

Professional Learning – Schools Booking Form 2022-23: Potential Plus UK Terms & Conditions

School/college:	Address:
Are you a member of Potential Plus UK?	Yes / No / Pending
Phase: <ul style="list-style-type: none"> <input type="radio"/> Nursery <input type="radio"/> EYS <input type="radio"/> Primary <input type="radio"/> Secondary <input type="radio"/> 6F college <input type="radio"/> Other 	Designation: <ul style="list-style-type: none"> <input type="radio"/> LA comprehensive <input type="radio"/> LA selective <input type="radio"/> Academy comprehensive <input type="radio"/> Academy selective <input type="radio"/> Independent <input type="radio"/> International <input type="radio"/> Other

Organiser contact name:	Role:
Email:	Phone:

The Event/ Professional Learning/ Parent Workshop Requested

I'd like to book an event/professional learning/parent workshop from the existing programme.	
Name of event/topic/workshop title:	
Audience: <ul style="list-style-type: none"> <input type="radio"/> Classroom teachers <input type="radio"/> HLP/MA/G&T Leads <input type="radio"/> Other leaders <input type="radio"/> TAs or LSAs <input type="radio"/> Parents/carers <input type="radio"/> Governors <input type="radio"/> Other 	Delivery preference: <ul style="list-style-type: none"> <input type="radio"/> Live and interactive online <input type="radio"/> Face-to-face <input type="radio"/> Pre-recorded webinar <input type="radio"/> Other
Date:	Time:
Approximate number attending:	Cost (see below):

Arrival

The Potential Plus UK facilitator will aim to arrive and set up 30 minutes before a face-to-face event. For online events, the facilitator will log in 15 minutes before the event.

Layout and Resources for Face-to-Face Events/Professional Learning

1. Please set up the room carousel style (ideally 3-6 per table, facing the screen).
2. Audio-visual presentation facilities with the permission to use a USB stick.
3. A flipchart and pens (or a clean whiteboard, whiteboard pens and an eraser).
4. A few post-it notes on each table.

POTENTIAL PLUS UK

The Open University, Vaughan Harley Building Ground Floor, Walton Hall, MK7 6AA
T 01908 646433 W www.potentialplusuk.org E amazing.children@potentialplusuk.org

5. 2 sheets of A1 sugar paper or similar on each table with some pens.
6. Something for participants to write-on (scrap paper is fine) with some spare pens or pencils.
7. Printouts of any handouts provided by Potential Plus UK, normally 1 per participant.

Costs

Face-to-Face Parent Workshops	Live Online Parent Workshops
1 - 2 hours with up to 30 participants <ul style="list-style-type: none"> • Members: £300 +VAT @£60 = £360 • Non-members: £400 +VAT@ £80 = £480 	1 - 2 hours with up to 30 participants <ul style="list-style-type: none"> • Members: £250 +VAT@£50 = £300 • Non-members: £350 +VAT@£70 = £420
1 - 2 hours with up to 100 participants <ul style="list-style-type: none"> • Members: £600 + VAT@ £120 = £720 • Non-members: £800 +VAT@£160 = £960 	1 - 2 hours with up to 100 participants <ul style="list-style-type: none"> • Members: £550 + VAT@ £110 = £660 • Non-members: £750 +VAT@ £150= £900

Face-to-Face Teacher Workshops	Live Online Teacher Workshops
1 - 2 hours with up to 30 participants <ul style="list-style-type: none"> • Members: £300 +VAT @£60 = £360 • Non-members: £400 +VAT@ £80 = £480 • +£10 per each additional 10 participants 	1 - 2 hours with up to 30 participants <ul style="list-style-type: none"> • Members: £250 +VAT@£50 = £300 • Non-members: £350 +VAT@£70 = £420 • +£10 per each additional 10 participants
Half a day (3 hours 30 mins including a break) and up to 30 participants <ul style="list-style-type: none"> • Members: £450 + VAT@ £90 = £540 • Non-members: £600 +VAT@ £120= £720 • +£15 per each additional 10 participants 	Half a day (3 hours 30 mins including a break) and up to 30 participants <ul style="list-style-type: none"> • Members: £400 +VAT @£80 = £480 • Non-members: £550 +VAT@£110 = £660 • +£10 per each additional 10 participants
Full day (7 hours including a break and lunchtime) and up to 30 participants <ul style="list-style-type: none"> • Members: £650 + VAT@ £130 = £780 • Non-members: £900 +VAT @ £180 = £1080 • +£20 per each additional 10 participant 	
<p>To discuss discounts when booking multiple workshops, request pricing for additional numbers or to discuss prices for a bespoke programme, please contact joy.morgan@potentialplusuk.org</p>	

POTENTIAL PLUS UK

The Open University, Vaughan Harley Building Ground Floor, Walton Hall, MK7 6AA
T 01908 646433 W www.potentialplusuk.org E amazing.children@potentialplusuk.org

Please include the Purchase Order number when you send us this form.

Finance contact name at the school/college/organisation:	
Email:	Phone:
PO Number:	

Payment Methods

1. Cheques are payable to Potential Plus UK.
2. Payment by debit or credit card on telephone number 01908 634914.
3. Payment by BACS at CAF Bank, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19. 4JQ, Sort Code 40-52-40, Account Number 00023413.

Payment Terms

1. A deposit of 20% is due on booking and the balance is due 14 days before the event.
2. Pre-agreed travel and other expenses are payable within 30 days after the date of the event.
3. Travel expenses will be charged at cost +20% VAT, using least expensive means of transport.
4. If accommodation or other costs are incurred, this will always be agreed in advance.

Cancellation Policy

1. The deposit of 20% is not refundable if the event/professional learning is cancelled by the client.
2. If cancelled by the client within 14 days before the event the full payment is non-refundable.
3. If Potential Plus UK has to cancel the event/professional learning, the deposit is returned in full.
4. In exceptional circumstances, workshops can be rescheduled online following agreement.

Please email the completed form to amazing.children@potentialplusuk.org

.....

For Office Use Only

Date of workshop		Cost of workshop	
Time of workshop		Cost of travel	£
Facilitator		Additional costs	
Online or F2F		How many bookings?	

Potential Plus UK Schools Team to email agreed details to finance@potentialplusuk.org for the invoice to be raised.

POTENTIAL PLUS UK

The Open University, Vaughan Harley Building Ground Floor, Walton Hall, MK7 6AA
T 01908 646433 W www.potentialplusuk.org E amazing.children@potentialplusuk.org