Art Scholarships

Procedure: The art scholarship exam is to complete a piece of artwork. It is helpful, particularly with new students coming from other schools, to bring a portfolio of their work in other disciplines.





Sport Scholarships

Procedure: The Director of Sport will conduct an informal interview with candidates and assess their performance in their chosen sport or sports. Current ability, potential and commitment to the school will also be assessed.

Golf Scholarships

Procedure: The Director of Golf will assess candidates golfing ability across a range of clubs looking at aspects of the candidate's game. This will be followed by an informal interview with the Director of Sport.

Award

The award will take the form of a voucher up to the value of £50 and a certificate. Both will be presented at an appropriate assembly.





ST LEONARDS CURRICULUM

The stages of the education we offer provide for both academic continuity and the opportunity to join St Leonards at strategic points without compromising progress.

Pupils in the Junior School follow the St Leonards Primary Years Curriculum. This is underpinned by the values of the St Leonards learner profile which is in turn influenced by the ethos of the International Baccalaureate. The Curriculum is based on investigative learning and inspires pupils to be inquirers; knowledgeable; thinkers; communicators; principled; open-minded; caring; risk-takers; balanced; reflective.

The academic curriculum in Year 7 of the Junior School and Years 8 and 9 of the Senior School is similarly underpinned by the values of the St Leonards learner profile and is called the Middle Years Curriculum, with additional options and schemes of work that extend and expand the subject core. Years 10 and 11 follow the English Curriculum of GCSEs and IGCSEs.

Students in the Sixth Form study the Diploma Programme of the International Baccalaureate.

At all stages there are extensive programmes of co-curricular and curriculum-based activities.

	St Leonards	Age (approx)	St Leonards Curriculum	English Equivalents (approx)		Scottish Equivalents (approx)	
St Leonards Junior School	Y1 – Y6	5 – 11	Primary Years Curriculum	Y1 – Y7	Key Stages 1 and 2 leading to part of KS3	P1 – P7	SQA “Curriculum for Excellence”
St Leonards Junior School	Y7	11 – 12	Middle Years Curriculum	Y7	Key Stage 2 leading to part of KS3	P7	SQA “Curriculum for Excellence”
St Leonards Senior School	Y8, Y9	12 – 14	Middle Years Curriculum	Y8, Y9	Key Stage 3	S1, S2, S3	SQA “Curriculum for Excellence”. A broad general education
	Y10 (Y11/Pre-IB)	14 – 16	GCSEs/IGCSEs	Y10, Y11	GCSEs/IGCSEs	S4	National 4s and 5s
St Leonards Sixth Form	Y12, Y13	16 – 19	IB Diploma Programme	Y12, Y13	GCE AS and A Levels	S5 S6	Highers Advanced Highers



ST LEONARDS JUNIOR SCHOOL

Years 1 to 6

The St Leonards Junior School Curriculum from Years 1 – 6 focusses on the development of the whole child as the inquirer, both in the classroom and in the world outside.

The curriculum is a mixture of class based and subject based teaching; each lesson encouraging children to question, explore and communicate. Maths and English are timetabled and taught individually, as well as Languages, Art, Drama, Music, PE (including weekly swimming lessons) and Games sessions. The humanity subjects are taught as part of a ‘Unit of Inquiry’, learning through themes. Languages are introduced from an early age: French from Year 1, Latin from Year 6 and other Modern Foreign Languages in after-school clubs.

The pupils have the advantage of having access to the facilities of the Senior School, including Science Laboratories, Music Centre, Art Department, PE and sports areas. There is an extensive co-curricular activities programme, with over 35 after-school clubs available.

The main point of entry to the Junior School is Year 1, however we welcome new boys and girls into any year, subject to availability.

Year 7

The Year 7 Curriculum is matched with that of Years 8 and 9 to provide a seamless and coherent transition. They also share the Senior School facilities.

