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www.summitpsychologyservices.co.uk

**SUMMIT PSYCHOLOGY SERVICES**

BRAMPTON HOUSE

10 QUEEN STREET

NEWCASTLE

STAFFORDSHIRE

ST5 1ED

[enquiries@summitpsychologyservices.co.uk](mailto:enquiries@summitpsychologyservices.co.uk)

Tel: 07341 885 755

REQUEST FOR PSYCHOLOGICAL SERVICES: 2019 – 2020

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME OF SCHOOL/ SETTING** | |  | |
| **ADDRESS** | |  | |
| **TELEPHONE NUMBER** | |  | |
| **EMAIL ADDRESS** | |  | |
| **TOTAL NUMBER OF SESSIONS REQUESTED\*** | **AUTUMN TERM 2019**  **FULLY BOOKED** | **SPRING TERM 2020** | **SUMMER TERM 2020** |
|  | **Short Notice Requests Only** |  |  |
| **TRAINING/ CPD REQUIRED** | **AUTUMN TERM 2019**  **FULLY BOOKED** | **SPRING TERM 2020** | **SUMMER TERM 2020** |
|  |  |  |  |
| **OTHER REQUESTS** | **FULLY BOOKED**  **Short Notice Requests Only** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Details of person authorising request for service provision. This should be the head teacher or authorising manager of the school/ setting. | | | | |
| **Name of person signing** |  | | **Position** |  |
| **Signature** |  | | **Date signed** |  |
| SENDCO details | | | | |
| **Name:** | | **Email Address:** | | |
| **OFFICIAL USE ONLY: BOOKING CODE** |  | | **INVOICE NUMBER** |  |

\*One session is one half day. Educational Psychology Services are charged at £500.00 per day for confirmed bookings of more than 2 days (four sessions plus). Two days or less are charged at £525.00 per day or £295.00 per half day. Where possible, EHCNA Requests should be booked in advance and a minimum of two days requested. Short notice requests will go on a waiting list. Please email or call to discuss further. Although every effort is made to assist, please note that short notice requests do not guarantee the provision of services.

Training costs vary according to time allocated to the event, i.e. full day, half day, twilight CPD sessions. Please enquire for costs and information about the range of training and continuing professional development opportunities for your school, or check Summit’s Training Calendar for current and planned events: <https://www.summitpsychologyservices.co.uk/summit-events-and-training>

**PLEASE COMPLETE AND RETURN BY NO LATER THAN MONDAY 31st JANUARY 2020**