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| Please complete one form per delegate if booking a bundle offers. | |
| **School Name** |  |
| **Training Course Name & Date** | Choose an item. |
| **Training Course Name & Date** | Choose an item. |
| **Training Course Name & Date** | Choose an item. |
| **Delegate 1 Name:** |  |
| **Delegate 1 Job role:** |  |
| **Delegate 1 email address:** |  |
| **Delegate 2 Name:** |  |
| **Delegate 2 Job role:** |  |
| **Delegate 2 email address:** |  |
| **Purchase order number:** |  |
| **Please confirm if you have access to the Microsoft Teams app.**  **(This is the downloadable application).** | YES/NO  [Use of the Teams app is required to successfully participate in online training to view all details during screensharing]. |
| **Pricing for events All pricing is subject to VAT at the standard rate** | |
| **Remote training** | 1 x 2.5 hour session - Delegate 1 £150, Delegate 2 £100. 2 x 2 hour sessions – Delegate 1 £180, Delegate 2 £150  2 x 2 ¼ or 2 ½ sessions – Delegate 1 £200, Delegate 2 £150 3 x 2 or 2 ½ hour sessions – Delegate 1 £300, Delegate 2 £250 |
| **Offers** | Data Manager Bundle 1 - £525 Data Manager Bundle 2 - £600  For information about which courses are included please see below table and training offer information flyers. |

To book your place, please return this booking form completed to [events@go4schools.com](mailto:events@go4schools.com) or to make an enquiry call 01223 967556 option 1.

By submitting this booking form, you are agreeing to our terms and conditions which includes your booking information being passed to event organisers\*.

**For online events, users must consent to their email address being shared with other delegates** (This will be visible in the meeting invitation to join the course to all course participants).

Multi-course bundle is only available for courses that are indicated in the table below. Second delegate discount is only available where bookings are made excluding the multi-course offer. No cancellation of multi-course bookings where a course has already been attended and no partial refunds available. In this case we would accept a substitute of the place, but we must be notified by email so that we can provide the new delegate with a Teams invite and course information.

**Please note that your place has not been booked until you receive a confirmation email. If you do not receive one within 5 working days, please contact us.**

Your school will be invoiced for payment 5 days prior to the training where possible. If you book with less than 5 days before the course takes place you will be invoiced immediately. When booking a bundle offer, you will be invoiced 5 days prior to the first course taking place. Payment terms are 30 days. Please provide purchase order numbers where possible as this can reduce delays in payment being made.

If you need to cancel or amend your booking, please contact us on 01223 967556 or via the events booking email address: [events@go4schools.com](mailto:events@go4schools.com) within 5 working days of the event taking place.

For cancellations made within 48 hours of the training event taking place, you will be offered a place on an alternate course once. Should you then cancel a second time or are a no show, you will not be refunded, or offered a place on an alternate course and payment will still be required. GO 4 Schools are not able to offer refunds for cancellations arising from events outside of our control.

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| Training Course Name and Dates | Timings all sessions | Applicable to | Price | Included in Offer? |
| Attendance 12 September 2024  Attendance 3 December 2024  Attendance 16 January 2025 | 10:30-13:00 (1x2.5 hours) | Attendance Officer | Delegate 1 £150 Delegate 2 £100 | Not in offer. |
| Behaviour 17-18 June 2025 | 10-12:00  (2x2 hours) | Pastoral Lead / Data Manager | Delegate 1 £180 Delegate 2 £150 | Not in offer. |
| Curriculum Leader – Embedding Data 22-23 October 2024  Curriculum Leader – Embedding Data 9-10 July 2025 | 10-12:00  (2x2 hours) | Curriculum Leader | Delegate 1 £180 Delegate 2 £150 | Not in offer. |
| Data Manager: Analysing Data 5-6 November 2024  Data Manager: Analysing Data 11-12 February 2025 Data Manager: Analysing Data 11-12 June 2025 | 10-12:15 (2x2¼ hours) | Data Manager | Delegate 1 £200 Delegate 2 £150 | Data Manager 2 |
| Data Manager: New to role 10-12 September 2024  Data Manager: New to role 13-15 May 2025 | 10-12:30  (3x2.5 hours) | Data Manager | Delegate 1 £300 Delegate 2 £250 | Data Manager 1  Data Manager 2 |
| Data Manager: Introduction to GO 4 Schools 17-19 September 2024  Data Manager: Introduction to GO 4 Schools 7-9 January 2025  Data Manager: Introduction to GO 4 Schools 29-30 April & 1st May 2025 | 2023 10-12:30 (3x2.5 hours) | Data Manager | Delegate 1 £300 Delegate 2 £250 | Data Manager 1  Data Manager 2 |
| Data Manager: End of Academic Year Process 18-19 June 2025 | 10-12:00  (2x2 hours) | Data Manager | Delegate 1 £180 Delegate 2 £150 | Not in offer. |
| Data Manager: Combined Start & End of year process 20-22 May 2025  Data Manager: Combined Start & End of year process 1-3 July 2025  Data Manager: Combined Start & End of year process 8-10 July 2025 | 10-12:00  (3x2 hours) | Data Manager | Delegate 1 £300 Delegate 2 £250 | Data Manager 1 |
| Data Manager: Markbooks 24-25 September 2024 Data Manager: Markbooks 15-16 October 2024  Data Manager: Markbooks 21-22 January 2025  Data Manager: Markbooks 11-12 March 2025  Data Manager: Markbooks 3-4 June 2025 | 10-12:30  (2x2.5 hours) | Data Manager /Curriculum Leader/SLT | Delegate 1 £200 Delegate 2 £150 | Data Manager 2 |
| Pastoral Leads: Attendance & Behaviour 1-3 October 2024  Pastoral Leads: Attendance & Behaviour 25-27 February 2025 | 10-12:00  (3x2 hours) | Data Managers & School Leaders | Delegate 1 £300 Delegate 2 £250 | Not in offer. |
| Data Manager: Progress Reports 3 October 2024  Data Manager: Progress Reports 5 December 2024  Data Manager: Progress Reports 30 January 2025 | 10-12:30  (2x2.5 hours) | Data Manager | Delegate 1 £150 Delegate 2 £100 | Not in offer. |
| Post 16: Provision & Performance 8-9 October 2024  Post 16: Provision & Performance 12-13 February 2025  Post 16: Provision & Performance 19-20 June 2025 | 10-12:00  (2x2 hours) | Senior Leaders or Heads of Sixth form | Delegate 1 £180 Delegate 2 £150 | Not in offer. |
| Preparing for Ofsted 20-21 November 2024  Preparing for Ofsted 19-20 March 2025 | 10-12:00  (2x2 hours) | Senior, extended or aspiring Senior Leaders | Delegate 1 £180 Delegate 2 £150 | Not in offer. |
| School Leaders Analysing Data 12-13 November 2024  School Leaders Analysing Data 04-05 February 2025  School Leaders Analysing Data 02-03 July 2025 | 10-12:15 (2x2¼ hours) | School Leaders | Delegate 1 £200 Delegate 2 £150 | Not in offer. |

For more information about forthcoming events, please visit our CPD or Hub School pages of our website: <http://www.go4schools.com/CPD.aspx> or <http://www.go4schools.com/HubSchoolsNetwork.aspx>