

Welcome to Year 7 2023



September 2023

Finance Information



**ST BERNARD'S
HIGH SCHOOL**

Dear Parent / Carer

This booklet contains information on:

- Parent Pay – Payment into the School
- Cashless Catering
- Free School Meal Allowance
- School Uniform & Equipment
- Music Tuition
- Enrichment Fund / Gift Aid Donation
- Forms to detach and return to the School Office.



PAYMENT INTO THE SCHOOL



The school has chosen to use ParentPay to allow for online payments into school. It enables parents to make fast and secure payments over the internet. Payments can be made by debit or credit card and is immediately added to your daughter's account and can be used for any payment in school, e.g. school meals, trips, equipment, etc.

We have enclosed a letter which allows you to set up an account. There is step by step guidance for the process and it enables you to log on at any time (24 hour service). You will also be able to see what your child has for lunch on a regular basis.

Other Items you can buy on Parent Pay:-

- School trips
- Topic Books
- Charitable Donations for ex/ non school uniform day
- Music lessons (these are paid on a termly basis and you will be able to find your child's name on the music lesson tab and make the payment at a convenient time to you prior to the start of each term.

The School also uses Parent Pay to seek further permission to attend School Trips and you will be guided to use this facility on school letters that are sent out.

CASHLESS CATERING

At St Bernard's students pay for food purchases using a cashless system which uses fingertip recognition technology, specifically designed for schools by a company called BioStore. The benefits are:

- Students are served much quicker, so reducing the queuing in the Dining Hall;
- Each student pays the same way, no one knows who is in receipt of a free school meal;
- By adding money direct to your child's account it ensures it is spent in school, where they are able to receive a good healthy meal;
- Students will have control of their own accounts, so helping them to learn important life skills;

The system can record transactions by day, student, food type etc. We can therefore produce reports which shows what your child has eaten and when.

We do have a drinks vending machine in the Dining Hall where students can purchase additional drinks with cash at any time of the day.



Payment Methods – Cashless Catering System

- **Via the internet using the ParentPay website (see payments into the school).**

We would encourage the use of ParentPay as the preferred method of payment for parents/carers in order to reduce administration time and streamline the process. To encourage this, the school meets the transaction costs involved, thereby making it free to parents.

- **Via the Finance Office**

Parents/Carers can give students a cheque which they can bring to the Finance Office. Cheques should be made payable to St Bernard's High School and have 'Dinner Money' and the students name and form clearly shown on the back of the cheque. Whereas funds added using ParentPay are credited to the student account immediately, cheques will need to be entered into the system by school Finance staff and can take a little time to process.

Free School Meal Allowance

If your child is under 19 and in full time education, they may be able to get free school meals if you get any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you are not also receiving Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you applied on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Your child may also get free school meals if you get any of these benefits and your child is both:

- younger than the [compulsory age for starting school](#)
- in full-time education

Please visit your Local Authority website to complete their online application to check your eligibility.

If a student is in receipt of free school meals, the daily allowance will automatically be added to their account each day. They can spend this at breakfast, break or lunchtime and the student will use the tills in exactly the same way as every other student. Any unspent allowance will not, however, be carried forward to the next day. Parents/carers can add to the daily allowance, using the methods described above, if they should want to and only these funds will show ParentPay.



SCHOOL UNIFORM AND EQUIPMENT

The following is a list of permitted items of School clothing to be worn by students attending St Bernard's High School. School uniform may only be purchased from **Pauls Discount Clothing** which is at **38-40 Southchurch Road, Southend on Sea, Essex SS1 2ND**. www.paulsdiscount.co.uk (unless otherwise stated). All students will require a strong suitable bag for their books.

Students at St Bernard's are expected to wear the correct school uniform at all times and take pride in what their uniform signifies.

