

A guide to Booking on a School Governance Course

How to book a course

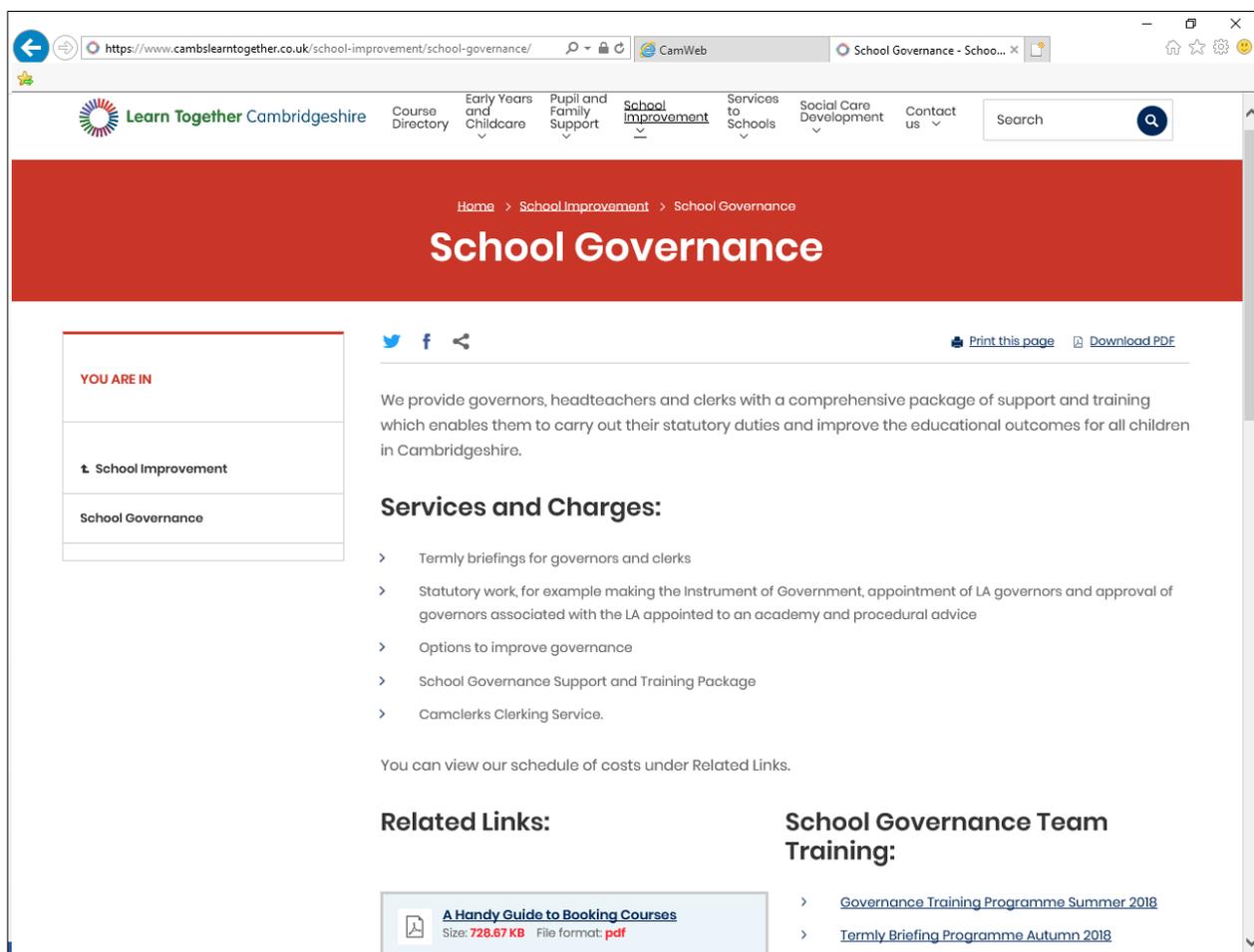
There are three possible ways for a Governor to book a course:

- a. Book it themselves
- b. Via a clerk
- c. Via the School

This guide will just concentrate on an individual booking themselves onto a course.

