

Bi-borough Inclusion Service Charging Policy

2022-2023

Bi-borough Inclusion Service has been commissioned to provide advice, support and bespoke training to maintained nursery, primary and secondary schools, colleges and academies in Kensington and Chelsea and Westminster (the Bi-borough).

Our offer of support to **independent schools and settings outside of Kensington and Chelsea and Westminster** is chargeable and dependent on capacity being available.

From 1st September 2022, the following charges will apply:

1. Core offer of training and advice delivered by the Bi-borough Inclusion Service

This offer of training and advice continues to be provided without charge to state-funded Bi-borough schools (including EY settings, academies and free schools).

The team also provides **advice and support to Bi-borough SENCOs** through their contribution to the Bi-borough Virtual SENCO Forum, which is designed to brief SENCOs, signpost them to relevant support services and keep them informed of the latest developments and examples of 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 the Bi-borough and all out of borough schools and services attending central face-to-face training:

- £50 per delegate for morning/ afternoon courses
- £90 per delegate for full day course
- £10 for parents residing in other boroughs whose children do not attend Bi-Borough schools (subject to capacity, the Bi-borough parents given priority)

Courses delivered by **outside trainers** will be charged on an individual basis for **all** school services, organisations 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 the Bi-borough and all out of borough schools and services:

£30 per delegate for morning/ afternoon courses

We encourage all delegates to pay by WorldPay and ask their settings for reimbursement. Payment must always be made before your event.

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

2.4 Bespoke support in your setting

Bespoke support 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 (it could be split into two sessions)
- £350 for ½ day training/consultancy
- £350 2 twilight sessions
- £200 1 twilight session
- £85 per one hour consultation

For QTVI, QTOD, autism advisory teachers, SLCN advisory teachers and SEN OT support commissioned by other local authorities or out of borough (OOB) schools, the **minimum charge per visit is 2.5 hours** to allow for travel and report writing.

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 for a specific setting is delivered online the charges are as follow:

- £175 for morning/afternoon training/consultancy
- £175 for two twilight 1 hour sessions
- £100 for one 1h twilight session

We encourage all delegates to pay by WorldPay and ask their settings for reimbursement. Payment must always be made before your event.

2.5 Hire of the Training Centre *

(please note that this section will be added when our new training centre is open and operational, we currently do not offer room hire)

The service is offering a purpose-built training facility at Edward Wilson Primary School.

It is possible to hire it as one bigger or two smaller rooms with a price reflecting the room size.

Each room will be equipped with a flip chart, PC, overhead projector, sound system and Internet access. The smaller room is also equipped with hybrid facilities to allow for in-person or remote access to training.

Rooms 1&2 together: Seating 45 in theatre style (cabaret style or formations upon request).

- £450 per day
- £250 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:

Room one: Seating 15 in theatre style (cabaret style or other formation upon request)

Equipped with hybrid technology a flip chart, PC, overhead projector, sound system and Internet access.

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

Room two Seating 30 in theatre style
Cabaret style or formation upon request

Equipped with a flip chart, PC, overhead projector, sound system and internet access.

- £300 per day
- £200 for half a day (9:00- 12:30 or 13:00- 16:30)

Refreshments

- £5 per head per break (includes tea, coffee and biscuits)
- A buffet lunch can be ordered at the time of booking at a cost of £10 per head.
- Lunch plus refreshments am and pm £15 per head.

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

Printing materials or /and manuals need to be provided by the course facilitators, unless otherwise requested and will be charged accordingly.

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 BACS or WorldPay.

Three days' notice must be given to cancel your participation at a training session **delivered by the Bi-borough Inclusion Service**, otherwise the full cost of the booking will be charged (for delegates from out of borough and independent schools).

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 booked hire, otherwise we will charge you a 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.