

## How do I book onto training?

Once you know what training you want to attend there are 3 ways to book:



### Online

Visit [www.mywalsall.org/fis](http://www.mywalsall.org/fis) and complete the online reservation form.



### By Email

Email [trainingfis@walsallcs.serco.com](mailto:trainingfis@walsallcs.serco.com) with:

Your Name

Address / Daytime Contact number

Setting Name

Course Name / Code / Date



### By Phone

Call 01922 686512 or 01922 686513 between 09.00 - 16.45.

*A team-member will confirm your booking within 48 hours*

## How do I pay for training?

Some of our training has a cost. Please see the training leaflets for details. If you go on a course that you have to pay for, you can pay in one of two ways:

### By Cheque

You can send you cheque, made payable to Walsall Children's Services - Serco, to Emma Collins, Finance Department, Education Development Centre, Pelsall Lane, Rushall, Walsall, WS4 1NG.

### By Invoice

You will be invoiced after the course. The invoice will explain how to pay by electronic transfer.

For any payment queries please call Emma on 01922 686478.

## What if I have to cancel my place?

If you need to cancel your place on a course, you must do so at least 5 working days before the start date of the course. If you do not, you will be charged a £50.00 non-attendance fee on top of any costs that you may already have paid. Any exceptions to this will be looked at on an individual basis. Please speak to the Training Team for more details.

## Will there be refreshments?

If it is a full day you will be given refreshments and lunch. On all other courses you will be given light refreshments.



## Training FAQs & Venues

### Venues

#### Baron's Court Hotel

Lichfield Road  
Walsall Wood  
WS9 9AH

#### Brownhills Activity Centre

Chester Road North  
Brownhills  
WS8 7JW

#### Collingwood Centre

Collingwood Drive  
Great Barr  
B43 7NF

#### Edgar Stammers Children's Centre

Harden Road, Coalpool  
WS3 1RQ

#### Hatherton Children's Centre

Bloxwich Lane, Walsall  
WS2 7JT

#### Manor Farm CA

King George Crescent  
Rushall  
WS4 1EG

#### Walsall Leather Museum

Littleton Street West  
Walsall  
WS2 8EQ

#### Weave Recycle Ltd C/O Whitnash Primary School

Langley Road  
Leamington Spa,

#### Bentley Leisure Pavilion

Bentley Road North  
Bentley  
WS2 0EA

#### Central Hall Methodist Church

Ablewell Street, Walsall  
WS1 2EQ

#### Darlaston Children's Centre, Ilmington House

Crescent Road  
Darlaston, WS10 8AE

#### Education Development Centre (EDC)

Pelsall Lane, Rushall  
WS4 1NG

#### Lighthouse Children's Centre, Heath Road,

Willenhall  
WV12 5EF

#### St Andrews Church

Churchill Road  
Bentley  
WS2 0BA

#### Willenhall Chart

19 Gomer Street  
Willenhall  
WV13 2NS



Walsall Council

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