



St. Bees School

# Agent Handbook

St. Bees School, St. Bees, Cumbria  
CA27 0DS, England

Tel: 00 44 (0)1946 828010

E-mail: [admissions@st-bees-school.co.uk](mailto:admissions@st-bees-school.co.uk)

Website: [www.st-bees-school.org](http://www.st-bees-school.org)

**Key Contacts:**

Mrs. Jane Hawley: Registrar  
Tel: 0044 (0) 1946 828010

Mr. Philip Capes, B.Sc. (Exeter) M.A: Headmaster  
Tel: 0044 (0) 1946 828002



Highly Trusted Sponsor



## Key Facts about St. Bees School



- Co-educational HMC Boarding School for pupils aged 11-18 years
- Co-educational Day HMC School for pupils aged 4-18 years
- Approximately 300 pupils in total of whom approximately 20% are international students.
- The School was founded in 1583 and has a long history and tradition.
- Situated in a coastal location on the western edge of the Lake District National Park - one of the most beautiful parts of England.
- 120 miles from Manchester Airport. Transport is arranged at the start and end of each term from Manchester, Liverpool, Newcastle and Glasgow Airports.
- High standard of pastoral care and academic excellence.
- Superb facilities including heated indoor swimming pool. 9 hole golf course and golf academy led by a professional PGA Golf Coach.
- International Centre which improves a pupil's standard of English, in preparation for mainstream education.

***“Our daughter benefitted enormously from her stay at St.Bees School. My wife and I have no doubt that it was worth it in every way. You cannot estimate the benefit in pounds: staying in St. Bees was good for her language, for her self-confidence and her organizational skills. Our daughter has made friends from all over the world and she will stay in contact with them for years.”***

***Mr. & Mrs. Gennan - Germany***

# The Boarding Houses

Presently we have five boarding houses: Bega (junior girls aged from 11-15), Lonsdale (senior girls aged from 16 -18), Abbots (junior boys aged from 11 -15) and School House and Grindal (senior boys from 16 – 18). All our boarding pupils have 24 hour access to our fully qualified medical staff and our School Chaplain.

Each House is run by a resident Housemistress or Housemaster. Boarders are encouraged to bring personal belongings to make their rooms as homely as possible. Boarding staff recognise the importance of a balance between work and play and this is taken into consideration when drawing up the weekend activity program.



Grindal House



School House



Lonsdale Terrace

We are very much a family school, caring and geared to meet the needs of each individual child. At St. Bees everyone is important, we pride ourselves on the fact that we excel in pastoral care as a happy child is our main priority

***“...boarders know that they can take a welfare or a personal problem to any member of staff, and are confident that any concerns will be listened to”***

***“...international boarders feel that they are made welcome and are treated with respect and understanding by the school and community”***

***Good Schools Guide 2011***

# The Curriculum

We provide an academic curriculum that allows pupils to develop an appreciation, understanding and enjoyment of the subjects that they study.



It is our aim that pupils are inspired and challenged and that they develop the skills and knowledge that not only enable them to excel in examinations but that also develop confidence, intellectual curiosity and passion for knowledge and lifelong learning that will equip them to enter the ever changing world in which we live.

Our teachers are highly qualified, committed and dedicated. All members of the teaching staff are subject specialists and include senior examiners. We keep class sizes small so that every pupil receives the individual attention that enables them to flourish, our teaching ratio is 1:8. The progress and pastoral welfare of each pupil is carefully monitored by a personal tutor.



***“... new boarders receive a friendly welcome and are fully supported in settling into their new life. The excellent staff and boarders' relationships are based on mutual respect. Boarders are actively encouraged to treat each other with respect and understanding while at the same time enabling them to develop their own personality and individuality”.***

***“... a strong sense of community is promoted and this provides the base for life long friendships.” Ofstead Report, June 2011***

## **The 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Form Curriculum (Years 7, 8 & 9)**

The following subjects are taught;

Mathematics, English, Biology, Chemistry, Physics, French, History, Geography, Latin/Food Technology, Art, Religious Studies, Music, ICT (Information and Communication Technology) and Spanish (from Year 9)

## **The 4<sup>th</sup> and 5<sup>th</sup> Form (Year 10/11)**

These two years prepare pupils for GCSE examinations in the core subjects of:

English Language & Literature, Mathematics, Biology, Chemistry, Physics and French.

