

**LISTEN
ENGAGE
REPRESENT**



Primary & Secondary Teacher Education

Thank you for your interest in our Primary & Secondary Teacher Run, Jump, Throw Education offers.

Please, find information below regarding payment and booking of the course.

Paying for the Course

- 1) Raise a purchase order number – the PO number should include
 - School name
 - The course type – Primary or Secondary Teacher Education
 - Course date
 - course cost (Primary - £50/person / Secondary - £60/person / bespoke courses for a school or council - £650) – there is no VAT for these courses
- 2) Please, pass on all the information to the council if they are raising the PO number
- 3) Please, send the PO number to finance@welshathletics.org
- 4) Once our finance team received the PO number, they will raise an invoice
- 5) Please, pay the invoice as soon as possible

Once our finance team received the PO number, the Education Administrator will contact you regarding information of the person attending the course.

Please, email education@welshathletics.org if you have any questions.