THE SENIOR SCHOOL

Year 8 and Year 9

Year 7 in the Junior School and Years 8 and 9 in the Senior School are part of the St Leonards Middle Years Curriculum. All teaching is delivered by subject specialists, providing the perfect foundation platform for the GCSE course.

- All pupils study English, Maths, Science (taught as Biology, Chemistry and Physics), French, ICT, History, Geography, Religious Studies, Art & Design, Latin, Music, PE and Games.
- Pupils complete taster lessons in Spanish and German in Year 7 and then choose which language they would like to progress in Year 8 and into Year 9.
- Design and Technology is taught in Y8.
- The ‘Ad Vitam’ classes are the route to delivery of PSHE and careers guidance. All year groups participate in this programme.
- Year 8 and Year 9 students study Drama.
- Activity sessions are offered after school from 4.30-5.30pm, as is supervised prep.



Year 10 and Year 11 (Pre-IB)

- Pupils normally study 8, 9 or 10 GCSE subjects depending on ability and aptitude. In addition a comprehensive programme incorporating Ad vitam, PE, Games, PSHE and co-curricular activities.
- The core subjects at GCSE include English Language, English Literature, a modern foreign language, Religious Studies, Mathematics and a balanced science course involving all three sciences. The modern foreign languages on offer in this compulsory section are French, German and Spanish.
- The options are then based on a three-column system and include Art and Design, Classical Civilisation, Geography, History, PE, Drama, Music, Latin and a second modern language from a choice of French, Spanish and German.
- The balanced science course enables pupils to take Biology, Chemistry and Physics as separate GCSE subjects or as Science GCSE.
- Subject choices are made on an individual basis and there are full consultation procedures amongst staff, parents and pupils before final decisions are made.
- As for Years 8 and 9, activity and supervised prep sessions are offered after school from 4.30-5.30pm.





The Sixth Form

Year 12 and 13

Full details may be found in the IB Diploma Handbook.

Entry is from the Senior School or from other Scottish, English or international schools.

The curriculum is based on the Diploma Programme of the International Baccalaureate Organisation (www.ibo.org).

Students studying the Diploma Programme must select a subject from each of the six groups:

Group 1: Language A*: Native or near native language	English, Chinese, German, Italian, Russian, Spanish*
Group 2: Language A **: Native or near native language	English
Language B*: Second language	eg English, French, German, Spanish or Latin or Ab Initio: Foreign language for students with no previous experience of the chosen language: eg Italian or Spanish
Group 3: Individuals and Society:	Economics, Geography, History or History of Art, Business Management, ITGS (Information Technology in a Global Society), Psychology
Group 4: Experimental Sciences:	Biology, Chemistry, Physics or Environmental Systems and Societies, Computer Science, Health and Sports Science
Group 5: Mathematics:	Mathematics or Mathematical Studies
Group 6: Arts and Electives:	Visual Arts, Music or Theatre or second subject from Group 1-4 according to availability

- GCSE English and GCSE Mathematics may be on offer in the Sixth Form. There is an extra charge for such tuition.
- In addition to a full academic programme, students follow curriculum enrichment courses, attend careers seminars and take full advantage of the extensive games and fitness provision. A full co-curricular programme is also an integral part of the timetabled week.

- The School reserves the right not to offer a subject should the numbers wishing to study it not justify running the course. Any student enrolled on a course is, however, guaranteed tuition until the end of the course.

**Some Language A and Language B Ab Initio choices incur extra costs for tuition.*

***Courses will only run according to demand.*



ASSESSMENT

Continuous assessment is an integral part of our day-to-day teaching and learning at all stages, but the following formal assessments take place during the year:

St Leonards Junior School

All years have assessments in the Autumn Term and at the end of the Summer Term. Years 5 to 7 also have INCAS assessments in English, Mathematics,

Verbal Reasoning and Non-verbal Reasoning in October. These assessments are marked with a raw score, which is then converted into a standardised score. Standardised scores enable us to compare our pupils with a large, nationally represented sample.





