**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**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 ApproachTBA *09.00am to 4.00pm for SENCo overview*25.01.18 full day 09.00am to 4.00pm in Margaret McMillan Tower7 sessions. 09.00am to 12.00pm in Margaret McMillan TowerTBA 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. |