



## FINANCE DEPARTMENT INFORMATION

### FINANCE MANAGER

Paul Downes can be contacted on 01547 530303 extension 202. Hours 09.00 – 17.00 weekdays. E-mail: [paul.downes@bedstone.org](mailto:paul.downes@bedstone.org) or [accountsdept@bedstone.org](mailto:accountsdept@bedstone.org)

### FINANCE ASSISTANT

Gemma Davies can be contacted on 01547 530303 extension 203. Hours 09.00 – 16.30 Monday to Wednesday.  
E-mail: [gemma.davies@bedstone.org](mailto:gemma.davies@bedstone.org) or [accountsdept@bedstone.org](mailto:accountsdept@bedstone.org)

### COLLEGE FEE ACCOUNT

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

AUTUMN TERM 2024	THURSDAY 5th SEPTEMBER 2024
SPRING TERM 2025	MONDAY 6th JANUARY 2025
SUMMER TERM 2025	MONDAY 28th APRIL 2025

If you wish to pay your fee account directly to the College'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.



### **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. **Please do not send £50 notes** as some shops will not accept them over the counter. Unfortunately we have to make a charge for exchanging £50 notes into smaller denominations at the rate the bank charges us at the time.

### **ADDITIONAL CHARGES (from Autumn Term 2024)**

#### **DAILY TRANSPORT TO AND FROM COLLEGE**

variable, depending on pick-up and drop off

#### **ALL PUBLIC EXAM ENTRIES/RESIT ENTRIES**

#### **INSTRUMENTAL MUSIC TUITION**

between £20-£25 per half hour lesson  
Half a term's notice in writing must be given to the tutor to withdraw your child from these lessons. (Please complete separate form for these lessons).

#### **ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)**

Variable, depending on course (please request our separate guide).

Charges for EAL are only for those who require additional support which will be charged at a rate dependent on the course taken. Some EAL lessons are included within the all inclusive fee.

#### **LEARNING SUPPORT**

£35 per lesson      1 staff to 1 student  
£17.50 per lesson 1 staff to 2 or more students  
Half a term's notice in writing must be given to the Head of Learning Support to withdraw your child from these lessons

#### **DESIGN & TECHNOLOGY**

The cost of materials used for items made by students charged at cost if taken home.

#### **OVERNIGHT STAY FOR DAY STUDENTS** £30 per night (supper, bed and breakfast)

#### **HORSE RIDING**

£32 per lesson



### **COOKING CLUB ACTIVITY**

A small charge to cover the cost of ingredients is made per term.

### **ACTIVITIES – DAILY AND WEEKEND**

The daily and weekend activity programme changes on a half-termly basis with the programme ever evolving. A charge may be made for certain activities, so parents and guardians should discuss this with their student prior to them enrolling on the activity.

### **TRANSPORT COSTS TO AND FROM THE COLLEGE – AIRPORTS/STATIONS**

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.