



# Booking Form

## Strictly Confidential

116 Pary Street, Perth WA 6000, Australia

[www.pld-literacy.org](http://www.pld-literacy.org) [mail@pld-literacy.org](mailto:mail@pld-literacy.org) Phone: (08) 9227 0846



### Contact Information

Name of School (or Service):

Street address:

Suburb:

State:

Postcode:

School phone:

Approximate number of students enrolled:

School starts at: ☐ 3 years old pre-school ☐ Pre-school/Kindergarten ☐ Foundation: Pre-Primary/Prep/Reception

Contact person(s):

Mobile number of contact(s):

Email address of contact(s):

### Desired Outcomes

List proposed date(s) for the presentation:

**Essential for invoicing purposes** - Please list a purchase order number:

Desired PD outcomes:

1. 

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2. 

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3. 

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Location of the presentation:

Start time:

Finish time:

### Audience Of The Presentation

**Estimated number attending:** \_\_\_\_\_ **and the roles of staff:** \_\_\_\_\_

- ☐ Early Years - Kindergarten (WA, QLD, SA, TAS) Preschool (ACT, NT, NSW, VIC)
- ☐ Foundation - Pre-primary (WA) Kindergarten (NSW, ACT) Preparatory (QLD, VIC, TAS) Reception (SA) Transition (NT)
- ☐ Year 1 ☐ Year 2 ☐ Year 3 ☐ Year 4 ☐ Year 5 ☐ Year 6 ☐ Principal/Deputy ☐ Assistants
- ☐ Other: \_\_\_\_\_

Estimated number of staff who have attended previous PLD presentations in the last 2 to 3 years: \_\_\_\_\_

Will additional staff members from another school or schools be attending? ☐ No ☐ Yes

*If yes, this will incur an additional fee per head, billed directly to the additional school(s)/ organisation(s) involved.  
If a significant number of staff are attending from another school (or another school has been invited to attend)  
then a specific invoice will be issued by the PLD office to the other school involved.*

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Promoting Literacy  
Development

## Brief Description Of The Students Enrolled At The School

Estimate the percentage of students that have English as a second language (or additional language)?:

Estimate the percentage of students that are indigenous?:

Estimate the level of parental support/involvement: ☐ High ☐ Medium ☐ Low ☐ Mixed

Other relevant information about the community/region:

## Whole School Literacy Monitoring

### What testing is administered across all classes?

**Early Years** Phonological awareness screening ☐ No ☐ Yes - If yes, is it PLD's Pre-Literacy Screen? ☐ No ☐ Yes  
Other screening scheduled ☐ No ☐ Yes (Please list) \_\_\_\_\_

**Foundation** Phonological awareness screening ☐ No ☐ Yes - If yes, is it PLD's Pre-Literacy Screen? ☐ No ☐ Yes  
Reading tracking ☐ No ☐ Yes (Please list): \_\_\_\_\_  
Other screening scheduled ☐ No ☐ Yes (Please list): \_\_\_\_\_

**Year 1-2** Reading tracking ☐ No ☐ Yes (Please list): \_\_\_\_\_ When?: \_\_\_\_\_  
Spelling tracking ☐ No ☐ Yes (Please list): \_\_\_\_\_ When?: \_\_\_\_\_  
Other testing ☐ No ☐ Yes (Please list): \_\_\_\_\_ When?: \_\_\_\_\_

### If the PD is intended only for the Junior Primary, please leave Yr 3-6

**Year 3-6** Reading tracking ☐ No ☐ Yes (Please list): \_\_\_\_\_ When?: \_\_\_\_\_  
Spelling tracking ☐ No ☐ Yes (Please list): \_\_\_\_\_ When?: \_\_\_\_\_  
Other testing ☐ No ☐ Yes (Please list): \_\_\_\_\_ When?: \_\_\_\_\_

### If answering 'Yes' to any of the following please attach a copy of the relevant documents and/or details of what approach/materials/program have been used).

Does the school have a 'Whole School Literacy Policy'? ☐ No ☐ Yes (if ticked, please attach details)

Does the school have a synthetic phonics approach? ☐ No ☐ Yes (if ticked, please attach details)

Does the school have a consistent approach to sight words? ☐ No ☐ Yes (if ticked, please attach details)

Which sight word list is used? \_\_\_\_\_

What font is implemented? ☐ K-2 ☐ NSW Foundation ☐ Victorian Cursive ☐ Other: \_\_\_\_\_

Does the school have a Early Years/Foundation Literacy Scope & Sequence? ☐ No ☐ Yes (if ticked, please attach details.)

### Provide a brief statement of the school's current literacy levels:

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## Literacy Initiatives Adopted Over The Last 5 Years

List any literacy related professional development presented to the staff over the last 2 year?:

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## Future Directions

What would the school like to implement (related to literacy) in the next year?:

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Please detail any other specific issues that the presenter needs to be aware of:

- ☐ Graduate teachers    ☐ High number of new staff each year    ☐ Decline in entry level students over recent years
- ☐ Poor student attendance
- ☐ Other: \_\_\_\_\_

Reasons for rescheduling this presentation?:

- \_\_\_\_\_
- \_\_\_\_\_

## Presenters Travel Time

Estimate the vehicle travel time: \_\_\_\_\_ (i.e. from the PLD office to the venue and back using Google Maps).

*Vehicle travel time is calculated on a time basis of \$95 per hour.*

### If flights are involved

Approximate flight departure time from Perth: \_\_\_\_\_ am ( ideally on the day of the PD.)

Approximate flight arrival time back in Perth: \_\_\_\_\_ pm (ideally the **earliest** return flight.)

*Please forward flight information to the PLD office.*

**Please Note:** If the presenter is required to have an overnight stay, an additional fee of \$400 is incurred as this compromises the length of the presenters working week.

If any lengthy stay is incurred due to travel (eg: up at 5am for flights then to return at 9pm), an additional fee is also incurred. For every hour before 8.30a, and after 3.30pm, a \$95 per hour fee is charged.