

StSS Booking Form

To book school to school support, please return the booking form to stss@bptsa.worcs.sch.uk

School name:

Tick: ☐ LA maintained ☐ Academy
☐ Free school ☐ Independent

School address:

Invoice address:

Postcode:

Postcode:

Cost centre code for Worcestershire Schools:

Project code:

Cost centre:

Email:

Telephone:

The information you provide in this form will be used solely for processing your course booking. If you wish us to retain your email address to contact you about future BPTSA opportunities, please tick this box. ☐

Support requested: (tick) ☐ NLE ☐ LLE ☐ SLE ☐ Other ____ Cost £ :

Specify requirements:

Name:

Job title:

Email:

Telephone:

Other Information:

Cancellation Policy In the event that the booking has to be cancelled we aim to give a minimum of 7 working days' notice. Cancellation of any booking must be received in writing with a minimum of 14 working days prior to the booked date to ensure fees are not liable for payment. Cancellations up to 7 working days will incur a 50% charge. Cancellations received after this time will incur a charge of 100% of the course fee. Fees will be charged for colleagues who do not arrive for the support booked or if the support is not required when the deliverer arrives at a school and written cancellation has not been received as outlined above.

Bromsgrove Primary Teaching School Alliance Tel: 0121 445 6586 General email: office@bptsa.worcs.sch.uk