



Booking Form

Strictly Confidential

116 Pary Street, Perth WA 6000, Australia
www.pld-literacy.org 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. _____

2. _____

3. _____

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.

PD Background Information - Strictly Confidential

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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:

Literacy Initiatives Adopted Over The Last 5 Years

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

Future Directions

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

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.