Senior School

Year 8 and Year 9

Sept

Internal base-line testing takes place in English, Mathematics and Science to determine National Curriculum levels.

June

End of year school examinations

Year 10

December and June

Internal school examinations

Year 11 (Pre-IB)

January

Mock GCSE examinations

May/June

Externally marked GCSE examinations

There is a timetable set for GCSE Coursework, which ensures that each department has an appropriate and separate time interval to complete their required coursework.

Sixth Form

Externally marked examinations for the IB Diploma Course are in May/June of Year 13. Internal examinations will be set at the end of the Autumn and Summer Terms in Year 12 and internal 'preliminary final' examinations in February/March of Year 13.





OTHER INFORMATION

Passports and Visas

It is the responsibility of the parent and/or guardian to ensure that all students who are not UK nationals have the required passport and visa (if outside the EEA) in place. The school cannot accept responsibility for any problems arising from out-of-date passports or visas. All enquiries regarding the provision of CAS for visa applications should be referred to the Registrar, at least six weeks prior to the expiration of the current visa.

Learning Support

We will contact you should we feel that your child would benefit from Learning Support. However, if you have any concern about your child's academic progress, please contact us.

Religion

Comparative Religious Education is part of the curriculum. Although it is based on Christianity, the course also looks at the principal religions of the world.

Extra-Curricular Activities

The School offers a wide range of activities. Many of these activities are free of charge but some do incur a fee. Please note the half-term's notice for ceasing charged 'extra' activities. Once your son/daughter has signed up for an activity they are expected to attend for at least a term unless otherwise agreed with school.

Private Instruction

Pupils extracted for private instruction are expected to catch up on schoolwork missed in their own time. A rota system is used to spread the loss of class time. Fees for extra tuition can be found on the Fee Sheet. Please note that a half-term's notice must be given to cease any private lessons.

Prep

Prep is set on a regular basis from Year 3 onwards. This allows pupils to review and consolidate what has been learned in class, along with extension work.

Supervised prep is available after school but, if your son/daughter is participating in an after-school activity, or if it is not convenient for them to stay, please ensure that your child completes their prep at home. Prep should be written into the pupil's homework diaries.

Queen Mary's Library

Queen Mary's Library is available to all pupils. Pupils may borrow books from the Library as they wish, but it is important that each pupil signs out their chosen book.



Trips

Educational visits are arranged on a regular basis. They are related to the current topics/themes and are therefore most beneficial for the pupils as they are able to learn from ‘hands on’ experience providing an extension to their classroom experiences.

Residential School trips are offered from time to time. To encourage co-operation and self-sufficiency all pupils should be encouraged to participate in these trips.

Academic Lesson Costs – Recharge

At St Leonards, we are able to offer a wide range of different IGCSE and IB Diploma subject choices. A small minority of IGCSE and IB Diploma subjects incur an additional cost. A list of these subjects can be found on the relevant option choice forms but, as an example, this includes a number of Language A and Ab Initio courses and for IGCSE these subjects are mainly foreign language mother tongue courses.

For next academic year the price structure per term can be obtained from the accounts office – Mr Bannan c.bannan@stleonards-fife.org or the Academic Deputy Head - Mrs Pemberton-Hislop d.pemberton@stleonards-fife.org.

Examination Results: GCSE And IB Diploma Results Analysis 2012 – 2016

	GCSE		IB Diploma	
	% A* - C Grades	% A*/A Grades	Average Points Score	% 5-7 at HL
2016	90	33	34	86
2015	92	42	33	73
2014	84	38	34	76
2013	89	40	34	74
2012	95	52	34	83



Dedicated School Buses

The school currently operates the following dedicated bus services for day students:

- From Kirkcaldy via Glenrothes, Leven, Lundin Links, Upper Largo and Largoward. The bus leaves Kirkcaldy at 7.20am.
- From Kilconquhar via Elie, St Monans, Pittenweem, Anstruther, Cellardyke and Crail. The bus leaves Kilconquhar at 7.35am.
- From Auchtermuchty via Trafalgar Cross Roads, Cupar and Ceres. The bus leaves Auchtermuchty at 7.35am.

