

Southampton Inclusion Partnership

Charging Policy 2019-2020

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 Leads 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 Lead, 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. Additional charges may apply please see section 6.

Services provided by	Half day	Full day
National Leader of Education (NLE)	£295	£590
TS Lead / Local Leader of Education (LLE)	£220	£440
Specialist Leader of Education (SLE)/ Head of School / Lead Specialist	£175	£350
Outreach Teacher	£160	£320
Teacher	£145	£290
Special School Teaching Assistant	£80	£160

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

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 Lead.

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 courses basis.

6. Whole School Training & Facilitator Charges

Where a school requests commissioned training event, the charging model will be based upon the number of delegates in attendance. These charges will also be applied where SIP staff deliver training through another Teaching School.

Table showing differentiation of group charges for whole school events

Group	No. of staff	Min. charge per day
A	1 - 30 staff	Staff day rate* + 20%
B	31 - 100 staff	Staff day rate* + 30%
C	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 Lead.
- 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.

8. Monitoring & Evaluation

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

9. Review Date & Publication

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

10. Date of Policy

April 2019

Approved by: FGB 01.04.19