



Continuing Professional Development for Schools

Course booklet 2020/21

Protect
Care and Invest
to create a
better borough



Telford & Wrekin
COUNCIL

Welcome

Who we are

We are a dedicated, experienced and highly qualified team of professionals, offering a range of support to schools - both across the curriculum and through all ages and phases, from the EYFS to Key Stage 5. Building on existing expertise in schools, we offer a comprehensive programme of continuing professional development (CPD) courses throughout the year to help teachers develop a culture of high quality teaching and learning in schools, and respond to the specific needs of schools to the local, regional and national agenda.

In addition to centrally run CPD courses, we also provide:

- Bespoke consultancy support and bespoke training
- A range of packages of support, which can be viewed on the [Telford Education Services](#) website.

How to use the course document

Our CPD courses are listed in the index, appearing under one or more category (i.e. Teaching and Learning, Leadership and Management) and are also listed in date order in our course calendar – all of which are hyperlinked to the relevant course page in the booklet. At the bottom of each page there is a hyperlink to return the reader to the index.

The booklet is updated weekly and can be found on the [Telford Education Services](#) website.



Where we hold our training

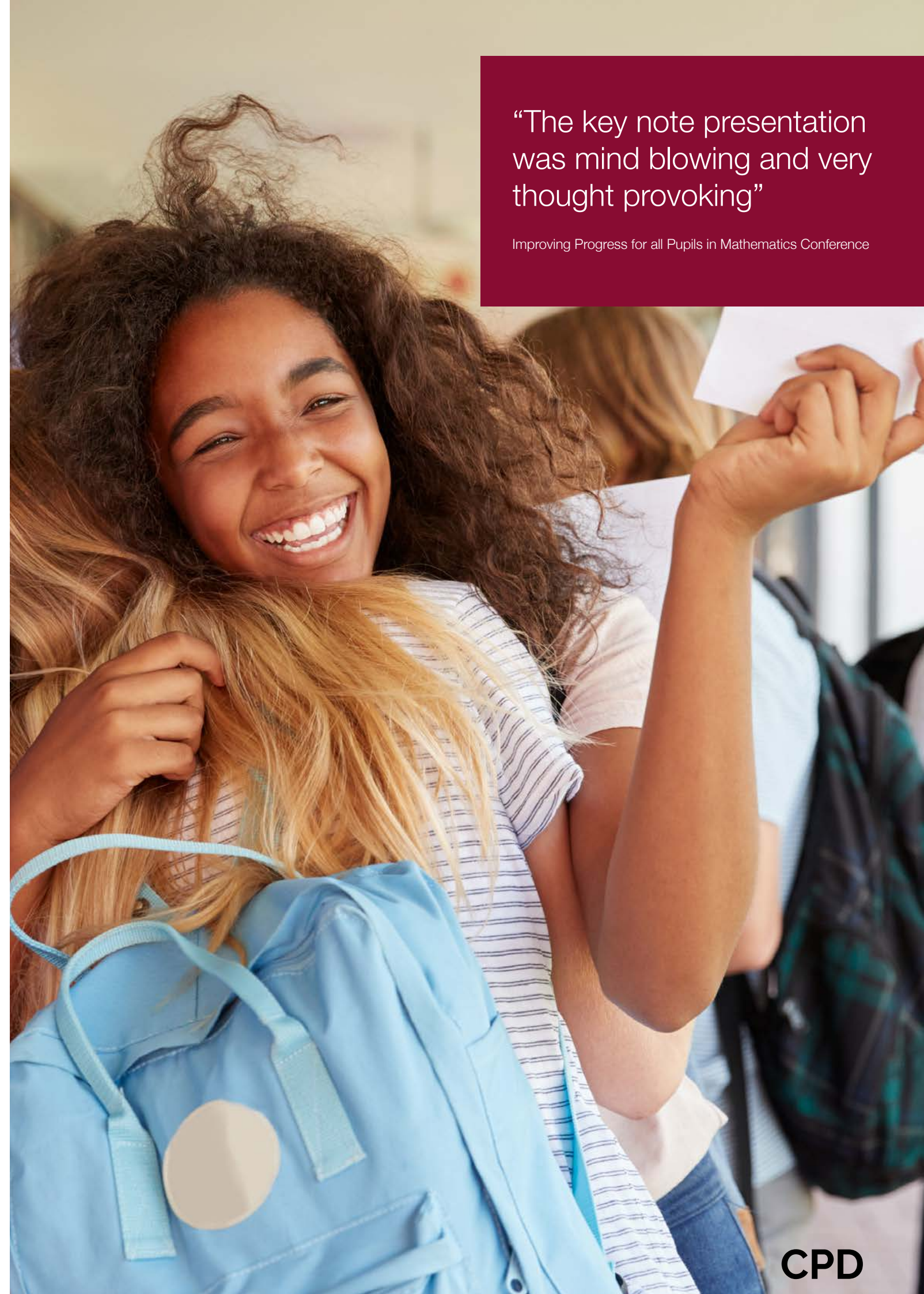
Training is held in centrally located hotels and purpose built training centres. The training rooms are modern, comfortable and practical spaces able to accommodate cabaret or theatre style seating, fully equipped with the latest technology and Wi-Fi. Refreshments are provided on arrival and during mid-session breaks, with lunch provided for full day courses, catering for all dietary requirements. Car parking facilities are usually available on site, easily accessible and mostly free of charge.

Relevant Courses

Highly Trained Staff

Central Telford Hotel Location

Refreshments Included



“The key note presentation was mind blowing and very thought provoking”

Improving Progress for all Pupils in Mathematics Conference

“Superb ideas, probably the most valuable CPD I’ve ever had.”

Primary Science Subject Leaders Termly Network



Course Booking Information

Once you have chosen the course you wish to attend please complete the CPD Booking Form and send via email to: cpdschoolimprovement@telford.gov.uk

After submitting a booking form you should expect to receive the following via email:

- By return, confirmation of booking/s received, including notification of any courses already oversubscribed and/or unavailable
- Joining instructions approximately ten days prior to the course

If you do not receive either of the above, you should contact us on 01952 380861

If for any reason you wish to cancel, all cancellations of course bookings must be made via email (please refer to the detailed terms and conditions overleaf).

Unless stated otherwise, all course bookings and confirmations for courses contained in this booklet are administered through:

School Performance and Development
Telford & Wrekin Council
Darby House (6A), Lawn Central
Telford, TF3 4JA



Email booking form



Check confirmation



Get Joining instructions



Attend



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CPD 503	Assessment Termly Update - twilight (<i>primary phase</i>)
CPD 504	Preparing for Statutory Assessment at the End of KS2
CPD 505	Preparing for Statutory Assessment at the End of KS1
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CPD 526	EAL Termly Network Meeting (<i>cross phase</i>)
CPD 533	Preventing and Dealing with Racist Bullying (<i>cross phase</i>)
CPD 601	EAL <i>and</i> SEND? (<i>cross phase</i>)
CPD 603	EAL and Maths (<i>primary phase</i>)
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CPD 712	Teaching and delivering outstanding EAL provision for 'new to English' pupils and advanced bilingual learners in primary schools
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CPD 520	NQT Induction Tutor/ Mentor - initial training (<i>cross phase</i>)
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CPD 533	Preventing and Dealing with Racist Bullying (<i>cross phase</i>)
CPD 601	EAL <i>and</i> SEND? (<i>cross phase</i>)
CPD 603	EAL and Maths (<i>primary phase</i>)
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CPD 704	NQT Annual Celebration Event (<i>cross phase</i>)
CPD 711	Teaching and delivering outstanding EAL provision for 'new to English' pupils and advanced bilingual learners in secondary schools
CPD 712	Teaching and delivering outstanding EAL provision for 'new to English' pupils and advanced bilingual learners in primary schools
CPD 719	Meeting the OFSTED requirements for Equalities and Diversity in the secondary school
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CPD 521	The Essential Induction Event for Newly Qualified Teachers (<i>cross phase</i>)
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EY 007	Early Years Coordinators – Termly Update
EY 008	The Role of the Early Years Practitioner in Supporting and Enhancing Play
EY 009	Meeting the Statutory Safeguarding and Welfare Requirements of the EYFS
EY 011	Observing Children in the Early Years Foundation Stage
EY 015	Early Years Conference
EY 104	Best practice in your breakfast, after-school and holiday provision
EY 106	The Role of the Key Person in the Early Years Foundation Stage
EY 112	Understanding Early Language Development 2 to 4 years
EY 113	Developing Early Years & Childcare Provision - supporting school sustainability and child outcomes
EY 201	Forest School and Outdoor Learning for Practitioners Working within EYFS
EY 204	I'm a Brilliant Learner - are you ready for me?
EY 301	Creative approaches and new ideas for sharing stories within the EYFS
EY 302	Effective Circle Times in the EYFS
EY 303	Bright Ideas and Inspiration - for your breakfast, holiday and out of school provision
EY 304	Weaving Literacy and Mathematical Development into a Broad EYFS Curriculum
EY 305	Early Years and Childcare Partnership Hub Leads' Meeting
EY 306	Effective Support and Supervisions in the EYFS
EY 307	Developing a Communication Friendly Environment in the EYFS
CPD 710	Managing English as an Additional Language in Early Years Settings (<i>EYFS</i>)
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GO 504	Taking the Chair (<i>cross phase</i>)
GO 505	Promoting the Performance of Disadvantaged Students
GO 601	The Strategic Role of Governors (<i>cross phase</i>)
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CPD 714	Meeting the OFSTED requirements and developing reading strategies for EAL learners at KS2
CPD 715	Meeting the EYFS Profile Requirements for EAL Learners in EYFS
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CPD 603	EAL and Maths (<i>primary phase</i>)
CPD 616	Developing the role of the EAL Coordinator (<i>cross phase</i>)
CPD 710	Managing English as an Additional Language in Early Years Settings (<i>EYFS</i>)

CPD 711	Teaching and delivering outstanding EAL provision for 'new to English' pupils and advanced bilingual learners in secondary schools
CPD 712	Teaching and delivering outstanding EAL provision for 'new to English' pupils and advanced bilingual learners in primary schools
CPD 718	Meeting the OFSTED requirements for British Values and Cultural Diversity in the primary school
CPD 719	Meeting the OFSTED requirements for Equalities and Diversity in the secondary school
CPD 601	EAL <i>and</i> SEND? (<i>cross phase</i>)
CPD 606	Promoting Cultural Diversity and Equality of Opportunity in EYFS
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SG 103	Newly Appointed Safeguarding Governor Induction Training (<i>cross phase</i>)
SG 105 & SG 106	Designated Safeguarding Leads' and Safeguarding Governors' Termly Update (<i>cross phase</i>)
SG 107	Designated Safeguarding Leads' Refresher (<i>cross phase</i>)
SG 108	Raising Awareness of Child Protection (<i>cross phase</i>)
SG 201	Managing Sexual Violence & Sexual Harassment in Schools (<i>cross phase</i>)
SG 203	Child Protection Supervision (<i>cross phase</i>)
SG 104	Governors' Responsibilities for Exclusions (<i>cross phase</i>)
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N/A	Safer Recruitment Training (<i>cross phase</i>)
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EPS 103	AET: Good Autism Practice (<i>cross phase</i>)
EPS 106	ELSA Conference
EPS 107	AET: Leading Good Autism Practice (<i>cross phase</i>)
EPS 201	Cherish Your Team: Effective tips, strategies and resources from Positive Psychology to support the mental health and wellbeing of school staff (<i>cross phase</i>)
EPS 202	Understanding Mental Health – using psychological research to understand anxiety and depression (<i>cross phase</i>)
EPS 203	Emotional Based School Refusal - using applied psychological principles (<i>cross phase</i>)
EPS 205	Mindfulness: use mindfulness and conversational change strategies to promote positive mental health and wellbeing (<i>cross phase</i>)
EPS 206	When Belonging Needs Are Met - the building blocks of self-esteem and their impact on children's academic attainment and emotional wellbeing (<i>cross phase</i>)
EPS 207	Emotion Coaching: helping children to regulate their emotions (<i>cross phase</i>)
EPS 208	Supporting the emotional well-being of children and young people with learning difficulties: a whole school approach (<i>cross phase</i>)
EPS 209	Trauma Informed Practice – understanding the psychology of trauma and applying evidence-based strategies to support the mental health and wellbeing of CYP
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LSAT 304	School Duties under the Equality Act 2010 - and how to write an effective Accessibility Plan (<i>cross phase</i>)
LSAT 401	Practical approaches to supporting SEN across the curriculum (<i>cross phase</i>)
LSAT 403	SEND: Building capacity in your school (<i>cross phase</i>)
LSAT 405	Ready for Learning: supporting the social and emotional needs of children with SEND (<i>cross phase</i>)
LSAT 406	Breaking Barriers in Maths with Numicon (<i>primary and special</i>)
LSAT 408	Coaching Skills for SENCOs

LSAT 501	Supporting pupils with specific literacy difficulties: a whole school approach (<i>cross phase</i>)
LSAT 502	Supporting SEND in the classroom for newly qualified teachers (<i>primary phase</i>)
LSAT 503	Transitions for the more vulnerable pupil: KS2 to KS3 and beyond
LSAT 504	Handwriting: a whole-school approach to supporting children with SEND
LSAT 505	Growth Mindset (<i>cross phase</i>)
LSAT 506	Sharing Responsibility for SEND - including Teachers and Parents (<i>cross phase</i>)
LSAT 507	Developing the Role of Teaching Assistants in Supporting SEND
LSAT 212	Governors Responsibilities for SEND (<i>cross phase</i>)
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GO 503	Designated Teachers & Governors for Children in Care Network (<i>cross phase</i>)
PSS 001	Youth Mental Health First Aid (<i>cross phase</i>)
PSS 003	Restorative Justice (<i>cross phase</i>)
PSS 0041	Awareness Raising of Emotion Coaching (<i>cross phase</i>)
PSS 0042	Attachment and Trauma - Emotion Coaching Level 2 (<i>cross phase</i>)
PSS 008	Positive Behaviour Management in the Classroom (<i>cross phase</i>)
PSS 010	Cover Supervisors - preparing for the role (<i>cross phase</i>)
PSS 101	Understanding Nurture (<i>cross phase</i>)
PSS 102	Solution Focussed Therapy (<i>cross phase</i>)
PSS 103	Developing the Behaviour Policy (<i>cross phase</i>)
Health and Safety (<i>information page</i>)	
Severn Teaching School Alliance (<i>information page</i>)	
Educational Visits Advisory Service (<i>information page</i>)	

CPD Booking Form

School: _____

Course Code	Course Title	Course Date/s	Full name of delegate	Delegate email address	Employee number (or please tick if a governor)	Course cost

Please use supplementary sheet/s for all additional bookings

Authorised by:

Signed (Headteacher)		Date	
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Cancellation policy: Please refer to the CPD Booklet for the full cancellation policy. In summary, all cancellations of course bookings must be made via email. Unfortunately a phone call cannot be accepted as a means of cancellation. All bookings will remain on our system until written confirmation is received.

A charge of **35%** will be incurred if a delegate place is cancelled within 5 working days of the course date. The full course fee will be charged for any delegate/s who do not arrive for a course for which a place has been booked and not cancelled. For courses which are free of charge, or inclusive within a service level agreement (i.e. the NQT Support Package or the Safeguarding SLA), the charge for any delegate failing to attend, and not cancelling their place in advance, will be £10 to cover administration and refreshment cost

Personal Data: Telford & Wrekin Council collects your personal data to enable you to be able to complete eLearning and face to face training to support your role under Article 6(1)(b) of the General Data Protection Regulations 2018 or equivalent United Kingdom legislation.

