



Founded 1922

HERSCHEL  
GIRLS SCHOOL

## FINANCIAL AWARDS POLICY

### CONTENTS

Preamble	2
Policy Objective	2
Terms	2
Awards	3
Herschel Awards Committee	3
Functions and Powers of the Herschel Awards Committee	4
Council Oversight Committee	4
Value and Funding of Herschel Awards	5
Expectations upon which Awards are retained	6
Application for Herschel Financial Awards	6
Date of Publication	6
Terms and conditions of acceptance of Award	6
Payment	7
Dispute	7
Herschel Awards Policy review	7
POPIA	7

## **Preamble**

Herschel is an independent school for girls. It is fully committed to upholding the constitutionally enshrined rights of equality, dignity, education and the best interests of children/young adults in support of the growth and development of each child/young adult.

As a school, Herschel is committed to redressing the inequities of the past with regard to educational opportunities for all children in South Africa. We are intent on enriching the school community through a transformation, equity and belonging strategy that in all its facets, seeks to support and enrich the educational and personal growth and development of each student.

Herschel seeks in terms of its ethos and values and commitment to diversity, to embrace the individual potential of each student to whom it offers a place at the school.

## **Objective of the policy**

The objective of the Policy is to guide Herschel Management and Council through providing a consistent and transparent framework for the decision-making process, with regard to Awards, in line with the school's commitment to its transformation goals. It is accepted that confidentiality, discretion, flexibility and experience are required in the selection of recipients of the Herschel Awards in order to meet strategic objectives. The policy aims to promote access to an excellent holistic educational experience through demonstrated ability.

## **Terms**

Herschel Awards – Awards made in recognition of English, Mathematics, Music and Sports excellence

Bursary/Scholarship Awards – Awards that constitute contributions from external sources/benefactors/organisations

Student – pupil enrolled at or having accepted a place at Herschel Girls School

Herschel Awards Committee – Committee members holding related criteria designations, responsible for the shortlisting and interview process

Council Oversight Committee – members of Council tasked with ensuring efficacy of process and ensuring that there are no conflicts of interest

## Awards

Herschel Awards designations:

- (i) **Academics:** The awards made for academics will be based on the results achieved by students invited to sit the scholarship assessments set in English and Mathematics. These assessments are written by invited applicants at Herschel, during Term One, based on the year-end Grade 6 report and the letter of motivation submitted by the student as part of the application process.
- (ii) **Culture/Music:** The awards will be based on auditions, assessed by the Head of Music in conjunction with a music teacher qualified in a prospective candidate's instrument of choice. The process for auditions is determined by the Music Department (in consultation with the Head of Preparatory and Head of School). Awards will be made to students entering Grade 8. Discretionary awards in recognition of excellence, may be made to students entering Grade 10.
- (iii) **Sport:** Mindful of challenges with respect to access and the resultant inequity, and in line with the school's strategic imperative to promote diversity, awards in sport will be made to students of colour in one/more sports, where there is recognition of excellence, potential and skill in any sporting code/s. Awards will be made upon entry into Grade 8. Discretionary awards in recognition of excellence may be made to students entering Grade 10. Both the Grade 8 and discretionary awards will be decided by The Herschel Awards Committee and shared with the Council Oversight Committee.

Bursary/Scholarship Award designations:

- (i) **BT Stempel Scholarships** and **CV Starr Bursaries** awarded by a donor family from candidates presented to them at the discretion of the Herschel Awards Committee.
- (ii) **Kerry Hoffman Award** (offered every five years for a deserving student to attend Herschel from Grade 8 – 12)
- (iii) **SBF (Students for a Better Future) Scholarships** awarded in partnership with the Struengmann Foundation
- (iv) **Herschel Bursary Fund Bursaries** awarded subject to available funding
- (v) **Individual or Group Sponsorship** of a student

## Herschel Awards Committee

A Herschel Awards Committee will manage and implement the process for the Herschel Awards and Bursary/Scholarship Awards. Members of the Committee have to be neutral and in the event of a conflict of interests would be required to recuse themselves. The committee will be comprised accordingly:

- (i) Staff member designated to manage the awards programme
- (ii) Pastoral Deputy
- (iii) Academic Deputy
- (iv) Head / Preparatory Head
- (v) Sport Head/Representative
- (vi) Culture Head/Representative