Pupils also choose options from the following subjects; History, Art, Home Economics, Geography, Physical Education, Spanish, Music, Information and Computer Technology (ICT), Statistics and Latin. The option blocks change each year based upon the subject combinations chosen by the pupils.

Religious Studies, Personal and Social Education (PSE) and Games lessons occur alongside the examination subject lessons.

## **The 6<sup>th</sup> Form**

Pupils typically choose four subjects to study in the Lower Sixth Form and three of these are usually continued into the Upper Sixth Form leading to three A Levels although we seek to tailor the curriculum to the needs of each individual pupil. We also offer English as an Additional Language (EAL) and IGCSE English as a second language.

The following choice of subjects is available for study in the 6<sup>th</sup> Form to A Level;

Art, Biology, Business Studies, Chemistry, Economics, English Literature, French, Further Mathematics, Geography, History, Information Technology, Mathematics, Music, Physical Education, Physics, Spanish



# St. Bees School International Centre

The International Centre (IC) caters for non-native speakers of English aged from 11-18 and is closely integrated with the Senior School. The IC has three main aims:

- To improve a pupil's English to a level acceptable to join English mainstream education.
- To improve a student's academic ability in other subjects such as Mathematics, Science, IT and Art.
- To prepare a pupil for boarding school life.



Normally pupils begin the course in September and finish in July, though they may also attend for one or two school terms according to circumstances. In December and May/June, pupils sit external examinations.

The IC also provides:

- Small classes.
- Specialist teachers who are experienced in helping international pupils inside and outside the classroom.
- Qualifications in English, such as Cambridge International Examinations KET, PET, ESOL Business English and IELTS. Also at GCSE or IGCSE level key subjects such as Mathematics and Science
- Access to the School's pastoral support and welfare programme to help adjustment to boarding school life.

For overseas pupils who have transferred from the International Centre to the Senior School, as well as for those who have entered directly into the main school, English as an Additional Language (EAL) support is provided.



## Extra Curricular Activities

At St. Bees we believe in developing our pupils into rounded young adults and we encourage them to take advantage of every opportunity offered to them. Our aim is to stimulate pupils with a range of activities beyond the traditional sports.

- Pupils from the First Year (Year 7) to the Fifth Year (Year 11) are expected to get involved in extra curricular activities which take place after school between 16.15 and 17.00. Sixth Form pupils are also encouraged to take part whether it is as a leader or participant.
- Every pupil, in Forms 1 and 2 (Years 7 & 8), follows a short ten week outdoor pursuit course. These courses are designed to challenge them, while encouraging self-confidence and self-reliance through tackling often unfamiliar and exciting activities. These include hill-walking, climbing, abseiling, canoeing, gorge-scrambling, navigation and camping.
- A Combined Cadet Force (CCF), comprising Army and Royal Air Force Sections, operates within the School for pupils in the Third Form (Year 9) and above. This offers the opportunity to experience activities such as shooting, flying and gliding and to sign up for the Duke of Edinburgh Award Scheme.
- In the Fifth Form (Year 11), pupils may opt to undertake a Community Service option instead of the CCF.

**The cost of our extra curricular activity programme is included in the fees.**



## Exam Results 2010/11

St. Bees' students benefit from a superb all-round education and achieve consistently excellent GCSE and A Level results. This year the GCSE pass rate (A\*-C) was 92%, well above the national average of 69.8%. The average number of GCSE subjects passed by each St. Bees pupil was an impressive 9.2. Our pupils follow a Key Stage 4 curriculum which includes the separate sciences of Biology, Chemistry and Physics as well as the modern foreign languages of French and Spanish. This is why the majority of our pupils finish the year with ten or more GCSE passes.

Our A Level students celebrated another year of excellent achievement in 2011 and over 60% of the results gained by St. Bees' pupils were in the A\*, A, and B grade categories.

We continually strive to challenge our students and we are able to develop their individual talents, concentrating on personal development. They are encouraged and nurtured to achieve academic excellence. A full and varied programme of sports, music and drama is offered allowing each member of our school community the opportunity to discover their strengths and gain maximum enjoyment from the facilities and care we offer.

