



ACCOUNTS DEPARTMENT INFORMATION

ACCOUNTS ADMINISTRATOR

Paul Downes can be contacted on 01547 530303 extension 202 at the College. Hours 09.00 –16:45 weekdays. E-mail paul.downes@bedstone.org

In his absence please leave a message on his voice mail or contact the accounts clerk.

ACCOUNTS CLERK

Mrs Sara Gore can be contacted on 01547 530303 extension 203. Hours 09.15 – 16.00 weekdays.

E-mail sara.gore@bedstone.org

COLLEGE FEE ACCOUNT

College fee accounts are **due on or before the first day of every term:**

AUTUMN TERM 2018	THURSDAY 6th SEPTEMBER 2018
SPRING TERM 2019	TUESDAY 8th JANUARY 2019
SUMMER TERM 2019	TUESDAY 30th APRIL 2019

If you wish to pay your fee account directly to the Trust's bank, the details are as follows:

Bank:	Santander
Branch:	Bootle Merseyside L30 4GB
Account Name:	Bedstone Educational Ltd
Sort code:	09-02-22 Account Number: 10612392
IBAN Number:	GB70ABBY09022210612392 (International payments)
SWIFT (BIC) code	ABBYGB2L (European payments)

Please quote name of student and account number reference on all direct payments to college account. For telegraphic transfer, chaps or inland payments, please add the relevant bank charge to your payment.

ADDITIONAL SPENDING AND TRAVEL MONEY

Additional spending money for whatever purpose, for example school outings, travel cash or for personal shopping, can be forwarded direct to our bank account. Please ensure you quote a reference for easy identification and e-mail the accounts dept to advise them of the transaction.

Alternatively you can send a cheque to the accounts dept made out to Bedstone College. Please provide details with your instructions as to how this money should be allocated. The funds will then be held on

account. Your son or daughter may request the cash as and when required via their houseparents. For travel money required for the end of term, a cheque is required to be deposited at least **10 days** prior to departure so cash can be ordered.

ADDITIONAL POCKET MONEY FOR BOARDING STUDENTS

Please note, if you send additional cash with your son/daughter, they must deposit this with their houseparent for safekeeping and insurance purposes. **Please do not send £50 notes** as most shops will not accept them over the counter. We will make a charge for having to exchange £50 into smaller denominations at the rate the bank charges us at the time.

ADDITIONAL CHARGES (from Autumn Term 2018)

INSTRUMENTAL MUSIC TUITION	£186 per term <i>Half a term's notice in writing must be given to the Director of Music to withdraw your child from these lessons</i>
HORSE RIDING	£26 per lesson (guide price)
BALLET (Junior School only)	On application (guide 2017/18 up to £60 per term)
HYMNALS	£5 issued on arrival and for replacements
MOUNTAIN BIKING	£2.50 per session
ENGLISH AS AN ADDITIONAL LANGUAGE	Variable, depending on course (please request our separate guide).
LEARNING SUPPORT	£32 per lesson 1 staff to 1 student £16 per lesson 1 staff to 2 or more students <i>Half a term's notice in writing must be given to the Head of Learning Support to withdraw your child from these lessons</i>
OVERNIGHT STAY FOR DAY STUDENTS	£36 per night
SUPPER FOR DAY STUDENTS	£6.00
SIXTH FORM CLUB MEMBERSHIP	£15 per annum for use of the facilities
DESIGN & TECHNOLOGY	The cost of materials used for items made by students charged at cost if taken home.
COOKING CLUB ACTIVITY	A small charge to cover the cost of ingredients is made per term

TRANSPORT COSTS TO AND FROM THE COLLEGE (EXCLUDING FREE DAILY TRANSPORT)

Most airport and station runs are provided through local taxi companies and the charges passed directly on to passengers. Where college transport is used a charge per passenger for the equivalent rate will be made.

Bedstone College, Bucknell, Shropshire, SY7 0BG.

EXAM RESIT CHARGES

Whilst GCSE, A/S and A level examinations sat for the first time are included within the fees, resit examinations are charged for at cost. Remarks are charged by the exam boards where a grade does not change, if they are at the request of parents, we will pass the charges on.

Please note all prices are subject to change in the event of unforeseen circumstances.