The following is a list of permitted items of school clothing to be worn by students:

- **Jumper:** Navy blue with badge to provide protective clothing for Art lessons.
- **Blouse:** Years 7-9: blue/white check - Years 10-11: white
- **Skirt:** Navy blue mid knee or below the knee
- **Trousers:** Navy blue
- **Socks:** Navy blue, black or white, knee high or ankle (no logos)
- **Tights:** Navy blue, black or flesh colours (no patterns)
- **Shoes:** Sensible black low heeled, 2.5cm maximum (no platforms, stilettos, sling backs, sandals or boots are allowed. This includes ankle boots, trainers or plimsolls)
- **Coat:** A plain coat in a single dark colour in a suitable style for school. (No leather, denim sweatshirts may be worn)

P.E Uniform

All garments should be clearly marked with the owner's name.

- **Shirt:** Navy blue with logo
- **Tracksuit:** Navy blue with logo (Innovation Brand only)
- **Leggings:** Navy blue with logo
- **Shorts:** Navy blue with logo – 2 styles available
- **Hooded Top:** Navy blue with logo (Innovation Brand only)

The school also has a selection of pre-loved uniform. Please contact the school for further details

Students are also asked to have available:

- Bible
- English Dictionary
- Modern Foreign Language Dictionary
- Scientific calculator
- Pencil case with relevant pens and pencils including a green pen for self and peer assessment
- Geometry kit including a protractor and compass

No correction fluid is allowed in school

Most items are available from the on-site school shop (located in the reprographics room)



EQUIPMENT REQUIRED FOR SCHOOL

Your child will require the following books and equipment for when they start at St Bernard's High School. To enable all students to learn effectively, it is important that the same versions of the text are used.

The below items can be pre-ordered on **Parent Pay**. If they are ordered by: **Monday 26th June 2023**. Your child will be able to collect this on their **Induction Day – 7th July 2022**

Name of Item	Cost
Good News Bible—ISBN 9780564070572	£8.00
Collins English Dictionary—ISBN 9780008257927	£4.00
Collins Gem Thesaurus—ISBN 9780008141691	£2.50
Calculator (Casio FX-85GTX classwiz)	£11.00
Protractor	£0.10
Pair of compasses (metal)	£0.30
White Board Marker	£0.30
Art Pack (Scissors, Glue Stick, 2B pencil, fine paint brush, Wide paint brush, Black Fineliner, Art Book	£3.50

If an order is not placed and paid for before the date above, then the student can buy the items at the start of the Autumn term from the school shop. **We cannot accept late orders.**

Details of the required modern foreign language dictionary will be provided at the start of September and can be purchased at that time from the school shop.



MUSIC TUITION

Individual instrumental music lessons are offered to students from Year 7 to 13. These comprise of 10, fifteen minute lessons per term at a cost of £90.00. Students in Years 7, 8 and 9 receive tuition **during curriculum time** and Years 10, 11, 12 and 13 during break, lunchtime or before/after school.

Individual singing lessons are offered to students from Year 7 to 13 in the same format as the instrument lessons but termly charges of £90.00.

If your child chooses to take individual music lessons please encourage them to practise **every day** for at least 15 minutes and then they will make progress. They will have a page in their planner which their teacher will sign at every lesson and this helps you keep track of their attendance. A report is issued at the end of every term. If the teacher misses a lesson it will be made-up, but if your child forgets to attend their lessons we cannot make-up that time.

We offer tuition in:- Guitar, Clarinet, Flute, Saxophone, Violin, Piano, Harp and Drums.

We do not have instruments to loan to students but Allegro Music, London Road, Westcliff (01702 348476), Benfleet Music, Roseberry Walk, Benfleet (01268 755005) or Southend Music Services (01702 215861) will be able to advise on hiring or buying instruments. Students who receive Free School Meals can borrow an instrument free of charge from Southend Music Services.

FEES ARE DUE BEFORE THE START OF EACH TERM TO THE SCHOOL FINANCE OFFICE VIA PARENTPAY

IMPORTANT

- Students are required to complete a term of 10 lessons.
- **Written cancellation of lessons is required BEFORE the end of the term if students do not want to continue the following term. This must be in writing to the Finance Office otherwise a charge will need to be paid.**

If you have any queries please do not hesitate to contact the school.



ENRICHMENT FUND

Dear Parent / Carer

Please find enclosed, details of St Bernard's Enrichment Fund. The Fund is a charity which supports the activities of the school. The Fund has Trustees, who are responsible for how the money in the Fund is used.

