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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.***