

Booking Procedure

1. Request a place

For further information and to request a place on any of the sessions or projects please email info@lambethclc.org.uk stating:

- The name of the event
- Date or preferred date (if applicable)
- Event code (eg TW04)
- School name
- Contact details

2. Complete a booking form

Having received your request, a booking form will then be sent out which must be returned as soon as possible.

3. Await confirmation

Lambeth CLC will then contact you to confirm whether you have been successful in your booking.

Schools' Entitlement

The CLC is a shared resource for all schools in the Local Authority and it endeavours to provide services and resources in a way which is fair and evenly spread. The CLC keeps detailed monitoring records of schools' use of services. If demand for activity exceeds capacity then schools will be prioritised using the following criteria

- School need measured against the Local Authority and Becta Priorities
- School specific priorities as identified by Inclusion and Standards
- Previous engagement in CLC activity
- School capacity to engage in additional activity

If you would like further information regarding the CLC's principles of access please email info@lambethclc.org.uk