

**COSMOS ENGAGEMENT WORKSHOP BOOKING FORM**

Thank you for showing interest in the Cosmos Engagement workshop offer.

Please complete this booking form and return to your SUN Contact.

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| **FOR SCHOOL TO COMPLETE** |
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| **SCHOOL INFORMATION** |
| **School name:** | Click or tap here to enter text. |
| **Name of contact:** | Click or tap here to enter text. |
| **Contact e-mail:** | Click or tap here to enter text. |
| **Contact phone number:** | Click or tap here to enter text. |
| **Name(s) of the school staff member(s) that will be present to facilitate our live online workshop:** | Click or tap here to enter text. |
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| **BOOKING PREFERENCES** |
| **Which live online workshop do you require:** | Choose an item. |
| **Year Group:** | Choose an item. |
| **Date of workshop required:** | Click or tap to enter a date. |
| **Timings:** | Click or tap here to enter text. |
| **How many students will there be in the workshop?** | Click or tap here to enter text. |
| **Are there any student learning needs that we need to be aware of prior to the workshop?** | Click or tap here to enter text. |

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| **LIVE STREAMING REQUIREMENTS** |
| **What is your live streaming requirement for the workshop?** | Choose an item. |
| **For in school sessions, will a member of school staff be allocated to each classroom that the workshop is taking place in to facilitate the session?** | YES |[ ]  NO |[ ]
| **Would you like to book a ‘test call’ to check audio, visual and internet connection quality prior to the session?** | YES |[ ]  NO |[ ]

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| **LIVE STREAMING CHECKLIST** |
| **What equipment will you be using for the live workshop?***Please note, not all equipment is required. This is to help SUN staff plan their delivery.* | Laptop/Computer |[ ]  Microphone |[ ]
|  | Microphone |[ ]  Headphones |[ ]
|  | Speakers |[ ]  Internet Connection |[ ]
| **How will the live workshop be screened / broadcast in school?** | Choose an item. |
| **If you have chosen ‘SUN-to-student’ delivery, the session will automatically be recorded by SUN for safeguarding purposes.****Would you like a copy sent to you?***If yes, a link to the session recording will be stored securely on Glasscubes for 7 working days so that you can download a copy. It will then be deleted.* | YES |[ ]  NO |[ ]
| **If you have chosen ‘SUN-to-front of class’ delivery, you have the option for the session to be recorded.** **Do you wish for it to be recorded?***If yes, a link to the session recording will be stored securely on Glasscubes for 7 working days so that you can download a copy. It will then be deleted.* | YES |[ ]  NO |[ ]
| **Do you have a safeguarding policy or agreement for online delivery?***If yes, please attach it along with this booking form via email.* | YES |[ ]  NO |[ ]

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| **ADDITIONAL INFORMATION** |
| **Is there anything else that we need to be aware of ahead of the live session?** | Click or tap here to enter text. |

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| As part of our commitment to safeguarding, all SUN Staff are enhanced DBS checked, but are not able to deliver the session without a member of school staff present throughout the entirety of the live session.A member of staff must be in each classroom. In addition, the member of staff will need to be in communication with SUN staff (via the video chat function) to facilitate the session.By completing this booking form, you understand that you will need to provide the SUN with the names of the school staff who will be present during the live online workshop.Once your booking is received and confirmed, you will receive a copy of our virtual delivery guidance document and virtual risk assessment.**Signed:** Click or tap here to enter text. **Date:** Click or tap to enter a date. |

*When the form is complete, please return it via email to your SUN Contact. Once received, we will be in contact via either phone or email to discuss the finer details of the booking.* *Again, thank you for your interest in the Cosmos Engagement workshop offer.*