



Nelson Thornes

a Wolters Kluwer business

www.nelsonthornes.com

Provisional Registration & Preferred Times Form

Dear School or College

Please complete this form to confirm your decision to offer Nelson Thornes Distance Learning courses in the next academic year, and to ensure that we can fulfil your course choices and timetabling requirements as you have requested. Completion of this form in no way commits your school to expenditure, it simply indicates to us which courses you may be offering, and the preferred times for us to schedule in your videoconferenced tutorials. If you are not sure yet when you would like to timetable your videoconferenced tutorials, please leave the Preferred Times for Tutorials section blank, but please return the form now. You will be contacted again in a few months for your timetabling information.

Please complete and return this form as soon as you can, even if you are unable to offer preferred tutorial times yet.

Nelson Thornes Registration, FREEPOST, NATW527, Cheltenham, GL53 7BR. UK

Tel: +44 (0)1242 267941 Fax: +44 (0)1242 221914

Email: courses@nelsonthornes.com

Contact Details

Is this your first year of offering Nelson Thornes Distance Learning courses? Yes No

Contact Name: _____

School Name: _____

Address: _____

Postcode: _____ School Tel: _____

Direct Tel: _____ Fax: _____

School Technician: _____ Financial Contact: _____

Link Teacher: _____ Headteacher: _____

LEA: _____ Email Address: _____

Link Teacher email: _____ Head of Sixth Form: _____

School Timetabler: _____ Percentage of students taking free school meals: _____

Course Information

Please indicate your course choices and student numbers for the next academic year.

	GCSE	AS	A2	Student Numbers (approximate)
Accounting		<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Chemistry		<input type="checkbox"/>		<input type="text"/>
Classical Civilisation		<input type="checkbox"/>		<input type="text"/>
Critical Thinking		<input type="checkbox"/>		<input type="text"/>
Economics		<input type="checkbox"/>		<input type="text"/>
Electronics		<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Film Studies		<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
French	<input type="checkbox"/> New	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
German	<input type="checkbox"/> New	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Government and Politics		<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
History		<input type="checkbox"/>		<input type="text"/>
Latin	<input type="checkbox"/>	<input type="checkbox"/> New		<input type="text"/>
Law	<input type="checkbox"/> New	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Philosophy		<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Psychology	<input type="checkbox"/> New	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Physics		<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Religious Studies		<input type="checkbox"/>		<input type="text"/>
Sociology		<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Spanish	<input type="checkbox"/> New	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

*New for 2005-2006. Please call customer services for information on 01242 267 941.

Technical Information

Do you have a videoconferencing system?

No Yes

If yes, please state make and model:

Do you have an ISDN2 line?

No Yes

If yes, please state make and model:

Do your students have access to broadband?

No Yes

Link Teacher Training

For all Link Teachers and School Technicians who are new to nelson thornes, we offer a FREE one-day training course on the implementation of our courses into your school. This INSET training is run in June. Please complete the section below if you would like to attend this day.

Please state the names of those staff members who will be attending the Link Teacher Training Day:

Please indicate your preferred date for the Link Teacher Training Day:

Tuesday 27th June 2006 Wednesday 28th June 2006

Preferred Times for Tutorials

In order to help us with arranging courses for the next academic year, we would be grateful if you could let us know as soon as possible your timetabling requirements for September 2006. We appreciate that you may not be able to plan this far in advance, but the earlier this form is returned, the more likely we are to be able to offer your school the times requested to fit your own timetabling needs. In the interests of fairness to all, we are obliged to work on a first come, first served basis.

Please read the following notes carefully and provide us with the required information. If you have any queries regarding preferred times or timetabling please contact Nelson Thornes Distance Learning on:

01242 267941 or **email courses@nelsonthornes.com**.

- All tutorials run for one hour (ideally on the hour), except for Modern Foreign Languages - see below. **Please note that Psychology and Law tutorials must be timetabled on the hour.**
- Modern Foreign Languages (German, French and Spanish) are timetabled for 2 x 40 minutes sessions, per week for each group. These must not be on the same day nor on consecutive days.
- If you are offering more than one videoconferenced course to your students, your time choices should all be different (unless you have more than one ISDN line).
- You **MUST** indicate two alternative time choices for each group.
- Please note that the maximum number of students per group is 10.
- Tutorials run Monday to Friday, from 9am until 5pm. Should you require a time slot outside these hours, please indicate this and we will do our best to accommodate your request.
- Please note that we cannot guarantee that you will receive your first, or even second choice(s), and we may occasionally have to contact you to discuss alternative times.
- Time slots will be confirmed in writing before the end of the summer term.
- Please indicate on the form if you would prefer to keep the same tutor as this year. You should be aware that although we make every effort to ensure continuity of tutor in successive years, we are unable to guarantee this.

SUBJECT 1 _____ **GCSE/AS/A2** _____ **Preferred Tutor** _____

Group 1	1st Choice		2nd Choice	
	Day		Day	
	Time		Time	
Group 2	1st Choice		2nd Choice	
	Day		Day	
	Time		Time	
Group 3	1st Choice		2nd Choice	
	Day		Day	
	Time		Time	

Preferred Times for Tutorials (continued)

SUBJECT 2 _____ **GCSE/AS/A2** _____ **Preferred Tutor** _____

Group 1	1st Choice		2nd Choice	
	Day		Day	
	Time		Time	
Group 2	1st Choice		2nd Choice	
	Day		Day	
	Time		Time	
Group 3	1st Choice		2nd Choice	
	Day		Day	
	Time		Time	

SUBJECT 3 _____ **GCSE/AS/A2** _____ **Preferred Tutor** _____

Group 1	1st Choice		2nd Choice	
	Day		Day	
	Time		Time	
Group 2	1st Choice		2nd Choice	
	Day		Day	
	Time		Time	
Group 3	1st Choice		2nd Choice	
	Day		Day	
	Time		Time	

SUBJECT 4 _____ **GCSE/AS/A2** _____ **Preferred Tutor** _____

Group 1	1st Choice		2nd Choice	
	Day		Day	
	Time		Time	
Group 2	1st Choice		2nd Choice	
	Day		Day	
	Time		Time	
Group 3	1st Choice		2nd Choice	
	Day		Day	
	Time		Time	