



# **Financial Information**

for the Academic Year

## **2024-25**

**This document takes effect on 1 January 2025 to reflect the imposition of VAT on the School's charges. All prices include VAT at the prevailing rate where appropriate.**

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## Contacting the Bursary Team

The Bursary  
Oakham School  
15 Station Road  
Oakham  
Rutland  
LE15 6QT

Opening Hours: 8.30am – 5.00pm Monday to Friday, excluding Bank Holidays

### Finance Bursar

Mrs Andrina Day MAAT  
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01572 758835

### Accounts Manager

Mrs Yolandi Du Preez  
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01572 758709

### Billing Officer

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[pupilaccounts@oakham.rutland.sch.uk](mailto:pupilaccounts@oakham.rutland.sch.uk)  
01572 758710

### Accounts Officer

Mrs Vanessa Smith  
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### Purchase Ledger Officer

Mr Lee Thomas  
[purchaseledger@oakham.rutland.sch.uk](mailto:purchaseledger@oakham.rutland.sch.uk)  
01572 758719

### Accounts & Payroll Assistant

Mrs Agnieszka Lukasik  
[aml2@oakham.rutland.sch.uk](mailto:aml2@oakham.rutland.sch.uk)  
01572 758708

### Chief Operating Officer

Mr William Hawkes MA  
[wsbh@oakham.rutland.sch.uk](mailto:wsbh@oakham.rutland.sch.uk)

### Personal Assistant

Hanna Coburn  
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01572 758600

## Core Fees for the Academic Year 2024-25 (including VAT)

### Middle School and Upper School

	Per Term	Per Annum
Boarding	£17,688	£53,064
Flexi boarding (up to 5 nights)	£16,536	£49,608
Day	£10,512	£31,536

### Lower School

#### Forms 1 & 2

Boarding	£13,878	£41,634
Transitional boarding:		
6 nights	£13,290	£39,870
5 nights	£13,122	£39,366
4 nights	£12,582	£37,746
3 nights	£11,688	£35,064
2 nights	£10,872	£32,616
Day	£9,072	£27,216

#### Lower One

Boarding	£12,690	£38,070
Transitional boarding:		
6 nights	£12,156	£36,468
5 nights	£12,000	£36,000
4 nights	£11,508	£34,524
3 nights	£10,680	£32,040
2 nights	£9,942	£29,826
Day	£8,268	£24,804

### Extra Nights (charged in arrears)

Middle School and Upper School	£121.20 per night
Lower School – Forms 1 & 2	£81.60 per night
Lower School – Lower One	£73.20 per night

## Paying for School Fees

The core fees for the academic year are charged by way of three termly amounts of equal magnitude. Fees and extras are due on the first day of each term, unless the core fees are being paid by direct debit (four monthly instalments per term).

### Core fees, unless being paid by direct debit, and extras fall due as follows:

- Winter term 2024                      2<sup>nd</sup> September
- Spring term 2025                      6<sup>th</sup> January
- Summer term 2025                      23<sup>rd</sup> April

Any queries relating to fees or extras charged should be referred to the Billing Officer at the email address [pupilaccounts@oakham.rutland.sch.uk](mailto:pupilaccounts@oakham.rutland.sch.uk). Any amounts under investigation should be deducted from the amount paid, and any necessary amendments will be made to the billing accounts.

*The School reserves the right to refuse to allow pupils to attend the School or to withhold any references whilst fees or supplemental charges remain unpaid. Oakham School charges interest on any late payment of fees. The charge is calculated on a daily basis at the current rate of 3% above the base rate per annum on the balance outstanding. The School will levy an administration charge of £25 for any letter sent to parents regarding overdue fees or charges.*

### Oakham School accepts payments by:

- Bank Transfer                      quoting the unique reference number on the invoice
- Cheque                                  this should be sent to the Bursary by the payment due date
- Direct Debit                          four monthly payments per term in respect of the core fees only

## Bank Information

The School bank details are as follows:

- Bank                                      Barclays Bank
- Address                                  1 Churchill Place, Canary Wharf, London, E14 5HP
- Account number                      43608042
- Sort code                                  20-63-74
- Swift code                                  BARCGB22
- IBAN No.                                  GB90BARC20637443608042

**Please be aware that cyberfraud poses a significant risk, specifically frauds affecting email accounts and bank account details. Oakham School's bank details WILL NEVER change during the course of a transaction and we will NEVER change our bank details via email. If you are in any doubt, please do not send funds to us electronically without speaking to a member of our Accounts Team first to verify our account details. You should contact them through the main School telephone number (+44) 01572 758500. Oakham School will not accept liability for any payments into an incorrect account.**

## Direct Debit Scheme for payment of core fees

The Direct Debit process involves the termly core fees being collected in four monthly payments. Spring term core fees are collected in January, February, March and April and the Summer term fees in May, June, July and August. Direct Debits are collected on the 5<sup>th</sup> of the month (or the closest working day after this date). The payment of extras is not collected by Direct Debit and will therefore have to be paid by Bank transfer, debit/credit card or cheque, as they fall due.

