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**BESPOKE TRAINING FORM**

**SECTION 1: School/Setting’s request**

***For the school/setting to complete*** & send back (post or email)

with *current school/setting Risk Assessment for visitors who will deliver training* to:

Emma Clisby/Catherine Hall, Gravesham STLS Administrators for Gravesham [smile@ifield.kent.sch.uk](mailto:smile@ifield.kent.sch.uk)

|  |  |
| --- | --- |
| **Name of school/setting:** |  |
| **Date of request:** |  |
| **Contact name:** |  |
| **Contact email:** |  |
| **Contact phone no:** |  |

|  |  |
| --- | --- |
| **Area of training requested:**  E.g. ASD, de-escalation, dyslexia, managing challenging behaviour, dyscalculia, Lego intervention, precision teaching… |  |
| Please **bullet point the key content areas** you would like to be covered: | **Please be specific** |
| **Amount of people to be trained (please tick):** | 6-10  10-16  16-25  25-35  35+ (please state) \_\_\_\_\_\_\_\_ |
| **Please indicate (if you know) the roles of the staff who would be receiving this training:**  E.g. SENCOS, TAs, teaching staff, midday supervisors, nursery staff, etc. |  |
| Please indicate (if you know) **days and times which are preferable** for your team to receive this training. |  |
| **How much time** would you be looking to allocate to the training: | 1-2 hours  half day  full day  Over 2 short days |

**SECTION 2: STLS agreement to training**

***For STLS to discuss*** & complete, then feedback to school/setting.

**Brief record of discussion**

|  |  |
| --- | --- |
| Date of discussion: | Discussion between: |
|  | |

**Brief record of discussion/contact with school/setting (if appropriate)**

|  |  |
| --- | --- |
| Date of discussion with school/setting: | Discussion between: |
| Between | |

**CHARGES**

|  |  |  |
| --- | --- | --- |
| **Bespoke delivery of courses:** | **Maintained schools and academies** | **Early Years Settings** |
| Hourly rate | £120 | £60 |
| Twilight rate - 90 min | £170 | £85 |
| Half day rate | £280 | £140 |
| Daily rate | £480 | £240 |
| For groups of more than 20 reasonable additional charges will be made. | | |
| When delivering bespoke training, reasonable charges may be made for handouts, resources and travel expenses | | |

**SECTION 3: For administration purposes**

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| **For administration to complete** |  | **Date** |
| School/setting have been invoiced | Post  Email  By hand |  |
| School/setting have paid | Cheque  BACS |  |