**Educational Psychology Support 2016 - 2017**

Please complete this booking form to indicate your requirements for the coming year 2016-2017. In order to help us plan most effectively to meet your requirements we are asking our existing subscription schools to complete and return this form by **Friday 18th March**. After this date, contracts will be offered to schools on our waiting list on a ‘first come’ basis.

You can indicate whether you prefer your contract to start in April or September, but you still need to book by Friday **18th March for existing schools** and by Friday **25th March for all other schools.**

We are offering our lowest available price (£525 per day) for bookings received by Friday 25th March. There is an additional discount for schools with existing contracts, where we are offering the first 3 days at a reduced rate of £500 per day.

Bookings received after 25th March will be charged at our standard rate of £550 per day. A full price list is available on our website: <http://www.catalystpsychology.co.uk/commissioning_services>

Please complete Sections 1 and 2 of this form in full.

You can access an electronic copy of this form here: [Booking Form](https://docs.google.com/a/catalystpsych.co.uk/forms/d/1htHTQrbK9pdclbqDsRQJZ56DdCV3x25OuS7HMsqpKw0/edit)

Booking forms should be returned either by post or email to:

info@catalystpsych.co.uk

or

Catalyst Psychology, Office 231, 792 Wilmslow Road, Didsbury, Manchester, M20 6UG.

We understand that it can be difficult for schools to predict exactly what they will need for the coming year. We are aiming to retain enough flexibility to respond to urgent or short notice requests during the year. However, we will not be able to guarantee availability if demand substantially exceeds what has been booked in advance.

We appreciate the time you have taken to complete this booking form as it will help us to improve our forward planning and to provide the best possible service to all our schools.

**Section 1: Basic school information – you must complete this section**

|  |  |
| --- | --- |
| Name of school/setting/organisation |  |
| Name of key contact person |  |
| Role (Headteacher/SENCO/specify other) |  |
| Job title |  |
| Email address  |  |
| Telephone contact |  |

***Please complete all information in full, as we will need to contact you for any missing details***

|  |  |
| --- | --- |
| Name of Headteacher, if not given above |  |
| Preferred email contact for Headteacher |  |
| Name of finance officer for invoicing |  |
| Preferred email contact for invoices |  |
| Purchase order number |  |
| School address and postcode: |

Do you have preferred visit days or times, for example to coincide with SENCO release time?

 **Section 2: Link EP Support contract – you must complete this section**

*Please let us know when your contract will start and how many days you wish to pre-book. The minimum contract for pre-booked work is 3 days. You can use your pre-booked support days either for work with your link EP or to book training, interventions or development from any member of the team.*

We would prefer our contract to run from

a. April 2016 – March 2017

b. September 2016 – August 2017

We wish to pre-book \_\_\_\_\_\_\_\_\_\_ days of EP Support

Pre-booked days can be used flexibly for training, development work or interventions.

**Any other comments/suggestions**