|  |  |
| --- | --- |
| **Your name** |  |
| **Role** |  |
| **Email address** |  |
| **Phone number** |  |
| **Name & address of school** |  |
| **Local Authority**  |  |

**Training requested (Please give details of any issues you wish to cover. Please see our flyer for details of what is included in the sessions. If you would like to commission bespoke training, please contact** **emma@pac-uk.org****):**

 **Target audience (e.g. teachers, teaching assistants, support staff):**

**Approximate numbers:**

**Which session would you like to book?**

[ ] 1.5 hours: information and strategy sharing with opportunity for discussion
 **£300 + travel expenses + VAT**

[ ] 2 hours: information and strategy sharing with further opportunity for discussion and activities
 **£350 + travel expenses + VAT**

[ ] 3 hours: information sharing plus a range of activities and discussions including a whole-school review and plan for attachment-friendly practice
**£450 + travel expenses + VAT**

**The package below is recommended following one of the above training packages:**

[ ] 2.5 hours: 1.5 hour focused consultation with a group of key staff and 1 hour review – this focuses on the specific needs of an individual pupil\*, or to create a whole-school action plan
**£450 + travel expenses + VAT**

[ ] 1 hour: Any subsequent termly reviews (optional)
**£200 + travel expenses + VAT**

*\*When you book a consultation package, we will send you a consent form to be filled out by the parents/guardians. It is the school's responsibility to seek consent from the parents or guardians to include PAC-UK's Education Adviser in the consultation.*

**Venue for training:**

**Potential dates & times for training:**

**Please list any relevant training the group has received in the last two years:**

|  |
| --- |
| **Please ensure that you can provide the following:*** **Laptop/desktop compatible with USB stick**
* **Projector**
* **Flipchart/pens**

**In our experience, our training for schools is most effective when:*** **Members of the school's senior leadership attend the session as they have an overview of the school's ethos and priorities, and their presence gives a message to staff**
* **All staff including TAs and LSAs are enabled to attend**
* **The full session time is allocated. This allows attendees to really think about how the messages apply to particular children they are working with.**
* **Those attending have access to some information in advance so that they know what to expect**
* **Staff attending feel fed, watered and looked after!**

**We hope these tips help you get the most from your training session with us!** |

**Cancellation policy:**

*More than 28 days’ – no payment is requested
Less than 28 days’ but more than 6 – 50% of the full amount is requested
Less than 7 days’ notice – full rate is requested*