



The Bungalow Partnership

# TRAINING 2019-20 BOOKING FORM

PLEASE COMPLETE A SEPARATE BOOKING FORM FOR EACH EVENT

## AUTUMN TERM

USING ART TO SOOTHE AND RELAX	1-4pm	Friday 4th October 2019	£60	
INTRODUCTION TO AUTISM FOR EDUCATION PROFESSIONALS	9.30-3.30PM	Thursday 10th October 2019	£100	
NEURODIVERSITY—PROFILING & IMPACT OF DYSLEXIA, ASD, DYSPRAXIA ETC ON MENTAL HEALTH	3.30-5.45pm	Wednesday 23rd October 2019	£50	
INTRODUCTION TO EARLY TRAUMA	9.30-3pm	Wednesday 6th November 2019	£100	
SELF CARE FOR STAFF FOR THE YEAR AHEAD	3.30-5.45pm	Tuesday 12th November 2019	£50	
THE AUTISM FRIENDLY SCHOOL	9.30-3.30pm	Thursday 14th November 2019	£100	
TRAUMA, RESILIENCE AND REGULATION	3.30-5.45pm	Thursday 21st November 2019	£50	
INTRODUCTION TO ATTACHMENT	1-4pm	Thursday 5 December 2019	£60	
AUTISM IN THE EARLY YEARS	9.30-3.30pm	Thursday 12th December 2019	£100	

## SPRING TERM

FURTHER INSIGHTS OF EARLY TRAUMA	9.30-3pm	Thursday 16th January 2020	£100	
AUTISM, ADOLESCENCE AND PUBERTY	1-4pm	Thursday 23rd January 2020	£60	
THE IMPACT OF DOMESTIC ABUSE ON CHILDREN AND YOUNG PEOPLE	3.30-5.45PM	Thursday 30th January 2020	£50	
USING SAND TRAY PLAY TO SUPPORT EMOTIONAL WELLBEING	9.30-3pm	Thursday 6th February 2020	£100	
THERAPEUTIC STORY MAKING	3.30-5.45pm	Wednesday 12th February 2020	£50	
SUPPORTING CHILDREN THROUGH BEREAVEMENT & LOSS	3.30-5.45pm	Tuesday 25th February 2020	£50	
THE TRAUMATISED CHILD AND SENSORY DEVELOPMENT	9.30-3pm	Thursday 5th March 2020	£100	
AUTISM: UNDERSTANDING & INCEASING FLEXIBLE RESPONSES USING STRUCTURE & VISUAL AIDS	9.30-3.30pm	Thursday 12th March 2020	£100	
USING ART AS A REFLECTIVE TOOL	1-4pm	Friday 20th March 2020	£60	
SUPPORTING CHILDREN, YOUNG PEOPLE & FAMILIES IMPACTED BY SEXUAL ABUSE	9.30-3pm	Thursday 26th March 2020	£100	
MAKING SENSE OF A CHILD'S BEHAVIOURS AND PRESENTATION IN THE SCHOOL ENVIRONMENT	9.30-3pm	Thursday 30th April 2020	£100	

## SUMMER TERM

SUPPORTING CHILDREN & YOUNG PEOPLE EXPRESS AND MANAGE STRONG EMOTIONS SAFELY (SUCH AS ANGER/ MISSTRUST)	3.30-5.45pm	Tuesday 12th May 2020	£50	
SUPPORTING THE NEEDS OF CHILDREN AND YOUNG PEOPLE IN LOCAL AUTHORITY OR KINSHIP CARE	1-4pm	Wednesday 20th May 2020	£60	
INTRODUCTION TO UNDERSTANDING AND SUPPORTING SENSORY NEEDS IN AUTISM	9.30-3.30pm	Thursday 18th June 2020	£100	

## COURSE CANCELLATION POLICY

Before booking onto a course, please ensure you have read the course programme and content, to ensure the course will meet your needs.

- If a course registration/booking form is completed by an individual other than the named delegate, it is the responsibility of the employer to ensure the delegate is authorised and able to attend the course on the employer's behalf.
- Upon receipt of your registration/booking form and subsequent payment your place(s) will be confirmed.

**Important note:** The Bungalow Partnership's acceptance of your booking brings into existence a legally binding contract between us, on these terms and conditions. Any term sought to be imposed by you in any purchase order or correspondence will **not** form part of the contract.