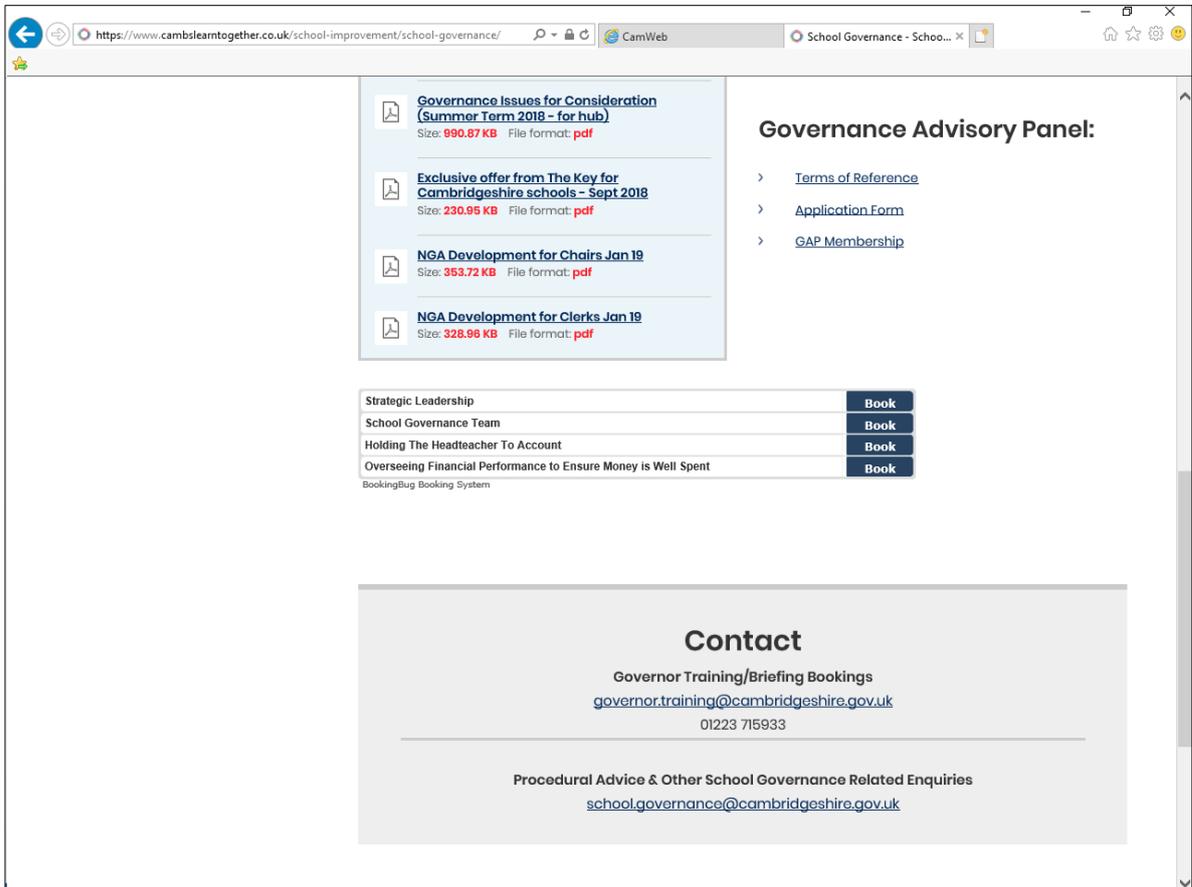
You will find all our courses on the Learn Together Cambridgeshire website:

