
Acting Head of School
Pamela Murphy
Kennet Road, W9 3LG
020 7641 5825
office@qe2cp.westminster.sch.uk

Acting Head of School
Claire Shepherd
Garway Road, W2 4PH
020 7221 3454
admin@qe2cp.westminster.sch.uk

The Federation of Westminster Special Schools Bi-borough Inclusion Service Charging Policy- Financial Year 2020-2021

Bi-borough Inclusion Service has been commissioned by Westminster and RBKC Local Authorities to provide advice, support and bespoke training to maintained nursery, primary and secondary schools and academies in the Bi-borough.

From 1st September 2020 the following charges will apply to independent schools in the Bi-borough and all schools and settings outside the Westminster and RBKC Local Authority.

1. Core offer

Training delivered by the Bi-borough Inclusion Service continues to be without charge to state-funded Bi-borough schools (including EY settings, academies and free schools).

The team also provides advice and support to SENDCOs by:

- Co-ordination of Bi-borough SENDCO Forum (designed to brief SENDCOs, signpost them to relevant support services and keep them informed of the latest developments and examples of good practice)
- Co-ordination of Westminster SENDCO Network (designed around the SEN Support Toolkit with opportunities to network with other SENDCOs to share and develop good practice).

2. Traded offer

2.1 Face to face central training delivered by the Bi-borough Inclusion Service.

The following charges will apply to independent schools in Bi-borough and all out of borough schools and services:

- £50 for ½ day courses
- £90 for full day course

Courses provided by outside trainers will be charged on an individual basis for all school services, organizations and individuals.

2.2 Online training delivered by the Bi-borough Inclusion Service

This includes live webinars, pre-recorded presentations and videos.

The following charges will apply to independent schools in Bi-borough and all out of borough schools and services:

- £25 for 1-2hrs courses

Courses provided by outside trainers will be charged on an individual basis for all school services, organizations and individuals.

2.2 Bespoke training in your setting

Bespoke Training in schools or settings continues to be free only to state-funded Bi-borough schools (including academies and free schools). Charges below apply to independent schools and all out of borough schools/settings:

- £600 for one day training/consultancy
- £350 for ½ day training/consultancy
- £350 2 twilight sessions
- £200 1 twilight session

These charges include preparation, delivery and travel in London zones 1-6. Travel and accommodation costs outside of London, will be charged in addition to training/consultancy costs.

If the bespoke training is delivered online the charges are as follow:

- £175 for 1-2 hours training/consultancy
- £175 for two twilight 1 h sessions
- £100 for one 1h twilight session

2.3 SEND an Inclusion Consultancy (support for SENDCOs)

SENDCOs are able to request an individualised support package. This might be especially beneficial to SENDCOs who are new in post. Examples include support with:

- SEND Policy
- SEN Information report
- Provision mapping
- Preventing schools exclusions of CYP with SEND
- The graduated approach
- Planning transition
- Making reasonable adjustments
- Evidence-based interventions

The charges for SEN and Inclusion Consultancy (support for SENDCOs) in the Bi-borough:

- £275 for ½ day consultancy or £150 minimum charge for online consultancy
- £550 for one day consultancy

For out of borough schools/settings, there will be an additional charge for travel time and transport fee.

We encourage all delegates to pay by WorldPay and ask their settings for reimbursement.

Payment must always be made **before your event.**

2.4 Hire of the Access and Inclusion Centre

This purpose-built training facility can be hired as one or two rooms. Each room is equipped with a flip chart, PC, overhead projector, sound system and internet access.

Rooms 1&2 together: Seating 60 Theatre style or Cabaret style or formations upon request.

- £350 per day
- £200 for half a day (9:00- 12:30 or 13:00- 16:30).

Please contact our administrator to negotiate the price if your timing is outside those hours

Individual Rooms: Seating 30 Theatre style or Cabaret style or formation upon request.

- £200 per day
- £150 for half a day (9:00- 12:30 or 13:00- 16:30)

Refreshments

- £3 per head per break (includes tea, coffee and biscuits)
- A buffet lunch can be ordered at the time of booking at a cost of £9 per head.
- Lunch plus refreshments am and pm £14 per head.

Please note, an additional admin fee of £50 per room hire will be charged.

Additional charges will also apply for printing materials.

3. Cancellation policy

It is our policy not to postpone or cancel unless there are unavoidable circumstances, such as extreme weather conditions or unavoidable closure of the school. If the course needs to be cancelled the refund will be sent by cheque.

Three days' notice must be given to cancel your participation at a training session delivered by the FWSS Training and Outreach, otherwise the full cost of the booking will be charged.

For paid courses delivered by **external specialist providers**, we maintain the right to set a cancellation fee for the delegates who booked their place but are unable to attend the course. Cancellation fee will be clearly set out with the individual course details. This will be based on arrangements made with individual course providers and therefore may vary depending on specific course.

Room hire:

We require 14 days **cancellation** notice of cancelling book hire, otherwise we will charge you **cancellation** fee as below:

- 50% of your total amount will be charged if you do not notify us about your **cancellation** from 14 to 8 days before the event
- Full cost will be charged if you do not notify us about your cancellation at least 7 days before the planned event.