## Functions and Powers of the Herschel Awards Committee

The Herschel Awards Committee has the following duties:

- To establish and recommend to Council and the TEB Executive Committee the policy which contains clear parameters for the Herschel Awards, and once approved maintain this Policy with Council approval
- To review the legitimacy and relevance of existing awards and criteria with a view to growing student diversity at Herschel;
- To effectively and efficiently attend to the identification of Herschel Awards and Bursary and Scholarship Awards recipients on an annual basis;
- To ensure that scholarship assessments are accessible and offer all prospective candidates an equitable opportunity to achieve well, taking into consideration cultural competency, universally accessible texts, the precise wording of questions and scaffolding where applicable;
- To share the shortlisted candidates of all awards with the TEB Committee Chair and Education Committee and the Council Oversight Committee prior to the awards being made, highlighting any areas of conflict of interest and considerations in the adjudication thereof;
- To make awards to students following the approval of the TEB Executive Committee and Education Committee and the Council Oversight Committee;
- To regularly review and report on the performance and wellbeing of existing recipients, ensuring that they have full support and are benefiting through the educational experience provided by Herschel;
- To finalise agreements with external bursary partners in collaboration with the Finance Sub-Committee and Council Oversight Committee;
- Where the award is made to a Herschel Council member's daughter, to ensure that the Herschel Council disclosure form is updated by the affected councillor and placed on record with the Business Manager;
- To establish standard agreements with parents/guardians of recipients approved by Finance Sub-Committee and Council Oversight Committee;
- To ensure balance with respect to awards between the Herschel Preparatory cohort of students and students coming into Herschel from feeder schools;
- To ensure that the school's TEB goals are met consistently
- To ensure detailed and thorough records are kept of all decisions and actions undertaken annually in the Awards process.

The selection of candidates presented to the donor family for the **BT Stempel Scholarships** and **CV Starr Bursaries** is undertaken by the Head, who consults with the Herschel Awards Committee to finalise this list prior to presentation. The ensuing meetings with the respective donor family will be attended by the Head, Deputy of Academics and Deputy of Pastoral whereby the final selection and subsequent offers will be made on the understanding that a diverse group of students is put forward for consideration, in keeping with the school's transformation, equity and belonging strategy to grow student diversity at Herschel.

## Council Oversight Committee

The list of award recipients will be disclosed to the Oversight Committee and to the TEB Executive Committee, the Education Committee and the Chair and Deputy Chair of Council annually.

This committee will comprise three Council members with appropriate experience, who are independent and without conflict of interest. [Councillors who are conversant with the school's TEB objectives and the Herschel Awards process]. The committee has the following duties:

- In accepting this responsibility, to ensure that they are independent and that there is no conflict of interest or connectedness to any applicant who is part of the process;
- To approve and confirm the proposed list of recipients ensuring compliance to process (policies and applicable criteria applied) and ensuring that there is no conflict of interest;
- Review and approve changes of terms of agreements (where applicable);
- Review any anti-competitive practices;
- Consider and approve any awards that may be made to an adjudicator's relative and/or connected persons of sitting Council members and staff members, ensuring a robust review is undertaken prior to the making of such awards;
- Assess performance of awards (especially Herschel Awards) against pre-set targets (including transformation)
- To make available on request by current members of Herschel Council, a list for inspection of Herschel Award recipients.

### **Value and Funding of Herschel Awards**

The policy does not hold the Herschel Awards Committee to a specified number of awards. The number of awards may vary from year to year depending on the cohort of students making application and in accordance with the strategic intent of achieving greater student diversity at Herschel. The awards are also subject to the availability of funding (school funds and donor funds).

To support the awards process, the Head and Business Manager will obtain advance approval from the Finance Sub-Committee each year with respect to the total percentage offering for each of the Herschel Awards, SBF Scholarships and Herschel Bursary Fund bursaries. It is noted that awards are funded as follows:

- Herschel Awards are funded from school fee income and reserves and are a fixed percentage of school fees. The percentages to be assigned to each award fall within the discretion of the Awards Committee in any given year, considering the strategic intent of the school to diversify the student body and taking into consideration the calibre of the applicants in each year.
- BT Stempel and CV Starr awards are funded out of income generated from the donor-funded investments held by the school and are a fixed percentage of school fees that is at the discretion of the donor. The BT Stempel fund typically awards two scholarships and the CV Starr fund three bursaries annually.
- SBF Scholarships cover full school fees and are funded 50% by the Struengmann Foundation and 50% by the Herschel Bursary Fund. Where the SBF approve boarding, they cover 100% of the cost. Herschel is fully aligned with the organisation's approach to placing previously disadvantaged students and the number of recipients varies between 2 and 5 per year.
- Herschel Bursary Fund Bursaries are a fixed percentage of school fees. Precedence is given to funding SBF Scholarships.
- Sponsorship of a selected/identified student is funded by the sponsor(s) for the duration of her senior school career.