<https://www.cambslearntogether.co.uk/school-improvement/school-governance/>

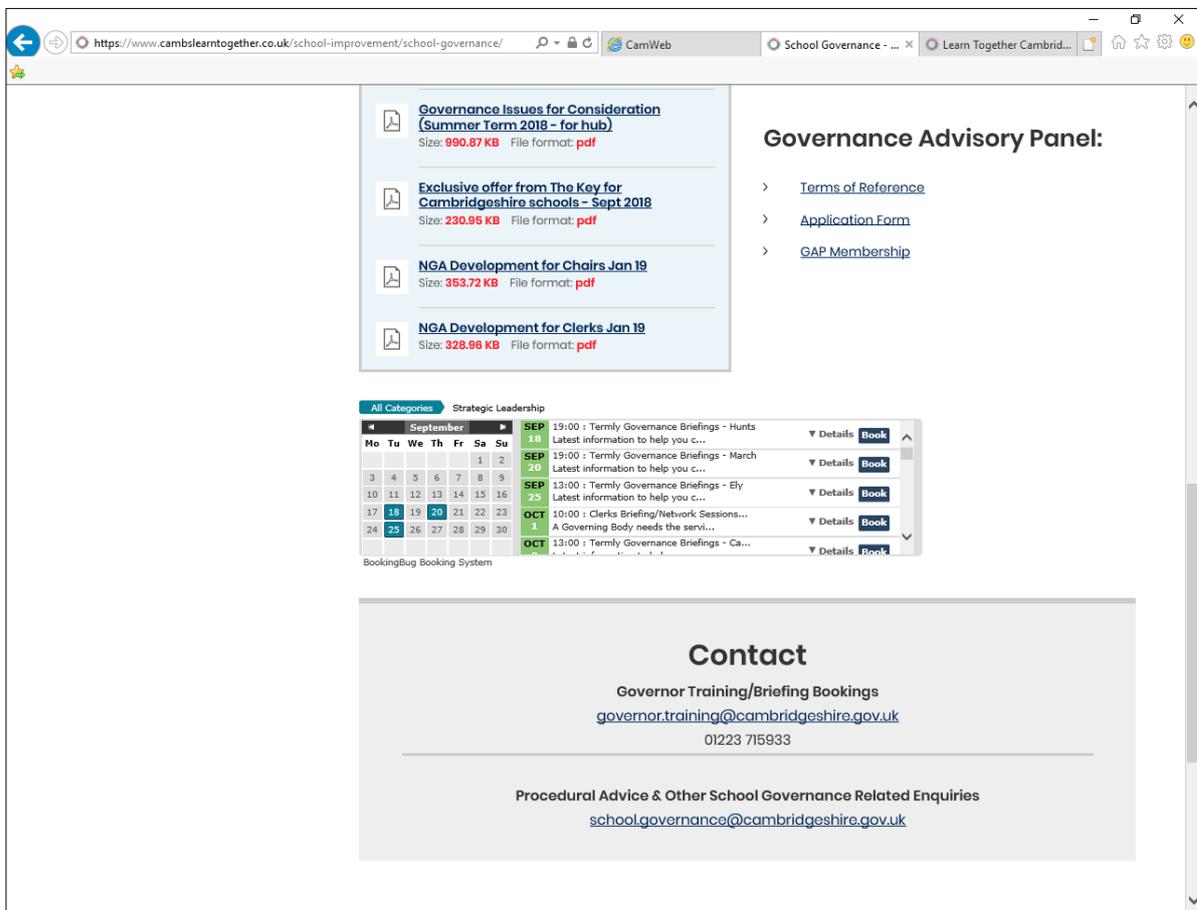


The screenshot shows a web browser window displaying the 'School Governance' page on the Learn Together Cambridgeshire website. The page has a red header with the title 'School Governance' and a breadcrumb trail: 'Home > School Improvement > School Governance'. Below the header, there is a navigation menu with links for 'Course Directory', 'Early Years and Childcare', 'Pupil and Family Support', 'School Improvement', 'Services to Schools', 'Social Care Development', and 'Contact us'. A search bar is also present. The main content area features a 'YOU ARE IN' sidebar with a tree view showing 'School Improvement' and 'School Governance'. The main text describes the support and training provided to governors, headteachers, and clerks. A section titled 'Services and Charges:' lists several services with expandable arrows. Below this, there is a 'Related Links:' section with a link to 'A Handy Guide to Booking Courses' (728.67 KB, pdf format) and a 'School Governance Team Training:' section with links to 'Governance Training Programme Summer 2018' and 'Termly Briefing Programme Autumn 2018'. Social media icons and 'Print this page' and 'Download PDF' options are also visible.

You will need to scroll down to get to the courses calendar.



Next, select the appropriate heading, and click “Book”. This will bring up all the events under this title, use the calendar arrows to navigate to the date you require.



Choose the course you want, and press “Book”. This will bring up the following screen:

The screenshot shows a web browser window with the URL <https://www.cambslearntogether.co.uk/school-improvement/school-governance/>. The page displays a list of PDF documents:

- Governance Issues for Consideration (Summer Term 2018 – for hub)**
Size: 990.87 KB File format: pdf
- Exclusive offer from The Key for Cambridgeshire schools – Sept 2018**
Size: 230.95 KB File format: pdf
- NGA Development for Chairs Jan 19**
Size: 353.72 KB File format: pdf
- NGA Development for Clerks Jan 19**
Size: 328.96 KB File format: pdf

Below the list, there is a section for "Termly Governance Briefings - Hunts" with a "SEP 18" tab. A dropdown menu is open, showing details for "Strategic Leadership - Termly Governance Briefings - Hunts":

- Name:** Strategic Leadership - Termly Governance Briefings - Hunts
- Date/Time:** Tue 18 Sep 19:00, 2 hours
- Description:** Each term governors are invited to attend one of a series of briefings held at various locations across the county. The meetings are held early in the term in order to equip governors with information they will need for the forthcoming term's governing body business and also to update governors on topical education issues.
- Spaces:** 75 of 80 spaces left

A "Book" button is visible next to the details. To the right, a "Governance Advisory Panel:" section lists links for "Terms of Reference", "Application Form", and "GAP Membership".

