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| **Public Training Event Booking Form** | |
| **TeacherPublic** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Organisation Details** | | | | | | | | | | | | | | | **Name of Purchasing Organisation (School/Academy/MAT/Partnership):** | | | | | | | | | | | | | | | **Main Contact:** |  | | | | **Main Contact Role:** | | | |  | | | | | | **Main Contact Email:** |  | | | **Type of Organisation:** | | | | **Academy** **Maintained School** | | | | | | | **Organisation Postal Address:** | | |  | | | | | | | | | | | | **Email address to invoice:** | | |  | | | | | | | | | | | | **Option 1: Pay-As-You-Go** | | | | |  | | | |  | |  |  | | | **Delegate Name** | **Delegate School** | | | | **Delegate Email** | | | | **Session Code** | | **Date** | **Cost** | | |  |  | | | |  | | | |  | |  |  | | |  |  | | | |  | | | |  | |  |  | | |  |  | | | |  | | | |  | |  |  | | | **Total Cost** | | | | | | | | | | | | **£** | | | **Option 2: Annual Package** | | | | | | | | | | | | | | | **Number of places required in package  (if not purchased yet):** | | | | | |  | **Start date for package  (if not purchased yet):** | | | |  | | | | **Cost of Package (if not purchased yet):** | | | | | | **£** | | | | | | | | | **Package reference number (if already purchased):** | | | | | |  | | | | | | | | | **Delegate Name** | | **Delegate School** | | | | **Delegate Email** | | | | **Session Code** | | | **Date** | |  | |  | | | |  | | | |  | | |  | |  | |  | | | |  | | | |  | | |  | |  | |  | | | |  | | | |  | | |  | |  | |  | | | |  | | | |  | | |  | |  | |  | | | |  | | | |  | | |  | |  | |  | | | |  | | | |  | | |  | |  | |  | | | |  | | | |  | | |  | |

If you require more than 20 places a year, please contact Melanie Jones [mjones@billericayschool.com](mailto:mjones@billericayschool.com)

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| **Please return completed Booking Form to:** [**mjones@billericayschool.com**](mailto:mjones@billericayschool.com) | | | | | |
|  | Places will be allocated on a first come/first served basis |  | Confirmation will be sent via email |
|  | Further details will be sent prior to the start of the session |  | If for any reason the booking has to be cancelled, a refund will only be issued if the place can be filled |

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| **In-house Training Event Booking Form** | |
| Schoolhouse  **In-house** | |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Organisation Details** | | | | | | | | | | | | | | **Name of Purchasing Organisation (School/Academy/MAT/Partnership):** | | | | | | | | | | | | | | **Main Contact:** | |  | | | | **Main Contact Role:** | | | |  | | | | **Main Contact Email:** | |  | | | | **Type of Organisation:** | | | | | **Academy** **Maintained School** | | | **Organisation Postal Address:** | | |  | | | | | | | | | | | **Email address to invoice:** | | |  | | | | | | | | | | | **Option 1: Pay-As-You-Go** | | | | | | | | | | | | | | **Session Code:** | | |  | | | | | | | | | | | **Description of session (if bespoke):** | | |  | | | | | | | | | | | **Proposed dates for session (please provide 3 alternative dates):** | | | | | | | |  | | | | | | **Proposed venue address for session:** | | | |  | | | | | | | | | | **Proposed number of attendees (max 25):** | | | | |  | | | | | | | | | **Total Cost** | | | **£** | | | | | | | | | | | **Option 2: Annual Package** | | | | | | | | | | | | | | **Number of in-house training events required in package  (if not purchased yet):** | | | | | | |  | | **Start date for package  (if not purchased yet):** | | |  | | **Cost of Package (if not purchased yet):** | | | | | | | **£** | | | | | | | **Package reference number (if already purchased):** | | | | | | |  | | | | | | | **Session Code** | **Proposed venue address for in-house training event** | | | | | | | | **Proposed dates for in-house training event** | | | **Proposed number of attendees** | |  |  | | | | | | | |  | | |  | |  |  | | | | | | | |  | | |  | |  |  | | | | | | | |  | | |  | |

For all bespoke training sessions delivered in-house, please contact Melanie Jones [mjones@billericayschool.com](mailto:mjones@billericayschool.com) to discuss your requirements.

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| **Please return completed Booking Form to:** [**mjones@billericayschool.com**](mailto:mjones@billericayschool.com) | | | | | |
|  | Places will be allocated on a first come/first served basis |  | Confirmation will be sent via email |
|  | Further details will be sent prior to the start of the session |  | If for any reason the booking has to be cancelled, a refund will only be issued if the place can be filled |

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