

Workshop Arrangements for (Sample) Primary School
To be delivered by Sue Palmer www.sypalmer.com

Date of Workshop:	➤ 11th January 2016
Start & finish time of Workshop:	➤ 09.30 - 12.00
Workshop Name:	➤ Do you have what it takes to be an Astronaut? ➤ Launch your own story
Class Name & Roll Number:	➤ Maple Class ➤ 30 children
Key Objectives & Learning Outcomes:	➤ See individual workshops for guidelines ➤ To be agreed.
School Contact Details Name: Address: Email: Telephone Number:	➤ ➤ ➤ ➤ ➤
Author Contact Number:	➤ 07729 785970 ➤ sue@sypalmer.com
Resources and Equipment to be provided by the school:	➤ Use of Whiteboard ➤ Windows-based laptop ➤ 15 rulers ➤ Blank and Lined Paper ➤ Photocopies of Chapter One of <i>May's Moon</i> ➤ Internet Access
Class Preparation:	➤ Read Chapter One of <i>May's Moon</i> ➤ Complete any preparation listed in Workshop
Fee:	£150 per school morning or afternoon session or £250 per school day Payable on date of workshop to: Mrs S Y Palmer 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