



LINWOOD OUTREACH AND INCLUSION SERVICE (LOIS) REQUEST

Please complete the form and return to jackiehorne@linwood.bournemouth.sch.uk

We will come back to you within 5 working days to discuss your request

The charge for this service is £85 per hour

School's name	
Address	
Name of the requestor	
Email address	
Telephone Number	
Purchase Order Number (* you must request this from your Finance dept)	
Accounts email address	

Please give a brief description of the support required* (Please do not mention pupil's surname)

You must give a minimum 7 days' notice prior to the scheduled date if you wish to cancel the appointment. If you cancel the appointment after the minimum notice period we will charge for 1 hours service. If the cancellation is due to unforeseen circumstances we will be happy to reschedule free of cancellation charge.

By signing this you agree to the terms and conditions

Customer's Signature/date

Office use only

Date/s of arranged visit(s).....

Assigned to the case (name).....

Outreach log completed & Finance notified (date).....

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LINWOOD
TRAINING, SUPPORT & ADVICE