

**Welcome to St Bernard's High School**



**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
- 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](http://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 26<sup>th</sup> June 2023**. Your child will be able to collect this on their **Induction Day – 7<sup>th</sup> 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.





# 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			