The unique atmosphere of this very special community is best experienced by a personal visit. Families are warmly invited to spend some time in the School and any potential boarding pupils are always welcome to stay overnight on one of the boarding houses.





## Fees 2011 - 2012

		<u>Per Term</u>	<u>Per Annum</u>
<b><u>Senior</u></b> <b>Y9 – Y13</b>	Full Boarding	£8,421	£25,263
	Weekly Boarding	£7,116	£21,348
	Day	£4,998	£14,994
	Flexi Boarding	£39.90 per night	
<b><u>Junior</u></b> <b>Y7 &amp; Y8</b>	Full Boarding	£6,108	£18,324
	Weekly Boarding	£4,964	£14,892
	Day	£3,872	£11,616
	Flexi Boarding	£26.75 per night	
<b><u>International Centre</u></b>	Full Boarding	£9,476	£28,428
<b><u>Preparatory Division</u></b>	Years 3-6	£2,378	£7,134
	Reception + Yr 1&2	£2,163	£6,489
<b><u>Music</u></b>	10 half-hour lessons	£142	
	10 three-quarter-hour lessons	£212	
<b><u>Dyslexia/Learning Support</u></b>	1 lesson per week	£22.25 per lesson	
	2 lessons per week	£19.06 per lesson	
<b><u>Golf</u></b>	10 half-hour lessons	£146	
<b><u>Registration Fee</u></b>			£40
<b><u>Deposit EU</u></b>			£2000
<b><u>Deposit Non EU</u></b>			Full Term's Fees

# Additional Costs Involved In Sending a Child to St. Bees School

- Personal Accident Insurance (mandatory) £5.00 per term
- Personal Belongings Insurance (optional) £10 per term
- Bupa (optional) £60 per term
- Fee Protection Insurance fees Boarders 1% of termly fees  
Day pupils 1.5% of termly fees
- Basic School Uniform (after the initial purchase, the costs reduce significantly as only “top-ups” will be needed) Approx. £300
- Text Books (this figure covers the approximate cost of course books purchased for the year) Approx. £120
- Stationery (if they prefer, pupils can purchase most items from the School shop) Approx. £40
- C.C.F. (Combined Cadet Force) (not 1<sup>st</sup> & 2<sup>nd</sup> Forms) £10 per term
- Weekend Trips No charge for boarders.  
Day pupils and weekly boarders will be charged
- Field trips No charge for educational trips
- Airport Transfers Approx £120 depending on distance and number of passengers
- Examination Fees £20 - £50 per GCSE subject  
£12-£20 per unit for A Level

# Guardianship for Full Boarding Pupils

It is a legal requirement that all international pupils, under the age of 18, studying in the United Kingdom must have a Guardian who is over the age of 21 and who is resident in the UK. The United Kingdom Border Agency (UKBA), which issues our license as an educational sponsor of non-EU pupils, will regularly monitor all boarding schools and colleges to ensure that these procedures are being carried out. We intend to carry out our duties diligently in order to protect our Highly Trusted Status.

Of equal importance is the safety and well-being, of our pupils when they are on school holidays and for this reason we have drawn up a Guardianship Charter detailing the level of care we expect all host families to provide for our pupils. Once again we will monitor the level of care provided to all our pupils.

All Non-European pupils studying at St. Bees School must choose a Guardianship organisation from one of the four approved agents. Further details on each of these companies including fees can be found on our web site in the admissions section. There are a range of services and prices on offer from each of these companies who have all signed up to our new Guardianship Charter and are required to carry out rigorous checks on the host families they select.

The only exception to this rule is when parents nominate a close family member, who is resident in the UK and over the age of 21 who can serve as the host family. In this case the family member will be required to provide their passport and proof of address in the United Kingdom. ***Please note that we will not accept University students living in University halls of residence as a legitimate guardian.*** The new process has to be monitored carefully in order to comply with UKBA requirements. Checks will be carried out for every pupil during the holiday period to ensure that the student has arrived safely with their host family and that all is well.

Under no circumstances will pupils be allowed to travel without the supervision of their Guardian/Host family, nor will they be permitted to stay in hotel or bed & breakfast accommodation or rented accommodation, without supervision of their Guardian/Host family.

