



## St Benedict's School

### Finance and Insurance Information

#### FEE BILLING INFORMATION

Fees are charged via bills, which will be issued three times per year. The fourth bill you receive will be for final extras only. There are two ways to pay:

- a) **Bank transfer** of the full termly amount, cleared by the first day of term.
- b) Via the **Direct Debit** Scheme where payments are split over 9 months (September to May).

Items such as music lessons and After School Club are known as "Extras" and are generally added to the bills one term in arrears. However, there are some items which are added in advance, for example; pupil insurance or trip instalments.

For the academic year 2023-24 bills will be issued as follows:

Bill	Date of issue	Charges	a) Bank transfer	b) Direct Debit scheme	
			Fees and extras due by	Fees debited	Extras debited
1	Final week August 2023	Michaelmas term and extras	1st day of Michaelmas term 2023	September, October, November 2023	September
2	By the first week of December 2023	Lent term and extras	1st day of Lent term 2023	December 2023, January and February 2024	December
3	By the first week of March 2024	Trinity term and extras	1st day of Trinity term 2024	March, April, May 2024	March
4	By the final week of July 2024	Final extras bill	By 19th August 2024	19th August 2024	August

#### BURSARY APPEAL

Each year we are able to award a number of partial and full bursaries to enable children, who would not otherwise be able, to attend the Senior School. The bursary goes towards the cost of fees. We have had many success stories of children who have hugely benefited from a bursary and have also contributed an enormous amount to the School.

The bursary fund is boosted by legacies and donations, but it is the bursary appeal which plays a huge part. The appeal works by parents donating to the fund through their termly bill - **each term** £40 will be added and will appear on the bill as "Bursary Appeal". If you are happy to do this, we would like to thank you in advance for your huge generosity in contributing to this fund.

If you would prefer not to contribute in this way, please contact us **by 23<sup>rd</sup> June 2023** at [finance@stbenedicts.org.uk](mailto:finance@stbenedicts.org.uk) and we will ensure this is taken off your bills in 2023-24. **We must hear from you by the deadline if you do not wish to participate as we are unable to adjust the bill after this date.**

## SQUID

The Schools uses an online payment system called sQuid, which you can access here:

<https://portal.squidcard.com/LoginPortal/>

In the Senior School it enables pupils to pay for their lunches and some other ad-hoc items using fingertip recognition, rather than using cash. There is also the ability to pay online for trip deposits and other items. See below for the full list.

In the Junior School we do not use fingertip recognition but the system is used for online payments for trip deposits, stationery and other items. See below for the full list.

For new parents, instructions on how to set up your account will be sent separately by the Bursar's Office.

If you are a Junior School parent transferring to Senior School in September, you should already have a sQuid account. You will need to transfer funds into the Catering Purse ready for Senior School lunches payments.

Should you need any assistance in setting up your account or Catering Purse, please contact Squid Customers Services on [customerservice@squidcard.com](mailto:customerservice@squidcard.com) or the senior school office.

Once registered for an account, we strongly advise parents of Senior School pupils to enable the 'auto top-up' function so that your child always has a balance available to purchase lunch.

The following items are paid for via your sQuid account. If any of the below are required to be paid for via another method, you will receive further communication about this.

- Senior School lunches
- Senior School breakfast or break time purchases
- 6<sup>th</sup> Form Café purchases
- Trip deposits
- Junior holiday activities and Summer Club
- Giving and donations
- Extra-curricular events/show tickets
- Stationery purchases from the School Offices
- Leavers' hoodies and similar items

## SENIOR SCHOOL PHOTOCOPYING CHARGES

All Senior School pupils have a number of photocopies permitted free of charge. After this limit has been reached, they will need to purchase additional credit from the School Office. The limit is as follows:

- Form 3 to Upper 4: £10 per year (equates to 1,428 black and white or 215 colour copies)
- Lower 5 to Upper 6: £15 per year (equates to 2,142 black and white or 322 colour copies)

## **BOOK CHARGES**

Any non-returned text books will incur a non-refundable fee which will be added to the Final Extras Bill. Charges for non-returned library books will be added to the bills one term in arrears. Deadlines for returns will be made clear and in good time.

## **PUPIL INSURANCE INFORMATION**

The School currently provides Pupil Accident Insurance to all pupils at no additional cost to parents.

Absence Insurance is an optional insurance the School can arrange for your child. Details of the cover can be found in the Parent Portal section of the School Website, as can details of the premium for 2023-24 which will be available in May 2023. Should you wish to opt-in for this cover, please complete the form found in this section of the website and return it to the Bursar's office **by 23<sup>rd</sup> June 2023**. Payment for this will be via your bill.

Fees Insurance is available, but must be purchased directly from an insurance company. The School does not recommend a specific insurer, but we would like to make you aware of the School Fees Trust Scheme, which provides such services. More details and the relevant forms can be found in the Parent Portal section of the School website if needed.

Should you have any queries regarding the information enclosed please contact the Bursar's office on 020 8862 2075 or by email at [bursar@stbenedicts.org.uk](mailto:bursar@stbenedicts.org.uk).