At the bottom, a "Contact" section provides contact information for Governor Training/Briefing Bookings (governor.training@cambridgeshire.gov.uk, 01223 715933) and Procedural Advice & Other School Governance Related Enquiries (school.governance@cambridgeshire.gov.uk).

Once you are sure this is the right course, press “Book” again, and you will get the page below:

The screenshot shows a booking form on the website https://cambridge.council.bookingbug.com/booking/start_checkout?add_new=true. The form is titled "Please enter your details" and includes the following fields:

- First Name *
- Last Name *
- Email *
- Mobile Phone: United Kingdom +44 [dropdown] [input]
- Address *
- Town *
- County *
- postcode *
- Country *: United Kingdom [dropdown]

Below the form, there is a checkbox for "I have read and accept the [privacy policy](#)" and a note "* Required Fields".

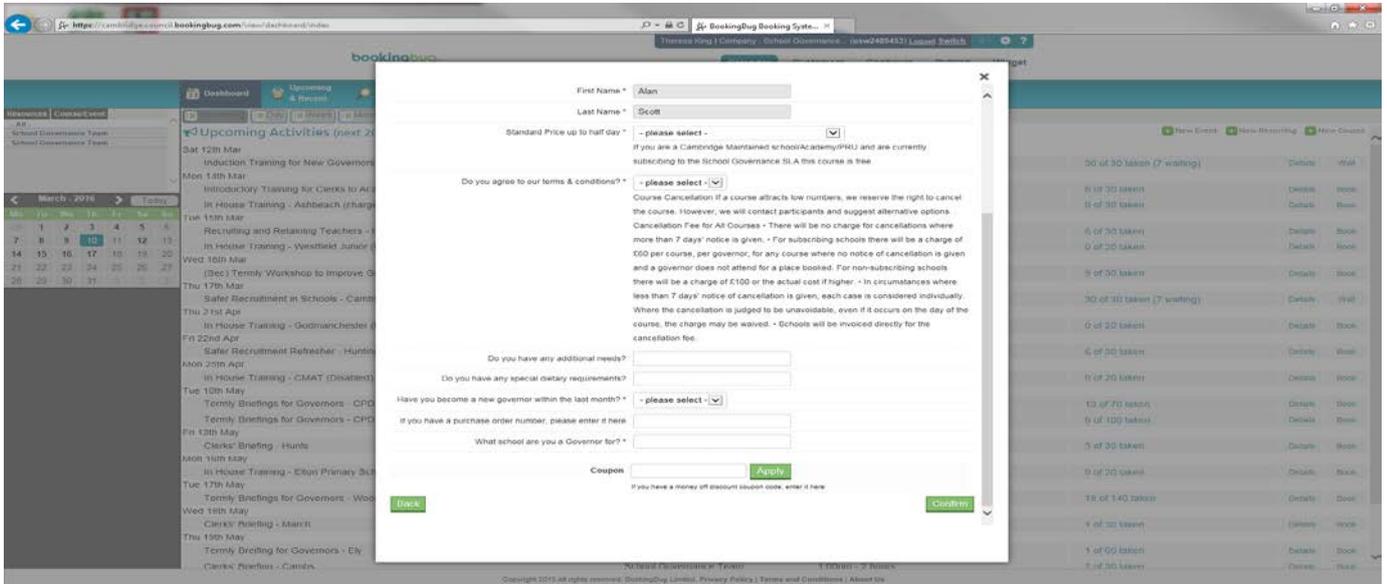
There is an "Optional Password to Save Information" section with fields for "Password" and "Re-enter Password".

At the bottom, there are "Back" and "Next" buttons, and links for "BookingBug", "Terms and Conditions", and "Privacy Policy".

