Oldham Specialist Support Service Training Request Form

**Please ensure you have discussed the request with your link Advisory Teacher / Educational Psychologist or Mental Health in Education Advisor before completing and returning this form**

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| **School name** |  |
| **Staff member making request** |  |
| **Contact details** |  |
| **Number of staff** |  |
| **Roles of staff** |  |
| **Training topic requested** |  |
| **Previous training in this area** |  |
| **Reason for training request** |  |
| **Preferred timescale/dates** |  |

Following receipt of this request a member of the team will be in touch to finalise delivery details. Please give at least a term’s notice if you have a specific date in mind

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| **Agreed dates and duration** |  |
| **Agreed cost** |  |
| **LA Officer signature/agreement** |  |
| **Business Manager / SLT signature/agreement** |  |

Oldham Specialist Service Training costs 2025/2026

In-house/bespoke sessions

Please refer to our SEND Workforce training calendar for an overview of centrally available training and charges where relevant.

Where your setting would like any training from this to be delivered specifically in your setting for your whole / a cohort of staff; or where there are other areas you would like to access more bespoke training, this can be arranged at a cost.

For simplicity and to support school budget planning we have established a standard, subsidised cost which is lower than that previously charged by the services for in-house / bespoke training.

This is applicable to training delivered by Educational Psychologists and Advisory Teachers only at this time.

Please note services are likely to need a minimum of a term’s notice, so if you have a date in mind when planning your inset for the year, please get in touch as soon as possible.

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| Training delivery duration | Costings |
| One hour (e.g. staff meeting training) | £100 |
| 90 minutes | £150 |
| Half day (up to 3 hours) | £250 |
| 1 full day (up to 6 hours) | £500 |
| Additional review/support meetings | £50 |
| Discount for Teams training | 10% |