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31 March 2020

Dear Families

### **COVID-19 Fee Support Scheme**

I hope that you are all well. With the challenge of COVID-19, these are extraordinary times for all of us in our lives, our work and indeed our school. Above all else, I hope that you are managing to keep safe and in good health.

When it became apparent that COVID-19 was likely to spread, we looked quickly to prepare for the realities of distance learning. On closing the school buildings, we have implemented this across all age groups and the feedback we have received from you and from the wider community, so far, has been overwhelmingly positive. We are confident that we have put down strong foundations, constantly refining our approach to ensure a robust programme that will deliver a continued provision of learning to all our students. I am enormously grateful to our teachers who have risen to the challenge in such a short space of time and in difficult circumstances. This situation is unprecedented for all of us and we also thank you, for all that you have done as parents, to support your children in their learning, not least with the younger children. You have often done this while juggling competing commitments and often while trying to work from home. It has been a challenging time for all concerned.

Senior leaders and staff are now preparing for a more developed and ambitious 'School Without Buildings' programme for next term, involving a wider range of approaches and giving a greater variety to the learning experience. Your feedback from this week has been useful in planning this and further feedback will continue to be invaluable, as we progress through next term. We will be in touch prior to the start of next term, with a full outline of the new programme and all that it involves.

Despite all this, we recognise that distance learning cannot fully replicate the experience that your child normally receives at Claremont. We know too that with the current economic situation and uncertainty, you may well be finding the prospect of normal school fees more challenging. We understand that and want to do what we can to help.

I am therefore announcing in this letter a **COVID-19 Fee Support Scheme**, in which we have laid out a series of measures we hope will alleviate some of the financial pressure you may be feeling. Over the last week we have identified cost savings through a combination of internal initiatives and external government support. Some of these involve putting on hold, for now, elements of the capital projects we have

planned over the next 12 months. The Darwin Group led project to build the new KS1 building is, however, well underway and will be completed once things get back to normal. However, the planned completion date for this of September 2020 is now unrealistic and we will keep you posted when we have the revised dates.

I must stress that the COVID-19 Fee Support Scheme outlined below goes considerably further than simply passing back to parents those savings we have identified above. This is a huge financial commitment from the School, made possible by being part of a large, successful global group of schools, the International Schools Partnership (ISP). Similar fee support schemes are being rolled out across all the schools in the group.

### **COVID-19 Fee Support Scheme**

#### **1. Boarding Fees**

These are not chargeable until the School re-opens. Boarders will be charged day student fees only, with the subsidies applied, as per Point 4 below.

#### **2. Ancillary Fees**

There will be no charges for any ancillary fees, extras, or after-school activities for the duration of the school closure (this includes the Football Academy). There will continue to be a fee charged for 1:1 Learning Support, delivered online, given the specialised and bespoke commitment this involves. A reduced fee for EAL, of 30%, will apply while the School remains closed.

#### **3. Payment Terms**

All families should be reminded that fees can be paid, monthly, termly or annually. Please contact the Finance Team directly [covid-19@claremontschool.co.uk](mailto:covid-19@claremontschool.co.uk) if you would like to change your payment arrangements.

#### **4. 2019-20 Tuition Fees**

We recognise that the younger your child, the more support you will need to make the distance learning approaches successful. This is reflected in the subsidy percentages outlined below. From 1 April 2020 until the date the School reopens, we will apply – subject to you fulfilling the conditions set forth in point 6 below – the following subsidies to your monthly school fees:

<b>Year Group</b>	<b>Subsidy</b>
Nursery	* 100%
Pre-Prep	50%
Prep	30%
Senior	30%

*\*No fees are chargeable to Nursery parents until the government announces Nursery Schools are to fully reopen. Until that time, our Nursery will remain open for the children of identified key workers only.*

**Please note:**

- These subsidies apply to the published fee schedule for the current school year.
- If you have already paid this term's fees in advance, we will apply the same subsidies as described above, in the form of a credit to your September 2020 invoice. For Year 13 students, where families have already paid, we will be in touch with you directly to arrange a refund.

**For those on existing Scholarships and Bursaries:**

- The maximum net fee reduction we are able to offer any given student, is 50%
- Existing scholarships and bursaries will continue to be applied, alongside the subsidy, up to the 50% limit. This is so that we are able to further support those who already qualify for ongoing financial assistance from the School.

For example: If you are in either the Prep or Senior School and have an existing 20% Scholarship, then you will receive the full 30% subsidy on top. However, if you have a 30% Scholarship then you will be eligible for an additional 20% only.

The above measures allow the benefits of this scheme to be felt by the largest possible proportion of our parental body.

**5. 2020-21 Tuition Fees**

Fees for the 2020-21 academic year will be maintained at the level of the 2019-20 previously published fee schedule, until 1 January 2021, when there will be a 2% rise (Fee schedule attached with email).

We are also offering a special discount for the advance payment of next year's fees:

- 6% discount on next year's fee if the full amount is paid by 31 July 2020 OR
- 5% discount on the first term's fees (September to December), if you pay the first term's fees by 31 July 2020

**6. Conditions to benefit from the COVID-19 Fee Support Scheme**

In order to benefit from the scheme, the School requires families to meet the following two criteria:

- Any outstanding invoices due to the School need to be settled by Monday 20th April 2020 (exceptions may apply – please consult directly with me if you have any questions or concerns).
- The first part of this offer (Point 4) applies to ALL students who will remain at the School in September 2020. It also applies to those in Year 13 and any family who has given notice of leaving, in accordance with our Terms and Conditions.

***Please note that all fee changes for the academic year 2020-21 will only come into effect from 1 January 2021.***

We appreciate that this level of financial commitment and forward planning may be particularly challenging for some families at the moment. If that is the case, please do not hesitate to contact the School via email [covid-19@claremontschool.co.uk](mailto:covid-19@claremontschool.co.uk) and we will give you a call to arrange a meeting.

It has taken some time to develop this support package and I am delighted with the response from ISP, who have recognised immediately that, whilst we need to protect the School and need to be able to plan ahead with confidence, above all else, we need to help our families and the Claremont Community through this period. I trust that these measures will go some way to providing reassurance through these challenging times. We are very grateful for your continued patience, cooperation and understanding, as we continue to adapt to the current COVID-19 pandemic. Although the current situation is unsettling, with your help we will continue to do everything we can to maintain the continuity of learning for all our students and we value your support and loyalty to make this a reality.

There will, no doubt, be families who need to discuss this further and for whom more individual support and guidance may be needed. If you wish to discuss any of the above and require a meeting with either me, or a member of the Finance Team, then please do not hesitate to be in touch via email in the first instance at: [covid-19@claremontschool.co.uk](mailto:covid-19@claremontschool.co.uk) One of us will then give you a call to arrange a meeting.

Above all else, the safety and well-being of our students, staff and families remains a constant priority. I would like to finish by saying that I hope you stay healthy and wish everyone who is unwell a speedy recovery.

With very best wishes to you all.

Yours sincerely

Giles Perrin  
Principal