**Booking Form New to Headship Programme 2018-19**

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| --- | --- |
| School |  |
| Name of delegate |  |
| Delegate email address |  |

|  |  |
| --- | --- |
| Purchase Order Number |  |

Please indicate below which session(s) you would like to attend:

|  |  |  |
| --- | --- | --- |
| **Date** | **Title** | **Tick to attend** |
| Tuesday 18th September  Session 1 (AM) | · School improvement planning, self evaluation and working with your team to lead the change |  |
| Tuesday 18th September  Session 2 (PM) | · Leading Performance Management with your staff |  |
| Wednesday 31st October  Session 3 (AM) | · Safeguarding and Lincolnshire safeguarding support  · ‘Red lines’ for leaders |  |
| Wednesday 31st October  Session 4 (PM) | · Understanding governance and working effectively with your chair and governing body  · Safeguarding into practice - school case study |  |
| Wednesday 16th January  Session 5 (AM) | · Holding to account  · Staffing, recruitment and retention |  |
| Wednesday 16th January  Session 6 (PM) | · Schools Finance — Budget setting and practical working with SBM and governors |  |
| Wednesday 27th February  Session 7 (AM) | · Pupil Premium - Leading an Effective strategy  · Tools for leaders |  |
| Wednesday 27th February  Session 8 (PM) | · Open session based on urgent need and priorities - planned in collaboration with the group |  |

Signed……………………………………………………………(headteacher) Name………………………………………………………………

Date…………………………………………………………………

Please return completed forms to [enquiries@kyrateachingschool.com](mailto:enquiries@kyrateachingschool.com)

Please tick to confirm you accept our terms & conditions below

**Cancellation**

All cancellations must me made via email to [enquiries@kyrateachingschool.com](mailto:enquiries@kyrateachingschool.com)

Cancellation 10 or more working days prior to the event - no charge / Cancellation less than 10 working days prior to the event - full charge will apply / Non-attendance at the event (except in exceptional circumstances) full charge will apply

*If an event is cancelled by KYRA you will be informed via email and no charge will apply.* We reserve the right to cancel if we do not meet the minimum number of delegates required To reserve your place please return completed form via email to enquiries@kyrateachingschool.com

Kyra Teaching School Alliance

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