

IB Teacher Support Application Form

for St. Clare's **Workshops for Experienced IB Teachers** (1/2)

Please write clearly, especially your email address

Sex M / F

Family name _____ Date of Birth ____ DAY _____ MONTH ____ YEAR

First names _____ Nationality _____

Home address _____ First language _____

_____ Telephone _____

_____ Fax _____

_____ Email _____

At which school do you teach on the IB Diploma? _____

For how many years have you been teaching the IB? _____

Please the course(s) which you would like to attend

Course One

Sun 22 to Wed 25 June (3 nights)

(Normally £375 or £340 early bird plus accommodation)

English B

Chemistry

Teacher Support Applications Only

Please contact St Clare's for a normal application form, or see www.stclares.ac.uk/ibteacher.htm

Course 2

Sun 29 June to Wed 2 July (3 nights)

(Normally £375 or £340 early bird plus accommodation)

Economics

History (Europe)

Business & Management

History (Americas)

Accommodation : Please indicate first preference with a **1**, second preference **2**, etc

[please see the information on accommodation options]

St. Clare's Residential Single ensuite

St. Clare's Residential Shared ensuite

St. Clare's Residential Single standard

St. Clare's Residential Shared standard

Please note: we will make available the best accommodation we have available, although we will not be able to displace other course participants

I will arrange my own accommodation / accommodation not required

St. Clare's Accommodation		
Per Night	Ensuite	Standard
Single	43	35
Shared	34	29

Please return both pages of this form to:
 Short Courses Division, St. Clare's, Oxford,
 139 Banbury Road, Oxford, OX2 7AL, UK
 Tel:+44 1865 741911 Fax:+44 1865
 310002 Email:ib.teacher@stclares.ac.uk

For Office Use Only	C	I	X	N	B
Date Received /	1				
Deposit Received /	2				
Registration Number	I = IB wksp X = IB + Option N = nights B = Bkg fee due				

St. Clare's Summer Workshops for Experienced IB Teachers - Teacher Support (2/2)

Participant's Full Name

Please repeat your name here, in case the pages get separated:

Confirmation letters / receipts

If you are happy to receive course details, confirmation letters and receipts electronically, then tick the box. All documents will be sent to the email address you have given, and will be in Adobe Acrobat portable document format (PDF). To read the documents (on any computer) you will need the free Acrobat reader from www.adobe.com.

Please send confirmation and forms via email

Terms and Conditions

✓ I have read and accept the terms and conditions.

Participant's signature _____

We would like to make it possible for teachers from a wide variety of schools to participate in these workshops, including those currently facing financial difficulties, or operating under tight financial constraints. We are therefore offering a programme of graded support to teachers from such schools, who might normally not be able to afford to send a teacher. The support would extend to the workshop costs and to St. Clare's accommodation only, and not to travel costs or hotel accommodation.

Please note that we are working closely with our regional IBAEM office on this project. All requests for support will be referred to IBAEM for a confirmation that a school can indeed be considered in need of financial support.

To process this application, we will need someone in authority at your school, normally your principal or headteacher, to sign below, confirming that your school is likely to be considered by the IBAEM office to be a school in need of financial support.

I confirm that our school (School Number _____) is facing financial difficulties, and would not be able to send this teacher to attend this workshop if it were not for the teacher support award for the workshop and accommodation fees.

Name of School Authority _____

Signature _____

How to apply for Teacher Support

- 1) Select your course carefully.
- 2) Fill in the application form to register for a course.
- 3) Return the application form with your deposit to our Short Courses Division.

When should I apply?

Applications for Teacher Support must be received by Easter 2003.

Decisions on the award of Teacher Support will be made by the end of April 2003, and you will be notified of the results as soon as possible thereafter.

We recommend that you **do not book your flights until you have received final confirmation** of your place on the course.

In May, you will receive an information pack with all your joining instructions, such as a map, information on all the academic and social details.

We look forward to welcoming you to St.Clare's.

What is included in the Teacher Support Award?

- All input and contact sessions as set out in the outline programme in the brochure / website
- An IBO workshop pack for each participant
- Meals where specified on the programme from dinner on the day of arrival to breakfast on the day of departure (all meals are included for participants staying in St Clare's own accommodation).
- Use of Academic Resources Centre (language laboratory, computers, library)
- Use of internet, email
- Programme of activities, visits and functions as stated in the brochure / website
- Accommodation

St.Clare's reserves the right to cancel a course type if enrolment is too low, and will offer a place on an alternative course, where possible

Not included in fees:

- Travel insurance (i.e. medical and personal possessions cover). See below for further details.
- Course Dinner in an Oxford University College. Further details will be sent to course participants.
- Any money for personal expenses or purchases.
- Airport transfers
- Personal laundry (Coin-operated washing machines are available)

Arrival and departure days:

You arrive on Sunday, attend a welcome reception and dinner on Sunday, and start your course at 09h00 on Monday. If you have difficulty booking a flight, accommodation may be available from Saturday onwards. Please contact us to find out.

Departure is as stated in the programme for each course as set out in the brochure / website

Airport Transfer Service

There is a regular coach service between Oxford central bus station and London Heathrow/Gatwick airports, costing approximately £14/21 return, plus a taxi journey from the bus station to St Clare's (should be no more than £5). The journey takes approximately 1.5/2.5 hours. However, if you would like us to arrange a personal airport transfer for you, please contact us for further details.

Conditions

Participants attending St. Clare's, Oxford must comply with the directions given to them and abide by the rules of each course. St. Clare's, Oxford reserves the right to ask any participant whose behaviour we deem to be unacceptable to leave the college. In this event, fees will be forfeited and all travel and ancillary costs borne by the participant themselves.