Telford & Wrekin Council will not share any of your personal data with external organisations, unless required to do so by law. However, for further details on the council's privacy arrangements please view the privacy page on the council's [website page](#).

Supplementary sheet – *Please ensure this is accompanied by the CPD booking form*

School: _____

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Course Calendar

September 2020			
SG 201	Managing Sexual Violence & Sexual Harassment in Schools (cross phase)	Thursday, September 10, 2020	9am to 12noon
EPS 004	ELSA Training - part 1 (cross phase)	Wednesday, September 16, 2020	9am to 3pm
SG 102	Newly Appointed Designated Safeguarding Leads' Training (cross phase - 2 days) - Part 1	Wednesday, September 16, 2020	9.15am to 3.30pm
SG 102	Newly Appointed Designated Safeguarding Leads' Training (cross phase - 2 days) - Part 2	Thursday, September 17, 2020	9.15am to 3.30pm
SG 108	Raising Awareness of Child Protection (cross phase)	Thursday, September 17, 2020	3.30pm to 5pm
EPS 004	ELSA Training - part 2 (cross phase)	Wednesday, September 23, 2020	9am to 3pm
SG 107	Designated Safeguarding Leads' Refresher (cross phase)	Wednesday, September 23, 2020	9.15am to 3.15pm
CPD 521	The Essential Induction Event for Newly Qualified Teachers	Wednesday, September 23, 2020	4pm to 5.30pm
BSAT 212	MAPA Refresher Training (cross phase)	Thursday, September 24, 2020	9am to 12.30pm
EY 201	Forest School and Outdoor Learning for Practitioners Working within EYFS	Thursday, September 24, 2020	4pm to 5.30pm
N/A	Absence Management of Employees (cross phase)	Thursday, September 24, 2020	3pm to 5.30pm
CPD 520	NQT Induction Tutor/ Mentor - initial training (cross phase)	Thursday, September 24, 2020	4pm to 5.30pm
EY 001	An Introduction to the Early Years Foundation Stage	Monday, September 28, 2020	1.15pm to 4pm
CPD 507	Recently Qualified Teacher Development Programme (cross)	Tuesday, September 29, 2020	4pm to 5.30pm
CPD 516	NQT Induction Tutor and Mentor – Termly Update (cross phase)	Wednesday, September 30, 2020	4pm to 5.30pm
SG 102	Newly Appointed Designated Safeguarding Leads' Training (cross phase - 2 days) - Part 1	Wednesday, September 30, 2020	9.15am to 3.30pm
EPS 004	ELSA Training - part 3 (cross phase)	Wednesday, September 30, 2020	9am to 3pm
CPD 526	EAL Termly Network Meeting (cross phase)	Wednesday, September 30, 2020	4pm to 5.30pm
October 2020			
BSAT 201	Management of Actual or Potential Aggression (MAPA training) – part 1 (cross phase)	Thursday, October 01, 2020	8.30am to 4pm
SG 102	Newly Appointed Designated Safeguarding Leads' Training (cross phase - 2 days) - Part 2	Thursday, October 01, 2020	9.15am to 3.30pm
GO 504	Taking the Chair (cross phase)	Thursday, October 01, 2020	4.30pm to 6.30pm
LSAT 405	Ready for Learning: supporting the social and emotional needs of children with SEND (cross phase)	Monday, October 05, 2020	1.15pm to 3.15pm
EY 301	Creative approaches and new ideas for sharing stories within the EYFS	Wednesday, October 07, 2020	9.15am to 12noon

EPS 004	ELSA Training - part 4 (<i>cross phase</i>)	Wednesday, October 07, 2020	9am to 3pm
CPD 616	Developing the Role of the EAL Coordinator (<i>cross phase</i>)	Wednesday, October 07, 2020	3.30pm to 6pm
CPD 522	Newly Qualified Teacher Development Group: Supporting and Accelerating your Progression (<i>cross phase</i>)	Wednesday, October 07, 2020	4pm to 5.30pm
N/A	Pay and Conditions of Employment (<i>cross phase</i>)	Thursday, October 08, 2020	3pm to 5.30pm
BSAT 201	Management of Actual or Potential Aggression (MAPA training) – part 2 (<i>cross phase</i>)	Thursday, October 08, 2020	8.30am to 12.30pm
EY 104	Best practice in your breakfast, after-school and holiday provision	Thursday, October 08, 2020	9.15am to 12noon
GO 603	The Importance of the Early Years Foundation Stage in Schools	Thursday, October 08, 2020	5.30pm to 7.00pm
SG 203	Child Protection Supervision (<i>cross phase</i>)	Thursday, October 08, 2020	9.30am to 12.30pm
GO 508	Understanding and managing your school budget	Thursday, October 08, 2020	9.15am to 12noon
PSS 0041	Awareness Raising of Emotion Coaching (<i>cross phase</i>)	Tuesday, October 13, 2020	4pm to 5.30pm
PSS 001	Youth Mental Health First Aid - part 1 (<i>cross phase</i>)	Tuesday, October 13, 2020	9.15am to 4pm
CPD 517	Primary Science and Design & Technology Subject Leaders' Termly Update and Development Meeting	Tuesday, October 13, 2020	2pm to 5.15pm
N/A	Safer Recruitment Training (<i>cross phase</i>)	Tuesday, October 13, 2020	9am to 4.30pm
GO 502	Induction Training for New Governors (<i>cross phase</i>)	Wednesday, October 14, 2020	9.15am to 3.30pm
EPS 004	ELSA Training - part 5 (<i>cross phase</i>)	Wednesday, October 14, 2020	9am to 3pm
PSS 001	Youth Mental Health First Aid - part 2 (<i>cross phase</i>)	Wednesday, October 14, 2020	9.15am to 4pm
BSAT 212	MAPA Refresher Training (<i>cross phase</i>)	Thursday, October 15, 2020	9am to 12.30pm
SG 104	Governors' Responsibilities for Exclusions (<i>cross phase</i>)	Thursday, October 15, 2020	5pm to 7pm
EY 008	The Role of the Early Years Practitioner in Supporting and Enhancing Play	Thursday, October 15, 2020	1.15pm to 4pm
CPD 527	An Introduction to EAL for Newly Qualified Teachers (<i>primary</i>)	Thursday, October 15, 2020	3.30pm to 6pm
EY 009	Meeting the Statutory Safeguarding and Welfare Requirements of the EYFS	Monday, October 19, 2020	4pm to 5.30pm
PSS 101	Understanding Nurture (<i>cross phase</i>)	Tuesday, October 20, 2020	9.15am to 12noon
GO 601	The Strategic Role of Governors (<i>cross phase</i>)	Tuesday, October 20, 2020	4pm to 6pm
PSS 003	Restorative Justice (<i>cross phase</i>)	Tuesday, October 20, 2020	4pm to 5.30pm
SG 103	Newly Appointed Safeguarding Governor Induction Training (<i>cross phase</i>)	Wednesday, October 21, 2020	5pm to 7.30pm
EPS 004	ELSA Training - part 6 (<i>cross phase</i>)	Wednesday, October 21, 2020	9am to 3pm
CPD 601	EAL <i>and</i> SEND? (<i>cross phase</i>)	Thursday, October 22, 2020	1.15pm to 4pm
SG 108	Raising Awareness of Child Protection (<i>cross phase</i>)	Thursday, October 22, 2020	3.30pm to 5pm
EY 302	Effective Circle Times in the EYFS	Thursday, October 22, 2020	1.15pm to 4pm

November 2020

LSAT 502	Supporting SEND in the classroom for newly qualified teachers (<i>primary phase</i>)	Tuesday, November 03, 2020	1.15pm to 4pm
CPD 507	Recently Qualified Teacher Development Programme (<i>cross</i>)	Wednesday, November 04, 2020	4pm to 5.30pm
SG 105	Designated Safeguarding Leads' and Safeguarding Governors' Termly Update (<i>cross phase</i>)	Wednesday, November 04, 2020	2pm to 3.30pm
SG 106	Designated Safeguarding Leads' and Safeguarding Governors' Termly Update	Wednesday, November 04, 2020	4.15pm to 5.45pm
LSAT 401	Practical approaches to supporting SEN across the curriculum (<i>cross phase</i>)	Wednesday, November 04, 2020	9.15am to 12noon
PSS 010	Cover Supervisors - preparing for the role (<i>cross phase</i>)	Wednesday, November 04, 2020	1.15pm to 4pm
LSAT 403	SEND: Building capacity in your school (<i>cross phase</i>)	Thursday, November 05, 2020	9.15am to 3.30pm
EY 204	I'm a Brilliant Learner - are you ready for me?	Friday, November 06, 2020	9.15am to 3.30pm
LSAT 504	Handwriting: a whole-school approach to supporting children with SEND (<i>primary phase</i>)	Monday, November 09, 2020	1.30pm to 4pm
EY 113	Developing Early Years & Childcare Provision - supporting school sustainability and child outcomes	Tuesday, November 10, 2020	9.15am to 12noon
CPD 701	Assessing and Monitoring Progress in EAL (<i>cross phase</i>)	Tuesday, November 10, 2020	3.30pm to 6pm
GO 503	Designated Teachers & Governors for Children in Care Network	Tuesday, November 10, 2020	4pm to 5.30pm
LSAT 501	Supporting pupils with specific literacy difficulties: a whole school approach – part 1 (<i>cross phase</i>)	Wednesday, November 11, 2020	1.15pm to 4pm
CPD 704	NQT Annual Celebration Event (<i>cross phase</i>)	Wednesday, November 11, 2020	5pm to 7pm
SG 107	Designated Safeguarding Leads' Refresher (<i>cross phase</i>)	Thursday, November 12, 2020	9.15am to 3.15pm
N/A	Managing Employee Capability (Performance Management) (<i>cross phase</i>)	Thursday, November 12, 2020	3pm to 5.30pm
EY 106	The Role of the Key Person in the Early Years Foundation Stage	Tuesday, November 17, 2020	1.15pm to 4pm
LSAT 302	New SENCO: Establishing Yourself as a SEND Leader - part 1 (<i>cross phase</i>)	Wednesday, November 18, 2020	9.15am to 3.30pm
CPD 710	Managing English as an Additional Language in Early Years	Wednesday, November 18, 2020	1.15pm to 4pm
CPD 512	Primary ICT Coordinators' Termly Update	Wednesday, November 18, 2020	4pm to 5.30pm
BSAT 201	Management of Actual or Potential Aggression (MAPA training) – part 1 (<i>cross phase</i>)	Thursday, November 19, 2020	8.30am to 4pm
LSAT 212	Governors Responsibilities for SEND (<i>cross phase</i>)	Thursday, November 19, 2020	5pm to 7pm
EY 303	Bright Ideas and Inspiration - for your breakfast, holiday and out of school provision	Monday, November 23, 2020	9.15am to 12noon
LSAT 406	Breaking Barriers in Maths with Numicon (<i>primary and special</i>)	Monday, November 23, 2020	9.15am to 12noon
CPD 502	Assessment Termly Update – morning	Tuesday, November 24, 2020	9.15am to 10.45am

CPD 503	Assessment Termly Update - twilight	Tuesday, November 24, 2020	4pm to 5.30pm
EY 007	Early Years Coordinators – Termly Update	Wednesday, November 25, 2020	4pm to 5.30pm
CPD 711	Teaching and delivering outstanding EAL provision for 'new to English' pupils and advanced bilingual learners in secondary schools	Wednesday, November 25, 2020	3.30pm to 6pm
EPS 107	AET: Leading Good Autism Practice (<i>cross phase</i>)	Wednesday, November 25, 2020	9.30am to 3.30pm
CPD 522	Newly Qualified Teacher Development Group: Supporting and Accelerating your Progression (<i>cross phase</i>)	Thursday, November 26, 2020	4pm to 5.30pm
N/A	Safer Recruitment Administration (<i>cross phase</i>)	Thursday, November 26, 2020	3pm to 5.30pm
BSAT 201	Management of Actual or Potential Aggression (MAPA training) – part 2 (<i>cross phase</i>)	Thursday, November 26, 2020	8.30am to 12.30pm
EY 304	Weaving Literacy and Mathematical Development into a Broad EYFS Curriculum – part 1	Thursday, November 26, 2020	1.15pm to 4pm
LSAT 503	Transitions for the more vulnerable pupil: KS2 to KS3 and beyond	Thursday, November 26, 2020	1.30pm to 4pm
December 2020			
EY 305	Early Years and Childcare Partnership Hub Leads' Meeting	Tuesday, December 01, 2020	1.30pm to 3.30pm
PSS 0042	Attachment and Trauma - Emotion Coaching Level 2 (<i>cross phase</i>)	Wednesday, December 02, 2020	9.15am to 3.30pm
SG 102	Newly Appointed Designated Safeguarding Leads' Training (<i>cross phase - 2 days</i>) - Part 1	Wednesday, December 02, 2020	9.15am to 3.30pm
BSAT 212	MAPA Refresher Training (<i>cross phase</i>)	Thursday, December 03, 2020	9am to 12.30pm
EY 011	Observing Children in the Early Years Foundation Stage	Thursday, December 03, 2020	1.15pm to 4pm
SG 102	Newly Appointed Designated Safeguarding Leads' Training (<i>cross phase - 2 days</i>) - Part 2	Thursday, December 03, 2020	9.15am to 3.30pm
LSAT 505	Growth Mindset (<i>cross phase</i>)	Tuesday, December 08, 2020	1.15pm to 4pm
LSAT 501	Supporting pupils with specific literacy difficulties: a whole school approach – part 2 (<i>cross phase</i>)	Wednesday, December 09, 2020	1.15pm to 4pm
EY 306	Effective Support and Supervisions in the EYFS	Wednesday, December 09, 2020	4pm to 5.30pm
N/A	Safer Recruitment Training (<i>cross phase</i>)	Wednesday, December 09, 2020	9am to 4.30pm
EY 304	Weaving Literacy and Mathematical Development into a Broad EYFS Curriculum – part 2	Thursday, December 10, 2020	1.15pm to 4pm
PSS 008	Positive Behaviour Management in the Classroom (<i>cross phase</i>)	Thursday, December 10, 2020	1.15pm to 4pm
GO 504	Taking the Chair (<i>cross phase</i>)	Thursday, December 10, 2020	4.30pm to 6.30pm
EY 112	Understanding Early Language Development 2 to 4 years	Tuesday, December 15, 2020	1.15pm to 4pm
PSS 102	Solution Focussed Therapy (<i>cross phase</i>)	Tuesday, December 15, 2020	9.15am to 12noon
January 2021			