The Business Manager will report to the Finance Sub-Committee each year on the utilisation of the approved budget, confirmation that offers and acceptances were in writing and signed, and assurance that the Council Oversight Committee approved awards where conflict of interest was identified.

Awards are awarded to successful recipients as a fixed percentage of school fees for the duration of the senior school career unless otherwise stated. Where parents are required to make proportionate payment of school fees, the school will perform credit checks and affordability assessments in line with all applications made to the school.

Parents wishing to retain the accolade associated with a Herschel Award, but not necessarily dependent on the monetary value of the award may ask that this be redirected to the Herschel Bursary Fund for redistribution to students requiring additional financial support to facilitate a holistic educational experience at the school. The student would retain the accolade of the award with the funding being made available to assist another student/students in need of financial assistance and in keeping with the designations and criteria.

### **Expectations upon which Awards are retained**

The spirit within which awards are made should be prefaced to all applicants with respect to values and expected behaviour and the opportunities for personal growth and development as a member of the school community. All recipients will be made aware of the Student Code of Conduct and all related policies and documentation.

The recipient is monitored and reviewed (by a member/members of the Herschel Awards Committee) annually to ensure that she has embraced and maximized her opportunity. Inputs into this process will be sourced from her academic and discipline records (House Directors/Deputy House Directors) as relevant to her performance.

The award is subject to the recipient's effort, behaviour and the attainment of commendable achievement for which she is recognised. A supportive and positive approach will be adopted to ensure that recipients do not feel burdened through the associated pressure that an award carries.

The following criteria will apply in this regard:

- The attainment of a pleasing standard of work and/or level of performance
- A sound work ethic and pleasing attitude and commitment to expected areas of performance
- Maintaining pleasing standards of behaviour and upholding the school's values
- Participating in school life / making a contribution in an area/s of interest

An award may be withdrawn in the event of a recipient not meeting the above criteria, and/or following a breach/breaches of the Student Code of Conduct, where exhaustive correctional and supportive efforts on the part of the school fail to elicit a change in attitude and performance. In the event of this being actioned, a full report will be brought before the TEB Exec Committee and Education Committee prior to a final decision being made and communicated.

### **Application for Herschel Awards and Bursary/Scholarships**

The dates and timeline for awards are determined within the general award application process timeline, in consultation with the Admissions Secretary and Marketing Manager. These will be published on the school's website and social media pages.

### **Date of publication**

ISASA has established rules for the release dates of awards within independent schools. This date is advised each year by ISASA. Subject to ISASA rules, the Herschel Awards Committee will have the discretion to publish the results of the Herschel Awards.

### **Terms and conditions of acceptance of Award**

Parents, guardians and recipients are required to sign the acceptance Terms and Conditions once they accept a written and signed offer of an award. All terms and conditions are considered strictly confidential. A student who declines an

initial offer of admission or who leaves Herschel, and in so doing declines the accompanying award, will not necessarily retain her award if she reapplies at a later date.

**Payment:** Awards are recorded as a deduction on school fee invoices. Normal school fees payment terms apply, and the award is applied pro-rata according to which payment terms option (e.g. annually, monthly, or termly) is relevant.

**Dispute:** Where any concern or dispute arises with regards to the Herschel Awards, this must be referred to the Council Oversight Committee who will be required to investigate and resolve the matter.

**Herschel Awards Policy review:** This policy will be reviewed in June of each year in a meeting attended by the full Awards Committee.

#### **POPIA**

*Herschel acknowledges that applications to the school require that we obtain and process personal information of applicants, their parents and legal guardians. This information will be managed in terms of Herschel's POPIA Privacy Notice, a copy of which is available on request from the school or on our website.*