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| **Maidstone District STLS**  **Bespoke Training Request** |

***To be completed by school/setting***

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| **Request made by** | |  | | | | | | | | | | |
| **Name of School / Setting** | |  | | | | | | | | | | |
| **Training requested** | |  | | | | | | | | | | |
| **Total number of attendees** | |  | **TA’s** | | |  | **Class Teachers** | | |  | | |
| **Proposed Date & Timings** | |  | | | | | | | | | | |
| **Emailed copy of hand outs *(tick as required)*** | | **Before training** | |  | | | **After training** | | |  | | |
| **Date training request made** | |  | | | | | | | | | | |
| **Invoice to be sent to:**  ***(name & email address)*** | |  | | | | | | | | | | |
| **School Address** | |  | | | | | | | | | | |
| ***To be completed by STLS*** | | | | | | | | | | |
| **Request taken by** | |  | | | | | | | | | | |
| **Passed to (Name/Date)** | |  | | | | | | | | | | |
| **Contact made with School**  **(Date)** | |  | | | **Training Agreed** | | | **Yes** | | | **No** | |
| **Agreed date(s)** | |  | | | **Venue** | | |  | | | | |
| **Timings** | |  | | | **Costing(s)** | | |  | | | | |
| **Name of trainer(s)** | |  | | | | | | | | | | |
| **Room requirements –**  ***To be completed by trainer*** | | **Flipchart** | | | **Yes** | | | | **No** | | | |
| **Data Projector** | | | **Yes** | | | | **No** | | | |
| **Additional Requirements** | |  | | | | | | | | | | |

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| ***Bespoke Training Costs – Early Years*** | | | |
| **Hourly** | **Twilight**  **(90mins)** | **½ day**  **(3 hours)** | **1 Day** |
| **£60** | **£85** | **£140** | **£240** |

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| ***Bespoke Training Costs – Schools*** | | | |
| **Hourly** | **Twilight (90mins)** | **½ Day**  **(3 hours)** | **1 Day** |
| **£120** | **£170** | **£280** | **£480** |

***\*For training where there will be 50+ people there will be an additional charge which will be agreed with the trainers.***