- From Dundee via Tay Bridge Access, Tayport, Leuchars Station and Strathkinness. The bus leaves Dundee at 7.45am.
- From Perth via Invergowrie. The bus leaves Perth at 7.05am.

Buses for the return journey leave St Leonards at 5.40pm.

Further details about the school bus services and fares are available from the Domestic Bursar, Mr Colin Knight c.knight@stleonards-fife.org





ST LEONARDS CATERING DEPARTMENT

Sample of typical weekly menu

LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
Soup	Soup	Soup	Soup	Soup	Melon	Soup
Chicken Fusilli Bake	Sweet & Sour Pork served with White Fluffy Rice	Ovenbaked Beef or Veg Lasagne	Gammon Steak with Pineapple	Grilled Fillet of Salmon	Mince Slice Veg Plait	Roast Beef & trimmings
Roast Vegetable Filo Parcel	Warm Croissant with Melting Jarlsberg Cheese or Tuna	Warm Crusty Bread & Crunchy Baton Vegetables	Cauliflower & Broccoli au Gratin	Dressed Fillet of Haddock	Spicy Wedge Potatoes	Tomato & Basil Mozzarella Tartlet
Sweetcorn Niblets			Herby Potatoes & Seasonal Veg	Mackerel & Spicy Salsa	Baked Beans, Salad & Sweetcorn	New Potatoes Roast Potatoes Baton Carrots Mangetout
Garlic Bread				Potatoes, French Fries & Peas		
Baked Potato & Filling selection	Baked Potato & Filling selection	Baked Potato & Filling selection	Baked Potato & Filling selection	Baked Potato & Filling selection	Baked Potato & Filling selection	Baked Potato & Filling selection
Salad Bar	Salad Bar	Salad Bar	Salad Bar	Salad Bar	Salad Bar	Salad Bar
Vanilla Pod Sponge with Hot Fudge Sauce	Fruit Crumble Custard Sauce	Tangy Lemon Pudding with Natural Yoghurt	Creamed Rice Pudding with Hot Toffee Bananas	Strawberry Cheesecake	Selection of Oven Baking	Lemon Meringue Pie & Cream
Fresh Fruit Salad	Mandarin Jelly	Ice Cream & Seasonal Berries	Date Crunch	Gooseberry Fool		Fresh Fruit Salad & Ice Cream
Yoghurt Fresh Fruit	Yoghurt Fresh Fruit	Yoghurt Fresh Fruit	Yoghurt Fresh Fruit	Yoghurt Fresh Fruit	Yoghurt Fresh Fruit	Yoghurt Fresh Fruit

SUPPER	SUPPER	SUPPER	SUPPER	SUPPER	SUPPER	SUPPER
Soup of the Day	Soup of the Day	Soup of the Day	Soup of the Day	Soup of the Day	Soup of the Day	Soup of the Day
Mexican Night	Panini Bar	French Bread Pizza Bar	Burger Bar	Pasta Bar	Chinese Bar	German Style Sandwich Bar
Spicy Fajitas Veg Fajitas	Cheese & Ham Tomato & Onion	Pepperoni Margherita	Cheese Burger Veg Burger	Beef Arribiatta Cheese Sauce Mushroom Sauce	Beef & Sweet Chilli Veg Stir Fry	Salami Edam Emmental Gruyere Pastrami Smoked Sausage
Chilli Con Carne	Cannelloni	Macaroni Cheese	Shepherds Pie	Tagliatelle Penne Garlic Bread	Boiled Rice Prawn Crackers	Pickles Crusty Bread
Boiled Rice Sweetcorn	Potato Wedges Carrots	New Potatoes Coleslaw	Herb Rice Pickles Sliced Tomatoes			
Tossed Salad	Tossed Salad	Tossed Salad	Tossed Salad	Tossed Salad	Tossed Salad	Tossed Salad
Doughnuts Fruit Basket	Cherry Cake Fruit Basket	Fruit Tarts Fruit Basket	Krispie Cake Fruit Basket	Fruit Basket	Pineapple in Syrup Fruit Basket	Yoghurt Bar Fruit Basket



