



# The Totteridge Academy

## Charging and Remissions Policy

The Totteridge Academy and the Governing Body recognises the valuable contribution a wide range of supplementary activities can make towards students all round educational experience and their personal and social development. This may include extra-curricular clubs; out of school visits; and residential trips.

### Charging

The Totteridge Academy and the Governing Body reserves the right to make a charge in the following circumstances through activities organised by the school:

School trips and residential in school time: the board and lodging element of the residential experience and outdoor pursuit courses. Any insurance costs associated with trips or activities will be included in these costs;

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 optional extras;

Materials: the cost of materials or ingredients for design and technology and food technology, if parents have indicated that they wish to own the final product

Acts of vandalism and negligence: The Totteridge Academy and 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

Examination Fees: if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested and refundable if the student attends for examining. If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which Walthamstow Academy has paid an entry fee, they may seek to recover the fee from the parent. 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 Totteridge Academy.

### Remissions

Where the parent of a student is in receipt of qualifying state benefit (s), The Totteridge Academy and the Governing Body will remit in part or in full the cost of board and lodging for any residential activity that is organised for the student and which take places within school time. This will also be the case where the residential activity forms part of the syllabus for publication examination.

In addition, the above consideration will be given to students going on day trips from the Academy. The Totteridge Academy and the Governing Body may remit charges in part or in full to other parties after considering other specific hardship cases. The Totteridge Academy invites parents to apply in the strictest confidence, for the remission of charges in part or in full.

## Monitoring, Evaluation and Review

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