

## **Southampton Inclusion Partnership**

### **Charging Policy 2017/2018**

#### **1. Purpose**

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

#### **2. Roles and Responsibilities**

The SIP Strategic Board 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 Manager, in association with the SIP Manager, 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

*SIP will focus on the 4 focus areas of a Teaching School;*

- 1. co-ordinating and delivering high quality school-based ITT*
- 2. providing high quality school-to-school support to spread excellent practice, particularly to schools that need it most*
- 3. providing evidence-based professional and leadership development for teachers and leaders across their network*
- 4. To deliver a range of school support provision that will underpin the continued financial viability of the service*

Bespoke support is available on request and will be determined by the SIP Lead.

The charging policy will be ratified by the SIP Management Group every September.

#### 4. School to School Support

The pricing for School to School support reflects the additional cost of staff within a special school setting. The table below shows the charges which will be made for consultancy, training, CPD and support services provided on behalf by SIP during academic year 2017-18.

Services provided by	Half day	Full day
TSA lead Headteacher / NLE	£295	£590
TSA Headteacher / LLE	£220	£440
Specialist Leader of Education (SLE)/ Head of School / Lead Specialist	£175	£350
Teacher	£145	£285
Special School Teaching Assistant	£80	£160

The charges include a 20% administration charge for the Teaching School.

Any charge agreed for a bespoke package 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 any twilight support.

All charges will be agreed with the SIP Lead.

#### 5. Packaged professional training events & courses

SIP will provide a range of accredited and established training packages 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 reviewed in April 2017.

The delegate rate will be subject to some small variance according to the number of training staff involved, the nature of the support, the venue and the number of days required.

## 6. Whole School Training events

Where a school requests bespoke training event, the charging model will be based upon the number of delegates in attendance.

Table showing differentiation of group charges for whole school events

Group	No. of staff	Min. charge per day
<b>A</b>	1 - 30 staff	Staff day rate* + 20%
<b>B</b>	31 - 100 staff	Staff day rate* + 30%
<b>C</b>	Over 100 staff	Staff day rate* + 40%

\*This is the normal school to school day rate defined on pg.1

## 7. 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 Manager (with reference to Code of Conduct & Practice as well as protocols for organising an event).
- 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 When prior notice of non-attendance is given by the event delegate to SIP and a substitute attendee is available then no charge will be made, providing that the substitute meets the event application criteria.
- 7.4 If prior notice of non-attendance is given by the event delegate to SIP within 48 hours of the event and a substitute attendee is not available, then 100% of the event charge will be made.
- 7.5 If prior notice of non-attendance is given by the event delegate to SIP within 2 weeks of the event and a substitute attendee is not available, then 50% of the event charge will be made.
- 7.6 If prior notice of non-attendance is given by the event delegate to SIP within 4 weeks of the event and a substitute attendee is not available, then 0% of the event charge will be made.

7.7 Any surplus generated as a result of each event will be retained by the SIP as a working fund for investment. Whilst we try to maintain the 10% margin set for each event, it will vary depending upon costs and circumstances.

7.9 Bespoke packages can be negotiated and provided on request.

## **8. Monitoring & Evaluation**

The SIP Management Group will monitor and evaluate the effectiveness and appropriateness of this policy.

## **9. Review Date & Publication**

The policy will be reviewed in September 2018. The policy will be published on the SIP website.

## **10. Date of Policy**

September 2017