



Booking a Place at a Training Event – Terms and Conditions

Places on courses must be agreed with the Continuing Professional Development lead in your setting before being booked. CPD leaders are responsible for ensuring that staff who apply to attend an event have sufficient time off from the workplace for the whole duration of the programme.

- Bookings should be made by email to SASCPD@northnibley.gloucs.sch.uk
Bookings may be made on the template circulated to all schools via email or via the online booking form which can be found at http://www.northnibley.gloucs.sch.uk/p_SASCPD.ikml
- Places will be allocated using a first-come, first served basis.
- In respect of courses where places are limited to 60 or fewer delegates, schools may only request 2 places in the first instance. Any remaining requests will be added to a waiting list. For this reason places should be added in order of preference.
- SAS will reply via email confirming a place or informing you of any waiting lists that are in operation.
- Booking a place on an SAS Course is taken to indicate both understanding of, and agreement to these Terms and Conditions.

Cancellation of Course Attendance

Considerable disruption could be caused when course participants are unable to attend their confirmed places on courses. This can lead to cancellation of courses at short notice and incur costs to the organisation, as well as frustration to other course participants. Where places are limited, an un-notified cancellation can deprive other delegates of a training opportunity. Therefore, we are asking that leaders and staff help avoid these occurrences by:

- Making a firm commitment to attend training that has been requested and adhering to these commitments
- Making every effort to send another member of staff from the school rather than cancelling the place
- Ensuring that the course booked onto is appropriate CPD for the employee concerned
- Please ensure all cancellations are sent via email to SASCPD@northnibley.gloucs.sch.uk

Cancellation Charges

All course cancellations where less than 7 days' notice is given, will incur a £30 fee. Charges apply equally to paid and unpaid delegates for whom a booking is made. All cancellations must be made by email to SASCPD@northnibley.gloucs.sch.uk

FROM THIS IT CAN BE SEEN THAT 'SIGNING IN' IS AN IMPORTANT REQUIREMENT OF ATTENDANCE.

If a delegate is unable to attend on a pre-booked event, the Stroud Association of Schools CPD lead should be notified as soon as possible. This place can then be offered to someone else who may be on a waiting list. To cancel a place please either phone 01453 542600 or email SASCPD@northnibley.gloucs.sch.uk

In return, we will monitor all course bookings.

If the number of delegates on a course or conference is high, we will maintain a waiting list.

If the number of delegates on a course or conference is low, we will aim to:

- Make a decision 2 weeks before the start of the course as to whether the course is viable or not
- Give as much notice as possible (by telephone or email) to delegates where it is necessary to cancel due to low numbers
- Suggest an alternative course or date they can attend, if applicable

Paul Batchelor

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