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**INSET/ Bespoke Training Request 2024-2025**

**Contact Details**

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| --- | --- | --- | --- | --- |
| Establishment Name: |  | | LCC School No: (if applicable) |  |
| Headteacher: |  | | Tel No: |  |
| School Address: |  | | | |
| Email address: |  | | | |
| School contact  and position: |  | | | |
| Outline  Purpose of Training: |  | | | |
| Date(s)  In preference order: |  | | | |
| Please Indicate which type of Training session you require: | | | | |
| In Person INSET Training:  (Up to 15 Delegates) | Twilight (2hrs) – £435 |  | | |
| Half Day (3hrs) - £545 |  | | |
| Full Day (6hrs) - £908 |  | | |
| Number of staff attending –  (Up to 15 Delegates) |  | Additional delegates –  £20 per person | |  |
| Start / End time: |  | | | |

**Finance Details Office Use**

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| --- | --- | --- | --- | --- |
| Training / INSET  (up to 15 delegates) | In Person-Please Select | | | £ |
| Additional delegates at  £20 per person | Please Select | | | £ |
| Total Cost | | | | £ |
| Payee |  | Budget Code |  | |
| This form shows the proposed bill for your information.  If you have any queries or amendments please email [SEND.Traded@lancashire.gov.uk](mailto:SEND.Traded@lancashire.gov.uk) within 8 working days of the start date, otherwise this will be journaled or invoiced to your establishment.  **PLEASE NOTE:** This is not an invoice, do not pay this. An invoice will follow shortly unless you are a Lancashire journal school then this will be taken from your budget. If the session is cancelled within 8 working days, the full fee will apply | | | | |