

Lost in Cyberspace?

How to make your library the hub of the VLE

A training workshop for secondary school librarians and teachers-in-charge which will cover:

- the function of a Virtual Learning Environment in school
- attracting students to your space in the VLE
- helping students search the Internet faster and more effectively
- easy ways to update your library catalogue with safe and reliable websites linked to the curriculum.

Friday 28th March 2008

9.30am - 3.00pm

Exeter Central Library (ICT training suite)

Guest tutors : **Alison McFarlane**

Head of ICT & Computing, Torquay Boys' Grammar School

Mark Peasley

Reference & Information Librarian, Devon Library Service

Carel Press

Cost: £90 pp (subscribing schools)

£110 pp (others)

Cost includes refreshments and course materials

Closing date 7th March 2008

Places will be limited, so don't delay ... book it today!

>>>>See over for application

School Library Service

Supporting Learning in Schools



Please post, fax or email completed form to **Lee Budd,**
Devon School Library Service, Great Moor House, Bittern Road, Sowton, Exeter EX2 7NL.
 Fax: 01392 385236, email: lee.budd@devon.gov.uk
 A photo-copy should be taken for the School's own records.

Please complete this form in BLOCK CAPITALS

Surname of applicant Mr/Mrs/Miss/Ms
 First Name
 Post held
 Establishment Phone No.
 Address

Course for which application is made

Title Date
 Venue Course fee to be paid £.....
 Establishment order number.....

	Main Code	School No/ Cost Code	Item												
Please deduct the fee indicated from the following code:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table>				<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table>						<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table>				

OR
 Cheque enclosed (fee for non-subscribing establishments)
 made payable to Devon County Council

OR
 Please issue invoice after event

Cancellation arrangements:
 One week – two weeks' notice = 50% of course fee. Less than one week's notice = 100% of course fees.
 You will be charged for non-attendance, so please urge a colleague to take you place.

Signed..... Date
 (Headteacher)

Please state any special requirements or dietary requirements (if appropriate):

