

CCPD: Booking Arrangements

Securing Places on CCPD Events

A booking form must be completed to secure a reservation on any CCPD programme. Please use the same booking form for chargeable and non-chargeable events. Full details of who/where to send applications can be found on the foot of each page in the CCPD folder.

Commitments and Cancellations

Accepted applications will be treated as a firm commitment and the following billing arrangements will then apply:

- ❑ **LA schools will have authorised a transfer of the full costs from their Standards Fund/Delegated School budgets.**
- ❑ **Invoices will continue to be raised for schools who have requested this option.**
- ❑ **Other clients will be invoiced for the full fee once the event has run.**

Schools will not be charged for cancellations which are made no later than seven days prior to the event. Schools will be charged the full cost for cancelled bookings after this deadline, or in the case of non-attendance. Substitution of a different colleague on part or all of an event may be acceptable. Applicants will be notified in advance if for any reason it is necessary to cancel or postpone training. In exceptional circumstances, ie PHA Conference, it will be necessary to operate a sliding scale cancellation policy and details will be clearly marked on the appropriate programme under special arrangements.

Evaluation

All events will include the completion of feedback sheets by attendees who are urged to discuss matters of concern with tutors where there is such an opportunity.

It is our aim to provide high quality professional support and we will do our utmost to recompense schools if there is genuine cause for complaint.

CCPD BOOKING FORM

PLEASE PRINT CLEARLY USING BLOCK CAPITALS

SCHOOL/ESTABLISHMENT NAME:

SCHOOL (DCSF) NUMBER: **Order No (if applicable):**

WHERE DID YOU HEAR ABOUT THESE TRAINING EVENTS?

APPLICANT(S):

Booking Reference	Course Date	Full Name of Delegate (including title)	Residential Option (tick if applicable)	Position in school

** Please inform us of any special requirements*

CHARGING DETAILS (FOR COURSES WHERE A CHARGE APPLIES):

THE STAFF DEVELOPMENT OFFICER OR HEADTEACHER MUST COMPLETE THE FOLLOWING INFORMATION.

I WISH TO PAY VIA A STANDARD JOURNAL TRANSFER

Cost Centre

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Nominal

5	0	0	9	0
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Funding Source

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Project

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PLEASE SEND AN INVOICE
(FOR CHEQUE BOOK SCHOOLS OR NON-CUMBRIAN LA SCHOOLS/ESTABLISHMENTS)

SIGNED:

PRINT NAME:

POSITION: **DATE:**