CHARGING AND REMISSIONS 2025 – 2028 POLICY

The Courtyard offers a tailored educational and social provision with a holistic approach. We aim to equip our students with the skills and experiences needed to discover and thrive with increased independence in their next stage of life.

CHARGING AND REMISSIONS - POLICY STATEMENT

Approval Committee:	**Finance and General Purposes**
Author:	**Head Teacher**
Last reviewed:	**March 2025**
Next review date:	**March 2028**
Required to publish on website?	**Yes**
Statutory?	**Yes**

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residentials and experiences of other environments, can make towards students' all round educational experience and their personal and social development. (Throughout this policy, the term "parents" means all those having parental responsibility for a child.

1. Charging

1.1 All charges for income of any nature must be made through the Central Finance Department by the Finance and Operations Manager responsible for raising invoices. Likewise all monies received for such income must be directed to the Finance and Operations Manager who is solely responsible for the receipt of all income entering the Courtyard (via the School). Official Courtyard receipts will be issued for all monies received.

1.2 The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the School:

1.2.1 Courtyard trips and residentials in School time: the board and lodging relating to the residential experience and outdoor pursuit courses;

1.2.2 Activities outside school hours: the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras;

1.2.3 Materials and ingredients: the cost of materials or ingredients for art and design, food, hospitality and catering, if parents have indicated in advance that they wish to own the final product;

1.2.4 Acts of vandalism and negligence: the Governing Body reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student;

1.2.5 Examination fees: if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination.

1.3 If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the Courtyard has paid an entry fee, the Governing Body may seek to recover the fee from the parent.

1.4 There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the School.

2. Remissions

2.1 Where the parent of a student is in receipt of qualifying state benefit, such as Child Benefit, Child Tax Credit, Disability Living Allowance, Housing Benefit, the Governing Body will remit in full the cost of board and lodging for any residential activity that is organised for the student and which takes place within School time. This will also be the case where the residential activity forms part of the syllabus for a public examination.

2.2 The Governing Body may remit charges in full or in part to other parents after considering other specific hardship cases. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Accounting Officer will authorise remission in consultation with the Chair of Governors.

3. Insurance

Any insurance costs will be included in charges made for trips or activities.

4. Voluntary Contributions

Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions.

5. Monitoring, Evaluation and Review

The Governing Body will review this policy at least every three years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the School.