**Course application form for Bradford Portage Service,**

**Physical and Medical Team** (P&M) **and Cognition and Learning Team** (C&L)

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| **Please complete (scan if needed) and return to:** **tssadmin.team@bradford.gov.uk** |
| Please indicate your choice below |
| **The following course is to be delivered in schools and dates are to be negotiated.** **Costs are whole course costs. Travelling costs are also to be added on.** |
| C&L | 20:20 Reading Intervention | [ ]  £500 |
| P&M | Manual Handling training | [ ]  £780 |
| **The following courses are to be delivered in various locations. Costs are per person.** |
| Portage | The Portage Workshop – A Small Steps Approach to learning for Children with SEND 12.10.17, 13.10.17 & 24.11.17 (3 full days) | [ ]  £150 |
| P&M | Developing your understanding of handwriting- a practical guide 20.09.17 (AM) | [ ]  £50 |
| P&M | Clicker 7. 04.10.17 (AM) | [ ]  £50 |
| C&L | Elklan Secondary – Autumn term 2018 (Sept17) *(multiple dates see course outline)* | [ ]  £400 |
| C&L | SENCo Induction 04.10.17, 17.01.18 & 20.06.18 (3 full days) | [ ]  £500 |
| C&L | Alphabet Arc – A multi-sensory programme 04.10.17 (AM) | [ ]  £50 |
| C&L | Supporting Children with Literacy Difficulties – A Multi-Sensory Approach *(multiple dates see course outline)* | [ ]  £400 |
| C&L | The Communication Trust Progression Tools Workshop 09.11.17 (AM) | [ ]  £50 |
| C&L | How to use and interpret the GL Assessment Dyslexia Portfolio 22.11.17 (AM) | [ ]  £50 |
| C&L | Motor Skills Workshop 06.12.17 (AM) | [ ]  £50 |
| **Please type in the boxes provided / indicate choices as required:** |
| **Delegate name** |  |
| **Delegate** **Post title** |  |
| **School/ establishment name**, **address** including **postcode** | (this is where the invoice will be sent to) |
| School tel: |  |
| **Delegates school email address:****(to confirm registration/ main correspondence)** |  |
| **Delegates** **mobile Tel:****(to contact you in cases of emergency)** |  |
| **Refreshments:** All food is buffet style, hot and cold drinks are provided.(Preferences and dislikes cannot be catered for). | **Dietary Requirements-** Vegetarian [ ] Diabetic [ ] **Other** such as food allergy or intolerance **Special Requirements:** Please tell us if you have any other special requirements other than dietary. |
| **Authorised School Signature or email from Business Manager, Head /SLT** Email will be taken as confirmation your school accept the costs and terms below: | *Sign here if not emailing* |
| **Acceptance terms:** Places will be allocated on a first come first served basis and your acceptance will be confirmed to you in writing via email given on this form. **Cancellation terms:** * These terms are for all types of cancellation reasons. All of which must be sent to us via email.
* No shows and 24 hour cancellations will be charged at full price.
* 2 days to 4 days notice there will be a charge of 50%
* 5 days to 13 days notice there will be a charge of 25%
* Cancellations received 14 days or more before the start will not be charged unless stated in the course advert.

**Invoice terms:** This course will be invoiced directly to your school/organisation.**Private bookings** can be accepted but must be paid in full two weeks before the start of the course. |