## **Nottingham City Virtual School**

**Annual Training Programme**

## **Terms and Conditions**

Once training has been requested via the link participants will receive an email with an invitation to the online session.  **Please do not forward**that invitation to other colleagues.  If you know of colleagues who want to attend that training they **MUST** book on individually via the above link.

The contents of our training is underpinned by relevant policy and legislation relating to the education of children in care and previously looked-after children.  Details are  aligned to the arrangements of Nottingham City Social Care and the Nottingham City Virtual School. All training is evaluated and reviewed annually, or sooner where changes in legislation or policies requires. We ask that all participants complete our training evaluation forms as this helps us to ensure our training remains effective, informative and relevant.

**Cancellations**

Places on our training are limited, it is therefore important you contact the Virtual School on 0115 8764692 or by emailing [virtualschool@nottinghamcity.gov.uk](mailto:virtualschool@nottinghamcity.gov.uk) within **48 hours** of the training taking place if you are unable to attend so we can release your place to another person.

We aim to always deliver training as scheduled in this programme, however, there may be rare occasions when we have to cancel training at short notice. In such incidents we will inform delegates as soon as possible before the date the training is due to be delivered. It is therefore important to provide a means of contact when booking training in case we need to get in touch.