



EXETER SCHOOL SPORT PARTNERSHIP

CPD ADVANCE BOOKING FORM

Section 1

**EXETER SCHOOL SPORT PARTNERSHIP
PRIMARY PHYSICAL EDUCATION CONFERENCE**
26.09.07 Sandy Park Conference Centre, Exeter

Course	Date of Course	Date of Twilight
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I Have To Teach Dance Get Me Out Of Here!		
KS2 Dance	04.10.07	20.11.07
Venue Exeter – Beacon/Top Exe		

I Have To Teach Gym Get Me Out Of Here?		
KS2 Gymnastics	21.11.07	30.01.08
Venue - Crediton		

Bowling....Batting....Fielding.....		
An introduction to Striking & Fielding activities		
KS2 Strike and Fielding	12.03.08	07.05.08
Venue Exeter – West Exe and East		

How Do You Teach Invasion Games?		
KS2 Invasion Games	16.01.08	18.03.08
Venue – Tiverton		

Teaching Children to Run Jump and Throw?		
An introduction to Athletics		
KS2 Athletics	30.04.08	10.06.08
Venue - Crediton		



Costs

We manage the CPD opportunities on a 'first come, first served basis'. The cost per delegate is £40.00 per 1 day course, with the 2nd delegate free.

Cancellation Policy

We will only cancel a course should the up take of the course be 4 delegates or less. However, we will endeavour to make contact with the delegates to offer a twilight session should this be appropriate. Should we cancel a course, a full refund will be given, or a credit to another forthcoming course.

If you wish to cancel a place on a course, and your booking form has been received by the partnership administrator a refund **will only be given** if the space is re-filled by another delegate. (This applies to both means of payment).

Payment

We will accept cheques made payable to: St Luke's Science and Sports College, please include the cheque when returning your booking form.

We will also accept purchase orders, please note the purchase order number on the form in Section 3. Once the course has taken place an invoice will be generated and posted to your school. Payment is required within 14 days of the invoice date.

Venue

We have not allocated all venues for 2007/8, as we would like to take this opportunity to offer your school the chance to host a CPD course. Please indicate your interest in hosting the CPD course by ticking the relevant box in section 2 of the form (see overleaf).

The courses are held between the hours of 9am and 3pm, each course will require, access to an indoor space and a classroom. In addition, you will need to be able to provide lunch with beverages for the delegates and we will reimburse at a rate of £4.00 per delegate.

Confirmation

Confirmation, details and directions will be sent via the e-mail address you have stated in Section 4. Should you not specify an e-mail address we will automatically send it to your schools admin@.....

Tutors

All courses will be run by a PEDPASS consultant.

Resources

Each delegate will receive a "TOPS" resource pack.

Evaluation

As part of our continual monitoring, evaluation and review we would like all delegates to complete an evaluation form which will be e-mailed to you when the course is completed.

Please complete Section 1 of the evaluation form prior to the course and Section 2 of the evaluation form after the course. Once both sections have been completed please return to: Mrs Bronia Burland c/o St Luke's Science and Sports College, Harts Lane, Exeter, Devon EX1 3RD or e-mail to ssco@st-lukes.devon.sch.uk



Section 2

Please enter delegate names (please notify Bronia Burland if there are any changes) and tick the box if you are willing to host a course at your school.

Course	Name	Name	
PE Conference	1. _____	2. _____	<input type="checkbox"/>
KS2 Dance	1. _____	2. _____	<input type="checkbox"/>
KS2 Gymnastics	1. _____	2. _____	<input type="checkbox"/>
KS2 Invasion Games	1. _____	2. _____	<input type="checkbox"/>
KS2 Strike and Fielding	1. _____	2. _____	<input type="checkbox"/>
KS2 Athletics	1. _____	2. _____	<input type="checkbox"/>

Section 3

<input type="checkbox"/> Cheque: I enclose a cheque for £ _____ made payable to: "St. Luke's Science & Sports College"	<input type="checkbox"/> Invoice: Please send an invoice for £ _____ to the address below. My purchase order number is: _____
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Section 4

School Name:

Contact Name:

Address:

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Postcode:

Contact email:

(Delegates will receive confirmation of their place on the course, plus directions by email).

Section 5

The Partnership CPD Manager is Mrs Catherine Holt, should you wish to discuss any of the above or additional CPD needs please e-mail holt@st-peters-exeter.devon.sch.uk

Please complete and return this booking form to: Mrs Bronia Burland, St Luke's Science and Sports College, Harts Lane, Exeter, Devon EX1 3RD or e-mail to ssco@st-lukes.devon.sch.uk