SG 108	Raising Awareness of Child Protection (<i>cross phase</i>)	Wednesday, January 06, 2021	3.30pm to 5pm
EPS 106	ELSA Conference	Wednesday, January 06, 2021	full day
LSAT 506	Sharing Responsibility for SEND - including teachers and parents (<i>cross phase</i>)	Thursday, January 07, 2021	9.15am to 12noon
LSAT 302	New SENCO: Establishing Yourself as a SEND Leader - part 2 (<i>cross phase</i>)	Tuesday, January 12, 2021	9.15am to 12noon
CPD 712	Teaching and delivering outstanding EAL provision for 'new to English' pupils and advanced bilingual learners in primary schools	Tuesday, January 12, 2021	3.30pm to 6pm
CPD 507	Recently Qualified Teacher Development Programme (<i>cross</i>)	Wednesday, January 13, 2021	4pm to 5.30pm
BSAT 212	MAPA Refresher Training (<i>cross phase</i>)	Thursday, January 14, 2021	9am to 12.30pm
EY 001	An Introduction to the Early Years Foundation Stage	Thursday, January 14, 2021	1.15pm to 4pm
N/A	Absence Management of Employees (<i>cross phase</i>)	Thursday, January 14, 2021	3pm to 5.30pm
EY 307	Developing a Communication Friendly Environment in the EYFS	Tuesday, January 19, 2021	9.15am to 12noon
PSS 103	Developing the Behaviour Policy (<i>cross phase</i>)	Wednesday, January 20, 2021	4pm to 5.30pm
CPD 522	Newly Qualified Teacher Development Group: Supporting and Accelerating your Progression (<i>cross phase</i>)	Wednesday, January 20, 2021	4pm to 5.30pm
GO 504	Taking the Chair Taking the Chair (<i>cross phase</i>)	Wednesday, January 20, 2021	4.30pm to 6.30pm
CPD 533	Preventing and Dealing with Racist Bullying (<i>cross phase</i>)	Wednesday, January 20, 2021	1.15pm to 4pm
BSAT 201	Management of Actual or Potential Aggression (MAPA training) – part 1 (<i>cross phase</i>)	Thursday, January 21, 2021	8.30am to 4pm
SG 201	Managing Sexual Violence & Sexual Harassment in Schools (<i>cross phase</i>)	Thursday, January 21, 2021	9am to 12noon
EPS 201	Cherish Your Team: Effective tips, strategies and resources from Positive Psychology to support the mental health and wellbeing of school staff (<i>cross phase</i>)	Thursday, January 21, 2021	1.15pm to 4pm
CPD 521	The Essential Induction Event for Newly Qualified Teachers	Thursday, January 21, 2021	4pm to 5.30pm
CPD 609	Online Safety – a safeguarding responsibility (<i>cross phase</i>)	Tuesday, January 26, 2021	4pm to 5.30pm
CPD 713	Ensuring the EAL provision provided by support staff in primary schools to meet the needs of all pupils	Wednesday, January 27, 2021	1.15pm to 4pm
BSAT 201	Management of Actual or Potential Aggression (MAPA training) – part 2 (<i>cross phase</i>)	Thursday, January 28, 2021	8.30am to 12.30pm
EPS 202	Understanding Mental Health – using psychological research to understand anxiety and depression (<i>cross phase</i>)	Thursday, January 28, 2021	1.15pm to 4pm
February 2021			
LSAT 502	Supporting SEND in the classroom for newly qualified teachers (<i>primary phase</i>)	Monday, February 01, 2021	1.15pm to 4pm

CPD 603	EAL and Maths (<i>primary phase</i>)	Tuesday, February 02, 2021	3.30pm to 6pm
CPD 516	NQT Induction Tutor and Mentor – Termly Update (<i>cross phase</i>)	Tuesday, February 02, 2021	4pm to 5.30pm
N/A	Safer Recruitment Training (<i>cross phase</i>)	Wednesday, February 03, 2021	9am to 4.30pm
CPD 504	Preparing for Statutory Assessment at the End of KS2	Wednesday, February 03, 2021	9am to 12.30pm
SG 107	Designated Safeguarding Leads' Refresher (<i>cross phase</i>)	Thursday, February 04, 2021	9.15am to 3.15pm
PSS 0041	Awareness Raising of Emotion Coaching (<i>cross phase</i>)	Thursday, February 04, 2021	4pm to 5.30pm
CPD 504	Preparing for Statutory Assessment at the End of KS2	Thursday, February 04, 2021	9am to 12.30pm
EPS 203	Emotional Based School Refusal - using applied psychological principles (<i>cross phase</i>)	Friday, February 05, 2021	1.15pm to 4pm
LSAT 503	Transitions for the more vulnerable pupil: KS2 to KS3 and beyond	Monday, February 08, 2021	1.30pm to 4pm
LSAT 302	New SENCO: Establishing Yourself as a SEND Leader - part 3 (<i>cross phase</i>)	Tuesday, February 9, 2021	9.15am to 12noon
SG 103	Newly Appointed Safeguarding Governor Induction Training (<i>cross phase</i>)	Wednesday, February 10, 2021	5pm to 7.30pm
CPD 714	Meeting the OFSTED requirements and developing reading strategies for EAL learners at KS2	Wednesday, February 10, 2021	3.30pm to 6pm
GO 508	Understanding and managing your school budget	Thursday, February 11, 2021	9.15am to 12noon
EY 009	Meeting the Statutory Safeguarding and Welfare Requirements of the EYFS	Thursday, February 11, 2021	4pm to 5.30pm
CPD 514	Annual Professional Training Event for Newly Qualified Teachers	Friday, February 12, 2021	9pm to 3.30pm
EY 301	Creative approaches and new ideas for sharing stories within the EYFS	Tuesday, February 23, 2021	9.15am to 12noon
EPS 103	AET: Good Autism Practice (<i>cross phase</i>)	Tuesday, February 23, 2021	9.30am to 3.30pm
GO 504	Taking the Chair (<i>cross phase</i>)	Wednesday, February 24, 2021	4.30pm to 6.30pm
LSAT 507	Developing the Role of Teaching Assistants in Supporting SEND (part 1)	Wednesday, February 24, 2021	1.15pm to 4pm
PSS 101	Understanding Nurture (<i>cross phase</i>)	Thursday, February 25, 2021	1.15pm to 4pm
GO 603	The Importance of the Early Years Foundation Stage in Schools	Thursday, February 25, 2021	5.30pm to 7.00pm
March 2021			
LSAT 505	Growth Mindset (<i>cross phase</i>)	Monday, March 01, 2021	1.15pm to 4pm
EPS 209	Trauma Informed Practice – understanding the psychology of trauma and applying evidence-based strategies to support the mental health and wellbeing of CYP	Tuesday, March 02, 2021	9.15am to 3.30pm
EY 305	Early Years and Childcare Partnership Hub Leads' Meeting	Tuesday, March 02, 2021	1.30pm to 3.30pm
CPD 517	Primary Science and Design & Technology Subject Leaders' Termly Update and Development Meeting	Tuesday, March 02, 2021	2pm to 5.15pm

GO 505	Promoting the Performance of Disadvantaged Students	Tuesday, March 02, 2021	4.30pm to 6.30pm
GO 503	Designated Teachers & Governors for Children in Care Network	Tuesday, March 02, 2021	4pm to 5.30pm
SG 104	Governors' Responsibilities for Exclusions (<i>cross phase</i>)	Wednesday, March 03, 2021	5pm to 7pm
SG 108	Raising Awareness of Child Protection (<i>cross phase</i>)	Wednesday, March 03, 2021	9.30am to 11am
EPS 205	Mindfulness: use mindfulness and conversational change strategies to promote positive mental health and wellbeing (<i>cross phase</i>)	Wednesday, March 03, 2021	1.15pm to 4pm
PSS 001	Youth Mental Health First Aid - part 1 (<i>cross phase</i>)	Wednesday, March 03, 2021	9.15am to 4pm
CPD 512	Primary ICT Coordinators' Termly Update	Wednesday, March 03, 2021	4pm to 5.30pm
CPD 526	EAL Network Meeting (<i>cross phase</i>)	Thursday, March 04, 2021	4pm to 5.30pm
N/A	Safer Recruitment Administration (<i>cross phase</i>)	Thursday, March 04, 2021	3pm to 5.30pm
PSS 001	Youth Mental Health First Aid - part 2 (<i>cross phase</i>)	Thursday, March 04, 2021	9.15am to 4pm
CPD 522	Newly Qualified Teacher Development Group: Supporting and Accelerating your Progression (<i>cross phase</i>)	Thursday, March 04, 2021	4pm to 5.30pm
EY 304	Weaving Literacy and Mathematical Development into a Broad EYFS Curriculum – part 1	Monday, March 08, 2021	1.15pm to 4pm
SG 105	Designated Safeguarding Leads' and Safeguarding Governors' Termly Update (<i>cross phase</i>)	Wednesday, March 10, 2021	2pm to 3.30pm
SG 106	Designated Safeguarding Leads' and Safeguarding Governors' Termly Update	Wednesday, March 10, 2021	4.15pm to 5.45pm
LSAT 304	School Duties under the Equality Act 2010 - and how to write an effective Accessibility Plan (<i>cross phase</i>)	Wednesday, March 10, 2021	9.15am to 12noon
CPD 505	Preparing for Statutory Assessment at the End of KS1	Wednesday, March 10, 2021	9am to 12.30pm
BSAT 212	MAPA Refresher Training (<i>cross phase</i>)	Thursday, March 11, 2021	9am to 12.30pm
EPS 206	When Belonging Needs Are Met - the building blocks of self-esteem and their impact on children's academic attainment and emotional wellbeing (<i>cross phase</i>)	Thursday, March 11, 2021	1.15pm to 4pm
CPD 505	Preparing for Statutory Assessment at the End of KS1	Thursday, March 11, 2021	9am to 12.30pm
LSAT 405	Ready for Learning: supporting the social and emotional needs of children with SEND (<i>cross phase</i>)	Monday, March 15, 2021	1.15pm to 3.15pm
EY 304	Weaving Literacy and Mathematical Development into a Broad EYFS Curriculum – part 2	Monday, March 15, 2021	1.15pm to 4pm
CPD 502	Assessment Termly Update – morning	Tuesday, March 16, 2021	9.15am to 10.45am
CPD 503	Assessment Termly Update - twilight	Tuesday, March 16, 2021	4pm to 5.30pm
LSAT 212	Governors Responsibilities for SEND (<i>cross phase</i>)	Tuesday, March 16, 2021	5pm to 7pm
EY 007	Early Years Coordinators – Termly Update	Wednesday, March 17, 2021	4pm to 5.30pm

SG 102	Newly Appointed Designated Safeguarding Leads' Training (<i>cross phase - 2 days</i>) - Part 1	Wednesday, March 17, 2021	9.15am to 3.30pm
CPD 715	Meeting the EYFS Profile Requirements for EAL Learners in EYFS	Wednesday, March 17, 2021	1.15pm to 4pm
BSAT 201	Management of Actual or Potential Aggression (MAPA training) – part 1 (<i>cross phase</i>)	Thursday, March 18, 2021	8.30am to 4pm
SG 102	Newly Appointed Designated Safeguarding Leads' Training (<i>cross phase - 2 days</i>) - Part 2	Thursday, March 18, 2021	9.15am to 3.30pm
N/A	Employee Investigations Training (<i>cross phase</i>)	Thursday, March 18, 2021	3pm to 5.30pm
LSAT 406	Breaking Barriers in Maths with Numicon (<i>primary and special</i>)	Friday, March 19, 2021	9.15am to 12noon
EY 112	Understanding Early Language Development 2 to 4 years	Monday, March 22, 2021	1.15pm to 4pm
CPD 507	Recently Qualified Teacher Development Programme (<i>cross</i>)	Tuesday, March 23, 2021	4pm to 5.30pm
EY 201	Forest School and Outdoor Learning for Practitioners Working within EYFS	Tuesday, March 23, 2021	4pm to 5.30pm
PSS 010	Cover Supervisors - preparing for the role (<i>cross phase</i>)	Tuesday, March 23, 2021	1.15pm to 4pm
PSS 003	Restorative Justice (<i>cross phase</i>)	Tuesday, March 23, 2021	4pm to 5.30pm
PSS 0042	Attachment and Trauma - Emotion Coaching Level 2 (<i>cross phase</i>)	Tuesday, March 23, 2021	9.15am to 3.30pm
EPS 207	Emotion Coaching: helping children to regulate their emotions (<i>cross phase</i>)	Wednesday, March 24, 2021	9.15am to 4pm
BSAT 201	Management of Actual or Potential Aggression (MAPA training) – part 2 (<i>cross phase</i>)	Thursday, March 25, 2021	8.30am to 12.30pm
EY 015	Early Years Conference (<i>annual 2021 conference</i>)	Thursday, March 25, 2021	9.15am to 4pm
CPD 716	Creating an Engaging Curriculum – to excite, inspire and develop the learning of EAL pupils (<i>primary phase</i>)	Wednesday, March 31, 2021	3.30pm to 6pm
April 2021			
LSAT 408	Coaching Skills for SENCOs (<i>cross phase</i>)	Wednesday, April 21, 2021	9.15am to 12noon
LSAT 504	Handwriting: a whole-school approach to supporting children with SEND (<i>primary phase</i>)	Monday, April 26, 2021	1.30pm to 4pm
EY 011	Observing Children in the Early Years Foundation Stage	Tuesday, April 27, 2021	1.15pm to 4pm
EY 104	Best practice in your breakfast, after-school and holiday provision	Wednesday, April 28, 2021	9.15am to 12noon
CPD 606	Promoting Cultural Diversity and Equality of Opportunity in EYFS	Wednesday, April 28, 2021	1.15pm to 4pm
N/A	Safer Recruitment Training (<i>cross phase</i>)	Wednesday, April 28, 2021	9am to 4.30pm
BSAT 201	Management of Actual or Potential Aggression (MAPA training) – part 1 (<i>cross phase</i>)	Thursday, April 29, 2021	8.30am to 4pm
SG 203	Child Protection Supervision (<i>cross phase</i>)	Thursday, April 29, 2021	9.30am to 12.30pm

May 2021

CPD 522	Newly Qualified Teacher Development Group: Supporting and Accelerating your Progression (<i>cross phase</i>)	Tuesday, May 04, 2021	4pm to 5.30pm
SG 108	Raising Awareness of Child Protection (<i>cross phase</i>)	Wednesday, May 05, 2021	3.30pm to 5pm
CPD 717	Meeting the OFSTED requirements for Equality and Diversity for Governors (<i>cross phase</i>)	Wednesday, May 05, 2021	9am to 12noon
BSAT 201	Management of Actual or Potential Aggression (MAPA training) – part 2 (<i>cross phase</i>)	Thursday, May 06, 2021	8.30am to 12.30pm
CPD 507	Recently Qualified Teacher Development Programme (<i>cross</i>)	Thursday, May 06, 2021	4pm to 5.30pm
LSAT 507	Developing the Role of Teaching Assistants in Supporting SEND (part 2)	Wednesday, May 12, 2021	1.15pm to 4pm
SG 103	Newly Appointed Safeguarding Governor Induction Training (<i>cross phase</i>)	Wednesday, May 12, 2021	5pm to 7.30pm
EPS 208	Supporting the emotional well-being of children and young people with learning difficulties: A whole school approach (<i>cross phase</i>)	Wednesday, May 12, 2021	9.15am to 3.30pm
BSAT 212	MAPA Refresher Training (<i>cross phase</i>)	Thursday, May 13, 2021	9am to 12.30pm
EY 113	Developing Early Years & Childcare Provision - supporting school sustainability and child outcomes	Thursday, May 13, 2021	9.15am to 12noon
EPS 107	AET: Leading Good Autism Practice(<i>cross phase</i>)	Monday, May 17, 2021	9.30am to 3.30pm
EY 306	Effective Support and Supervisions in the EYFS	Thursday, May 20, 2021	4pm to 5.30pm
SG 107	Designated Safeguarding Leads' Refresher (<i>cross phase</i>)	Thursday, May 20, 2021	9.15am to 3.15pm
EY 106	The Role of the Key Person in the Early Years Foundation Stage	Tuesday, May 25, 2021	1.15pm to 4pm