## **Term dates**

Our term dates are published on our web site and are issued to parents and agents many months in advance. The UKBA is also well aware of our term dates and in our capacity as licensed sponsors, we are required to notify the UKBA of any non-EU pupils who fail to arrive at the school on time WITHOUT PERMISSION for the start or re-commencement of their studies. We are also required to inform them of any pupils leaving early without permission. The UKBA check our registers and will expect to have been informed of any unauthorised absenteeism. Their Inspector also receives copies of the airport landing cards of all our non-EU pupils and will seek to compare their arrival date in the UK with their arrival date at school.

Each non-EU student has a UKBA electronic file and pupils who regularly abuse the arrival and departure dates specified could jeopardise the future renewal of their visa or indeed risk having their visas terminated. They must therefore adhere to the specified

travel dates and only in exceptional circumstances, will permission be granted from the school to leave early or arrive back late from their holidays. All requests must be submitted to the Deputy Headmaster in writing by the parent/agent or registered Guardian.

## **The Guardianship Agencies recommended by St. Bees School are as follows:**

### **Students International**

67 Dalby Road  
Melton Mowbray  
Leicestershire  
LE13 0BQ  
Tel: 0044 (0) 1664 481997  
Fax: 0044 (0) 1664 563332  
Mobile: 07768 865985  
Email: [studentsint@aol.com](mailto:studentsint@aol.com)

### **Overseas Personal Development Services (OPDS)**

40C Waddington Avenue  
Old Coulsdon  
Surrey CR5 1QF  
Tel: 00 44 (0) 20 8660 8869  
Fax: 00 44 (0) 20 8668 5585  
Email: [info@opds.co.uk](mailto:info@opds.co.uk)  
Website: [www.opds.co.uk](http://www.opds.co.uk)

### **Heritage Educational Planning**

Bridge House  
1-2 Station Bridge  
Harrogate HG1 1SS  
Tel: 00 44 (0) 1423 520126  
(24 hour emergency line)  
Fax: 00 44 (0) 1423 707727  
E-mail: [info@heritage-education.co.uk](mailto:info@heritage-education.co.uk)  
Website:  
[www.heritage-edu.co.uk](http://www.heritage-edu.co.uk)

### **Study Links International**

The Glade  
4 Park Bottom  
Low Moor  
Bradford  
West Yorkshire BD12 0UA  
Tel: 00 44 (0) 1274 679613/679710  
Fax: 00 44 (0) 1274 670052  
E-mail: [office@studylinks.co.uk](mailto:office@studylinks.co.uk)  
Website: [www.studylinks.co.uk](http://www.studylinks.co.uk)

# TERM DATES 2011 - 2012

## Christmas Term 2011

Term begins: Tuesday 6<sup>th</sup> September  
(Boarders return Monday 5<sup>th</sup> September)  
Half-Term begins: Friday 21<sup>st</sup> October  
Term recommences: Monday 31<sup>st</sup> October  
Term ends: Wednesday 14<sup>th</sup> December

## Easter Term 2012

Term begins: Wednesday 4<sup>th</sup> January  
(Boarders return Tuesday 3<sup>rd</sup> January)  
Half-Term begins: Friday 10<sup>th</sup> February  
Term recommences: Monday 20<sup>th</sup> February  
Term ends: Friday 30<sup>th</sup> March

## Summer Term 2012

Term begins: Thursday 19<sup>th</sup> April  
(Boarders return Wednesday 18<sup>th</sup> April)  
**SPEECH DAY** **Saturday 26<sup>th</sup> May**  
Half-Term begins: Friday 1<sup>st</sup> June  
Term recommences: Monday 11<sup>th</sup> June  
Term ends: Friday 6<sup>th</sup> July

# TERM DATES 2012 – 2013

## Christmas Term 2012

Term begins: Tuesday 4<sup>th</sup> September  
(Boarders return Monday 3<sup>rd</sup> September)  
Half-Term begins: Friday 26<sup>th</sup> October  
Term recommences: Monday 5<sup>th</sup> November  
Term ends: Friday 14<sup>th</sup> December

## Easter Term 2013

Term begins: Thursday 8<sup>th</sup> January  
(Boarders return Monday 7<sup>th</sup> January)  
Half-Term begins: Friday 9<sup>th</sup> February  
Term recommences: Monday 18<sup>th</sup> February  
Term ends: Friday 27<sup>th</sup> March

## Summer Term 2013

Term begins: Thursday 17<sup>th</sup> April  
(Boarders return Wednesday 16<sup>th</sup> April)  
Half-Term begins: Friday 24<sup>th</sup> May  
Term recommences: Monday 3<sup>rd</sup> June  
Term ends: Friday 5<sup>th</sup> July

**ABSENCE FOR HOLIDAYS:** There are three school holidays in the year and generous half terms. It is in the interest of all pupils that parents should not ask leave from the School in term time except in a real emergency, even if some of their own holiday time is involved.