### Invoicing and Payment

- Upon receipt of booking form an invoice will be issued electronically to delegate/organisation for payment by BACs transfer to be paid by 'due date'.
- For last minute bookings (up to 48 hours prior to course) payment to be made at time of booking by BACs transfer.
- For bookings accepted with purchase orders, invoices will be sent electronically to the name and address provided on the booking form and must be paid by 'due date' by BACs transfer.

### Course Attendance

- When payment has been received delegates will be sent confirmation and instructions via the email address provided on the booking form.
- It is the responsibility of the individual completing the course registration/booking form to ensure joining instructions are received by the delegate. Instructions will be sent via email to the email address provided on the booking form.
- Failure to attend the course will result in the full cost being incurred. No refund shall be given.
- All correspondence will be sent primarily via email to the email provided on the booking form. If alternative details are received after the booking form has been submitted, they will supersede the original details and all future correspondence will be sent to the new address.
- It may be necessary, for reasons beyond the control of The Bungalow Partnership, to change the timing of the programme, the date, the venue or the tutor(s), in this event the individual completing the course registration/booking form will be notified.

### Cancellations and Amendments

- All requests for cancellations and/or transfers must be received in writing.
- Changes will become effective on the date of written confirmation being received.
- The appropriate cancellation charge will apply based on the cost of your booking as shown below.

Further mation ing the	Calendar days notice before start of course	Refund applicable	infor- regard- policy
	14 day or more	100% Refund	
	Less than 14 days	No Refund	
	Failure to attend	No Refund	

- The policy will apply unless the booking agent (employer) can fill the delegate place with another person.
- The policy will apply unless the late cancellation/no-attendance is due to sickness or an unavoidable emergency. In these cases the delegate will be offered another course. The Bungalow Partnership cannot guarantee that the future course allocation will be in the delegate's remit and therefore can be transferred to another delegate. Please note that where late cancellation/non attendance is due to pre booked medical appointments or work commitments, no refund will be given. The Bungalow Partnership reserves the right to charge if this instance occurs on more than one occasion and it is believed that any of the above clauses are being misused.
- Should a course be booked (within 14 days) prior to the commencement of a course, and then the delegate or booking agent cancels the place, then no refund will be given.
- In the event of there being insufficient numbers booked onto a course The Bungalow Partnership reserves the right to cancel or postpone the course.
- In the event of cancellation of a course by The Bungalow Partnership, we will endeavour to inform all delegates at the earliest opportunity before the course is due to take place. All course fees paid will be reimbursed in full, or the payment will be transferred in full to another course.
- The Bungalow Partnership shall not accept liability for any consequential loss and shall have no liability to reimburse any other costs that may have been incurred, including transport costs, staff supply costs etc.

### Course Provisions

- Organising and financing travel are the responsibility of the delegate.
- Where refreshments are to be provided, this will be stated on the course details and the cost included in the price quoted.

### Force Majeure

- The Bungalow Partnership shall not be liable for the refund of fees or for any other penalty should the course be cancelled due to war, fire, strike lock-out, industrial action, tempest, accident, civil disturbance or any other cause whatsoever beyond their control

### Entire Agreement

- These terms and conditions, together with The Bungalow Partnership course details and contract details, set out the whole of our agreement relating to the course. These terms and conditions cannot be varied except in writing signed by the Director of The Bungalow Partnership. In particular, no terms and conditions incorporated within your purchase order and nothing said by any person on behalf of The Bungalow Partnership should be understood as a variation of these terms and conditions or as an authorised representative about the nature or quality of any goods offered by The Bungalow Partnership shall have no liability for any such representation being untrue or misleading.

# BOOKING DETAILS

ORGANISATION:

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TEL:

\_\_\_\_\_

EMAIL:

\_\_\_\_\_

DELEGATES:

1. (NAME)

(EMAIL) \_\_\_\_\_

2. (NAME)

(EMAIL) \_\_\_\_\_

3. (NAME)

(EMAIL) \_\_\_\_\_

4. (NAME)

(EMAIL) \_\_\_\_\_

5. (NAME)

(EMAIL) \_\_\_\_\_

Please return completed booking forms to:

The Bungalow Partnership

Rose Wood Academy, The Garth, Coulby Newham, Middlesbrough.

TS8 0UG

Email: [thebungalowpartnership@gmail.com](mailto:thebungalowpartnership@gmail.com)

Tel: 01642 595363

PLEASE NOTE: Though we provide refreshments at all training events, Participants are required to bring their own lunch if they are attending any of our full day courses.