June 2021

CPD 502	Assessment Termly Update – morning	Tuesday, June 08, 2021	9.15am to 10.45am
CPD 503	Assessment Termly Update - twilight	Tuesday, June 08, 2021	4pm to 5.30pm
PSS 001	Youth Mental Health First Aid - part 1 (<i>cross phase</i>)	Wednesday, June 09, 2021	9.15am to 4pm
SG 102	Newly Appointed Designated Safeguarding Leads' Training (<i>cross phase - 2 days</i>) - Part 1	Wednesday, June 09, 2021	9.15am to 3.30pm
LSAT 403	SEND: Building capacity in your school (<i>cross phase</i>)	Wednesday, June 09, 2021	9.15am to 3.30pm
CPD 718	Meeting the OFSTED requirements for British Values and Cultural Diversity in the primary school	Wednesday, June 09, 2021	1.15pm to 4pm
LSAT 212	Governors Responsibilities for SEND (<i>cross phase</i>)	Wednesday, June 09, 2021	5pm to 7pm
GO 502	Induction Training for New Governors (<i>cross phase</i>)	Thursday, June 10, 2021	9.15am to 3.30pm
EY 008	The Role of the Early Years Practitioner in Supporting and Enhancing Play	Thursday, June 10, 2021	1.15pm to 4pm

SG 102	Newly Appointed Designated Safeguarding Leads' Training (<i>cross phase - 2 days</i>) - Part 2	Thursday, June 10, 2021	9.15am to 3.30pm
N/A	Absence Management of Employees (<i>cross phase</i>)	Thursday, June 10, 2021	3pm to 5.30pm
PSS 001	Youth Mental Health First Aid - part 2 (<i>cross phase</i>)	Thursday, June 10, 2021	9.15am to 4pm
CPD 516	NQT Induction Tutor and Mentor – Termly Update (<i>cross phase</i>)	Tuesday, June 15, 2021	4pm to 5.30pm
EY 303	Bright Ideas and Inspiration - for your breakfast, holiday and out of school provision	Tuesday, June 15, 2021	9.15am to 12noon
EPS 103	AET: Good Autism Practice (<i>cross phase</i>)	Wednesday, June 16, 2021	9.30am to 3.30pm
PSS 0041	Awareness Raising of Emotion Coaching (<i>cross phase</i>)	Wednesday, June 16, 2021	4pm to 5.30pm
CPD 526	EAL Network Meeting (<i>cross phase</i>)	Wednesday, June 16, 2021	4pm to 5.30pm
CPD 512	Primary ICT Coordinators' Termly Update	Thursday, June 17, 2021	4pm to 5.30pm
SG 108	Raising Awareness of Child Protection (<i>cross phase</i>)	Thursday, June 17, 2021	9.30am to 11am
N/A	Safer Recruitment Administration (<i>cross phase</i>)	Thursday, June 17, 2021	3pm to 5.30pm
EY 307	Developing a Communication Friendly Environment in the EYFS	Thursday, June 17, 2021	9.15am to 12noon
PSS 101	Understanding Nurture (<i>cross phase</i>)	Thursday, June 17, 2021	9.15am to 12noon
CPD 517	Primary Science and Design & Technology Subject Leaders' Termly Update and Development Meeting	Thursday, June 17, 2021	2pm to 5.15pm
CPD 522	Newly Qualified Teacher Development Group: Supporting and Accelerating your Progression (<i>cross phase</i>)	Tuesday, June 22, 2021	4pm to 5.30pm
EY 007	Early Years Coordinators – Termly Update	Wednesday, June 23, 2021	4pm to 5.30pm
SG 104	Governors' Responsibilities for Exclusions (<i>cross phase</i>)	Wednesday, June 23, 2021	5pm to 7pm
BSAT 201	Management of Actual or Potential Aggression (MAPA training) – part 1 (<i>cross phase</i>)	Thursday, June 24, 2021	8.30am to 4pm
N/A	Safer Recruitment Training (<i>cross phase</i>)	Monday, June 28, 2021	9am to 4.30pm
PSS 010	Cover Supervisors - preparing for the role (<i>cross phase</i>)	Tuesday, June 29, 2021	1.15pm to 4pm
CPD 719	Meeting the OFSTED requirements for Equalities and Diversity in the secondary school	Tuesday, June 29, 2021	1.15pm to 4pm
SG 105	Designated Safeguarding Leads' and Safeguarding Governors' Termly Update (<i>cross phase</i>)	Wednesday, June 30, 2021	2pm to 3.30pm
SG 106	Designated Safeguarding Leads' and Safeguarding Governors' Termly Update	Wednesday, June 30, 2021	4.15pm to 5.45pm
CPD 507	Recently Qualified Teacher Development Programme (<i>cross</i>)	Wednesday, June 30, 2021	4pm to 5.30pm
July 2021			
BSAT 201	Management of Actual or Potential Aggression (MAPA training) – part 2 (<i>cross phase</i>)	Thursday, July 01, 2021	8.30am to 12.30pm

EY 201	Forest School and Outdoor Learning for Practitioners Working within EYFS	Thursday, July 01, 2021	4pm to 5.30pm
CPD 620	Virtual School Conference (<i>cross phase</i>)	Friday, July 02, 2021	9am to 4pm
EY 302	Effective Circle Times in the EYFS	Monday, July 05, 2021	1.15pm to 4pm
PSS 102	Solution Focussed Therapy (<i>cross phase</i>)	Tuesday, July 06, 2021	9.15am to 12noon
EY 305	Early Years and Childcare Partnership Hub Leads' Meeting	Wednesday, July 07, 2021	1.30pm to 3.30pm
CPD 520	NQT Induction Tutor/ Mentor - initial training (<i>cross phase</i>)	Wednesday, July 07, 2021	4pm to 5.30pm
BSAT 212	MAPA Refresher Training (<i>cross phase</i>)	Thursday, July 08, 2021	9am to 12.30pm

Tuesday, 24 November, 2020
Tuesday, 16 March, 2021
Tuesday, 08 June, 2021
9.15am to 10.45am

CPD 502

Assessment Termly Update (morning)

Course Tutor: Rebecca Carey

Target Audience: Senior and middle leaders (*primary phase*)

Course Content

Termly updates provide assessment leads with the latest information on assessment from the DfE and the STA in order to support their strategic role in schools.

The meeting includes:

- local and national priorities (e.g. performance data, EYFS, KS1, KS2 test updates)
- documentary updates
- key messages from OFSTED
- opportunity for delegates to consider their own school's context
- networking with other assessment coordinators

Key Outcomes

Delegates will:

- be informed about the latest guidance on assessment issues
- be clear about recent developments and implications for their schools
- understand local and national priorities

Cost per delegate per session * (*where possible schools are encouraged to attend each session*)

T&W LA Schools & Academies	£90
Non T&W Schools	£108

*** 10% discount per delegate for two or more bookings on the same course**

To book a place on this course, please send a completed booking form to:

School Improvement ✉ Email: cpdschoolimprovement@telford.gov.uk

☎ Tel: 01952 380861

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Tuesday, 24 November, 2020
Tuesday, 16 March 2021
Tuesday, 08 June, 2021
4pm to 5.30pm

CPD 503

Assessment Termly Update (twilight)

Course Tutor: Rebecca Carey

Target Audience: Senior and middle leaders (*primary phase*)

Course Content

Termly updates provide assessment leads with the latest information on assessment from the DfE and the STA in order to support their strategic role in schools.

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- local and national priorities (e.g. performance data, EYFS, KS1, KS2 test updates)
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* 10% discount per delegate for two or more bookings on the same course	

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School Improvement ✉ Email: cpdschoolimprovement@telford.gov.uk

☎ Tel: 01952 380861

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Wednesday, 03 February, 2021
Thursday, 04 February, 2021
9am to 12.30pm

CPD 504

Preparing for Statutory Assessment at the end of KS2

Course Tutor: Rebecca Carey

Target Audience: Year 6 teachers

Course Content

This course will review the assessment arrangements at the end of KS2 and will include information about the KS2 tests and teacher assessments using the national performance descriptors.

Key Outcomes

Delegates will be prepared for statutory KS2 assessments for 2021.

Cost per delegate * *(this course is repeated – delegates only select one date)*

T&W LA Schools & Academies	£100
Non T&W Schools	£120

*** 10% discount per delegate for two or more bookings on the same course**

To book a place on this course, please send a completed booking form to:

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Wednesday, 10 March, 2021
Thursday, 11 March, 2021
9am to 12.30pm

CPD 505

Preparing for Statutory Assessment at the end of KS1

Course Tutor: Rebecca Carey

Target Audience: Year 2 teachers

Course Content

This course will review the assessment arrangements at the end of KS1, including information about the KS1 tests and teacher assessments using the national performance descriptors.

Key Outcomes

Delegates will be prepared for statutory KS1 assessments for 2020.

Cost per delegate * *(this course is repeated – delegates only select one date)*

T&W LA Schools & Academies	£100
Non T&W Schools	£120

*** 10% discount per delegate for two or more bookings on the same course**

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Tuesday, 10 November, 2020
3.30pm to 6pm

CPD 701

Assessing and Monitoring Progress in EAL

Course Tutor: Kirsty Holden, Qamar Maqsood

Target Audience: Headteachers, EAL coordinators, staff with responsibility for assessment and / or inclusion, class teachers (*cross phase*)

Course Content

This course will explore how schools can:

- establish a robust baseline assessment of EAL learners' English language skills on first arrival, identify appropriate targets and next steps, and track progress against expected rates of language development
- use the NASSEA EAL Assessment Framework to show evidence of progress, particularly for those pupils without prior attainment data and those working well below age-related expectations
- integrate EAL assessment and monitoring into schools' existing systems

There will be an opportunity to use case study material for moderation.

Key Outcomes

Delegates will be able to:

- track pupil progress in English language development
- set targets
- show progress and identify areas of concern

Cost per delegate *

T&W LA Schools & Academies	£100
Non T&W Schools	£120

* Schools which subscribe to a service level agreement with the Multicultural Development Team receive 50% discount off each of the above prices (except for those subscribing to Gold Plus - which includes one free place and 50% off any additional places)

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Tuesday, 29 September, 2020
Wednesday, 04 November, 2020
Wednesday, 13 January, 2021
Tuesday, 23 March, 2021
Thursday, 06 May, 2021
Wednesday, 30 June, 2021
4pm to 5.30pm

CPD 507

Recently Qualified Teacher Development Programme

Course Tutor: Ant Snowden

Target Audience: Recently qualified teachers, teachers wishing to progress through 'good' to 'outstanding' (*cross phase*)

Course Content

The course will comprise of six sessions. Delegates can join the course at any point, but would find it beneficial to attend all six sessions.

Session 1: Developing an oracy rich classroom to deepen learning - supporting linguistic, social & emotional and cognitive development, physical presence and cognitive development and strategies for progression from informal small group talk formal writing.

Sessions 2 and 3: Supporting the development of a broad and rich curriculum, including: Working with the Ofsted EIF, developing a vision and a mechanism to progression towards your schools ideal, identifying and maximising cross curricular links and planning for effective sequential development of concepts and skills. Meeting the needs of children SEND.

Session 4: Planning for effective feedback & and progression, including a review of personal AfL skills and next steps, strategies to guide effective oral and written feedback and planning for effective differentiation and peer & self-assessment.

Session 5: Applying cognitive theories to improve learning and long term memory – including short and long term memory models, supporting learner in developing and using schema, applying cognitive load theory to classroom practice and long term planning and curriculum models which support conceptual progression embedded learning.

Session 6: Accountability, assessment and data management, including strategies to monitor and support colleagues, managing and using data to raise standards and tracking and reviewing your own personal effectiveness and target setting.

Key Outcomes

A reflective practitioner equipped with the tools and insight to:

- take a proactive approach to their own progression towards 'outstanding'
- work collaboratively with colleagues in supporting whole school improvement
- motivate and inspire pupils

Cost per delegate per session * (*delegates are encouraged to attend all sessions if possible*)

T&W LA Schools & Academies	£90
Non T&W Schools	£108

* **10% discount per delegate for two or more bookings on the same course**

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Wednesday, 18 November, 2020
Wednesday, 03 March, 2021
Thursday, 17 June, 2021
4pm to 5.30pm

CPD 512

Primary ICT Coordinators' Termly Update

Course Tutor: Rebecca Carey

Target Audience: ICT Subject Leaders (*primary phase*)

Course Content

Termly updates to ensure that ICT / computing leads have the latest information in relation to ICT and the Computing Curriculum.

The meeting will include:

- local and national priorities for computing and e-safety
- information about new and emerging technologies
- updates of resources available to schools
- an opportunity for delegates to consider their own school's priorities and needs
- networking with other ICT / computing coordinators

Key Outcomes

Delegates will be:

- informed about the latest guidance on the delivery and assessment of ICT and computing in schools
- supported in delivering the Primary Computing Curriculum
- in receipt of updates relating to ICT and the Managed Service

Cost per delegate per session * (*delegates are encouraged to attend all sessions if possible*)

T&W LA Schools & Academies	£90
Non T&W Schools	£108

* 10% discount per delegate for two or more bookings on the same course

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Wednesday, 30 September, 2020
Thursday, 04 March, 2021
Wednesday, 16 June, 2021
4pm to 5.30pm

CPD 526

EAL Termly Network Meeting

Course Tutor: Kirsty Holden, David Lord and Qamar Maqsood

Target Audience: Headteachers, senior staff with responsibility for EAL, class teachers, support staff (*cross phase*)

Course Content

Termly update on issues around EAL and minority ethnic achievement.

Key Outcomes

The focus each term will be on topics highlighted by network members, with opportunities for delegates to raise issues and share good practice and resources.

Cost per delegate (annual fee)*

T&W LA Schools & Academies	£165
Non T&W Schools	£198

* This termly network meeting is free of charge for schools which subscribe to a service level agreement with the Multicultural Development Team.

The above prices are for schools which do not subscribe and provide access to all three network meetings throughout the year.

Alternatively, single sessions can be accessed at a price of £90 per session (£108 for non T&W schools), in which case, 10% discount will be applied for two or more bookings on the same course.

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Wednesday, 20 January, 2021
1.15pm to 4pm

CPD 533

Preventing and Dealing with Racist Bullying

Course Tutor: Kirsty Holden, Qamar Maqsood

Target Audience: Headteachers, senior leaders and staff with responsibility for equalities and diversity (*cross phase*)

Course Content

The session will provide an opportunity for participants to:

- meet the statutory duties of schools in this area in the light of current legislation
- develop confidence in the identification of racist incidents
- consider best practice in preventing and responding to incidents for the most positive outcomes
- review the process of recording and reporting internally, and to the Local Authority

Key Outcomes

Delegates will be able to:

- recognise racist incidents
- meet statutory requirements
- implement strategies to minimise racist incidents and redress the damage caused by them
- explore strategies to prevent racist incidents and bullying

Cost per delegate *

T&W LA Schools & Academies	£100
Non T&W Schools	£120

** Schools which subscribe to a service level agreement with the Multicultural Development Team receive 50% discount off each of the above prices (except for those subscribing to Gold Plus - which includes one free place and 50% off any additional places)*

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Thursday, 22 October, 2020
1.15pm to 4pm

CPD 601

EAL and SEND?

Course Tutor: Kirsty Holden, Qamar Maqsood

Target Audience: Headteachers, senior leaders and staff with responsibility for EAL and/ or SEND and class teachers (*cross phase*)

Course Content

This course will be run by MDT and will focus on pupils learning EAL who may also have SEND.

The course will:

- consider the process of additional language acquisition, and expected patterns of progression
- differentiate between barriers to learning as a result of EAL and those related to SEND
- explore the process of unpicking EAL factors from SEND through case study material
- discuss the impact of cultural norms and understandings of SEND when working with families

Key Outcomes

Delegates will gain knowledge and skills to pinpoint and differentiate between EAL and SEND factors in those pupils where both may impact on their learning.

