

Application Terms and Conditions

The following charges will normally apply to courses (although some multi-session courses will attract reduced rates)

Full Day	£125 (including lunch)
Half Day	£65
Twilight	£40
Network Meetings	No charge (but please book a place and advise us if you are unable to attend once booked)*

*It is essential that all attendances are pre-booked, to enable adequate planning, resourcing and catering for the training.

For courses and networks, please apply online or use the application form(s) accompanying this handbook.

Colleagues who have not submitted applications may be turned away and we reserve the right to refuse last-minute applications where resources have already been produced.



Please check that you have received a written confirmation of your place prior to commencement of the course. Please also note that bookings cannot normally be accepted by telephone.

Booking online:

Please book by visiting www.wokingham.gov.uk/wslc and selecting Workforce Learning and Development, then Training and Networking. Under the Course Programme heading, you will find the link for schools online bookings. In order to confirm authorisation, online applications can only be accepted via the Headteacher or administrator.



Booking by post or fax:

Remember to include the cost centre code and have the application authorised by your Headteacher or CPD Leader. Please send or fax the form to:

Learning and Development Administration
Wokingham Borough Council
2nd Floor Shute End
Wokingham
Berkshire RG40 1BN
Fax: 0118 974 6135

IMPORTANT: Please take note of our cancellation policy. In order to cover our costs for courses where there is no charge, we will charge £30 should a delegate cancel with less than 1 week's notice and £50 if the delegate fails to attend on the day. This charge will not apply to networks, however it is still necessary for us to know whether you are planning to attend in order to provide suitable refreshments and resources.