



# DUKE'S

ALDRIDGE ACADEMY

## POLICY

<b>Title</b>	<b>CHARGING OF ACADEMY ACTIVITIES</b>
<b>Date Revised and Agreed</b>	January 2025
<b>To be reviewed</b>	December 2025
<b>Reviewed by</b>	Principal
<b>Frequency of Review</b>	Annual

The purpose of this policy is to ensure that there is clarity over those items which the Academy will provide free of charge and for those items where there may be a charge.

The Academy day is defined as 08.45am to 15.00pm. The lunch break does not form part of the Academy day.

The Principal will ensure that staff are familiar with and correctly apply the policy.

During the Academy day, all activities that are a necessary part of the National Curriculum (with the exception of additional musical instrument tuition), plus Religious Studies, will be provided free of charge. This includes any materials, equipment and transport where applicable.

Voluntary contributions may be sought for activities during the Academy day which entail additional costs – e.g. field trips. If these are a necessary part of national curriculum studies, no student will be prevented from participating because his/her parents cannot or will not make a contribution. However, if insufficient funds are available overall, then it may be necessary to review the activities offered.

The rate of voluntary contributions requested for necessary educational activities will be no more than the total costs of the activity divided by the number of participating students.

On occasion, students may be offered the opportunity to participate in optional activities which do not form a necessary part of the national curriculum, but which may either enrich their learning or have a pastoral purpose. If there are expenses associated with these activities, then the Academy will normally charge for participation.

In cases of hardship, financial support for participation in optional activities will be at the discretion of the Governors and/or Principal. Any applications for support must be made to the Principal in writing.

When charges are made for any optional activity as defined above, they will be based on the actual costs incurred divided by the total number of students participating. There will be no levy on those who can pay to support those who can't or won't. Where applicable, costs incurred will include: -

- Cost of supply teacher cover in the Academy for participating teachers
- Transport costs
- Admissions charges
- Fees for external facilitators / speakers

Costs may also include: -

- Refreshments
- Equipment hire
- Any other relevant costs associated with the activity

The Academy will provide opportunities for students, parents and members of the wider community to participate in a range of activities.

Where activities are not fully funded by external sources, the Academy reserves the right to charge an appropriate fee for participation.

The Academy will not charge for public examinations offered to full-time students as a part of the national curriculum unless:

- The examination is not one normally offered by the Academy.
- The student fails without good reason to complete the requirements of the examination (e.g. coursework).
- The student fails without good reason to attend the examination.
- The student has previously sat the examination but wishes to retake to improve their grade. NB. This will not apply if re-takes are at the recommendation of the school.

If Academy property is lost or damaged as a result of student misbehaviour and/or negligence, parents may be asked to meet all or part of the cost of replacement. In such cases, the charge made will be calculated in consultation with the student's Year Leader or other appropriate senior staff who have knowledge of the child and of the incident concerned.