**PLEASE CONSULT THIS LIST BEFORE BOOKING HOLIDAYS.**

## Working with Agents

If at all possible, we do like any agent or company that is planning to promote St. Bees, to send a representative to visit the school to experience what we have to offer first hand. In the first instance please take a look at our website:

[www.st-bees-school.org](http://www.st-bees-school.org)

We do already work with several agents and companies who help recruit pupils on behalf of the School. Our agreement is that commission of 10% of the first year's fees is payable when a pupil attends the school as a direct result of the agent/company referral.

In addition to the above we offer the following:

For the first 3 pupils introduced by the Agent to the School who undertake a course of study for at least one year – 10% of the first year's school fees payable one term in arrears once the School has received full payment of the termly invoice from the pupil's parents.

For the next 3 pupils introduced by the Agent to the School who undertake a course of study for at least one year – 12.5% of the first year's school fees payable one term in arrears once the School has received full payment of the termly invoice from the pupil's parents.

For the next 6 pupils introduced by the Agent to the School who undertake a course of study for at least one year – 15% of the first year's school fees payable one term in arrears once the School has received full payment of the termly invoice from the pupil's parents.

For any pupils in excess of 12 introduced by the Agent to the School who undertake a course of study for at least one year – 20% of the first year's school fees payable one term in arrears once the School has received full payment of the termly invoice from the pupil's parents.

The School considers this to be a fair level of remuneration for the Agent but in the event that the Agent wishes to negotiate a different scale of commission this may be possible but only through direct discussion with the School's Bursar.

To place this arrangement on a formal footing, please advise the School in writing and we will send you our formal agent contract.

# Important Information Regarding Visas for Non EU Students

All students from non EU countries require a student visa to study at St. Bees School. Students are required to apply to the UK Border Agency for a Tier 4 Child student or General Student entry visa. Because the process and requirements for obtaining visas have changed we urge parents to start their visa application process as soon as possible to avoid delay.

If a student holds a passport from a non EU country, please let us know as soon as possible as we will be required to complete an online Confirmation of Acceptance of Studies (CAS) form confirming the student's place at St. Bees. To do this we will first need the student's passport number and full name as it appears on the passport; full contact details for the parent, the student and any legal guardian together with the student's date of birth and nationality. We will also need to confirm that the parent has paid the requisite acceptance fee.

In addition, all visa applicants need to prove to the UK Border Agency that sufficient funds are available for a student's maintenance and teaching costs at St. Bees for a whole academic year. The UK Border Agency will need to be supplied with a bank statement or letter with additional bank documentation confirming that enough money is available to cover the student's course fees and monthly living costs for a whole year at the time the visa application is submitted. The parent must have held the money for a 28 day consecutive period prior to the date of the visa application.

Please contact your education agent, local British Embassy/Consulate or the UK Border Agency, T 00 44 (0)114 207 2867 at [www.ukvisas.gov.uk/en/hhowtoapply/vafs/](http://www.ukvisas.gov.uk/en/hhowtoapply/vafs/) [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk), for further details.

