

Stay on track and within budget!

Enhanced Subject Leadership - Workshop 1

14 December 2018, 1-4pm

Please book me _____ places on the above course.

Name(s): _____

School: _____

Invoice Address: _____

School Status: LA Maintained Academy Independent

Purchase Order Number (*Academies/Non Gateshead schools only*): _____

Contact Name: _____ Tel: _____

Email Address: _____

Signed (Headteacher/Senior Leader): _____ Date: _____

Please return to: Angela Crossley, CPD Admin, Dryden Centre, Evistones Road, Gateshead. NE9 5UR
Email: AngelaCrossley@Gateshead.Gov.UK **Fax:** 0191 4338764

How we will use this information

The information supplied on this form will be retained by Gateshead Council and will be used in the administration of this event, and shared with organisations associated with the event, with other attendees and to compile a paper delegate list to be distributed at the event. For further information see the Gateshead Council Privacy and Data Protection Policy at <https://www.gateshead.gov.uk/article/3711/Privacy-and-Data-Protection>

Other important information:

We (the school/organisation) agree that by signing and returning this booking form to adhere to the specifications detailed below.

- **Fees:** Fees will be recovered via invoice after the training; purchase order numbers will be quoted on any correspondence (if they have been supplied). All prices quoted are subject to VAT (if applicable).
- **Specific Requirements:** If you have any specific access or dietary requirement including food allergies can you please advise us of these at least 7 working days ahead of the training to allow us to make the necessary arrangements?
- **Cancellation Policy:** failure to notify of non-attendance at least **2 working days** will result in a **£50.00 admin fee being charged**.
- **Parking:** There is limited parking available at the Dryden Centre and parking is not guaranteed. Please park with consideration for our neighbours if you are unable to find a space within the car park and please be aware that our community police officer has asked we remind any visitors that illegal/inconsiderate parking will result in parking tickets being issued.