**ST MATTHEW’S** **TRAINING BOOKING FORM 2018-19**

**St Matthew’s CE Primary School**

*Please complete and return this booking form. Before bookings can be finalised, your school will need to make payment. Thank you.*

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| --- | --- | --- | --- | --- |
| **Name and role of main contact**:  **Email address**: | | | | |
| **Name of school**:  **Address**:  **Telephone number**: | | | | |
| **Email address of your school’s finance officer:**  *(A copy of the invoice will be sent directly to your Finance Officer, as well as, the main contact identified)* | | | | |
| **Name of attendees** | **Specific Dietary Needs** | **Key Stage/ Year Group Teaching** | **Delegates**  **Email** | **Delegates Mobile Number** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| **Disability needs of any participants:** | | |  |  |
| **Date of training :** | | | | |
| **Title of Training:** | | | | |
| **Authorised on behalf of school**  Name of Head Teacher/Principal: Signed (Head Teacher/Principal) | | | | |
| **Terms and Conditions**  Full terms and conditions for training events are available at [www.st-matthews.bham.sch.uk](http://www.st-matthews.bham.sch.uk)  \*I accept that I have read and agree to be bound by the Terms and Conditions of sale. | | | | |
| **Method of Payment:**  By cheque made payable to St Matthew’s CofE Primary School or by BACS (details will be provided with invoice.) | | | | |
| A booking confirmation notification will be sent to the main contact with an invoice for payment.  **Payment will need to be made prior to your booking being finalised.**  An email will be sent to all delegates confirming arrangements for the session once the booking has been confirmed. If the session has to be cancelled at short notice a text and/or email will be sent to each of the delegates listed and the main contact. | | | | |

**Please email completed forms to** [SMTS@st-matthews.bham.sch.uk](mailto:SMTS@st-matthews.bham.sch.uk)

Training will normally take place at:

**St Matthew’s CE Primary School, Duddeston Manor Road, Nechells, Birmingham B7 4JR. Tel: 0121 359 1602 Fax: 0121 333 4392**

**FOR YOUR INFORMATION**

**Use of personal data and images**

We welcome all delegates to St Matthew’s CofE School and sometimes like to take photos to demonstrate the training that takes place and the activities that we undertake. We may therefore take photos during training sessions. This will be primarily for marketing purposes on our website and for sharing with future groups, where there be a training benefit.

**Our promise**

We will keep images and personal information secure and will destroy these securely after we no longer require them for the purposes noted. We will not use images for alternative purposes or share images with a third party without consent.

**Photographs taken by delegates**

Delegates are welcome to take photos that will inform and support in taking best practice back to their schools, however, they are kindly asked to avoid taking photos of anything that would identify a child and only take photos of exercise books that are provided as part of the training event.