# Frequently Asked Questions About International Students Attending St. Bees School

## Admissions

- 1. Do you accept pupils in January and April?**  
We are happy to consider applications for January; however, we do not admit short stay pupils for one term only in April.
- 2. Do you take pupils for one term or one year?**  
We take pupils for both one term, two terms and one year, the latter is preferable.
- 3. What is the application process for overseas students?**  
Overseas applicants are considered from the ages of 11-18. Parents are required to complete a registration form and submit recent school reports and a piece of written work from the candidate. The School will then issue test papers to the agent in Mathematics and English – supervised under strict examination conditions either by the agent or the student's current school. Places will be offered either in the Senior School or the International Centre as a result.
- 4. What are the entry requirements for the Sixth Form?**  
Entry requirements to the Sixth Form are 5 GCSE passes at Grade C or above or equivalent number of HKCEE passes. In some instances international candidates are asked to sit St. Bees School entrance examination in Mathematics and English. A CEFR Level of B2/IELTS 5 is a necessary requirement.
- 5. In which years do you have vacancies?**  
11+, 12+, 13+ and 14+ (Forms 1 -4, Years 7 -10) 16+ (Lower Sixth Form)  
Admission into the International Centre is from 11- 18.
- 6. How many boarding places do you have?**  
We have approximately 5 new overseas boarding places on each House in any one year.
- 7. Application deadlines?**  
We recommend that applications are submitted at least ten months prior to the date of entry; however, we are happy to accept late applications.

## Boarding/Pastoral Care

- 1. How many pupils share a room?**  
Pupils in the Upper Sixth Form have a room to themselves. In the Lower School pupils may share with one or two others. There are no more than three per room.
- 2. What is the weekend activity programme for full boarding pupils?**  
A programme of weekend activities is provided for full boarding pupils which is included in the fees.
- 3. Do you provide host families for exeats and half term holidays?**  
Parents must arrange a Guardian in the UK for their child - help with finding a Guardian can be provided if needed.
- 4. Do overseas students have access to the telephone and internet?**  
Overseas students have access to the internet on their boarding house and fixed line telephones are available on each house. Pupils are also allowed mobile phones.

**5. What is the boarding accommodation like?**

There are five Boarding Houses; two Junior Houses and three Senior Houses. The boarding accommodation has been recently refurbished and is smart and comfortable. Most pupils in the Lower School share a room. Pupils in the Upper Sixth Form have single study bedrooms.

**6. Does the School provide transport to and from the airport?**

Yes, the School provides transport to and from Manchester, Glasgow International, Liverpool and Newcastle airports.

**7. How does the school take care of its newcomers?**

Every new pupil received a welcome letter from their Housemaster or Housemistress before they arrive. They are also sent a House Handbook detailing the School and House rules and introducing them to life on their new boarding house. At the start of term each new pupil is allocated a “shadow”– this is an existing pupil who is responsible for showing them the ropes. If a pupil or their parent has any worries or concerns before they arrive they can email the School Registrar or their new Houseparent and all their questions will be answered.

## **Fees**

**1. What is the commission offered to an agent?**

Our agreement is that initial commission of 10% of the first year’s fees is payable when a pupil attends the school as a direct result of the agent/company referral. This is payable termly upon receipt of an invoice. The Bursar, Mr. Gordon Stokes is very happy to speak to any agent to discuss flexible commission rates

**2. What are the deposit and registration fees?**

A full term’s deposit is required for overseas boarding students – this is fully refundable at the end of a student’s stay with us, however outstanding bills will be offset against the deposit.

**3. What are the different payment options?**

Fees can be paid by direct bank transfer, debit/credit card, cash or cheque. It is possible to pay School fees by monthly direct debit through an intermediary called Holmwoods Termtime Collections

**4. Does the School offer a sibling discount?**

A sibling discount is offered to families with three or more children attending the Senior School.

**5. Does the School offer early payment discounts?**

Early payment discounts are available by negotiation

**6. What do the termly fees include?**

The termly fees include tuition, accommodation, meals and all weekend activities.

**7. Additional Fees?**

Additional expenses throughout the year include the costs of examinations, uniform, stationery and international trips such as History trip to Prague, Skiing etc.

**8. Scholarships and bursaries?**

Scholarships and bursaries are currently not available to overseas students.

## Academic/Curriculum

- 1. What is the staff pupil ratio?**  
The current ratio is 1:8
- 2. What are the main areas of specialisation?**  
St. Bees particularly excels in the fields of Mathematics, Science, Art and Music. The School has a private golf course and has it's own Golf Academy offering 1:1 coaching with a PGA professional
- 3. Class sizes?**  
An average class is between 12 -18.
- 4. EFL Provision?**  
Support is provided for those with weaker English through our International Centre.

