



Bishop Wordsworth's School

Exeter Street, Salisbury, Wiltshire SP1 2ED

Telephone: 01722 333851

Fax: 01722 325899

E-mail: admin@bws.wilts.sch.uk

Website: www.bws-school.org.uk

Head Master: Dr S D Smallwood BSc (Hons) PhD NPQH

December 2016

Dear Sir/Madam

Traditional Upholstery Course in Salisbury

I am very pleased to write and let you know about the 2017 Upholstery Courses held at Bishop Wordsworth's School under the careful instruction of Rachel Bailey. Each course is a constructive, hands-on, practical course, to suit complete beginners as well as those with some experience. You can take a small piece of furniture to completion during the three day course using traditional methods, tools and materials. Rachel Bailey will be on hand to provide lots of guidance, support and ideas to transform your chosen piece into one that is completely restored!

With accommodation available at a local B&B in the Cathedral Close for those from further afield, the dates for the course will be as follows:

Wednesday 15th to Friday 17th February 2017 - £195 non-residential, £295 residential

Wednesday 19th to Friday 21st April 2017 - £195 non-residential, £295 residential

Wednesday 26th to Friday 28th July 2017 - £195 non-residential, £295 residential

Wednesday 25th to Friday 27st October 2017 - £195 non-residential, £295 residential

All courses will be from 9.00am – 5pm, with a light lunch and refreshments provided for both residential and non-residential students.

If you choose to attend the course, please return the booking form and a non-returnable deposit of £50, by cheque payable to Bishop Wordsworth's School, or call for Bank Transfer information.

There will be a small, additional charge made for materials used on the course provided by the tutor.

Accommodation

For those of you who would like to stay close to the Course facility, we have organised en-suite accommodation at Sarum College, which is just across the road from the School opposite the glorious Salisbury Cathedral. Car parking will be available on the school site during the day.

Booking a place

To book a place complete the relevant booking form and return it with your deposit (£50 per person per course, cheques payable to Bishop Wordsworth's School). Please note that the deposit is non-returnable and non-transferable. The balance of fees is due one month before the start of the course.



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What if I need to cancel?

Deposits are non-returnable and non-transferable so we suggest that you take out your own insurance in case you have to cancel through ill health or other unforeseen circumstances.

Any Queries?

To book a place on the course or issues surrounding payment, please contact Mrs Lorraine Rinaldi between 9am and 3pm Monday - Friday by telephone 01722 333851. Alternatively you can call me on the same number, or email courses@bws.wilts.sch.uk for any other queries regarding the course.

We really hope to hear from you soon in order to reserve your place on this inspiring course!

Kind regards

Kate McLaren
Head of Art

Booking Form

Select Course	Traditional Upholstery Course – Rachel Bailey	Course Date	Res/ Non-Res?	Total Payment Due	Payment enclosed *
	February 2017	15 th – 17 th February		£	£
	Easter 2017	19 th – 21 st April		£	£
	Summer 2017	26 th July – 28 th July		£	£
	October 2017	25 th - 27 th October		£	£
				£	£

Mr Mrs Miss Ms Other

Forename _____ Surname _____

Mr Mrs Miss Ms Other

Forename _____ Surname _____

Address _____

Postcode _____

Telephone (Daytime) _____ (Evening) _____

E-mail Address _____

Special Dietary/Medical Needs (please specify especially in terms of access)

Payment

PAYMENT BY CHEQUE: (Payable to: Bishop Wordsworth's School)	£
I/We enclose my/our Fee(s) of	
PAYMENT BY BANK TRANSFER: Available by contacting the school	
Signed	Date

Cancellation

A deposit of £50 per person is required for each course. Deposits are non-returnable and non-transferable. The balance of your fee is due four weeks before the start of the course. Fees are non-returnable and non-transferable if you cancel within this four week period.

We suggest you take out your own insurance in case you have to cancel through ill health or other unforeseen circumstances.

**Please return booking form to Mrs Lorraine Rinaldi, Bishop Wordsworth's School,
Exeter Street, Salisbury, Wiltshire, SP1 2ED**