

Workshop Enquiry Form

Name of School	
Name of contact	
Contact e-mail address	
Alternative contact	
Alternative e-mail address	
School address (including postcode)	
Direct telephone number	
Your preferred dates (include times if possible)	
Preferred duration of workshop (up to 2 hrs)	
Preferred focus for the workshop	
Student's Key Stage and Year Group	
Number of students (No more than 30 in a group)	
Where will the workshop be held? (Classroom, Library, other)	
Can you provide a screen, socket points if required?	
Please tell us about your group. Are they mixed ability? Do they have any special requirements? Anything that the workshop leader needs to know?	
Please will you confirm that a member of staff will be present at all times during the workshop?	
Where did you hear about the Portico Sadie Massey Awards?	

Please complete the form and return it to psma@theportico.org.uk

The standard charge for a two-hour workshop is £200.00. Please speak to us if you would like to discuss other options so that we can support all students and schools.

Find out how to enter The Portico Sadie Massey Awards: <https://www.theportico.org.uk/portico-sadie-massey-awards>

Access to the Portico Library

The main entrance to The Portico Library is on Charlotte Street at the corner with Mosley Street. There is an intercom button next to the door and the library is up the stairs.

As a not-for-profit charity housed on the first floor of its original 217-year-old Listed Building, The Portico Library has not yet achieved fully step-free access. The Library's current development project, supported by the National Lottery Heritage Fund, has full accessibility as its first priority.

There is a stair-lift at the Library's back entrance and a ground-floor accessible toilet is available to all visitors during the opening hours of the next-door Berlitz Manchester language school.

If you would like more information, please speak to any member of staff on 0161 236 6785