A copy of the Direct Debit mandate instruction, to be completed to enable core fees to be collected in this way, can be obtained from [pupilaccounts@oakham.rutland.sch.uk](mailto:pupilaccounts@oakham.rutland.sch.uk)

## Prepayment of Fees Scheme

The School operates a Prepayment of Fees Scheme. Prepayments can range from one year through to the full duration of the pupil's time at Oakham, and can be made from formal acceptance of a place. The method does not guarantee that all fees will be covered but rather only those termly amounts contracted for in the agreement. Further details are available on the secure Parent Portal and a quotation can be obtained from the finance team. Please send requests for quotes to [pupilaccounts@oakham.rutland.sch.uk](mailto:pupilaccounts@oakham.rutland.sch.uk).

## Use of Childcare Vouchers

Childcare vouchers can be used to pay for pastoral care, which is the boarding element of the relevant fee. Please note that under HMRC rules, any overpayment of childcare vouchers cannot be refunded directly to parents due to the tax benefits received upon purchase.

For Direct Debit bill collections, the monthly amount can be reduced by the core fee element eligible for payment with childcare vouchers. Please let us know in advance if it is your intention to do this.

## Amending a child's place at the School

If you wish to change your child's place at the School from a boarding to a transitional/flexi boarding or day place, or from a transitional/flexi boarding to a day place no such change can be made part way through an academic year. Such notice should therefore be given in writing by no later than the first day of the summer term for any such change in status to be effective at the beginning of the next academic year. Failure to provide the appropriate notice of such a change will result in the fee for the whole of the next academic year being based on the originally agreed status.

## Withdrawing a child from School

In accordance with the Parent Contract to which all parents are contractually bound, by accepting an offer of a place for their child, **Oakham School requires a full term's notice in writing of any intention to withdraw a pupil from the School**. This includes pupils coming to the end of the Fifth and the Lower Sixth forms. A full term's fees will be charged if insufficient notice is given.

# Pupil Insurances

Two key insurances are provided as part of the School Fee:

## Personal Accident Insurance Scheme

Cover is provided for all pupils throughout their careers at the School, including holiday periods, and is provided for accidental injury resulting in an impairment of function or permanent disfigurement. Parents should note that this cover provides compensation for permanent impairment of function (e.g. of an organ or limb) or scarring; it does not provide compensation for pain, inconvenience, parental expense incurred as a result of an accident or medical expenses. Details are set out on the secure Parent Portal under Bursary Information.

## Travel Insurance

The School has Travel Insurance in force that provides cover for pupils and their belongings whenever they are on a school trip. Please note that this insurance does not cover for pandemic related claims. Claim forms may be obtained from the PA to the Director of Operations. Please note there is a small excess, typically £50, on the majority of claims for which parents will be charged.

**Certain insurance may be purchased on an opt-in basis.** We strongly advise parents to ensure that adequate insurance cover is in place whilst their children are at School. We have reviewed the market and make the following suggestions below which parents may wish to consider. The School does not benefit financially if you choose to purchase any of these opt-in insurance products.

The insurance cover available on an opt-in basis is as follows:

## Pupil Private Medical Healthcare Insurance

Parents may wish to take out private medical insurance for their children. Details of a scheme, which is brokered by Marsh and underwritten by AXA PPP, may be found on the secure Parent Portal under Bursary Information and include levels of cover and terms and conditions. **The cost is £150 per pupil per term.** The one-off application form needs to be completed and returned to Hanna Coburn in the Bursary or electronically to [hjc1@oakham.rutland.sch.uk](mailto:hjc1@oakham.rutland.sch.uk).

