

## The Historical Dance Society - Remuneration Guide for Teachers and Others

### 1. Introduction

This document seeks to set out the rates of pay and other remuneration for HDS teachers on HDS workshops and summer school, and for others who help out.

### 2. HDS teachers

We pay a standard fee of £100 for half a day (normally 3 hours) and £200 for a whole day (normally 6 hours) at HDS workshops, with £250 for Working with the Sources workshops. We reimburse reasonable travelling and accommodation expenses in line with the HDS Expenses Policy.

### 3. Summer School

We pay a standard fee of £800 for teaching on the week of the summer school. We provide free accommodation and food for the teacher. We reimburse their reasonable travelling expenses in line with the HDS Expenses Policy.

### 4. Other helpers (e.g. administrators)

Those who help to administer workshops, the summer school, and the conference are given a free place at the workshop in lieu of payment. We reimburse their reasonable travelling expenses in line with the HDS Expenses Policy.

### 5. Letters of engagement and invoices

All payments – including those made in kind – will only be made once a HDS letter of engagement has been issued and accepted, and an invoice for work received.

### 6. Review

The policy will be kept under review by the trustees and reviewed annually. It may be changed or cancelled by them after due consideration at a committee meeting.