

Workshop Agreement Form: Sample School
To be delivered by Sue Palmer www.sypalmer.com

Date of Workshop:	➤ 17 th March 2030
Start & finish time of Workshop:	➤ 09.00 – 15.15
Workshop Name:	➤ Could you be an Astronaut?
Class Name: Number of pupils:	➤ Years 3, 4, 5 and 6 boys ➤ 25, 20, 24, 28
Key Objectives & Learning Outcomes:	➤ See attached sheet: 'Could you be an Astronaut outline'
School Contact Details Name: Address: Email: Telephone Number:	➤ Mrs B Jones ➤
Sue Palmer contact:	➤ 07729 785970 / 01491 681648 ➤ sue@sypalmer.com
Resources and Equipment to be provided by the school:	➤ Use of Whiteboard ➤ Windows-based laptop ➤ Blank and Lined Paper ➤ Photocopies of Chapter One of <i>May's Moon</i>
Class Preparation:	➤ Read Chapter One of <i>May's Moon</i>
Fee:	➤ £250 per day ➤ £150 per half day ➤ Payable on date of workshop ➤ Bank details on booking
Public Liability Insurance:	➤ National Association of Writers in Education Certificate of Public Liability Insurance no. ECL/0408
Evaluation Method:	➤ To be agreed.
Follow Up:	➤ To be agreed. Suggestions on each Workshop outline.
Cancellation Policy:	➤ 7 days' notice & rebooking date