## Pupils' Personal Possessions Insurance

**Oakham School does not accept responsibility for the loss or damage to the personal property of pupils.** Therefore, parents are advised to ensure they have adequate insurance in place, potentially on an All Risk basis, particularly as the value of pupil's belongings such as laptops, tablets, smart phones, musical instruments and sports equipment has increased. One option is for parents to review their cover for Household Contents and add their children's belongings when away from home. Alternatively, the School suggests a policy offered by Marsh insurance brokers. **The cost is £8.31 per term** and provides single item cover of £2,000, watches and individual items of jewellery of £150, or £550 with a valuation, and a bicycle limit of up to £400. The total sum insured for any one loss is £5,000. There are, as with all insurance policies, certain exclusions and excesses (deductibles). Whilst tablets and laptops are covered, mobile phones and cash are not covered. The excess is £25. Further details of the Marsh scheme are to be found on the secure Parent Portal. The one-off application form needs to be completed and returned to Hanna Coburn in the Bursary or electronically to [hjc1@oakham.rutland.sch.uk](mailto:hjc1@oakham.rutland.sch.uk).

## Overseas students and Visa information

Any pupil who does not hold a British passport or who does not have settled or pre-settled status in the UK must have a visa to be able to study at Oakham. The visa is 'course based', and so:

- One application is needed for the GCSE course (from the pupil's point of entry to the School up to the end of Form 5/Year 11), and
- An additional application will be required for the Upper School course (A level, BTECs or IB Diploma).

You cannot apply for a visa until six months before the start of the academic course.

Oakham School has a student sponsor licence and can provide a CAS (Confirmation of Acceptance for Studies) once a place has been accepted at the School (or prior to transfer into the Upper School for current pupils who need to renew their visa for their final two years at the School). The CAS will be used to apply for a Child Student visa. Further information on Child Student visas may be obtained from the UK Government visas website – [www.gov.uk/child-study-visa](http://www.gov.uk/child-study-visa)

Oakham School requires that families use Sable International, a global immigration specialist, for the process of issuing a Confirmation of Acceptance for Studies (CAS). Oakham will charge a Visa Compliance Management Fee of £750 for any pupil who receives a CAS, which will be applied to their first fee invoice after the CAS has been issued.

## Fee Schedule for Extras

### Music Lessons

Individual tuition	£37.81	(35 minute lesson)
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Fees for rehearsal and examination accompaniment (except music award holders) are as follows:

Grade 1-2 (all)	£32.43	(£16.21 for exam only)
Grades 3-4 (all)	£31.20	(£16.21 for exam only)
Grades 5-6 (two pieces)	£43.20	(£13.50 for exam only)
Grades 5-6 (three pieces)	£54.03	(£21.60 for exam only)
Grades 7-8 (two pieces)	£59.47	(£26.98 for exam only)
Grades 7-8 (three pieces)	£78.36	(£32.37 for exam only)

The School offers discounted tuition to pupils once they have received Merit or Distinction in Grade 6 and above and have also passed Grade 5 Theory.

### Hiring School Instruments

Per instrument (all except guitar)	£45.00	per term
Guitar hire	£22.00	per term

Note that whilst such instruments are insured by the School, parents will be liable for any damage up to the insurance excess of £1,000.

### Learning Support (only chargeable from Form 4)

One to one SEN Learning Support	£64.92	per 50 minute lesson
Assessment for Access Arrangements	£142.44	
Contribution to cover invigilators for separate examination venues	£21.60	per examination
Assessment for the use of a word processor in an examination	£64.92	per assessment

### English as an Additional Language (VAT Exempt)

EAL Tuition sessions – Private tuition	£35.00	per 50 minute lesson
IELTS exam sessions	£57.25	per 90 minute lesson
Standard EAL Tuition		
One lesson per week	£420.00	Per term
Two lessons per week	£840.00	Per term
Three lessons per week	£1,260.00	Per term
IELTS exam lessons (90 minutes per week)	£687.00	Per term

### LAMDA

#### Speech & Drama lessons

Per individual lesson	£34.20	per pupil
For a lesson of two pupils	£22.80	per pupil



## **Mental Health (VAT Exempt)**

Payable after limits exceeded in terms of numbers of sessions

Session with our clinical psychologist or mental health practitioner

£51.05 per 60 minute session

£34.05 per 30 minute session

## **Details of Extras**

Unless otherwise stated, extras are charged in arrears and depend upon a pupil's particular interest and parents' wishes.

### **Music Lessons**

The School offers discounted tuition to pupils once they have achieved a Merit or Distinction in Grade 6 and above, and have also passed Grade 5 theory. The discount rates are as follows:

Grade 6 (50% discount)

Grade 7 (75% discount)

Grade 8 (100% discount)

Pupils who receive subsidised tuition will be expected to continue their good progress, practise regularly and make a strong musical contribution in school ensembles (or chamber music/accompanying/duet playing in the case of pianists). Any music lessons missed without good reason will be charged. Individual music teachers are experienced in recommending when pupils are ready for the musical and technical demands of higher grade exams.