Cost per delegate *

T&W LA Schools & Academies	£100
Non T&W Schools	£120
* Schools which subscribe to a service level agreement with the Multicultural Development Team receive 50% discount off each of the above prices (except for those subscribing to <u>Gold Plus</u> - which includes one free place and 50% off any additional places)	

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Tuesday, 02 February, 2021
3.30pm to 6pm

CPD 603

EAL and Maths

Course Tutor: Kirsty Holden, Qamar Maqsood

Target Audience: Staff with responsibility for EAL; classroom teachers
(primary phase)

Course Content

This course will:

- provide delegates with skills to identify the mathematical challenges faced by EAL pupils
- explore the specific features of maths vocabulary and language structures which pupils need to understand in order to access maths problems
- include a range of strategies and activities that supports pupils' understanding of maths word problems

Key Outcomes

Delegates will be able to:

- improve their understanding of the language development needs of EAL learners in mathematics
- explore effective ways to support EAL learners and promote their access to the mathematics curriculum
- gain a greater awareness of useful resources for EAL learners of mathematics

Cost per delegate *

T&W LA Schools & Academies	£100
Non T&W Schools	£120

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Wednesday, 18 November, 2020
1.15pm to 4pm

CPD 710

Managing English as an Additional Language in Early Years Settings

Course Tutor: David Lord, Qamar Maqsood

Target Audience: EYFS leaders/ managers, staff with responsibility for EAL and inclusion

Course Content

The course is aimed at staff with overall responsibility for EAL learners in Early Years settings. Delegates will be provided with an audit tool that can be used in their own settings, together with sample EAL/ language policies.

The course will cover:

- an overview of good practice in EAL provision
- assessment of EAL learners through gathering information on skills in first language and monitoring progress in English language acquisition
- using the monitoring process to identify targets and next steps in language learning

Key Outcomes

Delegates will be able to:

- carry out an audit of their own setting's EAL provision
- develop an appropriate EAL/ language policy for their setting
- gather and record appropriate information about their EAL learners
- gather information on their EAL learners' skills in home language
- monitor EAL learners' progress in English language acquisition using the NASSEA EAL Assessment Framework
- use this information to feed into the EYFS assessment process

Cost per delegate *

T&W LA Schools & Academies	£100
Non T&W Schools	£120

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Wednesday, 25 November, 2020
3.30pm to 6pm

CPD 711

Teaching and delivering outstanding EAL provision for 'new to English' pupils and advanced bilingual learners in secondary schools

Course Tutor: Kirsty Holden, Qamar Maqsood

Target Audience: Staff with responsibility for EAL and classroom teachers

Course Content

This course will:

- cover the expectations and advantages of initial induction of students who have newly arrived from overseas
- provide targeted support to identify established Advanced Bilingual/ Multilingual Learners who are underperforming
- share classroom strategies that will enable new arrivals and advanced Bilingual/ Multilingual learners to access the curriculum at their level, with a focus on effective classroom teaching and learning strategies - including effective use of translation, differentiation, use of bilingual staff and resources - to ensure learning for both New Arrivals and Advanced Bilingual /Multilingual learners in the same classroom, as well as targeting support

There will also be a focus on appropriate interventions, assessment and monitoring of progression and preparing for examinations for EAL learners.

Key Outcomes

Delegates will:

- improve their knowledge of best practice in meeting the needs of new arrivals in secondary schools
- contribute to provision that enables these students to adjust successfully to UK schools, and to access the curriculum quickly and effectively

Cost per delegate *

T&W LA Schools & Academies	£100
Non T&W Schools	£120

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Tuesday, 12 January, 2021
3.30pm to 6pm

CPD 712

Teaching and delivering outstanding EAL provision for 'new to English' pupils and advanced bilingual learners in primary schools

Course Tutor: Kirsty Holden, Qamar Maqsood

Target Audience: Teachers with responsibility for EAL

Course Content

This course will:

- consider the expectations and advantages of supporting new students to settle into school
- provide support to identify established Advanced Bilingual/ Multilingual Learners who are underperforming to enable targeted support
- share classroom strategies that will enable new arrivals and advanced Bilingual/ Multilingual learners to access the curriculum at their level with a focus on practical strategies, differentiation, use of bilingual staff and resources to ensure learning for both New Arrivals and Advanced Bilingual /Multilingual learners in the same classroom, as well as targeting support

Key Outcomes

Delegates will:

- improve their understanding of how they can support the induction and inclusion of pupils who are new to English and/or new to the UK
- become familiar with practical approaches and resources to teach and support all EAL pupils

Cost per delegate *

T&W LA Schools & Academies	£100
Non T&W Schools	£120
<i>* Schools which subscribe to a service level agreement with the Multicultural Development Team receive 50% discount off each of the above prices (except for those subscribing to <u>Gold Plus</u> - which includes one free place and 50% off any additional places)</i>	

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Tuesday, 29 June, 2021
1.15pm to 4pm

CPD 719

Meeting the OFSTED requirements for Equalities and Diversity in the secondary school

Course Tutor: Kirsty Holden, Qamar Maqsood

Target Audience: Headteachers, senior staff and class teachers

Course Content

This course will:

- provide an overview of the key OFSTED and national legislation and guidelines relating to equality and diversity in schools
- promote understanding of teachers' roles and responsibilities in relation to equality and diversity and the expectation to teach and promote British values
- consider why issues around equality and diversity need to be central to the ethos of a school
- explore promoting positive approaches to equalities and diversity
- support senior leaders to effectively assess and audit provision to meet OFSTED expectations
- consider ways of embedding British Values and Diversity into the whole school curriculum

Key Outcomes

Delegates will explore:

- practical ways to meet all schools' duties to eliminate discrimination, promote equality of opportunity and foster good relation between pupils
- how embedding equalities and diversity in the school can support all pupil's social, moral, spiritual and cultural development and prepare them for life in modern Britain
- assessment tools and links to curriculum provision for year groups
- embedding British Values within individual schools

Cost per delegate *

T&W LA Schools & Academies	£100
Non T&W Schools	£120

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Friday, 12 February, 2021
9pm to 3.30pm

CPD 514

Annual Professional Training Event for Newly Qualified Teachers

Course Tutor: Ant Snowden

Target Audience: Newly Qualified Teachers (*cross phase*)

Course Content

An extremely popular whole day event packed with a variety of workshops and interactive presentations, providing invaluable new ideas and a boost to your enthusiasm & creativity in the classroom at this challenging stage in your career.

The content of the day is designed around the aspects of the teachers' standards, which often pose a challenge to newly qualified teachers - such as engagement, creative use of resources, behaviour for learning and social and emotional wellbeing, and will include:

- a keynote presentation on the creative use of low budget high impact ideas to engage learners in enquiry based learning – more fun – more learning!
- a range of workshops covering a variety of topics and aspects of teaching and learning to suit both primary and secondary teachers
- opportunities to network, discuss plans and ideas for next year with the LA Induction Team

Key Outcomes

Delegates will have the opportunity to:

- develop new ideas for teaching methodologies and classroom activities to sustain progression as a recently qualified teacher
- make and renew contacts with other NQT's
- gain a clear overview of strategies and opportunities to support career progression and what to expect through performance management
- understand the range of support available from both within and beyond the LA

Cost per delegate *

T&W LA Schools & Academies	£150
Non T&W Schools	£180

* Schools which subscribe to a service level agreement with the Multicultural Development Team receive 50% discount off each of the above prices (except for those subscribing to Gold Plus - which includes one free place and 50% off any additional places)

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Tuesday, 13 October, 2020
Tuesday, 02 March, 2020
Thursday, 17 June, 2020
2pm to 5.15pm

CPD 517

Primary Science and Design & Technology Subject Leaders' Termly Update and Development Meeting

Course Tutor: Ant Snowden, Michelle Parker

Target Audience: Science co-ordinators, design and technology co-ordinators

Course Content

This is a two part termly meeting combining

- Part A - Development Workshop (2pm to 3.30pm)
- Part B – Subject Leaders' Update (3.45pm to 5.15pm)

Part A will comprise of a hands-on workshop focusing on key topic areas e.g. space, rocks, machines, evolution (*further details will be published in advance of each meeting*). It will also provide examples of new resources and ideas to enhance learning and a review and update on trends in teaching and learning.

A 'soft' start will enable teachers to arrive 10-20 minutes into the meeting without missing the key messages.

Part B will include the more traditional:

- professional association updates, national and local developments and initiatives
- review of local resources and details of local and national competitions and events
- best practice in assessment and planning
- concise summaries and implications of new legislation and DfE documents and updates on the Ofsted framework
- an open Q/A session

Key Outcomes

- new ideas for enriching and extending teaching and learning in science and Design and Technology, with links to the broader curriculum
- greater confidence and proficiency in teaching the range and content of the national curriculum - and beyond!
- ability to plan pro-actively, taking account of the latest trends, initiatives and legislation
- awareness of opportunities and resources for curriculum enrichment
- as a middle leader, awareness of local best practice in both teaching methodology and science curriculum models
- ideas to cascade back into school CPD

Cost per delegate per term *	each part if booked separately	total price for both parts each term
T&W LA Schools & Academies	£90	£100
Non T&W Schools	£108	£120
* 10% discount per delegate for two or more bookings on the same course delegates are encouraged to attend each term if possible		

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Wednesday, 23 September, 2020
Thursday, 21 January, 2021
4pm to 5.30pm

CPD 521

The Essential Induction Event for Newly Qualified Teachers

Course Tutor: Ant Snowden

Target Audience: NQTs at the beginning of their induction

Course Content

This course will provide NQT's with:

- an opportunity for networking with other NQT's
- an understanding of what to expect during your personalised induction programme
- support and information on CPD opportunities
- an overview of the professional standards
- an understanding of their rights and responsibilities, including key policies and procedures
- a frequently asked questions session

Key Outcomes

- links with other NQT's
- an understanding of the structures and formal elements of NQT assessment
- an awareness of the range of support available within the school and the LA
- an understanding of rights and responsibilities as a professional working with young people

Cost per delegate * (this is repeated - delegates only select one date)

T&W LA Schools & Academies	£90
Non T&W Schools	£108

***Free of charge for each delegates for whom their school have purchased an NQT
Appropriate Body Package through Telford & Wrekin LA**

To book a place on this course, please send a completed booking form to:

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Wednesday, 07 October, 2020
Thursday, 26 November, 2020
Wednesday, 20 January, 2021
Thursday, 04 March, 2021
Tuesday, 04 May, 2021
Tuesday, 22 June, 2021
4pm to 5.30pm

CPD 522

Newly Qualified Teacher Development Group: Supporting and Accelerating your Progression

Course Tutor: Ant Snowden

Target Audience: Newly Qualified Teachers (*cross phase*)

Course Content

This very popular event, provides an opportunity for newly qualified teachers to network with teachers from other schools, subject areas and phases, and features:

- interactive teaching and learning workshops, driven by the needs of teachers within the group
- gap tasks between each half termly meeting to maximise the impact of each session on classroom practice
- access to copies of online resources provided to support the gap tasks for mentors and tutors

Feedback from delegates is used to adjust the content and balance of subsequent sessions. As far as possible, the content of each session is made standalone, enabling teachers who take up a post after September to join the group at any point though the year.

Core workshop themes will include:

- improving your personal management and effectiveness
- assertiveness skills
- the learning environment
- behaviour management
- effective working with teaching assistants
- accountability beyond the classroom
- managing safety in practical subjects
- action planning and planning for career progression

Key Outcomes

Delegates will:

- develop an improved arsenal of pragmatic ideas to engage and motivate students
- gain a wider range of pedagogies and new ideas to support behaviour for learning
- enjoy less stress and more fun!
- complete three gap tasks to embed new practice and promote effective self-evaluation

Cost per delegate per session *

T&W LA Schools & Academies (and non T&W schools which have purchased an Appropriate Body Package with Telford & Wrekin LA)	£90
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Non T&W Schools (which have not purchased an Appropriate Body Package with Telford & Wrekin LA)	£108
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***Please note:**

- *this is a developmental course and delegates are encouraged to try to attend all six sessions*
- *10% discount will be applied to the above prices for those schools which have purchased an NQT Appropriate Body Support Package with Telford & Wrekin LA*
- *Schools wishing to buy an annual package comprising all 6 sessions can do so for £360 (£430 for non T&W schools which have not purchased an Appropriate Body Package with Telford & Wrekin LA)*

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Thursday, 15 October, 2020
3.30pm to 6pm

CPD 527

An Introduction to EAL for Newly Qualified Teachers

Course Tutor: Qamar Maqsood

Target Audience: Newly Qualified Teachers (*primary phase*)

Course Content

This course will:

- provide an overview of EAL and its impact on learning
- explore practical strategies and resources
- review assessment of EAL pupils

Key Outcomes

Delegates will understand the needs of their EAL pupils and how to plan appropriately for them.

Cost per delegate *

T&W LA Schools & Academies	£100
Non T&W Schools	£120

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Wednesday, 28 April, 2021
1.15pm to 4pm

CPD 606

Promoting Cultural Diversity and Equality of Opportunity in EYFS

Course Tutor: David Lord

Target Audience: Teaching and support staff working in EYFS

Course Content

This course will outline the statutory duties of practitioners to eliminate discrimination, promote equality of opportunity and foster good relations in EYFS. Ensuring the latest OFSTED criteria is met and examined in relation to individual settings. Key strategies to support language development through quality first teaching and learning in a culturally and linguistically supportive environment for all learners, especially EAL, in EYFS. It will provide practical suggestions for activities that introduce children to a diversity of cultures and to reflect the cultures of all children within the setting, opening children's eyes to different cultures, ethnicities and faiths, focussed on the festivals throughout a year. A range of useful resources and websites will be recommended to delegates.

Key Outcomes

Delegates will:

- understand why the promotion of equality and diversity is essential in Early Years
- understand the role of the setting in promoting equality of opportunity and fostering good relations under the 2010 Equality Act
- develop approaches to exploring different cultures in Early Years that avoid stereotyping and tokenism and help children explore their own and others' identities
- be aware of practical ways of ensuring that the learning environment reflects the cultural experiences of all children, including those from minority ethnic groups
- develop the use and development of first language within the setting

Cost per delegate *

T&W LA Schools & Academies	£100
Non T&W Schools	£120

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Wednesday, 07 October, 2020
3.30pm to 6pm

CPD 616

Developing the Role of the EAL Coordinator

Course Tutor: Kirsty Holden, Qamar Maqsood

Target Audience: Staff members with the responsibility for EAL

Course Content

As the proportion of EAL pupils in schools grows, the role of overseeing EAL is becoming an area of specialist responsibility in increasing numbers of schools.

This course will cover the role of the EAL Co-ordinator in developing systems and maintaining appropriate provision for EAL pupils across the school, including best practice in:

- appropriate induction of new arrivals
- Assessment and monitoring systems
- recording and sharing information
- developing an EAL policy
- planning support and intervention programmes
- processes to improve communication with parents/ carers

It will also signpost to sources of further information, training and support.

Key Outcomes

Delegates will gain an overview of best practice in EAL provision and be able to take a leading role in the development of EAL provision across their school.

