

To:

Nursery schools
Primary schools
Pupil referral units
Secondary schools
Special schools

Your Ref: Paul Gohl
My Ref: PG/AUTCAL
Contact: Paul Gohl
Tel: 01482 613968
Fax: 01482 613290
E-mail: paul.gohl@hullcc.gov.uk
Date: 6th Sept 2004

Dear Head Teacher and Head of Administration

Course Calendar

Please find attached the autumn 2004 course calendar from Learning Services IT.

As the final part of the new SIMS software rollout occurs various courses are on offer to cater for the changes. Courses marked with a blue star can be booked by sending in the course booking form. For courses that are marked with a red star attendance is required and will be arranged by ourselves and the relevant schools will be contacted in due course.

The costs for the courses are the standard costs based on the service level agreement you have entered into with Learning Services IT. Non SLA schools course costs are as previously published.

Please note that there is a new e-mail address for the training section:
schoolstraining@hullcc.gov.uk

Please can you ensure the following when booking courses (those with a blue star): -

- Use the fax back form provided or e-mail
- Provide the names of delegates
- Provide the date and if applicable the time (am or pm)
- Provide the budget code for your school

If you have any items to discuss regarding training please contact me on any of the above.

Regards

Paul Gohl

ICT Training and Security Officer

On behalf of the IT Manager

Fax

Contact me on:
Tel: 01482 613968
Fax: 01482 613290
email: paul.gohl@hullcc.gov.uk

To: Paul Gohl

Fax: 01482 613290

From:

Date:

No. of pages including this one:

School

I wish to book a place on thecourse :

Attendee

Additional Person

Budget Codes/.....

Preferred date (please indicate):

.....

Signed

Print Name

Please return to Learning Services, IT Section, 3rd Floor Essex House, Manor Street, Hull, HU1 1YD.

FAX 613290

EMAIL schoolstraining@hullcc.gov.uk

Please note the following conditions exist and individual schools will be charged accordingly if they cancel within the periods of time below:

Cancellation of training within 48 hours will be charged at the full agreed rates

Cancellation of training within 7 days will be charged at half the agreed rates

Cancellation of training within 14 days will be charged at a third the agreed rates