If a parent/guardian wishes to withdraw a pupil from lessons at the start of a new term, the Director of Music must be advised in writing a minimum of half a term in advance. There will be a charge of one term's fees in lieu of notice, should the Director of Music be notified after the final day of the half term exeat. All pupils continue to be timetabled for lessons for their entire Oakham career unless written confirmation is received to the contrary.

### **Hiring School Instruments**

School instruments are available to hire by arrangement (according to availability) at a cost of £45 per term. Whilst the School does have insurance for instruments, parents will be liable for any damage up to the insurance excess of £1,000.

### **Financial Support**

As music plays an important part of the Oakham experience, limited bursary funding is available to support with the costs of lessons in particular cases. Please contact the Director of Music for further details.

## Learning Support

The following support is included in the school fees:

- Small class sizes for mainstream curriculum lessons
- Group learning support lessons for Forms 1 to 3
- Drop-in learning support sessions with a specialist teacher (ad hoc basis)
- Weekly academic subject support sessions with subject teachers
- Preparation, maintenance and communication of Individual Education Plans (IEP)

Not included in the School Fees

Where bespoke, individual diagnosis and support is required, the following are provided at an additional charge to parents:

- One-to-one or small dedicated group support with a qualified learning support specialist teachers
- Assessments for Access Arrangements.

**Please note that it is not possible to use evidence provided by other assessors or educational psychologists to support applications for access arrangements. Assessments must be carried out by one of our approved assessors following permission from parents.**

Parents should note that offers to pupils for places in the School may stipulate a certain amount of Learning Support initially, which will have cost implications. Clearly, the amount of support will be kept under close review over time between the pupil's parents and the School.

Full terms and conditions can be found on the school website

## English as an Additional Language (EAL)

The following support is included in the school fees:

- weekly supported study sessions available to provide revision, subject workshops or individual support
- preparation and maintenance of the Individual Education Plan (IEP) page for all teachers

Where bespoke, individual assessment and regular support is required, the following is provided at an additional charge to parents:

- one-to-one support with a fully-qualified EAL specialist teacher

Parents should note that offers to pupils for places in the School may stipulate a certain amount of EAL support initially, which will have cost implications. Clearly, the amount of EAL support will be kept under close review over time between the pupil's parents and the School.

## **Mental Health Service Charge and Terms and Conditions**

Oakham School has an outstanding reputation in the provision of mental health services for those children who require the input of a mental health professional.

The following support is included in the school fees:

- Access to the Medical Centre and a qualified nurse at all times
- Access to a mental health practitioner for six, 45 minutes sessions accessed by a referral system

Where required, and after the initial 'included' sessions have been taken, the following are provided at an additional cost.

- Sessions with our clinical psychologist or mental health practitioner will be at a cost of £51.05 for 60 minutes
- Sessions with our clinical psychologist or mental health practitioner will be at a cost of £34.05 for 30 minutes

Where possible and when consent is obtained, the mental health team will liaise with parents and staff as appropriate to ensure best practise and care is at the forefront of the service.

## **The School will also charge pupils for certain extra-curricular activities, including the following:**

### **Combined Cadet Force (CCF)**

Throughout the year, members of the CCF undertake two Service Weekends in October and May for Forms 4 and 6 and once per year for Forms 5 and 7, and an Annual Camp (first week of the summer holidays). The activities are heavily subsidised by the Ministry of Defence (MOD), as are other courses which are available. Boots are rechargeable items, and cadets will be issued a set upon joining. Clothing is issued to cadets and can be handed back, though lost items will be recharged. The costs of these activities are packaged up into a termly subscription of around £84-96. Army and RAF Camps will be charged separately and are in the region of £60.

For those pupils who elect to complete the Duke of Edinburgh Gold Award directly through the CCF, appropriate charges for transportation and accommodation are made, however, the MOD is able to substantially subsidise these costs. These will be outlined at the beginning of each year for the Form 6 cadets who elect to complete this award. As a guide, the CCF Gold expedition programme (which includes a skills training weekend, a practice expedition to the North Pennines and a 10-day qualifying expedition) will cost approximately £1,320.

The BTEC Level 2 in Teamwork and Personal Development in the Community can be completed through the CCF without extra cost to the pupils.