## Activities

- 1. Weekend Activities?**  
St. Bees offers a range of weekend activities including cultural trips to Glasgow, Manchester and other cities once a term. At weekends there are cinema and theatre trips and outdoor pursuits such as fell-walking, canoeing, horse riding
- 2. What type of Sports is available?**  
Sports available include Rugby, Hockey, Tennis, Cricket, Badminton, Squash, Basketball, Football, Eaton Fives, Athletics, Swimming and Golf.
- 3. Field Trips?**  
Depending on the subject, field trips occur throughout the term. Being on the edge of the Lake District our Geographers, for example, are able to experience their subject first hand on trips to Lake District National Park.
- 4. Activity Programme?**  
Our activities programme occurs at the end of a School day and includes chess, games, ballet, Sudoku, electronics, computer games, classical Greek and cookery.

## General

- 1. Location of School?**  
We are situated in a beautiful coastal location, on the western edge of the Lake District National Park in a small and safe village.
- 2. Number of Day pupils and Boarders?**  
We currently have 182 day pupils and 85 boarding pupils (116 girls and 151 boys)
- 3. Nearest Town/City?**  
Our nearest city is Carlisle which is approximately 40 miles away and can be easily reached using the local train service (there is a station in the village). Whitehaven is our nearest town and is 4 miles away and 5 minutes by train.
- 4. Can you cope with certain dietary requirements?**  
Yes, our catering staff is happy to accommodate a range of dietary requirements as long as they are notified in advance.

## EXAMPLE COPY

### **AGREEMENT BETWEEN ST. BEES SCHOOL AND [ ]**

The St. Bees School (hereafter referred to as St. Bees) in the person of the Headmaster, Mr. Philip Capes and [ ] in the person of [ ] the other hand have entered the following agreement.

#### **SUBJECT OF THE AGREEMENT.**

1. The subject of the present agreement is the provision by St. Bees of education and training in the range of curriculum subjects offered by the School including intensive English Language tuition for [ ] students, as well as students recruited by [ ] specially for the scheduled study programmes of St. Bees as set out in the St. Bees current annual programme and taking full regard of the age limits and language and knowledge level stipulation therein.

#### **THE RESPONSIBILITIES OF THE PARTIES.**

##### **St. Bees will provide for individual students:**

2. Prior to commencement of studies, confirmation of course booking and the necessary joining documentation and, where applicable, Confirmation of Acceptance of Study (CAS) certificates for UK Boarder Agency purposes in order to obtain necessary entry visa permissions.
3. 5 (five) days a week programme of study during the period (excluding national holidays) that should be agreed beforehand and in accordance with the appropriate curriculum.
4. The opportunity to take appropriate examinations during the period of study, provided entry criteria are met.
5. Residential accommodation with full board for students at the pre-agreed rate.
6. An extra-curricular programme of activities during the period of student's study.
7. Transfer of students, at cost, from and to the airport
8. The possibility to order and draw up insurance policies at cost for the students
9. Regular progress reports as well as appropriate certificates or diplomas following any examinations. Upon conclusion of studies, a Certificate of Attendance detailing the course of study undertaken.

**[ ] will provide:**

10. Parents and students with detailed information concerning St. Bees rules and regulations and ensure that they are understood.
11. Students whose age and language and knowledge level of English conform to St. Bees standards and regulations and when required supervise St. Bees School entrance tests under strict examination conditions.
12. Completed, original admission documentation for each individual student joining St. Bees School, i.e. acceptance, medical and guardianship forms, in advance of the pupil commencing their course of study.
13. The payment, in advance, of the deposit fee and all course, accommodation, optional social programmes and examination fees in accordance with the invoice no later than 21 days before the start of the course.
14. Confirmation and evidence that visa requirements have been fulfilled and that, where applicable, the student holds a valid visa for the duration of the course of study.

**COMMISSION.**

St. Bees agrees to pay [ ] 10% commission of a pupil's first year's fees. Payments will be made termly (three times a year). Commission will only be paid following receipt of the full term's fees from the pupil.

Signed:	.....
Name:	.....
Date:	.....
<b>On behalf of:</b>	<b>[ ]</b>
Signed:	.....
Name:	.....
Date:	.....
<b>On behalf of:</b>	<b>St. Bees School</b>



Newcastle Airport – 2.5 hours by car  
Manchester Airport – 3 hours by car  
Glasgow Airport – 3 hours by car