



Southampton Inclusion Partnership (SIP)

Charging Policy Feb 2022 – Oct 2022

1. Purpose

The purpose of the Southampton Inclusion Partnership's (SIP) Charging Policy is to provide clear guidance to partner organisations regarding the application of charges for consultancy, training, CPD and school-to-school support events.

2. Roles and Responsibilities

The Head of Service will agree and determine the Charging Policy for the Southampton Inclusion Partnership on an annual basis and will review the policy, from time-to-time, as required.

The Springwell Business Director, in association with the SIP Head of Service, is responsible for the day-to-day application of the policy.

3. Charging for Services

There will be 3 areas of charging for services under the Southampton Inclusion Partnership;

- School to School support
- Packaged professional training events & courses
- Whole school events

4. School to School Support

The table below shows the charges which will be made for consultancy, training, CPD and support services.

Services provided by	Half day	Full day
Head of Service / Headteacher	£255	£510
Senior Specialist Leader	£235	£470
Specialist Teacher	£180	£360
Specialist Teaching Assistant	£85	£170

The charges include an administration charge for SIP.

Any charge agreed for a commissioned package of support will depend on the time, location, frequency, and requirements of the support being provided.

The minimum charge will be a ½ day rate. This rate will also apply to written reports and any twilight support. Preparation will be charged on an hourly basis if required.

All charges will be agreed with the SIP Head of Service.

5. Packaged professional training events & courses

SIP will provide a range of training courses charged at a delegate rate.

The courses will be published on the website and will be made available through the Southampton Inclusion Partnership. Delegate rates will be set on a per course basis.

6. Charging for Events

- 7.1 The cost per person for an event, organised on behalf of or within the remit of the SIP, will be determined by the SIP Head of Service.
- 7.2 Failure to attend an event, when a booking has been made in advance, will incur the full course fee, irrespective of the reason given. Some charges might be applied up front dependent on the nature and fee for the event/service. Where costs are less than £500, this will be charged in advance.
- 7.3 If prior notice of non-attendance is given by the event delegate to SIP within 48 hours of the event, then 100% of the event charge will be made.
- 7.4 If prior notice of non-attendance is given by the event delegate to SIP within 2 weeks of the event, then 50% of the event charge will be made.
- 7.5 If prior notice of non-attendance is given by the event delegate to SIP with more than 2 weeks before the event, then 0% of the event charge will be made.
- 7.6 Commissioned personalised packages can be calculated and provided on request.

7. Monitoring & Evaluation

The SIP Head of Service will monitor and evaluate the effectiveness and appropriateness of this policy.

8. Review Date & Publication

The policy will be reviewed annually. The policy will be published on the SIP website.

9. Date of Policy

February 2022

Approved by: Governors Resources Committee – 27th January 2022