

BOOKING FORM

Training at Lydalls Nursery School

Please complete one booking form per delegate and return to Lydalls Nursery School, Lydalls Rd, Didcot OX11 7HX with your payment.

Email: office.1017@lydalls-nurs.oxon.sch.uk

Any queries, tel: 01235 813137

The training session(s) I wish to book (**@£45 per session**) is/are (please tick):

- Let's talk about talking Thursday 9th November, 9.30-11.30am
- Let's talk about talking Thursday 9th November, 1.30-3.30pm
- 'Sparkle and Shine': Developing an Outstanding learning environment: Wednesday 15th November, 9.30-11.30am
- 'Sparkle and Shine': Developing an Outstanding learning environment: Wednesday 15th November, 1.30-3.30pm
- Planning a Book Week – 'We're going on a bear hunt': Wednesday 22nd November, 9.30-11.30am
- Planning a Book Week – 'We're going on a bear hunt': Wednesday 22nd November, 1.30-3.30pm

Attendee details

Name:

Job title:

School / Setting:

Contact details

Address:

Telephone number:

Mobile:

Email:

Payment

(Please tick / complete as appropriate)

- I have paid by BACS (see details below)*
- I enclose a cheque made payable to 'Oxfordshire County Council' for £
- Purchase order number.....
- I will bring cash into Lydalls Nursery School reception (your booking is only definite on receipt of payment)
- I have given cash to Lydalls Nursery School reception with this form (Office use: initials of receipt.....)

* BACS details:

Account Name: OCC Lydalls Nursery Sch-Dir Cr Inc A/C
Account Number: 00971826
Sort code: 300002

Signatures:

(I have read and agree with the cancellation terms as outlined below.)

Print Name:

Job Title:

Head / Manager (if applicable):

Print Name

Job Title

Cancellation Terms & Conditions

- All requests for cancellations and/or transfers must be received in writing.
- Changes will become effective on the date of written confirmation being received.
- The appropriate cancellation charge will apply based on the cost of your booking shown below.
- Any refunds of course fees will need to be paid by cheque.

Calendar days' notice before the start date of the event	Refund applicable
15 calendar days or more	50% refund of basic attendance fee
Between 1 and 14 calendar days (inclusive)	No refund will be given
Failure to attend	No refund will be given

For Lydalls Nursery School office use:

- date received...../...../.....
- payment received and confirmation sent