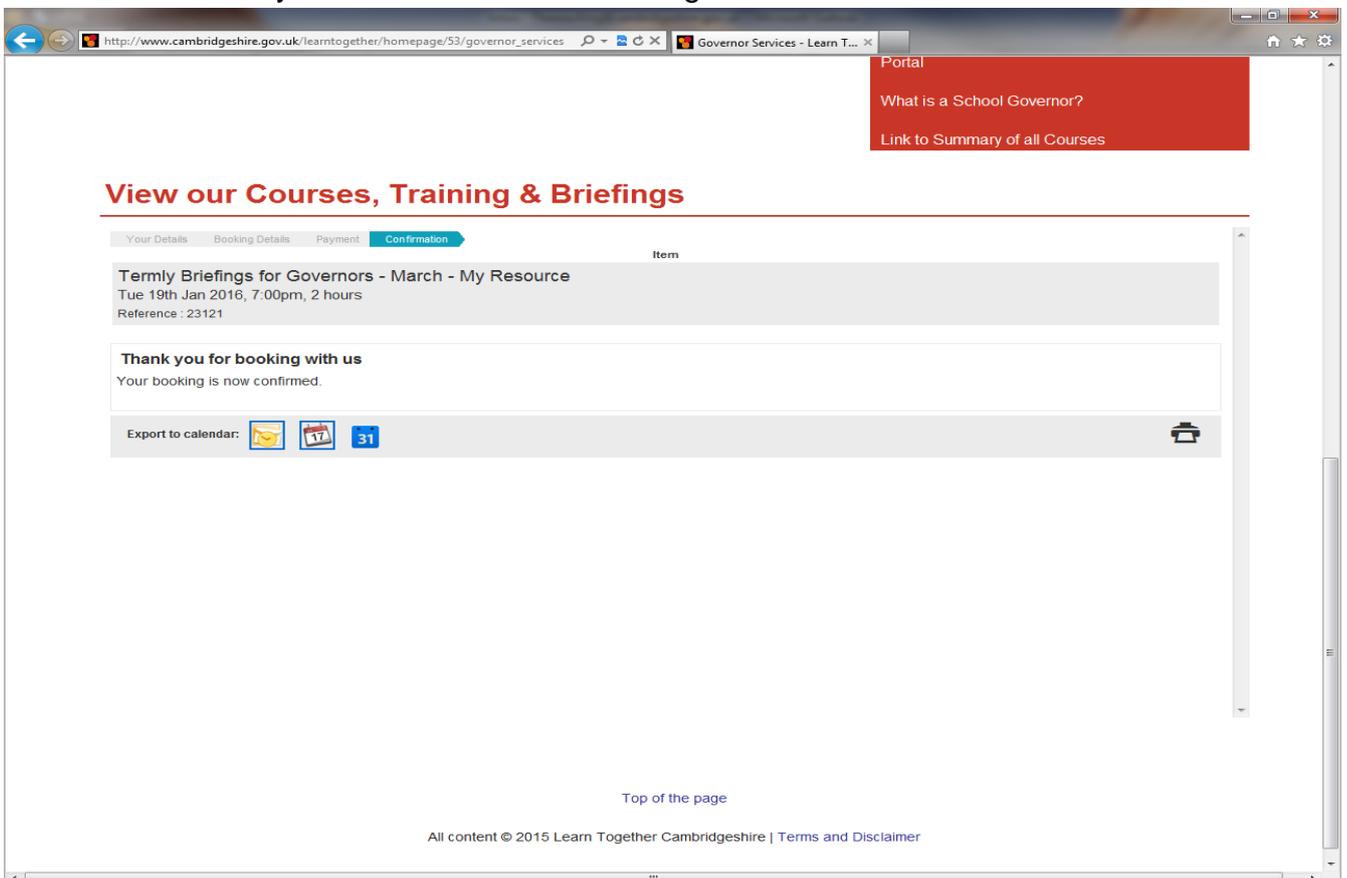
This next bit is important:

- If you are an existing member, in other words you have already created a password etc, then click on the “Existing Members” Tab;
- If this is your first time, then stay on the “Please enter your details” Tab and complete all the information, including the password.

Once you have entered your details, or logged in, you will see the following. You then answer all the questions and press confirm.



If it's a free course you will then see the following:



You should receive an email confirming the booking.

Please note, if a course is due to take place within the next 2 days, you will not be able to see the course and you should book on by sending an email with your request to governor.training@cambridgeshire.gov.uk.

If a course is full and you are being booked onto a waiting list, as soon as a space becomes available an email is sent to all the people on the waiting list, and the place can be booked on a first come, first served basis.

The option to cancel your place is available until 7 days before the course is due to take place, after this you will need to notify the School Governance Team at governor.training@cambridgeshire.gov.uk.