

## **Ofsted curriculum workshop - Frequently Asked Questions**

### **I have not received my confirmation email. What should I do?**

In the first instance, please check your junk/spam mail folder. If you are still unable to locate your confirmation email, please contact [events@ofsted.gov.uk](mailto:events@ofsted.gov.uk).

### **I cannot see my QR code on my confirmation email. What should I do?**

If your email is not showing the QR code then please click on the message 'Click here to download pictures'.

### **How do I amend my workshop booking?**

Once you have confirmed your workshop booking, this cannot be amended. If you would like to cancel your booking please contact [events@ofsted.gov.uk](mailto:events@ofsted.gov.uk).

### **Do I need to bring my confirmation with me to the event?**

Yes. It is essential that the confirmation slip you bring on the day contains the QR code as this will be used for registration purposes.

### **Can a colleague attend on my behalf, using my QR code confirmation?**

You are welcome to send a colleague on your behalf, however for safety purposes they will need to register themselves and have QR code in their own name.

### **Can you please advise on transport links and whether there is a carpark?**

This information should be available on the venue's website.

### **What happens if I arrive late?**

To avoid disruption for other attendees, we request that all delegates arrive in good time (30 minutes prior to start). If delegates have specific issues on the day, we will try and accommodate these, however we retain the right to refuse entry for late arrivals.

### **Will refreshments be available?**

Tea, coffee and biscuits will be available on arrival.

### **Will there be a break during the workshop?**

There will be no official break, however delegates are welcome to take a comfort break as and when required.

### **How do I inform Ofsted if I have special requirements?**

As part of registration, you have the opportunity to confirm whether you require priority seating. If you have any other special requirements, please contact [events@ofsted.gov.uk](mailto:events@ofsted.gov.uk).

### **Do I need to bring anything to the workshop?**

You may find a notebook and pen useful.

If you have any further questions, please contact [events@ofsted.gov.uk](mailto:events@ofsted.gov.uk).