



West Gloucestershire Schools Partnership

Charging Policy

Agreed:

Last reviewed:

To be reviewed:

Charging Policy (Updated 2026)

Reviewed: March 2026

Ratified: March 2026

Next Review: March 2027

Introduction

This Charging Policy sets out the principles under which WGSP charges for membership, training, and other services. The policy is reviewed annually by the Management Board and is aligned with relevant legislation and best practice.

Charges levied by WGSP will be transparent, fair, and designed to ensure financial sustainability while providing value to member schools.

Membership Fees

All member schools are required to pay an annual membership fee.

- Fees are calculated on a **per-pupil basis**
- The charge applies equally to all schools regardless of structure (including federations and executive leadership arrangements)
- The fee level will be reviewed annually by the Management Board

Training and Events

Pricing Principles

Charges for training and events will:

- Cover all associated costs
- Typically include a **10–20% contribution** to support WGSP sustainability
- Be based on a realistic minimum attendance threshold
- Remain competitive within the local and regional market

WGSP may subsidise events where this supports strategic priorities.

Member and Non-Member Pricing

- WGSP members will receive priority booking and preferential rates

- Non-members will be charged a higher rate, typically:
 - **+50% or a minimum uplift (e.g. £50)**

Cancellations

- More than 14 working days' notice: no charge
- 7–14 working days' notice: up to 10% administrative charge
- Less than 7 working days' notice: full charge applies

Substitute attendees may be accepted.

WGSP reserves the right to cancel or reschedule events where necessary; in such cases, a full refund or alternative offer will be provided.

Subsidies and Member Benefits

WGSP may offer subsidised or fully funded opportunities to member schools where financially viable.

These may include:

- Partnership Network Meetings
- Leadership and subject networks
- Conferences and professional development opportunities
- GAPH Membership fees

The level and nature of subsidies will be reviewed annually and aligned with partnership priorities.

Charges for Loss or Damage

Charges may be applied where there is:

- Wilful damage
- Negligence
- Loss of WGSP property or third-party property

Charges will normally reflect the cost of repair or replacement, unless otherwise determined by the Management Board.

Other Charges

The Management Board may approve additional charges for services not explicitly covered in this policy.

All such charges will:

- Reflect the cost of provision
 - Be clearly communicated in advance
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Financial Principles

All charges will be applied in line with the WGSP Finance Policy and will support:

- Financial sustainability
 - Transparency and accountability
 - Fair access for member schools
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Equality and Accessibility

WGSP will consider the needs of different schools when setting charges and may apply discretionary subsidies to ensure equitable access to services.

Approval

This Charging Policy was approved by the WGSP Management Board in March 2026.