Cost per delegate *

T&W LA Schools & Academies	£100
Non T&W Schools	£120

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Wednesday, 09 June, 2021
1.15pm to 4pm

CPD 718

Meeting the OFSTED requirements for British Values and Cultural Diversity in the primary school

Course Tutor: Kirsty Holden, Qamar Maqsood

Target Audience: Staff with responsibility for planning or delivering EAL

Course Content

This course will cover:

- the key OFSTED and National legislation and guidelines relating to equality and diversity in schools
- an understanding of teachers' roles and responsibilities in relation to equality and diversity and the expectation to teach and promote British values
- why issues around equalities and diversity need to be central to the ethos of a school and explore promoting positive approaches to equalities and diversity
- supporting senior leaders to effectively assess and audit provision to meet OFSTED expectations
- embedding British Values and Diversity into the whole school curriculum

Key Outcomes

Delegates will explore:

- practical ways to meet all schools' duties to eliminate discrimination, promote equality of opportunity and foster good relation between pupils
- how embedding equalities and diversity in the school can support all children's social, moral, spiritual and cultural development and prepare them for life in modern Britain
- assessment tools and links to curriculum provision for year groups
- embedding British Values within individual schools

Cost per delegate *

T&W LA Schools & Academies	£100
Non T&W Schools	£120
<i>* Schools which subscribe to a service level agreement with the Multicultural Development Team receive 50% discount off each of the above prices (except for those subscribing to <u>Gold Plus</u> - which includes one free place and 50% off any additional places)</i>	

To book a place on this course, please send a completed booking form to:

School Improvement ✉ Email: cpdschoolimprovement@telford.gov.uk

☎ Tel: 01952 380861

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Tuesday, 08 December, 2020
Monday, 01 March, 2021
1.15pm to 4pm

LSAT 505

Growth Mindset

Course Tutor: Julie Hofland

Target Audience: Teachers, teaching assistants (*cross phase*)

Course Content

What is a growth mindset?

A growth mindset is the quality of a mind that believes it can learn and grow, as opposed to a fixed mind which is one that believes that it cannot learn new things or expand.

The tone of a growth mindset classroom is positive, eager to learn and not afraid of failure!

A growth mindset puts more emphasis on effort, persistence, and practice than accomplishments.

Children (and adults) who have a growth mindset have more fun learning, take on bigger challenges, and have more compassion. They understand that effort and hard work pay off, and that everyone is capable of making changes.

Key Outcomes

Teachers will understand the importance of having a growth in mindset and how that supports effective teaching and learning.

Cost per delegate * (*this session is repeated – delegates only select one session*)

T&W LA Schools & Academies	£100
Non T&W Schools	£120

* 10% discount per delegate for two or more bookings on the same course

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Wednesday, 10 February, 2021
3.30pm to 6pm

CPD 714

Meeting the OFSTED requirements and developing reading strategies for EAL learners at KS2

Course Tutor: David Lord, Qamar Maqsood

Target Audience: Staff with responsibility for EAL and classroom teachers

Course Content

Reading is a key focus and it is the area where EAL learners typically make slowest progress at KS2, and where the attainment gap is greatest.

This course will:

- explore the potential barriers to successful reading for EAL learners
- provide clear guidance on expectations of progress and identification of whole class/intervention strategies that can enable children to access reading and meet age appropriate expectations; these approaches are equally relevant to monolingual pupils who struggle with reading comprehension

Key Outcomes

Delegates will explore:

- the process of children's additional language development when they are in the early stages of developing English Competency
- barriers to becoming a successful reader
- developing reading fluency
- using reading to broaden and deepen vocabulary
- effective differentiation for whole-class texts
- group reading strategies that work well for EAL learners, with a focus on reciprocal reading
- supporting EAL children's independent reading

Cost per delegate *

T&W LA Schools & Academies	£100
Non T&W Schools	£120
<i>* Schools which subscribe to a service level agreement with the Multicultural Development Team receive 50% discount off each of the above prices (except for those subscribing to <u>Gold Plus</u> - which includes one free place and 50% off any additional places)</i>	

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Wednesday, 31 March, 2021
3.30pm to 6pm

CPD 716

Creating an Engaging Curriculum – to excite, inspire and develop the learning of EAL pupils

Course Tutor: Kirsty Holden, Qamar Maqsood

Target Audience: Staff with responsibility for EAL; staff with responsibility for planning or delivering EAL intervention (*primary phase*)

Course Content

This course will provide an outline of an engaging curriculum which encompasses age related learning, Diversity and British values within an inclusive curriculum for a) new to English pupils and b) pupils with continuing EAL needs.

It will consider:

- what content is appropriate and engaging and what it can offer our EAL pupils
- planning for EAL learners
- example programme and resources for EAL beginners
- targeted lessons to challenge and engage 'more advanced' EAL learners through vocabulary development and enrichment

There will be the opportunity to share resources and access up to date material.

Key Outcomes

Delegates will be able to support their school in planning and delivering effective curriculum provision for EAL pupils which inspires learning.

Cost per delegate *

T&W LA Schools & Academies	£100
Non T&W Schools	£120
* Schools which subscribe to a service level agreement with the Multicultural Development Team receive 50% discount off each of the above prices (except for those subscribing to <u>Gold Plus</u> - which includes one free place and 50% off any additional places)	

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Thursday, 08 October, 2020
Thursday, 11 February, 2021
9.15am to 12noon

GO 508

Understanding and managing your school budget

Course Tutor: Tim Davis, Rebecca Carey

Target Audience: Governors, school leaders and finance staff

Course Content

Good financial management is essential to delivering educational excellence.

This course will cover:

- an understanding of how a school's funding is determined
- anticipating financial issues that could affect a school in the future
- using benchmarking to inform understanding of a school's financial performance
- interpreting financial monitoring and asking the right questions

The course will include interactive exercises and discussions to help delegates to apply the issues discussed to their own school's finances.

Key Outcomes

Delegates will improve their understanding of school finances and will be better informed when managing their own school's budget.

Cost per delegate * *(this course is repeated – delegates only select one date)*

T&W LA Schools & Academies	£100
Non T&W Schools	£120
* 10% discount per delegate for two or more bookings on the same course	

To book a place on this course, please send a completed booking form to:

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Wednesday, 30 September, 2020
Tuesday, 02 February, 2021
Tuesday, 15 June, 2021
4pm to 5.30pm

CPD 516

NQT Induction Tutor & Mentor – Termly Update

Course Tutor: Ant Snowden

Target Audience: NQT induction mentors and induction tutors (*cross phase*)

Course Content

This course is a mandatory part of the NQT Appropriate Body Support Package.

These meetings provide:

- a support framework for induction tutors and mentors
- a forum for discussing issues and sharing best practice
- training and guidance on any changes to the statutory induction framework
- an opportunity to develop a collaborative network with colleagues from other schools

Key Outcomes

- compliance with DfE statutory guidance on induction
- ability to provide a high quality induction programme
- clear overview of the induction process
- standardisation of approaches and judgements
- up to date in latest DfE developments relating to induction
- development of effective collaboration between schools

Cost per delegate (*this course is for schools which have purchased an Appropriate Body Support Package for their NQT with Telford & Wrekin LA*)

- Schools purchasing the above package receive one free place for their Designated NQT Induction Tutor
- There will be a limited number of additional places for either Induction Tutors or NQT Mentors at a cost of £25 per person
- *Please note: any places, including free places, cancelled within 5 days of the course will incur a cancellation fee of £10 per person to cover the cost of administration, room hire and refreshments*

To book a place on this course, please send a completed booking form to:

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Thursday, 24 September, 2020
Wednesday, 07 July, 2021
4pm to 5.30pm

CPD 520

NQT Induction Tutor/ Mentor - initial training

Course Tutor: Ant Snowden

Target Audience: Teachers new to the role of NQT induction tutor or NQT mentor in primary and secondary schools (*cross phase*)

Course Content

This termly update is a mandatory element of the NQT Appropriate Body Support Package and will provide a step by step guide through the induction year, including:

- pre-registration checks
- registration and initial quality audit
- establishing an induction programme
- completing lesson observation and formal assessments
- trouble shooting
- an introduction to the LA induction guides
- a support framework for induction tutors and mentors
- a forum for discussing issues and sharing best practice
- training and guidance on any changes to the statutory induction framework
- an opportunity to develop a collaborative network with colleagues from other school

Key Outcomes

- clear overview of the induction process including statutory requirements
- familiarity with the LA supporting resources
- ability to provide a high quality induction programme
- standardisation of approaches and judgements
- updated in the latest DfE developments relating to induction
- development of effective collaboration between schools

Cost per delegate (*this course is for schools which have purchased an Appropriate Body Support Package for their NQT with Telford & Wrekin LA*)

- Schools purchasing the above package receive one free place for their Designated NQT Induction Tutor
- For schools purchasing the above package, a limited number of additional places for either Induction Tutors or NQT Mentors are available at a cost of £25 per person
- *Please note: any places, including free places, cancelled within 5 days of the course will incur a cancellation fee of £10 per person to cover the cost of administration, room hire and refreshments*

To book a place on this course, please send a completed booking form to:

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Tuesday, 26 January, 2021
4pm to 5.30pm

CPD 609

Online Safety – a Safeguarding Responsibility

Course Tutor: Rebecca Carey

Target Audience: Headteachers, governors, senior & middle leaders (*cross phase*)

Course Content

Digital technology is continually changing and therefore it is essential that schools stay up-to-date with new developments.

Within the Ofsted framework online safety is included as an important part of a school's overall safeguarding responsibility.

Guidance for Ofsted inspectors to use when inspecting safeguarding under the common inspection framework outlines that, when assessing how effectively leaders and governors create a safeguarding culture in the setting, inspectors should consider evidence that:

- action is taken to ensure children are taught about safeguarding risks, including online risks
- staff, leaders and managers oversee the safe use of electronic and social media by staff and learners, and take action immediately if they are concerned about bullying or risky behaviours
- appropriate filters and monitoring systems are in place to protect learners from potentially harmful online material

Online safety is categorised into three main areas of risk:

Content: Being exposed to illegal, inappropriate or harmful material

Contact: Being subjected to harmful online interaction with other users

Conduct: Personal online behaviour that increases the likelihood of, or causes, harm

Key Outcomes

This course is designed to ensure delegates are informed about the issues and resources available to enable them to safeguard and educate young people about how to safely use online environments.

Cost per delegate *

T&W LA Schools & Academies	£90
Non T&W Schools	£108

*** 10% discount per delegate for two or more bookings on the same course**

To book a place on this course, please send a completed booking form to:

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Wednesday, 11 November, 2020
5pm to 7pm

CPD 704

NQT Annual Celebration Event

Course Tutor: Ant Snowden

Target Audience: Newly Qualified Teachers who have just completed their induction year (*cross phase*)

Course Content

This event is an opportunity for NQTs to celebrate the completion of their induction period during the academic year.

An invitation to attend is extended to headteachers, induction tutors, family members and friends.

Key Outcomes

Networking with other recently qualified teachers and a warm glow inside and a sense of great pride!

Cost per delegate *

T&W LA Schools & Academies	Free of charge
Non T&W Schools	Free of charge

***Please note:**

- ***this event is only for NQT's who have successfully completed their NQT Induction whilst registered with Telford & Wrekin LA through an Appropriate Body Package, and is therefore free of charge***
- ***bookings for this event will be coordinated by the NQT Administrator - NQT's will receive a personal invitation to attend***

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Thursday, 21 January, 2021
1.15pm to 4pm

EPS 201

Cherish Your Team: Effective tips, strategies and resources from Positive Psychology to support the mental health and wellbeing of school staff

Course Tutor: Dr Jane Park

Target Audience: Senior leaders (*cross phase*)

Course Content

Receive information from an educational psychologist linked to current research from Positive Psychology and time to reflect upon how to implement strategies.

Key Outcomes

Delegates will:

- be aware of systemic factors influencing mental health amongst school staff and define elements that contribute to good emotional health, supported by evidence from Positive Psychology
- have developed an action plan to implement and cascade across staff

Cost per delegate *

T&W LA Schools & Academies	£100
Non T&W Schools	£120
* 10% discount per delegate for two or more bookings on the same course	

To book a place on this course, please send a completed booking form to:

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Tuesday, 10 November, 2020
Thursday, 13 May, 2021
9.15am to 12noon

EY 113

Developing Early Years & Childcare Provision - supporting school sustainability and child outcomes

Course Tutor: Early Years and Childcare Team

Target Audience: Headteachers, school business managers, governors

Course Content

Telford & Wrekin Council is offering schools an opportunity to attend a workshop delivered by Hemsall's, which will:

- provide delegates with information about why, and how, to develop early years and childcare provision (with or without delivering it directly yourself)
- make your school more sustainable
- meet the needs of parents/carers, whilst improving outcomes for children

Key Outcomes

Would you like to:

- improve learning outcomes across the whole school?
- ensure children start school ready and eager to learn?
- encourage sustainable school admission numbers?

You will gain an understanding of the:

- drivers for change - national and local changes in how parents are choosing to take up early years education and childcare, within the context of national policy
- different models you can use to engage with the early years sector (delivery, commissioning and working in partnership)
- key considerations for making decisions and moving forward
- resources available to you

Cost per delegate * (this course is repeated – delegates only select one date)

T&W LA Schools & Academies	£100
Non T&W Schools	£120

* 10% discount per delegate for two or more bookings on the same course

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Tuesday, 01 December, 2020
Tuesday, 02 March, 2021
Wednesday, 07 July, 2021
1.30pm to 3.30pm

EY 305

Early Years and Childcare Partnership Hub leads meeting

Course Tutor: Lisa Seymour

Target Audience: EYFS leads, reception & nursery teachers, primary headteachers & governors interested in Hub working

Course Content



These meetings are organised to bring all Hub leads together each term.

Key Outcomes

Delegates will:

- discuss achievements, challenges and share good practice
- network with other Hub Leads
- hear from a range of partners
- consider developing practice within the hub by disseminating shared information or through the organisation of training / talks at hub meetings

Cost per delegate

T&W LA Schools & Academies	Free of charge
Non T&W Schools	Free of charge

To book a place on this course, please send a completed booking form to:

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Wednesday, 09 December, 2020

Thursday, 20 May, 2021

4pm to 5.30pm

EY 306

Effective Support and Supervision in the EYFS

Course Tutor: Early Years and Childcare Team

Target Audience: Teachers in nursery & reception, lead nursery nurses or others conducting support and supervisory meetings

Course Content

(Department for Education) The Early Years Foundation Stage (EYFS) is mandatory for all providers of early years in England - this includes maintained schools, non-maintained schools and independent schools.

Ofsted and inspectorates of independent schools have regard to the EYFS in carrying out inspections. Ofsted may issue actions (in respect of any failure to meet a requirement in the document) and/or may issue a welfare requirement notice (in respect of section 3). It is an offence for a provider to fail to comply with a welfare requirement notice.

(EYFS 3.21 and 3.22) Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families. Effective supervision provides support, coaching and training for the practitioner...

Supervision should provide opportunities for staff to:

- discuss any issues – particularly concerning children’s development or well-being, including child protection concerns
- identify solutions to address issues as they arise
- receive coaching to improve their personal effectiveness

The course will provide participants with the knowledge to ensure that effective support and supervisory arrangements meet EYFS requirements.

