

[**www.noviosupport.org**](http://www.noviosupport.org)

**Request for individual support booking form**

Name: Position:

School:

Address:

E-mail:

Please complete the attached request for support form.

The Novio Working Party will review your completed referral form and provide details of the support Novio will provide. This will also include details of the cost of the support. The Novio Working Party will complete the Overview of Support Form.

**Important Information**

1. Please note that prior to providing support your setting will need to have signed a Novio Collaboration Agreement. The form can be downloaded from the Novio website.
2. Parental consent may be required. The Novio Working Party will provide guidance.



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 **Overview of support to be provided. Form to be completed by the Novio Working Party.

Who will deliver the support:**

 **What support will be provided:

Date(s): Time:

Where:

What follow up steps will be required and in what timeframe:**

**Cost of Support. To be paid in full 7 days prior to visit. Payment to Novio Bursar, Jane Bunyon at Fordwater School, Chichester.**

Member of Senior Leadership Team £350 per day

Member of Teaching Staff £200 per day

Member of Support Staff £100 per day

Visit to a school setting £50 per half day per person

**Agreed costs:**



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**Agreed costs:**

Please make cheques payable to Fordwater School

I would like an invoice sent to

Name: Position:

School/setting:

Address:

Signed: Position:

On behalf of school/setting requesting support

Signed: Position:

On behalf of Novio Support

**Novio will not provide any support without receiving the signed collaboration agreement, signed parental consent if required and formal agreement of the costs. Please note invoices must be paid seven days prior to visit/
commencement of support.**