



### **Booking onto a Course**

To reserve a place on any of the courses in the training and development programme please ensure you book early by using the following methods:

**Telephone/Email:**

01629 535769

[governor.support@derbyshire.gov.uk](mailto:governor.support@derbyshire.gov.uk)

**Mail:**

Please complete the application form on page 3 and send to:

Governor Support Service  
Children and Younger Adults Department  
Room 402  
County Hall  
Matlock  
Derbyshire DE4 3AG

**If you feel you would like to apply for a course at the last minute, it is always worth telephoning to see if a place is still available.**

**Please do not, however, turn up at a course without booking a place as courses may be already oversubscribed, cancelled or moved to an alternative date/venue.**

**Cost**

Courses are priced individually and will be charged automatically to your school after the training event. Please obtain approval from the Headteacher/Chair of Governors before booking yourself onto a course.

**For schools subscribing to the Model Agenda and Briefing Service** - book two places at the same full day induction event for two governors from the same school and receive a 50% reduction in the course fee for the second governor.

## Application Confirmation

To ensure that courses run effectively and are financially viable, we have introduced a strict minimum of **10** participants per course.

For every delegate who books onto a course, a letter of confirmation will be emailed to their home/school email address (please supply at time of booking), followed by a letter setting out final arrangements which will include a map giving directions to the venue. We reply to all applications. Please do not assume that you automatically have a place on a course for which you have applied. If in doubt, contact the Governor Support Office.

## Course Cancellation

**If the minimum target of attendees (10) hasn't been reached two weeks prior to the course start date, the course will be cancelled.** Each participant due to attend the cancelled course will be notified by letter as early as possible.

If a course is cancelled by the Governor Support Service before the day of the course due to unforeseen circumstances or adverse weather conditions no fee will be charged.

However, if the course is not cancelled and a registered applicant does not attend, the full fee will be charged to the school.

In order to keep cancellations to a minimum, please send in your training applications as soon as possible.

## Attendee Cancellation

If you are unable to attend your chosen course for any reason, please let us know, three weeks prior to the course date. By doing this we are then able to offer your place to another person who may be on a waiting list. It will also help us to prepare for individual sessions accordingly i.e. seating arrangements, course material and provision of light refreshments.

**Please note the full course fee will be payable if you cancel your place less than three weeks prior to the course date, unless exceptional circumstances apply, e.g. unforeseen domestic or medical emergencies.**

## Equal Opportunities

In pursuit of the Authority's Equal Opportunities Policy, every effort is being made to ensure proper access and facilities are available in all LA venues. Limitations on resources mean that this will inevitably be a long-term process. In the interim, please contact the Governor Support Office regarding any special requirements you may have. (This includes special dietary requirements if the course information states that food will be provided.)

**Derbyshire County Council  
Governor Support Service  
Governor Training Application Form**

<b>Name *(Mr Mrs Miss Ms)</b>		<i>(*Delete as appropriate)</i>
<b>Home Address:</b>		
<b>Postcode:</b>		
<b>Telephone Number: (Home)</b>		<b>(Work)</b>
<b>Email Address:</b>		
<b>Name of School:</b>		
<b>Cost Centre No:</b>		<b>Detail Code:</b>
<b>Category of Governor:</b>		
<b>Special Requirements:</b>		

Course Ref	Course Title	Date/s	Venue

**To book a place, please return the completed form to:**

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Governor Support Service  
Room 402  
County Hall  
Matlock  
Derbyshire DE4 3AG

Email: [governor.support@derbyshire.gov.uk](mailto:governor.support@derbyshire.gov.uk)

This form can be returned through the school mailing system.