Key Outcomes

Delegates will:

- develop a greater understanding of the legal requirements for support and supervision within Early Years settings
- understand how supervision supports personal and professional development of staff and quality of practice within the EYFS
- consider what a valuable supervisory meeting is
- review mentoring, support and coaching and note the differences
- reflect on the good communication skills needed during supervisory meetings
- consider how observations of staff practice can link effectively as part of the support and supervision cycle
- identify the importance of supporting staff well-being through effective support and supervision processes

Cost per delegate * *(this course is repeated – delegates only select one date)*

T&W LA Schools & Academies	£90
Non T&W Schools	£108
* 10% discount per delegate for two or more bookings on the same course	

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Wednesday, 14 October, 2020
Thursday, 10 June, 2021
9.15am to 3.30pm

GO 502

Induction Training for New Governors

Course Tutor: Rebecca Carey

Target Audience: Governors

Course Content

The course will cover in some depth the key functions of the governing body, including:

- ensuring clarity of vision, ethos and strategic direction
- holding the headteacher to account for the educational performance of the school and the performance management of staff
- overseeing financial performance and making sure money is well spent
- the characteristics of effective schools
- the key roles and responsibilities of governing bodies in improving schools
- the different and complementary roles of governors and head teachers (distinction between governance and management)

Key Outcomes

As a result of this professional development activity governors will be more able to:

- work effectively with school leaders to communicate the vision, ethos and strategic direction of the school and create a culture of ambition
- provide a balance of support and challenge to leaders understanding the strengths and areas needing improvement at the school
- use a range of sources of objective data, including the OFSTED Inspection Dashboard to create robust accountability
- understand the links between performance management of staff and school improvement
- hold the school to account for the impact of additional funding in improving pupil achievement
- seek and respond to the views of stakeholders, including through the use of Parent View

Cost per delegate * (this course is repeated – delegates only select one date)

T&W LA Schools & Academies

£150

Non T&W Schools

£180

*** 10% discount per delegate for two or more bookings on the same course**

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Thursday, 01 October, 2020
Thursday, 10 December, 2020
Wednesday, 20 January, 2021
Wednesday, 24 February, 2021
4.30pm to 6.30pm

GO 504

Taking the Chair

Course Tutor: Rebecca Carey

Target Audience: The programme is aimed at prospective and new Chairs of Governors who wish to develop their confidence and skills, and experienced Chairs keen to review their effectiveness in the role.

The course is also appropriate for those governors chairing sub committees.
(*cross phase*)

Course Content

Session 1: roles and relationships - working with the headteacher and the governors

Session 2: leading and managing the work of the governing body

Session 3: the chair's role in supporting strategic leadership

Session 4: the chair's role in ensuring accountability

Key Outcomes

The programme will:

- strengthen and develop the capacity of chairs to lead the work of the governing body
- deepen participants' understanding of, and prepare them for, the role of the chair
- enhance chairs' confidence and skills in managing the role and relationships
- widen their strategies for developing the partnership between the governing body, the headteacher and the staff
- encourage shared leadership and making good use of the skills and knowledge of others
- engage participants in a learning process which leads to self-directed change

Cost per delegate * (*delegates are encouraged to attend all sessions*)

T&W LA Schools & Academies	£100
Non T&W Schools	£120

* 10% discount per delegate for two or more bookings on the same course

To book a place on this course, please send a completed booking form to:

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Tuesday, 02 March, 2021
4.30pm to 6.30pm

GO 505

Promoting the Performance of Disadvantaged Students

Course Tutor: Rebecca Carey

Target Audience: Governors

Course Content

The course will include discussion about:

- effective planning for PPG spending
- using research to identify proven strategies
- holding senior leaders to account through monitoring and effective questioning
- effective data analysis
- using performance management to spread accountability

Key Outcomes

Governors will have an understanding about how to offer challenge and support to the school to improve outcomes for disadvantaged students.

Cost per delegate *

T&W LA Schools & Academies	£100
Non T&W Schools	£120
<i>* 10% discount per delegate for two or more bookings on the same course</i>	

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Thursday, 07 January, 2021
9.15am to 12noon

LSAT 506

Sharing Responsibility for SEND - including teachers and parents

Course Tutor: Deborah Carpenter
Target Audience: SENCOs (*cross phase*)

Course Content

Initially we will be exploring what constitutes good practice for ensuring a culture of shared responsibility across the school.

This will include an:

- examination of the role of leaders of SEND and the role a teacher must take to initiate and support this
- exploration of how parental voice can be better incorporated
- identification of ideas and strategies to build parent communication and support

Key Outcomes

This course will give delegates an opportunity to explore how they can ensure all teachers are part of the SEND process and how to better build parent cooperation and parent voice.

Cost per delegate *

T&W LA Schools & Academies	£100
Non T&W Schools	£120
* 10% discount per delegate for two or more bookings on the same course	

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Part 2: Thursday, 17 September, 2020
Part 1: Wednesday, 30 September, 2020
Part 2: Thursday, 01 October, 2020
Part 1: Wednesday, 02 December, 2020
Part 2: Thursday, 03 December, 2020
Part 1: Wednesday, 17 March, 2021
Part 2: Thursday, 18 March, 2021
Part 1: Wednesday, 09 June, 2021
Part 2: Thursday, 10 June, 2021
9.15am to 3.30pm

SG 102

Newly Appointed Designated Safeguarding Leads' Training (2 day course)

Course Tutor: Education Safeguarding Team

Target Audience: Staff newly appointed to the role of Designated Safeguarding Lead (*cross phase*)

Course Content

This course enables all those who are Designated Safeguarding Leads to fulfil their role and understand their responsibilities and the statutory requirements.

Key Outcomes

Delegates will:

- meet the requirements (paragraph 64) of 'Keeping Children Safe in Education'
- develop an overview of the local safeguarding partnership arrangements
- understand how to support staff and liaise with other services
- know how to respond to safeguarding concerns
- develop an awareness of local child protection procedures
- understand how to manage child protection records safely
- raise awareness of wider and contextual safeguarding issues
- understand training requirements

Cost per delegate

T&W LA Schools & Academies	£300
Non T&W Schools	£360
* 10% discount per delegate for two or more bookings on the same course	

To book a place on this course, please send a completed booking form to:

School Improvement ✉ Email: cpdschoolimprovement@telford.gov.uk

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Wednesday, 21 October, 2020
Wednesday, 10 February, 2021
Wednesday, 12 May, 2021
5pm to 7.30pm

SG 103

Newly Appointed Safeguarding Governor Induction Training

Course Tutor: Education Safeguarding Team

Target Audience: Governors (*cross phase*)

Course Content

This course will provide governors with an understanding of their responsibilities in relation to safeguarding.

Key Outcomes

Attendance is required to meet the requirements of 'Keeping Children Safe in Education'.

Delegates will have an understanding of their responsibilities in relation to safeguarding.

Cost per delegate * (*this course is repeated – delegates only select one date*)

T&W LA Schools & Academies	£100
Non T&W Schools	£120

* 10% discount per delegate for two or more bookings on the same course

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School Improvement ✉ Email: cpdschoolimprovement@telford.gov.uk

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Wednesday, 04 November, 2020

Wednesday, 10 March, 2021

Wednesday, 30 June 2021

SG 105: 2pm to 3.30pm

SG 106: 4.15pm to 5.45pm

SG 105 & SG 106

Designated Safeguarding Leads' and Safeguarding Governors' Termly Update

Course Tutor: Education Safeguarding Team

Target Audience: Designated Safeguarding Leads (*cross phase*)

Course Content

A termly update of information on current issues related to safeguarding in schools.

Key Outcomes

All designated safeguarding leads and their deputies must attend a minimum of one session per year to meet the requirements of (paragraph 65) 'Keeping Children Safe in Education'.

Delegates will have the opportunity to:

- meet other designated safeguarding leads and governors with specific safeguarding responsibility
- update their knowledge and skills
- gain an awareness of safeguarding developments any changes relevant to their role

Cost per delegate *

T&W LA Schools & Academies	£90
Non T&W Schools	£108

*** please note:**

- *schools and academies within Telford & Wrekin, and other schools and organisations which buy into the Safeguarding SLA with Telford & Wrekin LA, will receive one free place each term on either SG 105 or SG 106*
- *schools booking two or more additional 'chargeable' places will receive a 10% discount per delegate*

To book a place on this course, please send a completed booking form to:

School Improvement ✉ Email: cpdschoolimprovement@telford.gov.uk

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Wednesday, 23 September, 2020
Thursday, 12 November, 2020
Thursday, 04 February, 2021
Thursday, 20 May, 2021
9.15am to 3.15pm

SG 107

Designated Safeguarding Leads' Refresher

Course Tutor: Education Safeguarding Team

Target Audience: Existing DSL's in need of refresher training (*cross phase*)

Course Content

To provide Designated Safeguarding Leads with a mandatory update to the knowledge and skills required to carry out their role.

Key Outcomes

This training must be attended within two years of the new designated safeguarding leads' training. This training enables Designated Safeguarding Leads to meet the requirements of (paragraph 64) 'Keeping Children Safe in Education'.

Delegates will:

- develop an insight into a variety of best practice strategies
- refresh their knowledge of local child protection procedures, thresholds and referral procedures
- understand how to develop and maintain a culture of safeguarding in education settings

Cost per delegate * (*this course is repeated – delegates only select one date*)

T&W LA Schools & Academies	£150
Non T&W Schools	£180

*** 10% discount per delegate for two or more bookings on the same course**

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Thursday, 17 September, 2020
Thursday, 22 October, 2020
Wednesday, 06 January, 2021
Wednesday, 05 May, 2021
3.30pm to 5pm

Wednesday, 03 March, 2021
Thursday, 17 June, 2021
9.30am to 11am

SG 108

Raising Awareness of Child Protection

Course Tutor: Education Safeguarding Team

Target Audience: School staff who have not been able to access whole school training, voluntary sector organisations, and small private organisations (*cross phase*)

Course Content

This course provides a basic understanding of child abuse and neglect, will highlight signs and indicators of abuse and inform the learner what to do in response to concerns about a child.

Key Outcomes

The course is evidence that school and college staff meet the requirements of 'Keeping Children Safe in Education' which dictates that '*...all staff should receive appropriate safeguarding and child protection training which is regularly updated..*'

Delegates will:

- understand how to recognise, respond and record concerns about a child's welfare
- develop an awareness of the indicators of abuse in a child's life and the implications for the child
- understand the relevance of the Telford & Wrekin Safeguarding Partnership arrangements
- learn about the considerations necessary when receiving a disclosure of abuse
- recognise the importance of documentation and record keeping in effective protection of children
- understand the process to get the right help at the right time for the child if there are concerns for their well-being

Cost per delegate *

T&W LA Schools & Academies	£90
Non T&W Schools	£108

* *please note:*

- *T&W schools and academies, and other schools and organisations which buy into the Safeguarding SLA, will receive one free place at each of these sessions*
- *10% discount per delegate for two or more 'chargeable' bookings made for the same date*

To book a place on this course, please send a completed booking form to:

✉ Email: cpdschoolimprovement@telford.gov.uk

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Thursday, 10 September, 2020
Thursday, 21 January, 2021
9am to 12noon

SG 201

Managing Sexual Violence & Sexual Harassment in Schools

Course Tutor: Education Safeguarding Team

Target Audience: Designated Safeguarding Leads, senior leaders, governors

Course Content

This course will provide an oversight of how to manage sexual violence and sexual harassment.

Key Outcomes

This course will help delegates to:

- meet the requirements of part five of 'Keeping Children Safe in Education'
- understand the Department for Education's published advice 'Sexual Violence and Sexual Harassment between Children in Schools and Colleges'
- understand how to respond to reports of sexual violence and sexual harassment and how to complete robust risk assessment
- gain an awareness of what action to take following a report of sexual violence and/or sexual harassment

Cost per delegate * *(this course is repeated – delegates only select one date)*

T&W LA Schools & Academies	£100
Non T&W Schools	£120

* 10% discount per delegate for two or more bookings on the same course

To book a place on this course, please send a completed booking form to:

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Thursday, 15 October, 2020
Wednesday, 03 March, 2021
Wednesday, 23 June, 2021
5pm to 7pm

SG 104

Governors' Responsibilities for Exclusions

Course Tutor: Education Safeguarding Team

Target Audience: Governors (*cross phase*)

Course Content

This course will provide governors with an oversight of their responsibilities in monitoring exclusions and their role in the Pupil Disciplinary Committee.

Key Outcomes

Delegates will have a clear understanding of:

- how to monitor exclusions
- their role within a Pupil Disciplinary Committee

Cost per delegate * (*this course is repeated – delegates only select one date*)

T&W LA Schools & Academies	£100
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Non T&W Schools	£120
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*** 10% discount per delegate for two or more bookings on the same course**

To book a place on this course, please send a completed booking form to:
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Thursday, 24 September, 2020
Thursday, 14 January, 2021
Thursday, 10 June, 2021
3pm to 5.30pm

Absence Management of Employees

Course Tutor: Rebecca Hulsmeier, HR Advisory Team representative

Target Audience: Senior leaders, school business managers & senior administrators (*cross phase*)

Course Content

To provide an overview of the Schools' Model Absence Management Policy to enable absence to be managed effectively across the school.

This will include:

- guidance on how to conduct a return to work meeting and the more formal meetings within this process
- the legal requirements of the Equality Act in respect of employees with a disability
- guidance on how to draft and present a report at the final stage of this process

Learning will be reinforced through practical case studies.

Key Outcomes

To ensure absence is managed appropriately in line with the Schools' Policy and to be more confident in undertaking absence management meetings.

Cost per delegate *(this course is repeated – delegates only select one date)*

Schools & Academies	£55
Schools & Academies which buy into a service level agreement with T&W Human Resources	£40

Course places should be booked through our online learning platform (Ollie) for all T&W maintained schools and for those academies who subscribe to this platform: <https://telford.learningpool.com/>

All other bookings should be made by email to: HRhelpdesk@telford.gov.uk

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Thursday, 08 October, 2020
3pm to 5.30pm

Pay and Conditions of Employment

Course Tutor: Rebecca Hulsmeier

Target Audience: Governors, school business managers, senior administrative staff (*cross phase*)

Course Content

This course will cover the main elements of pay and conditions for teachers and support staff in line with School Teachers' Pay & Conditions and NJC national agreements. This will include any amendments from September 2020 and outline the requirements of the Pay Policy for teaching staff.

Key Outcomes

Delegates will have an increased knowledge and understanding of the terms and conditions of employment applicable to school staff.

Cost per delegate

Schools & Academies	£55
Schools & Academies which buy into a service level agreement with T&W Human Resources	£40

Course places should be booked through our online learning platform (Ollie) for all T&W maintained schools and for those academies who subscribe to this platform: <https://telford.learningpool.com/>

All other bookings should be made by email to: HRhelpdesk@telford.gov.uk

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Tuesday, 13 October, 2020
Wednesday, 09 December, 2020
Wednesday, 03 February, 2021
Wednesday, 28 April, 2021
Monday, 28 June, 2021
9am to 4.30pm

Safer Recruitment Training

Course Tutor: Scott Thomas-White, HR Advisory Team rep

Target Audience: Governors, senior leaders (*cross phase*)

Course Content

This training looks at best practice that should be adopted when recruiting and selecting adults to work with children and young people. It sets out procedures and strategies to help those involved in the recruitment process to deter, identify and reject applicants who are unsuitable to work with children and young people. It also seeks to strengthen safeguards by helping to deter and prevent abuse, with the aim of creating an environment where concerns can be raised on poor or unsafe practice. The course is intended to help employers fulfil their responsibility to have in place safe recruitment and selection practice within the wider context of safeguarding children and young people. Our lead trainer is fully accredited by the Safer Recruitment Consortium.

