

Headteacher: Mr M Albrighton BA MA (Cantab)

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2 December 2021

Dear Parent/Guardian

Re: Boarding Payments

Since the start of the current school year, the finances relating to boarding students have been handled by the school finance office instead of the boarding house following staffing changes in Summer 2021.

After the first term of receiving these payments I propose to make some changes to the current system which should hopefully reduce correspondence and ensure smoother processes.

Boarding Fees, Deposits and Activity Accounts

There are three separate accounts currently used by Boarding parents and guardians for making payments to the school, in respect of boarding students, these are detailed below;-

Name	Sort-Code	Account number	IBAN number for overseas
Burford Boarding School – Fees a/c	30-99-78	62988260	GB30 LOYD 3099 7862 9882
Burford Boarding School – Deposits a/c	30-99-78	62990460	GB91 LOYD 3099 7862 9904
Burford Boarding School – Activities a/c	30-99-78	62989760	GB76 LOYD 3099 7862 9897

As a reminder these accounts should be used as follows;-

Fees a/c – Payment of annual or termly boarding fees

Deposits a/c – Payment of the deposit payment prior to a student commencing boarding



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Activities a/c – Payment of pocket money, for boarders use during term-time relating to boarding activities

Please ensure all payments are made into the correct account and in UK Sterling, to ensure full payments are made and received for amounts due. When making any payment into these accounts the boarding **student name** **MUST** be included in the transaction advice.

School Trips and SCOPAY accounts

Moving forward I am proposing a change in the way school organised trips and visits are paid for to reduce correspondence and to ensure boarding students do not miss out on any school trips.

Currently, boarding parents and guardians receive parent mails informing them of school organised trips. If students want to go then their activity accounts are checked to see if sufficient funds are available to meet the cost of the trip or visit. Invariably this may result in correspondence with parents/guardians to obtain consent and in some cases additional payments being required to be made to cover the cost of the trip/visit.

As an alternative, the school has a facility whereby parents can pay monies directly to the school via a SCOPAY account. To set this up will require each parent to open an account using the attached code letter. The letter also contains instructions on how to set this up. When trips/visits are offered to your child/children you will see these as available on your SCOPAY account within the trips section. You can also pay for revision guides via SCOPAY and make additional contributions to student lunch accounts if necessary via SCOPAY.

This change will then align boarding students with day school students who already have access to the SCOPAY facility and ensure that all parents/guardians can respond within the same timeframe to ensure that they do not miss out on trips.

Yours sincerely

A Staniforth

Mr A Staniforth
Director of Business & Finance



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