

**LIVE ONLINE ASSEMBLY - BOOKING FORM**

Thank for your showing interest in the Southern Universities Network (SUN) ‘LIVE online’ assembly offer.

Please complete this booking form and return to your SUN Project Leader/Project Coordinator.

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| **FOR SCHOOL/COLLEGE TO COMPLETE** |
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| **SCHOOL/COLLEGE INFORMATION** |
| **School/college 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/college staff member/s that will be present to facilitate our live online assembly:** | Click or tap here to enter text. |
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| **BOOKING PREFERENCES** |
| **Which live online assembly do you require:** | Choose an item. |
| **Year Group:** | Choose an item. |
| **Date assembly required:** | Click or tap to enter a date. |
| **Timings:** | Click or tap here to enter text. |
| **How many students will there be in the assembly?** | Click or tap here to enter text. |
| **Are there any student learning needs that we need to be aware of prior to the assembly?** | Click or tap here to enter text. |
| **How much time will be allocated for SUN delivery?** | Click or tap here to enter text. |

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| **LIVE STREAMING REQUIREMENTS** |
| **What is your live streaming requirement for the assembly?***Please note that only the teachers facilitating this session should have access to the session link,* ***please do not share*** *this with students.* | Choose an item. |
| **If you are requesting to stream to multiple classrooms/locations, how many will it be for?** | Click or tap here to enter text. |
| **If streaming into multiple classrooms/locations, will there be a member of school/college staff allocated to each classroom in order to facilitate the session?** | YES |[ ]  NO |[ ]
| **Would you like to book a ‘test call’ to check audio, visual and internet quality prior to the session?** | YES |[ ]  NO |[ ]

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| **LIVE STREAMING CHECK LIST** |
| **What equipment will you be using for the live assembly session?***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 session be screened / broadcast in school?** | Choose an item. |
| **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 28 working days so that you can request a download copy. After which, it will be permanently 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.\*If delivering to multiple classrooms/locations then 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 school/college staff who will be present during the live online assembly.\*SUN staff will only admit the named staff members that you supply, and will not admit any participants outside of this list.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 Project Leader/Project Coordinator. 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 our ‘LIVE online’ assembly offer.*