**BESPOKE TRAINING REQUEST (2025/26)**

Bespoke Training can be offered to staff teams on request and in agreement with the Early Years Advisory Teachers/Area SENDCos (Southampton City Council)

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| **SETTING/SCHOOL NAME:** |  |
| **ADDRESS:** |  |
| **MANAGER/HEADTEACHER:** |  |
| **CONTACT E-MAIL:** |  |
| **CONTACT PHONE:** |  |
|  |  |
| **SUBJECT/AREA OF TRAINING REQUESTED:** |  |
| **WHAT ARE YOUR REQUIRED OUTCOMES?** |  |
| **EXPECTED NUMBER OF ATTENDEES**  **Please note, the Manager and/or Lead Practitioner is expected to attend:** |  |
| **CURRENT Ofsted STATUS:** |  |
| **IF YOU ARE SHARING THIS TRAINING WITH ANOTHER SETTING – PLEASE GIVE DETAILS:** |  |
| **SUGGESTED DATES & TIMES**  **(to be confirmed with tutor)** |  |
| **COST:**  *\*£75 per hour (EY&C settings)*  *See page 2 for further details.*  **The cost of the training will be advised and agreed in advance.** |  |
| **SIGNED: (Manager/Lead/Headteacher)** |  |

*\* Understanding Restrictive Practices Training requires 2 x tutors and will be £450 for the 3 hour training as bespoke.*

**TRAINING & SUPPORT CHARGES – 2025-2026**

**BESPOKE TRAINING for PVI / OUT OF SCHOOL** (including groups of Childminders)

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| Bespoke in house training (inclusive of preparation time) | £75 per hour |
| Ofsted - Requires Improvement: | \*20% reduction |
| Ofsted - Inadequate: | \*FREE |

\*If identified in Ofsted actions and agreed in advance

**BESPOKE TRAINING – SCHOOLS** (including maintained early years settings)

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|  | Maintained | Academies |
| Bespoke in house training (inclusive of preparation time) | £100 per hour | £150 per hour |

**BESPOKE TRAINING – Terms and Conditions**

* The host setting is responsible for organising participants’ attendance and distributing pre-course information.
* Settings can get together for training, but the total number of participants should not exceed 25. If your expected numbers are higher, you may need to book more than one training day or discuss your needs with the Early Years Team. This may incur an additional cost.
* Provision of materials for workshops must be negotiated with tutors in advance of the workshop.

**Our Commitment to you**

* The course will be designed and delivered to suit your setting needs.
* You will receive course information/handouts and certificate of attendance by email.
* The course will be delivered by experienced, qualified tutors.
* Information shared will be treated as confidential.

**Cancellations**

Once training is arranged, if a change of date is required, we will endeavour to accommodate your new date as long as it is within 4 weeks of the original date. Otherwise unfortunately we will need to charge as follows:

50% of the fee if you cancel within one week of the arranged date

25% of the fee if you cancel within four weeks of the arranged date

Please apply using the **Bespoke Training Request**.

This should be returned to Sally Griggs at [sally.griggs@southampton.gov.uk](mailto:sally.griggs@southampton.gov.uk)

Tel: 02380 915 797

*Detailed information about the Council’s handling of your personal data can be found in its privacy policy, available online (*[*http://www.southampton.gov.uk/privacy*](http://www.southampton.gov.uk/privacy)*), or on request.*