

# Leading Learning Forward TSA Charging Policy

## 1. Purpose

The purpose of the TSA’s Charging Policy is to provide clear guidance to alliance partner organisations regarding the application of charges for consultancy, training, CPD and school-to-school support events which are run on behalf of and within the geographical remit of the Alliance.

## 2. Roles and Responsibilities

The Strategic Board of Leading Learning Forward TSA led by St Hugh’s National Teaching School, in consultation with members of the Alliance Partnership Group, will agree and determine the Charging Policy for the Teaching School Alliance on an annual basis and will review the policy, from time-to-time, as required.

The TSA Finance Officer, in association with the TSA Director, is responsible for the day-to-day application of the policy.

## 3. Charging for Services

The maximum charges which may be made for consultancy, training, CPD and support services provided on behalf of and within the remit of the TSA during 2019-20:

<u>Services provided by</u>	<u>1-2 hours</u>	<u>Half day</u>	<u>Full day</u>
TSA Headteacher/NLE/LLE	£150	£250	£500
Specialist Leader of Education (SLE)	£100	£200	£400
TSA Director/Business Manager	£100	£175	£350
Accredited Assessor/Teacher	£100	£175	£350
Teaching Assistant/Support Staff	£100	£150	£300
Event Facilitator	£100	£150	£300

Charges will be agreed with the Headteacher of the Teaching School and may be subject to negotiation depending on the time, location and requirements of the event or support being provided. An administration fee of 10% (minimum charge: £50) will be applied to each negotiated activity to cover the administrative costs involved with delivering support. Charges will be confirmed by the Teaching School before any event or support is provided.

## 4. School-to-School Support Charges for Whole School Events

The charges listed above will apply to School-to-School Support **except** when a whole organisation support package has been requested and determined, in which case the package will be negotiated, on a pro-rata basis, according to the number of staff involved,

## Leading Learning Forward TSA Charging Policy

the nature of the support and the number of days required. Charges will be applied on a group basis, as follows:

### **Table showing differentiation of group charges for whole school events**

<b><u>Group</u></b>	<b><u>No. of staff</u></b>	<b><u>Min. charge per half day</u></b>	<b><u>Min. charge per day</u></b>
A	1 - 10 staff	From £150 per day	From £300 per day
B	11 - 30 staff	From £175 per day	From £350 per day
C	31 - 50 staff	From £200 per day	From £400 per day
D	51 - 100 staff	From £250 per day	From £500 per day
E	Over 100 staff	From £300 per day	From £600 per day

### **5. Charging for Events (Briefings, Conferences, Courses, Seminars and Workshops)**

**5.1.** The cost per person for an event, organised on behalf of or within the remit of the TSA, will be determined by the Teaching School Alliance Finance Officer in discussion with the TSA Director (with reference to TSA Code of Conduct & Practice as well as protocols for organising an event).

**5.2.** Failure to attend an event, when a booking has been made in advance, will incur the full course fee, irrespective of the reason given.

**5.3.** When prior notice of non-attendance is given by the event delegate to the TSA Events Office and a substitute attendee is available then no charge will be made, providing that the substitute meets the event application criteria.

**5.4.** If prior notice of non-attendance is given by the event delegate to the TSA Events Office within 48 hours of the event and a substitute attendee is not available, then 90% of the event charge will be made.

**5.5.** If prior notice of non-attendance is given by the event delegate to the TSA Events Office within 2 weeks of the event and a substitute attendee is not available, then 80% of the event charge will be made.

**5.6.** If prior notice of non-attendance is given by the event delegate to the TSA Events Office within 4 weeks of the event and a substitute attendee is not available, then 50% of the event charge will be made.

**5.7.** If prior notice of non-attendance is given to the TSA Events Office 4 weeks or more in advance of the event and a substitute attendee is not available, then an administrative fee of 20% of the event charge will be made.

## Leading Learning Forward TSA Charging Policy

**5.8.** Any surplus generated as a result of each event will be retained by the Teaching School Alliance as a working fund for investment. The margin set for each event will vary depending upon costs and circumstances.

**5.9.** Bespoke packages can be negotiated and provided on request.

### **6. Monitoring & Evaluation**

The Strategic Board will monitor and evaluate the effectiveness and appropriateness of this policy.

### **7. Review Date & Publication**

The policy will be reviewed again in July 2021. The policy will be published on the TSA website. The policy for 2021-22 will be published on the website in August 2021.

**8. Date of Policy:** 31 August 2020