### **Duke of Edinburgh**

The Duke of Edinburgh award scheme is divided into three sections: Bronze, Silver and Gold. Generally, participants should complete the Bronze Award by the end of Form 3, the Silver Award by the end of Form 4, and the Gold Award sometime during Form 6 or Form 7. All costs relating to the Duke of Edinburgh award scheme are made separately. If pupils are enrolled on the Duke of Edinburgh scheme, they will be expected to complete training, practice and qualifying expeditions. Training and practice expeditions must be completed prior to qualifying expeditions for safety reasons and are not optional - all expedition requirements of the Duke of Edinburgh award

must be met. Expeditions are pre-arranged at the start of the school year. You'll be informed of the timescales for charges and the notice period (if for any reason your child needs to drop out of an expedition). If insufficient notice is given, the charge for the expeditions will stand as many of the costs are booked up to a year in advance with deposits paid. Any equipment taken by pupils should be returned to the Duke of Edinburgh storeroom, and a signed receipt given, within two weeks of the end of the expedition otherwise a charge will be levied for the required replacements. Personal equipment required for expeditions costs between £200 and £600 depending on quality and branding. Please note, if a pupil arrives on an expedition with inappropriate equipment or clothing the cost of supplying items will be added to the school bill. The costs for the year of the various levels of Award, which entail two training weekends and a qualifying expedition, are approximately as follows:

- Bronze: £540
- Silver: £684
- Gold: £900 to £1,026 (Depending on location and mode of travel)

**Please note other specialist activities incur charges; sailing, golf, horse riding, tennis coaching, Taekwondo.**

## Mandatory Charges

### Public Examinations

Pupils are charged in advance for all external examinations they sit whilst attending Oakham School. If re-marks are requested by parents, these will be charged if the mark remains unchanged. There is no VAT chargeable on the public examination fees.

#### Typical GCSE/IGCSE fees for academic year 2023/2024 were:

Art & Design	£43.00
Citizenship Studies	£48.50
English Language	£61.00
English Literature	£61.00
Geography	£73.90
Maths	£61.00
Combined Science	£87.40

#### Typical GCE fees for academic year 2022/23 were:

Economics	£98.15
Geography	£128.55
History	£103.80
French	£235.85

#### IB Fees for 2023/24 were:

Subject fee	£70.00	Per subject (there are six subjects)
Core fee	£89.00	Extended Essay, Theory of Knowledge and Creativity, Activity, Service (CAS)

Pupils studying Art/DT at examination level will incur some charges depending on the nature of the materials they chose to use for project work. Costs for 2023 ranged between £41.50-£115.50. This does not include the cost of specialist stationery which pupils may wish to purchase to assist them with their studies outside of lessons.

## **Mandatory Field Trips and Projects**

The following charges are representative of the 23/24 prices.

### **Geography Field Trip**

Mandatory trip for Form 6

£95 Charged on Winter term bill

### **Biology Field Trip**

Mandatory trip for Form 6

IB students

£400 Charged on Summer term bill

### **Battlefields**

Mandatory trip for Form 3

£220 Charged on Spring term bill

## **Miscellaneous Charges**

### **Buses**

Details of the seven bus routes the School arranges, as well as pricing, is available on the Schools website <https://www.oakham.rutland.sch.uk/admissions/bus-routes/>. Exact bus routes and timetables may vary from time to time.

### **Damages**

In consultation with Housemasters, parents and pupils, reasonable costs of repair for wilful damage caused to school equipment or property will be added to pupils' accounts.

### **Laundry Service**

The laundering of clothes to include school uniform, sports kit, casual clothes and underwear (cleaned in House), but excluding dry cleaning is included in the fees for boarders.

### **Library**

Pupils are normally allowed to borrow books for two weeks and DVDs for one week, although items that are required for longer periods may be renewed.

Pupils will be notified the day before their items are due. If items become overdue pupils will be notified at three days overdue. A second overdue reminder will be sent a week later at which point the pupil's Library account will be blocked thereby preventing further loans. The pupil's account will remain blocked until the item has been returned or the item declared lost. A Final Invoice email will be sent two weeks after the second overdue reminder detailing the costs of the items that will be added to the school bill.

### **Taxi Service**

The School has accounts with various Oakham taxi firms in order to provide transportation for pupils, should there be a necessity to do so. Use of the School accounts must only happen with prior written parental consent, sent to the relevant Housemaster/mistress, or in emergencies as soon as it is possible for a parent to contact the Housemaster/mistress to let them know it has happened.

## **Textbooks**

Oakham School aims to provide textbooks to each pupil. If a textbook is not returned to the designated member of staff by the deadline set by the individual departments, a charge will be added to the School bill. Textbooks will not be accepted after the deadline date as replacement books will be purchased by the School. A refund will not be possible for late return of textbooks.

The information in this publication is correct at the time of printing.  
Changes may be made for educational or other reasons.

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