



Charging Policy 2017/18

1. Purpose

The purpose of the STAGE TSA 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 STAGE TSA Leadership Board will agree and determine the Charging Policy for the STAGE TSA on an annual basis and will review the policy, from time-to-time, as required.

The Banker School's Business 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 STAGE TSA;

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

The charging policy will be reviewed by the STAGE TSA Leadership Board yearly.

4. School to School Support

The pricing for School to School support reflect 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 STAGE TSA during 2017-2018.

Services provided by	Half day	Full day
TSA Headteacher/NLE/LLE	£240	£480
Specialist Leader of Education (SLE)/ Head of School / Assistant Head	£175	£350
Teacher	£120	£240
Special School Teaching Assistant	£100	£200

The charges include a 10% administration cost for the Teaching School.

The charges will be agreed with the Lead Schools and subject to negotiation depending on the time, location and requirements of the event or support being provided.

5. Packaged professional training events & courses

STAGE TSA 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 STAGE TSA. Delegate rates will be reviewed in April 2018.

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.

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 STAGE TSA, will be determined by the Lead Schools (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 STAGE TSA 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 STAGE TSA 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 STAGE TSA 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 STAGE TSA 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 STAGE TSA 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 STAGE TSA Leadership Board will monitor and evaluate the effectiveness and appropriateness of this policy.

9. Review Date & Publication

The policy will be reviewed again in August 2018. The policy will be published on the STAGE TSA website.

10. Date of Policy: 1st September 2017