

NEAD Activity Booking Form

Please return the booking form as soon as possible, at least 4 weeks prior to the event

Type of activity: Cultural Diversity event Global Citizenship Day Other Activity (specify):		Primary School Workshop Secondary School Workshop
Activity focus: Would you like the activity to focus upon a particular issue, culture, country, etc?		
What are <u>YOUR</u> aims for this activity? Which curriculum areas will this activity tie in with?		
Are there any specific learning activities you would like to be included? (eg. games, skills, quizzes, storytelling, drama, role plays, music, debates etc.)		
What classroom activities will take place in preparation for the activity?		
What 'follow-up' activities will take place as a result of the activity?		

Preferred date for activity: Alternative dates:	Time table for activity:
Key Stage(s)/ age range:	Number of pupils/ participants:
Do the pupils/ participants have any special needs which we should be aware of?	

Name of school or organisation:	
School/organisation address:	Tel:
Name of Teacher / Main contact: Position:	Work Email: Home Email:

IMPORTANT Child Protection

- All NEAD School Staff have valid CRB Checks
- Because of the nature of the issues we deal with (Human Rights, Refugees and Asylum Seekers, Cultural Diversity), we want to include facilitators or volunteers with 'real' stories. However, we cannot guarantee that our external facilitators and volunteers have (or are able to get) adequate CRB checks, as it can be hard for a recent refugee to provide proof of address for the last 5 years. We issue all volunteers and facilitators with guidelines when working with children and can provide you with a copy on request.

We therefore REQUIRE (not only to protect your children, but our reputation, your school insurance, etc) that any NEAD staff/ volunteers/ external facilitators have teachers or other competent staff present in any activity to support them and deal with disciplinary issues.

Please tell us if there are any children who cannot be photographed. We sometimes use media gathered at events for promotional purposes.

Please sign and date below that you fully understand this.

Main Contact Name: _____ **Signature** _____ **Date:** _____

Senior Management Name: _____ **Signature** _____ **Date:** _____

For NEAD use only	
Date request received:	Date of Event:
NEAD Contact Name:	
Activity details agreed:	
Date Form Sent and who sent it	Form Sent to:
Date invoice sent:	Date payment received: