**Important information before making a booking:**

Please do not complete and submit this form before reading the following documents on our website:

* Lesson Plan Topics by Year Group (Years 7-11)
* The relevant Year Group Booklet for lesson content
* Terms & Conditions of booking our services

Before submitting this form please check our availability for the dates and times you require by contacting us on 01223 508805 or at [enquiries@dhiverse.org.uk](mailto:enquires@dhiverse.org.uk)

Please return this completed form to us at [enquiries@dhiverse.org.uk](mailto:enquiries@dhiverse.org.uk) along with details of your policy and procedures during COVID-19 restrictions. By submitting this form you are agreeing to our Terms and Conditions.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Your contact details** | | | | | | | | | | | |
| Your name | |  | | | | Your job title/role | | |  | | |
| Name of your school or organisation | | | |  | | | | | | | |
| Address |  | | | | | | | | | Postcode |  |
| School office email | |  | | | | | Your email |  | | | |
| School phone number | | |  | | | | Your mobile |  | | | |
| **Email address where our invoice should be sent** | | | | |  | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **Workshops/sessions I would like to book** | | | | | |
| Year Group | Topic | | Face to face or virtual | Date of  session | Start time | Finish time | How many  Participants? |
|  |  | |  |  |  |  |  |
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Please provide any additional information or special requirements on the page below and please

**check this box**  to confirm that you have read and agree with our requirements for booking our workshops and with our terms and conditions.

**Additional information or special requirements – please include any learning needs we should be aware of e.g. do we need to bring large print resources.**