

PLEASE READ THIS QUESTIONNAIRE CAREFULLY THEN COMPLETE AND RETURN IT TO US BY POST OR EMAIL

REFORM RESTORE RESPECT

PLEASE NOTE THAT A MEMBER OF SCHOOL STAFF MUST REMAIN IN THE VENUE THROUGHOUT THE WORKSHOP[S].

BOOKING CONTACT DATE: _____

BOOKING CONFIRMATION & VENUE INFORMATION QUESTIONNAIRE - IN BLOCK CAPITALS PLEASE

PLEASE EMAIL/POST THIS COMPLETED QUESTIONNAIRE TO OUR OFFICE **BY RETURN. YOUR SESSION[S] CANNOT BE DELIVERED UNLESS YOU DO SO.** PLEASE RETAIN A COPY FOR YOUR OWN REFERENCE. PLEASE ENSURE THAT THE **SCHOOL CONTACT** WILL BE AT THE SCHOOL ON THE DATE OF THE SESSION. WE SHALL CONTACT HIM/HER ON THE DAY **BEFORE** THE SESSION IS DUE.

YOU MAY WISH TO SEEK PARENTAL/GUARDIAN PERMISSION FOR YOUR PUPILS TO ATTEND THIS SESSION

NAME OF SCHOOL : _____
ADDRESS : _____
DATE OF WORKSHOP : _____
SUBJECT OF WORKSHOP : _____
COST OF WORKSHOP : _____
FINANCE CONTACT NAME FOR INVOICING : _____
CONTACT NAME IN SCHOOL : _____
CONTACT'S TELEPHONE NUMBER & EXTENSION : _____
CONTACT'S E-MAIL ADDRESS : _____
VENUE, eg ASSEMBLY HALL, GYM, etc : _____
APPROX ETHNICITY OF STUDENTS ATTENDING* : _____% WHITE* _____% BLACK/MINORITY ETHNIC*

* THIS MONITORING INFORMATION IS REQUIRED BY OUR FUNDERS TO ENSURE THAT WE ARE REACHING A BALANCED AUDIENCE

WE REQUIRE ACCESS TO THE WORKSHOP VENUE AT LEAST 45 MINS IN ADVANCE OF THE START OF THE FIRST SESSION

START TIME OF FIRST SESSION - *[IF APPLICABLE]* : FROM _____ TO _____
START TIME OF SECOND SESSION - *[IF APPLICABLE]* : FROM _____ TO _____
NUMBER OF 6th FORM PUPILS ATTENDING : _____
NUMBER OF YEAR 11 PUPILS ATTENDING : _____
NUMBER OF YEAR 10 PUPILS ATTENDING : _____
NUMBER OF YEAR 9 PUPILS ATTENDING : _____
NUMBER OF YEAR 8 PUPILS ATTENDING : _____
NUMBER OF YEAR 7 PUPILS ATTENDING : _____
NUMBER OF YEAR 6 PUPILS ATTENDING : _____
PARKING FACILITIES AVAILABLE FOR ONE CAR? : *PLEASE CIRCLE* YES NO
LARGE POWERPOINT SCREEN & SOUND IN VENUE? : *PLEASE CIRCLE* YES NO
SIGNED : _____
NAME **IN BLOCK CAPITALS PLEASE** : _____
DATE : _____

POST TO: The Secretary, Reform Restore Respect, PB 005, Easistore Self Storage, Block 7, Enterprise Way, Edenbridge, Kent, TN8 6HF or email to : info@reformrestorerrespect.org or oseiappiah@reformrestorerrespect.org