FEES: 2017/2018

Section of School	Year group	Boarding/ Day	Fee per year	Fee per term
Senior School	Year 8 to Year 13	Boarding	£33,162	£11,054
Senior School	Year 8 to Year 13	Day	£13,596	£4,532
Junior School	Year 6 to 7	Boarding	£26,970	£8,990
Junior School	Years 6 and 7	Day	£11,163	£3,721
Junior School	Year 1 to Year 5	Day	£9,690	£3,320

In addition, there is a compulsory ICT capitation charge of £200 per year per pupil.

Fees Cover: Curriculum tuition, returnable text books, three course lunch plus morning snack, after school activities taken by St Leonards Staff, full-board for boarding students, Learning Support in the Junior School.

Parents are reminded that the yearly fee is, for their convenience, divided into three equal instalments (even though the Autumn term is considerably longer than the other two). Thus, no refund is due to parents of Year 13 students because the IB Diploma examinations finish at the end of May.

Payment options

There is an option to pay school fees by monthly Direct Debit for which there is no additional charge.

Fees Do Not Cover: Non-returnable and damaged textbooks, uniform, trips and outings, examination costs (see following page), after school activities taken by external tutors (see following page), stationery, school bus, tuition for some languages, Learning Support in the Senior School and Sixth Form.

A deposit is required upon acceptance of a place at St Leonards. This deposit is refunded, minus any outstanding charges, when students leave St Leonards. Details regarding deposits can be obtained by contacting the Registrar.

Sibling Remissions

Means tested Sibling Remissions are available to families with more than one child at St Leonards.

Fee Assistance

A number of charities exist to provide financial assistance for educational purposes. A limited number of requests for financial assistance with fees will be considered on a means tested basis by the School Finance Committee upon submission of a confidential and detailed statement of personal finances. Please apply to the Bursar for details.



Temporary Removal of a Pupil

There may be occasions when a parent may request their child to leave for a period of time without leaving permanently. In such cases, as well as giving the school the required notice, the pupil will contractually have left the school and their place will be offered to the next pupil on the waiting list. At the School's discretion it may be possible to retain the pupil's place. However, the parents of the child would be required to pay a 'retainer fee' to St Leonards. This fee would be at the level of the fees they would have paid had they remained a pupil inclusive of any remissions they would receive. Any younger siblings would also retain any remissions they receive as if the absent sibling was still in attendance. In short the original contract with the School remains in force.

IB Examination Fees

IB Diploma students pay a registration fee to the IBO of £91. There is then a subsequent examination fee of £64 per subject (inc TOK and the extended essay). Postage costs for the examinations are also covered by the student at up to £100 dependent on examination marking location.

This can mean additional costs of up to £575 per student. These fees will not be charged until a student enters the second year of their IB studies.

GCSE Examination Fees

While there is no overall registration fee for GCSE, there is a charge for each examination students take. The figure varies according to the subject but would typically range from £27 to £47.50 per subject taken. Therefore, a student's GCSE examination costs could total up to £380. A small amount of this will be charged during the spring term of Year 10 to cover early modules and the remainder will be charged in the spring term of Year 11 (Pre-IB).

The fees given above for the IB Diploma and GCSE Examinations are for the 2017-2018 academic year and are, therefore, subject to change and are outwith the School's control.

Native Language Tuition

Due to the excellent connections with St Andrews University, St Leonards is able to offer a wide range of native language tuition in all year groups. However, please be aware that some of this tuition may be subject to an additional charge, dependent on Year Group, the number of students and language.

