

# A Journey of Excellence: Learning the Lessons from Scandinavia 18 & 19 July 2016

## BOOKING FORM

Please read the form below carefully and make sure each section is completed in full. Please return to us **within two weeks of receipt** to confirm your booking.

PARTICIPANT/S					
Name	Name of school / organisation	Address of school / organisation	Telephone number	Email	Cost: £200 if booked before April 1st 2016 £250 after 1st April
<b>TOTAL COST:</b>					<b>£</b>

PAYMENT	
Payment will be taken in May 2016 or 5 weeks before the conference. Please tick your payment method and complete the table below. We will invoice you in May 2016 or 5 weeks in advance. We can also accept cheques made payable to <b>Ignite Unlocking Potential</b> (which will be paid in on receipt).	
School or Organisation: <b>Invoice</b>	
Name, address and email to send invoice to	Quote order number
Individual, School or Organisation: <b>Cheque</b>	

Cancellation will only be accepted up to one month prior to the service to enable us to offer the opportunity place to others. **See Terms and Conditions of Booking below.**

**Signature of Head teacher or authorising staff member:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please complete over page

## SPECIFIC NEEDS

Please let us know of any specific needs for all participants. Please let us know as much detail as you can so that we can adapt and prepare where necessary or discuss with you to ensure you have a successful and enjoyable day. **If there are no specific needs please indicate as N/A.**

Name:

Name:

## DIETARY REQUIREMENTS

A series of buffets will be available throughout for lunch and diner. Please specify if any participant has dietary requirements. **If there are no dietary requirements please write 'none'.**

Name:

Name:

## WORKSHOP CHOICES

As well as the key note speech, case studies and Teach Meets participants will have opportunity to take part in **four** workshops. We have a range of workshops on offer and you can view details online at [www.igniteup.co.uk](http://www.igniteup.co.uk). Please rank your preferred workshops for the morning and afternoon session for each day, using 1 as your most popular and 5 as your least popular. We will do our best to accommodate your preferences.

### Day 1

<b>Participant Name 1:</b> <hr/> <b>Day 1 Morning Workshop:</b> Rank in order of preference 1 – 5 (1 =most popular)	<b>Workshop A:</b> <b>An Introduction to Skogsmulle</b>	<b>Workshop B:</b> <b>Maths Outdoors with Mulle</b>	<b>Workshop C:</b> <b>Under 3's Learning Rich Environments</b>	<b>Workshop D:</b> <b>Developing Emotional Resilience using the Outdoors</b>	<b>Workshop E:</b> <b>Using the Outdoors in a second Language Environment</b>
<b>Day 1 Afternoon Workshop:</b> Rank in order of preference 1 – 5 (1 =most popular)	<b>Workshop A:</b> <b>An Introduction to Skogsmulle</b>	<b>Workshop B:</b> <b>Maths Outdoors with Mulle</b>	<b>Workshop C:</b> <b>Under 3's Learning Rich Environments</b>	<b>Workshop D:</b> <b>Developing Emotional Resilience using the Outdoors</b>	<b>Workshop E:</b> <b>Using the Outdoors in a second Language Environment</b>
<b>Participant Name 2:</b> <hr/> <b>Morning Workshop:</b> Rank in order of preference 1 – 5 (1 =most popular)	<b>Workshop A:</b> <b>An Introduction to Skogsmulle</b>	<b>Workshop B:</b> <b>Maths Outdoors with Mulle</b>	<b>Workshop C:</b> <b>Under 3's Learning Rich Environments</b>	<b>Workshop D:</b> <b>Developing Emotional Resilience using the Outdoors</b>	<b>Workshop E:</b> <b>Using the Outdoors in a second Language Environment</b>

<b>Afternoon Workshop:</b> Rank in order of preference 1 – 5 (1 =most popular)	Workshop A: <b>An Introduction to Skogsmulle</b>	Workshop B: <b>Maths Outdoors with Mulle</b>	Workshop C: <b>Under 3's Learning Rich Environments</b>	Workshop D: <b>Developing Emotional Resilience using the Outdoors</b>	Workshop E: <b>Using the Outdoors in a second Language Environment</b>
<b>Day 2</b>					
<b>Participant Name 1:</b> <hr/> <b>Day 1 Morning Workshop:</b> Rank in order of preference 1 – 5 (1 =most popular)	Workshop A: <b>An Introduction to Skogsmulle</b>	Workshop C: <b>Under 3's Learning Rich Environments</b>	Workshop F: <b>Grangetown Nursery: Crossing Educational Borders</b>	Workshop G: <b>Using Characters to Enhance literacy learning</b>	Workshop H: <b>Setting up Forest Kindergartens</b>
<b>Day 1 Afternoon Workshop:</b> Rank in order of preference 1 – 5 (1 =most popular)	Workshop A: <b>An Introduction to Skogsmulle</b>	Workshop C: <b>Under 3's Learning Rich Environments</b>	Workshop F: <b>Grangetown Nursery: Crossing Educational Borders</b>	Workshop G: <b>Using characters to enhance literacy learning</b>	Workshop H: <b>Setting up Forest Kindergartens</b>
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Joining instructions will be sent nearer the time with details about timings, what workshops you are attending and what to wear etc.



## **Terms and Conditions of Booking**

### **A Journey of Excellence: Learning the Lessons from Scandinavia Conference 2016**

#### **Course Booking**

- On return of a fully completed booking form to Ignite UP the booking is confirmed (i.e. we will maintain that booking for the customer for as long as required). Booking forms can be downloaded for completion from the website.
- Ignite UP requires the signed confirmation booking form[s] to be returned within 2 weeks of sending the information to the customer.
- If the booking form and payment details are not returned within the stated 2 weeks Ignite UP reserves the right to cancel the provisional booking and offer places to other participants.

#### **Balances / Payment**

- For all customers an invoice will be issued in May 2016 or a cheque payable to Ignite Unlocking Potential Ltd will be paid in when received. Direct Payment in advance is available via [www.igniteup.co.uk](http://www.igniteup.co.uk)

#### **Cancellations**

- Cancellations will only be accepted in writing.
- The date of the cancellation will be the date when the written cancellation is received by Ignite UP. Cancellation of a booking will result in the following:-

Over 1 month before	- the full course fee will be returned
One month to one week before	- the full course fee will be retained (to cover administration and co-ordination time).
No written notification received	- 100% of the fee will be retained.
Failure to arrive	- 100% of the fee will be retained.
Leave partway through	- 100% of the fee will be retained.

#### **Postponement of Conference due to bad weather or other special circumstances**

In certain circumstances the Conference may be postponed, in which case Ignite UP will make every effort to find a suitable date for the course to take place at a later date. The fee for the original course will be used to secure the booking.

Ignite UP in its absolute discretion may decide not to enforce any one or more of the terms or conditions of this agreement in which case this shall not be a waiver of them or of the right at any time to subsequently enforce all terms and conditions of this agreement.

**Signing the Confirmation Booking Form is an acceptance of having read and agreed these Terms and Conditions.**

