

## Springwood CPD Training

### Terms and Conditions



#### Venue

Please note, we are a split site school with our main site based in Swinton and our EYFS and KS1 provision based in Irlam. Courses are running at both sites and this will be clear in the course information section.

Lunch **will not** be provided by the venue on either full day or half day courses. Refreshments will be provided as appropriate.

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#### How to Book

To book any of the courses, please email [stevie.pepper@salford.gov.uk](mailto:stevie.pepper@salford.gov.uk) or telephone 0161 921 2170

#### Fees

The price quoted is correct at the time of publication and is exclusive of VAT, which will be charged where applicable. Payments should be made to Springwood Primary School.

#### Cancellations

We reserve the right to cancel or alter dates of any courses. If a course is cancelled by us then delegates will be moved on to the next available course or a full refund will be offered.

If a course is cancelled by the participant, the following will be applied:

- A course cancelled 28 days prior to the course date will be fully refunded.
- A course cancelled between 7 and 27 days will be charged at 25%
- Any course cancelled less than 7 days before the due date will be charged at full price.
- Any non-attendance without prior warning will be charged at full price.

If any participants have a disability or require special arrangements, please let us know in advance and we will ensure that reasonable adjustments are made