In previous years the Fund has paid for:

LEARNING OUTSIDE THE CLASSROOM

- Helping to re-equip the Fitness suite
- New facilities in the school grounds such as additional seating, outdoor musical instruments, pavilion and greenhouse.
- Replacement minibus
- Days of Reconciliation
- New Books for the School Library

LATEST TECHNOLOGY

- Information screens throughout school
- Apple Computers
- A LaserCam used in Resistant Materials and Graphics

This year we are looking at Air Conditioning in certain classrooms and upholstering seating.

The Enrichment Fund plays a significant part towards the provision of additional facilities that the school would not be able to fund from our day-to-day budget. I would ask you to support it through whatever contribution you are able to make.

A contribution of even just £10 per student per year would have a huge impact.

Enclosed are Standing Order forms for either a monthly or annual donation, we have also enclosed a form for a one-off donation, should you prefer this.

If you pay income tax please could you complete the Gift Aid form and return it as this increases the value of your donation to the Fund at no cost to yourself.

I would like to thank you for any contribution you are able to make to The Enrichment Fund.

Yours faithfully,



Mrs A Moise-Dixon



ST BERNARD'S
HIGH SCHOOL



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GIFT AID DECLARATION

ST BERNARD'S ENRICHMENT FUND

Please complete the following in **BLOCK CAPITALS** and return to the school.

Under the current Gift Aid scheme, by completing and returning this declaration, the School can recover tax on any payments made to the Enrichment Fund in the same way as under the previous covenant scheme.

Name:

Title:	Forename:	Surname:
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Address:

Post Code:

This scheme confirms my wish to make donations to St Bernard's Enrichment Fund under the Gift Aid Scheme and applies to all donations made by me from 1 September 2023. I understand that I must pay an amount of Income Tax or Capital Gains Tax in the relevant tax year equal to any tax reclaimed by the Enrichment Fund in that period.

I confirm that I am a UK taxpayer, resident in the UK for tax purposes and that I will advise the trustees of the Enrichment Fund if this situation changes.

Signature:

Date:

This information needs to be retained during the period of payment to allow the charity to make a gift aid claim and will also be held as part of the charity's accounts records.





GIFT AID—MONTHLY/ANNUAL STANDING ORDER MANDATE

Bank Name: _____

Bank Address: _____

Name of Account to be debited: _____
(Please use capital letters)

A/C No:

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Sort Code:

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PLEASE PAY ST BERNARD'S ENRICHMENT FUND ACCOUNT

THE SUM OF £

- Commencing on 1 September 2023 until 31 August 2028 and **monthly** on each 1st day of the month until 31st August 2028 (inclusive).
- or
- Commencing on 1 September 2023 and **annually** on each 1 September until 1 September 2028(inclusive)

Please delete which of the above is not applicable.

Please cancel any previous standing order in favour of the beneficiary name above under this reference:

Special Instructions: Please show debits as St Bernard's Enrichment Fund on payer's bank statements.

Signature(s):

Date:

Please return this mandate to St Bernard's High School for forwarding to your bank.

For Bank Use	
Please Pay:	St Bernard's Enrichment Fund
Sort Code:	40-42-27
Account:	81735152





DONATION FORM

Name of Student: _____

Address of Student: _____

_____ Post Code: _____

Amount of Donation: £ _____

Method of Payment: Cheque (*made payable to: St Bernard's Enrichment Fund*)

Cash

Date of Payment: _____

Do you require a receipt?

Yes/No (*please delete as appropriate*)

Thank you for your kind donation.

This information will not be shared with any party and will be held in accordance with "General Data Protection Regulations" and will be held purely for accounting and tax requirements.



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MUSIC TUITION ORDER FORM

Student Name: _____ Year _____

Please tick choice for individual music lessons below.

Instrument(s) already played _____

**I AGREE TO GIVE THE REQUIRED CANCELLATION IF LESSONS ARE NO LONGER WANTED,
OTHERWISE I WILL BE CHARGED FOR A TERMS LESSONS.**

I agree to pay the required fee of £90.00 by the first day of each term.

Guitar	Flute	Saxophone	Drums
Clarinet	Piano	Violin	Harp
Singing			

