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| **Public Training Course Booking Form** |
| **TeacherPublic** |

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| **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** | **Course Code** | **Date** | **Cost** |
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|  |  |  |  |  |  |
| **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** | **Course Code** | **Date** |
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| **If you require more than 8 places per year, please contact Melanie Jones** **mjones@billericayschool.com** |

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| **Please return completed Booking Form to:** **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 course |  | 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 Course Booking Form** |
| Schoolhouse **In-house** |

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| **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:** |  |
| **Standard In-house training** |
| **Course Code:** |  |
| **Description of course (if bespoke):** |  |
| **Proposed dates for course (please provide 3 alternative dates):** |  |
| **Proposed venue address for course:** |  |
| **Proposed number of delegates (max 25):** |  |
| **Total Cost** | **£** |

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| **Please return completed Booking Form to: 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 course |  | If for any reason the booking has to be cancelled, a refund will only be issued if the place can be filled |

**Bespoke Solutions**

For all bespoke solutions, please contact Melanie Jones – mjones@billericayschool.com – Tel: 01277 314420 to discuss your requirements.