Learning Support Lessons £33.50 per lesson.



ACTIVITIES: SENIOR SCHOOL CHARGES (2017-18)

Music

Length of lesson	Charge per lesson	Comment
30 minutes	£18.50	Maximum 30 lessons per year
45 minutes	£27.75	
60 minutes	£37.00	

Instrument Hire: £6.25 per lesson

Speech and Drama: ESB Speech & Trinity Guild Hall Examination Course

Size of class	Charge per lesson
Individual	£18.50
Pair	£9.25
Group	£7.25

Golf

Programme	Charge
Elite Golf Programme	£1750
Development Programme	£1100
Beginner Programme	£700

*The Season Ticket covers play until 31 March 2018. A new Season Ticket will be required for play between 1 April 2018 and 31 March 2019. However the cost for this will not be known until February 2018 when prices are set by St Andrews Links Trust.

Prices for golf lessons are available on request. The costs vary dependant on the tutor and type of lesson and also whether individual or group lessons.

Watersports are charged per session and charges are available on request.



ACTIVITIES: ST LEONARDS JUNIOR SCHOOL CHARGES (2017-18)

Activity	Charge
Music (30 minutes)	£18.50 per lesson
Speech and Drama (individual)	£18.50 per lesson
Speech and Drama (pair)	£9.25 per lesson
Speech and Drama (group)	£7.25 per lesson
Judo (Autumn Term)	£70.00 per term
Judo (Spring Term)	£58.00 per term
Judo (Summer Term)	£34.00 per term
Ballet	£4.90 per lesson
Modern/Jazz dance	£4.90 per lesson





TERM DATES

AUTUMN TERM 2017

Tuesday 22 August	Boarding Houses open for :- new Senior School Yrs 8 – 11 boarders and new and returning Yr 12 boarders
Wednesday 23 August	Yr 12 (all students) Diploma Programme Induction From 2.00 pm onwards all remaining boarders to return 6.30pm Supper for boarders
Thursday 24 August	8.30am Term begins
Friday 13 October	4.15pm Half-term begins, 5.00pm Boarding Houses close
Sunday 29 October	Half-term ends 1.00 pm Boarding Houses open, 6.30pm Supper for Boarders (UK clocks go back 29 October)
Monday 30 October	8.30am Term resumes
Friday 15 December	12.00 Term ends, 12.00 Boarding Houses close

SPRING TERM 2018

Monday 8 January	Boarders return. Boarding Houses open from 9.00am 6.30pm Supper for Boarders
Tuesday 9 January	8.30am Term starts
Friday 9 February	4.15pm Half-term begins, 5.00pm Boarding Houses close
Sunday 18 February	Half-term ends 1.00pm, Boarding Houses open, 6.30pm Supper for Boarders
Monday 19 February	8.30am Term resumes
Friday 23 March	12.00 Term ends 12.00 Boarding Houses close (Easter Sunday: 1 April) (UK clocks go forward 25 March)

SUMMER TERM 2018

Tuesday 17 April	Boarders return. Boarding Houses open from 9.00am, 6.30pm Supper for Boarders
Wednesday 18 April	8.30am Term starts
Friday 25 May	Half-term begins 4.15pm IB Diploma course ends. Yr 13 students return for Leavers' Speeches and Prizegiving on 22 June 5.00pm Boarding Houses close
Sunday 3 June	Half-term ends 1.00pm Boarding Houses open 6.30pm Supper for Boarders
Monday 4 June	8.30am Term resumes
Friday 22 June	Prizegiving and Leavers Ceremony
Thursday 28 June	4.15pm Senior School Term ends
Friday 29 June	11.00am Junior School Prizegiving, 11.00am Boarding Houses close, 12.00 Term ends for Junior School

Please Note:

- St Leonards Junior School pupils return to school by 8.40am on the first day of each term.
- St Leonards Senior School and Sixth Form day students return to school by 8.25am on the first day of each term.



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