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**INSET/ Bespoke Training Request 2025-2026**

**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: | Two hours (2hrs) – £475 |  |
| Three hours (3hrs) - £550 |  |
| Four hours (4hrs) - £600 |  |
| Number of staff attending from your setting – (maximum 30) |  | Additional setting delegates – (£20 per person) |  |
| Start / End time: |  |

**Finance Details Office Use**

|  |  |  |
| --- | --- | --- |
| Training / INSET | 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 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 |