**Course application form for**

**Bradford Portage Service, Physical and Medical Team** (P&M),

**Cognition and Learning Team** (C&L) and **Autism Spectrum Team**

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| **Please complete and return all the pages of this form to:** [**tssadmin.team@bradford.gov.uk**](mailto:tssadmin.team@bradford.gov.uk)  NB You will receive a confirmation by email | | | | | | | | | | |
| 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.** | | | | | | | | | | | | |
| C&L | | | 20:20 Reading Intervention | | | | | | | £500 | | |
| C&L | | | Inclusive Classroom Training | | | | | | | £250 | | |
| P&M | | | Manual Handling training | | | | | | | £390 | | |
| Autism | | | Introduction to Autism- Beginners (KS1- 4) Twilight | | | | | | | 200 | | |
| Autism | | | Introduction to Autism – Intermediate (KS1-4) Full day | | | | | | | £800  £1,000 | | |
| Autism | | | Assessment and delivery of well-being and engagement with learning (KS2-4) Full day | | | | | | | £800  £1,000 | | |
| Autism | | | Lego Based Therapy (KS2-4) | | | | | | | 180 | | |
| **The following courses are to be delivered in various locations. Costs are per person.** | | | | | | | | | | | | |
| **page** | | **code** | | **team** | Course title | | | | | | **cost** | |
| 5 | | 1PM | | P&M | Clicker 7. (1.00pm-3.00pm) **16.05.18** | | | | | | £55 | |
| 6 | | 2PM | | P&M | Developing your understanding of handwriting- a practical guide  (8.00am–10.30am) **04.05.18** | | | | | | £55 | |
| 8 | | 1A | | Autism | Assessment and delivery of well-being and engagement with learning (KS2-4) (09.15am-3.45pm) **08.05.18** | | | | | | £150 | |
| 9 | | 2A | | Autism | Introduction to Autism – Intermediate (KS1-2)  (9.00am-3.30pm) **21.05.18**  Please use specific application from and choose workshops` | | | | | | £115 | |
| 10 | | 3A | | Autism | Lego Based Therapy (KS2-4) (9.30am-11.00am) **01.05.18** | | | | | | £55 | |
| 11 | | 4A | | Autism | blank | | | | | |  | |
| 21 | | 6CL | | C&L | SENCo Induction  TBA & TBA both 09.00am to 12.30pm | | | | | | £115 | |
| 22 | |  | | C&L | Supporting Children with Literacy Difficulties – A Multi-Sensory Approach  TBA *09.00am to 4.00pm for SENCo overview*  25.01.18 full day 09.00am to 4.00pm in Margaret McMillan Tower  7 sessions. 09.00am to 12.00pm in Margaret McMillan Tower  TBA x7plus portfolio session TBA | | | | | | £400 | |
| 16 | | 1CL | | C&L | Alphabet Arc – A multi-sensory programme (09.00am-12.30pm) TBA | | | | | | £55 | |
| 20 | | 5CL | | C&L | Precision Teaching and High Frequency Words Workshop  (9.15am-12.00noon) **20.06.18** | | | | | | £55 | |
| 18 | | 3CL | | C&L | How to use and interpret the GL Assessment Dyslexia Portfolio  (09.00am-12.30pm) **10.05.18** | | | | | | £55 | |
| 19 | | 4CL | | C&L | Motor Skills Workshop (09.00am-12.30pm) **16.05.18** | | | | | | £55 | |
| **25** | | **9CL** | | C&L | Elklan Speech and Language support 3-5s (Early Years) TBA | | | | | | £400 | |
| **26** | | **11CL** | | C&L | Elklan Speech and Language support 5-11s  (10 mornings) TBA to TBA | | | | | | £400 | |
| **27** | | **12CL** | | C&L | Elklan Speech and Language Support 11-16s (Secondary) TBA | | | | | | £400 | |
| **15** | | **1PT** | | **Portage** | The Portage Workshop – A Small Steps Approach to learning for Children with SEND (09.15am-3.00pm for all 3 dates)  **02.07.18, 03.07.18 & 16.07.18** | | | | | | £150 | |
| **31** | | **2PT** | | **Portage** | Makaton Foundation Workshop for Professionals 09.30am to 4.30pm both days **14.05.18 & 21.05.18** | | | | | | £130 | |
| ***Delegate details***  **Please type in the boxes provided / indicate choices as required:** | | | | | | | | | | | | |
| **Delegate name** | | | | | |  | | | | | | |
| **Delegate** **Post title** | | | | | |  | | **Key Stage** | | | | |
| **School/ establishment name**, **address** including **postcode** | | | | | | (this is where the invoice will be sent to) | | | | | | |
| School tel: | | | | | | |  | | | | | |
| **School admin or finance email:**  (person who wishes to be informed) | | | | | | |  | | | | | |
| **Delegates school email address:** | | | | | | |  | | | | | |
| **Emergency contact number:**  **(ideally a mobile so a text can be sent)**  **In case of cancellation usually due to bad weather or unforeseen circumstance cancellation. This will be deleted from our records as soon as the course date has passed.** | | | | | | | | | | | | |
| **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. | | | | | | | | | | | | |