It is a requirement that 'providers ensure that people looking after children are suitable to fulfil the requirements of their role. Providers must have effective systems in place to ensure that practitioners, and any other person who is likely to have regular contact with children are suitable.' (*Statutory Framework for the EYFS 3.9*)

Key Outcomes

This course will:

- give participants an awareness and understanding of offender behaviour
- identify the key features of staff recruitment which help deter or prevent the appointment of unsuitable people
- consider recruitment policies and practices which minimise opportunities for abuse or ensure its prompt reporting
- help participants begin to review their own and their organisations' policies and practices, with a view to making them safer, and ensure an ongoing culture of vigilance

Cost per delegate (*this course is repeated – delegates only select one date*)

T&W LA Schools & Academies	£155
T&W LA Schools & Academies which buy into a service level agreement with Human Resources	£130

Course places should be booked through our online learning platform (Ollie) for all T&W maintained schools and for those academies who subscribe to this platform: <https://telford.learningpool.com/>

All other bookings should be made by email to: HRhelpdesk@telford.gov.uk

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Thursday, 12 November, 2020
3pm to 5.30pm

Managing Employee Capability (Performance Management)

Course Tutor: Rebecca Hulsmeier, HR Advisory Team rep

Target Audience: Senior leaders, governors (*cross phase*)

Course Content

The course will include:

- an overview of the Schools' Model Capability Procedure, and how to use this effectively at both informal and formal stages to manage the performance of all school staff
- how to draft an effective performance improvement plan and set SMART objectives, as well as how to have effective performance management discussions
- the drafting of the report to be considered at the final formal stage of the procedure and how to effectively present this at a formal meeting

Learning will be reinforced through practical case studies.

Key Outcomes

Delegates will:

- gain an understanding of the Schools Model Capability Procedure
- be confident in managing performance of all employees effectively and consistently

Cost per delegate

T&W LA Schools & Academies	£55
T&W LA Schools & Academies which buy into a service level agreement with Human Resources	£40

Course places should be booked through our online learning platform (Ollie) for all T&W maintained schools and for those academies who subscribe to this platform: <https://telford.learningpool.com/>

All other bookings should be made by email to: HRhelpdesk@telford.gov.uk

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Thursday, 18 March, 2021
3pm to 5.30pm

Employee Investigations Training

Course Tutor: Rebecca Hulsmeier, HR Advisory Team rep

Target Audience: Senior leaders, governors (*cross phase*)

Course Content

This course will provide training on commissioning and undertaking an employee investigation, as required by a number of School HR Policies.

This will cover:

- questioning techniques
- the writing of the final report
- presenting the final report at a hearing

Learning will be reinforced through practical case studies.

Key Outcomes

Delegates will be able to:

- be consistent in decision making around the need to commence an investigation
- undertake an effective and fair investigation into any employment matter
- present this confidently at a formal hearing

Cost per delegate

T&W LA Schools & Academies	£55
T&W LA Schools & Academies which buy into a service level agreement with Human Resources	£40

Course places should be booked through our online learning platform (Ollie) for all T&W maintained schools and for those academies who subscribe to this platform: <https://telford.learningpool.com/>

All other bookings should be made by email to: HRhelpdesk@telford.gov.uk

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Wednesday, 27 January, 2021
1.15pm to 4pm

CPD 713

Ensuring the EAL provision provided by support staff in primary schools to meet the needs of all pupils

Course Tutor: Kirsty Holden, Qamar Maqsood

Target Audience: Support Staff

Course Content

This course provides an introduction to EAL for support staff.

The course will look at:

- meeting the needs of pupils new to English and/ or newly arrived in the UK, as well as the continuing needs of those at later stages of learning English as an Additional Language
- share classroom strategies that will enable new arrivals and advanced Bilingual/ Multilingual learners to access the curriculum at their level, with a focus on effective classroom teaching and learning strategies - including effective use of translation, differentiation, use of bilingual staff and resources - to ensure learning for both New Arrivals and Advanced Bilingual /Multilingual learners in the same classroom as well as targeted support.

Key Outcomes

Delegates will improve their understanding of:

- how they can support the induction and inclusion of pupils who are new to English and/or new to the UK
- the process of learning an additional language
- effective ways to support EAL learners and promote their access to the curriculum
- activities and resources for in class and interventions

Cost per delegate *

T&W LA Schools & Academies	£100
Non T&W Schools	£120

** Schools which subscribe to a service level agreement with the Multicultural Development Team receive 50% discount off each of the above prices (except for those subscribing to Gold Plus - which includes one free place and 50% off any additional places)*

To book a place on this course, please send a completed booking form to:

School Improvement ☒ Email: cpdschoolimprovement@telford.gov.uk

☎ Tel: 01952 380861

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Wednesday, 17 March, 2021
1.15pm to 4pm

CPD 715

Meeting the EYFS Profile Requirements for EAL Learners in EYFS

Course Tutor: Kirsty Holden, David Lord

Target Audience: EYFS leaders, staff with responsibility for EAL and inclusion

Course Content

This course focuses on:

- ensuring the requirements for EAL learners are met within the EYFS setting as required in the EYFS profile
- ensuring the latest OFSTED criteria is met and examined in relation to individual settings
- key strategies to support language development through quality first teaching and learning in a culturally and linguistically supportive environment for all learners, especially EAL, in EYFS

Key Outcomes

Delegates will explore:

- identifying, welcoming and including new to English children
- strategies to promote English language development
- effective ways to support children's first language
- working with parents
- creating a culturally inclusive environment
- assessment of EAL learners in EYFS

Cost per delegate *

T&W LA Schools & Academies	£100
Non T&W Schools	£120

** Schools which subscribe to a service level agreement with the Multicultural Development Team receive 50% discount off each of the above prices (except for those subscribing to Gold Plus - which includes one free place and 50% off any additional places)*

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Monday, 28 September, 2020
Thursday, 14 January, 2021
1.15pm to 4pm

EY 001

An Introduction to the Early Years Foundation Stage

Course Tutor: Lisa Seymour

Target Audience: Teachers in nursery and reception, teaching assistants, apprentices and practitioners new to the EYFS

Course Content

(Department for Education) The Early Years Foundation Stage (EYFS) is mandatory for all providers of early years in England - this includes maintained schools, non-maintained schools and independent schools.

Ofsted and inspectorates of independent schools have regard to the EYFS framework in carrying out inspections. Ofsted may issue actions (in respect of any failure to meet a requirement in the document) and/or may issue a welfare requirement notice (in respect of section 3). It is an offence for a provider to fail to comply with a welfare requirement notice.

Key Outcomes

Participants will become acquainted with the Early Years Foundation Stage Curriculum and Statutory Safeguarding and Welfare Requirements.

Attendees will:

- be familiar with the key documents relating to the EYFS
- reflect on the importance of meeting the statutory safeguarding and welfare requirements
- be able to identify the themes and principles of the EYFS
- gain an understanding of the Prime and Specific Areas of Learning and Development, including the 7 areas of learning and development
- be able to identify the characteristics of effective teaching and learning

Cost per delegate * *(this course is repeated – delegates only select one date)*

T&W LA Schools & Academies	£100
Non T&W Schools	£120

* 10% discount per delegate for two or more bookings on the same course

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Wednesday, 25 November, 2020
Wednesday, 17 March, 2021
Wednesday, 23 June, 2021
4pm to 5.30pm

EY 007

Early Years Coordinators - Termly Update

Course Tutor: Lisa Seymour

Target Audience: EYFS leads, reception class teachers, nursery practitioners and students

Course Content

This termly meeting will provide an update on:

- local and national data
- information related to outcomes from Ofsted inspections
- relevant legislation
- DfE and other national developments, strategies and issues, assessment and moderation
- CPD opportunities

The update meeting will also provide an opportunity for delegates to network and share good practice.

Cost per delegate per session * *(delegates are encouraged to attend each term if possible)*

T&W LA Schools & Academies	£90
Non T&W Schools	£108

*** 10% discount per delegate for two or more bookings on the same course**

To book a place on this course, please send a completed booking form to:

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Thursday, 15 October, 2020
Thursday, 10 June, 2021
1.15pm to 4pm

EY 008

The Role of the Early Years Practitioner in Supporting and Enhancing Play

Course Tutor: Early Years and Childcare Team

Target Audience: Teachers in nursery and reception, teaching assistants, apprentices and students

Course Content

(Department for Education) The Early Years Foundation Stage (EYFS) is mandatory for all providers of early years in England - this includes maintained schools, non-maintained schools and independent schools.

Ofsted and inspectorates of independent schools have regard to the EYFS in carrying out inspections. Ofsted may issue actions (in respect of any failure to meet a requirement in the document) and / or may issue a welfare requirement notice (in respect of section 3).

EYFS 1.8

'Each area of learning and development must be implemented through planned, purposeful play and through a mix of adult-led and child initiated activity. Play is essential for children's development....'

This course will focus on the important role that all practitioners working in the EYFS environment have and to understand the importance of scaffolding and extending play opportunities to enhance children's learning and development.

Key Outcomes

Attendees will:

- understand the importance of play on children's holistic learning and development
- reflect upon the characteristics of effective learning when observing children
- extend their strategies to promote sustained shared thinking opportunities
- consider the balance of adult-led and child-initiated opportunities to meet a range of children's developmental needs
- evaluate the opportunities provided within the early years environment and make changes to enhance provision

Cost per delegate * (this course is repeated – delegates only select one date)

T&W LA Schools & Academies	£100
Non T&W Schools	£120

* 10% discount per delegate for two or more bookings on the same course

To book a place on this course, please send a completed booking form to:

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Monday, 19 October, 2020
Thursday, 11 February, 2021
4pm to 5.30pm

EY 009

Meeting the Statutory Safeguarding and Welfare Requirements of the EYFS

Course Tutor: Early Years and Childcare Team

Target Audience: EYFS coordinators / leads, nursery and reception teachers, teaching assistants and EYFS governors

Course Content

(Department for Education) The Early Years Foundation Stage (EYFS) is mandatory for all providers of early years in England - this includes maintained schools, non-maintained schools and independent schools.

Ofsted and inspectorates of independent schools have regard to the EYFS in carrying out inspections. Ofsted may issue actions (in respect of any failure to meet a requirement in the document) and/or may issue a welfare requirement notice (in respect of section 3). It is an offence for a provider to fail to comply with a welfare requirement notice.

This course will support the completion of education safeguarding audits conducted by the local authority.

Key Outcomes

Attendees will gain a better understanding of the Safeguarding and Welfare requirements, as set out in the EYFS Statutory Framework 2017.

Attendees will:

- gain a greater understanding of the Statutory Safeguarding and Welfare Requirements of the EYFS
- be able to ensure that the school is meeting EYFS statutory requirements
- review policy, procedures and routines in line with the EYFS
- identify any gaps and action plan to develop practice further

Cost per delegate * *(this course is repeated – delegates only select one date)*

T&W LA Schools & Academies	£90
Non T&W Schools	£108

*** 10% discount per delegate for two or more bookings on the same course**

To book a place on this course, please send a completed booking form to:

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Thursday, 03 December, 2020
Tuesday, 27 April, 2021
1.15pm to 4pm

EY 011

Observing Children in the Early Years Foundation Stage

Course Tutor: Early Years and Childcare Team

Target Audience: Practitioners working in nursery and reception classes including teaching assistants and apprentices

Course Content

(Department for Education) The Early Years Foundation Stage (EYFS) is mandatory for all providers of early years in England - this includes maintained schools, non-maintained schools and independent schools.

Ofsted and inspectorates of independent schools have regard to the EYFS in carrying out inspections. Ofsted may issue actions (in respect of any failure to meet a requirement in the document) and/or may issue a welfare requirement notice (in respect of section 3). It is an offence for a provider to fail to comply with a welfare requirement notice.

EYFS 2.1

Ongoing assessment of children is an integral part of the learning and development process. It involves practitioners observing children to understand their level of achievement, interests and learning styles, and to shape learning experiences for each child reflecting observations. In their interactions with children, practitioners should respond to their own day-to-day observations about children's progress and observations that parents and carers share.

Education Inspection Framework:

Evaluating the quality of early years education in schools

Good practice – implementation

- The curriculum is coherently planned and sequenced. It builds on what children know and can do, towards cumulatively sufficient knowledge and skills for their future learning.
- Staff create an environment that supports the intent of an ambitious coherently planned and sequenced curriculum. The resources are chosen to meet the children's needs and promote learning.

Key Outcomes

Attendees will:

- understand the importance of observing children for a variety of purposes
- be able to utilise a range of observational formats
- recognise the importance of sharing observations with parents/carers and a range of professionals to support children's development and partnership working

Cost per delegate * *(this course is repeated – delegates only select one date)*

T&W LA Schools & Academies	£100
Non T&W Schools	£120

*** 10% discount per delegate for two or more bookings on the same course**

To book a place on this course, please send a completed booking form to:

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Thursday, 25 March, 2021
9.15am to 4pm

EY 015

Early Years Conference

Course Tutor: Early Years and Childcare Team

Target Audience: EYFS leads, reception class teachers and nursery practitioners

Course Content

This is an annual conference event. The exact content is still being determined and will be added during the year.

Cost per delegate *

T&W LA Schools & Academies	£150
Non T&W Schools	£180
<i>* 10% discount per delegate for two or more bookings on the same course</i>	

To book a place on this course, please send a completed booking form to:

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Thursday, 08 October, 2020
Wednesday, 28 April, 2021
9.15am to 12noon

EY 104

Best practice in your breakfast, after-school and holiday provision

Course Tutor: Early Years and Childcare Team

Target Audience: Teaching assistants, out of school club co-ordinators, breakfast club co-ordinators

Course Content

Out of school clubs form part of the Government's Extended Schools Agenda, and include after-school clubs, breakfast clubs and holiday clubs. Extended schools are designed to help parents balance work and family commitments, whilst providing children with study support and offering them a broader range of experiences and interests. There are other benefits for children who attend extended provision, including better attendance, attainment, behaviour, confidence and social skills.

Key Outcomes

This training will support you to develop and provide good quality out of school provision for children and their families.

Attendees will :

- be able to enhance or develop breakfast, after-school and holiday provision
- take away ideas that will promote a fun and stimulating environment for children
- identify strategies to obtain feedback and views, consulting with children and their families
- be able to evaluate provision and identify areas for development

Cost per delegate * (this course is repeated – delegates only select one date)

T&W LA Schools & Academies	£100
Non T&W Schools	£120

* 10% discount per delegate for two or more bookings on the same course

To book a place on this course, please send a completed booking form to:

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Tuesday, 17 November, 2020
Tuesday, 25 May, 2021
1.15pm to 4pm

EY 106

The Role of the Key Person in the Early Years Foundation Stage

Course Tutor: Early Years and Childcare Team

Target Audience: Reception class teachers, nursery practitioners, teaching assistants

Course Content

(Department for Education) The Early Years Foundation Stage (EYFS) is mandatory for all providers of early years in England - this includes maintained schools, non-maintained schools and independent schools.

Ofsted and inspectorates of independent schools have regard to the EYFS in carrying out inspections. Ofsted may issue actions (in respect of any failure to meet a requirement in the document) and/or may issue a welfare requirement notice (in respect of section 3). It is an offence for a provider to fail to comply with a welfare requirement notice.

EYFS 1.10 and 3.27

Each child must be assigned a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with the parents. The key person must seek to engage and support parents and/or carers in guiding their child's development at home. They should also help families engage with more specialist support if appropriate.

Education Inspection Framework:

Evaluating the quality of early years education in schools
Good practice – Implementation

- Staff provide information for parents about their children's progress in line with requirements of the EYFS. They provide information to parents about supporting their child's learning at home, including detail about the schools method of teaching reading and how to help children learn to read.
- The curriculum and care practices promote and support children's emotional security and development of their character. Leaders and staff are particularly attentive to the youngest children's needs.

Key Outcomes

Attendees will have a greater understanding of the importance of the role of the key person in supporting children's learning, development and wellbeing.

Participants will:

- have a raised awareness of the importance of supporting children's emotional health and wellbeing through strong key person relationships, including attachment theory
- be able to reflect upon current practice with regards to the role of the 'key person', as set out in the in the Early Years Foundation Stage Curriculum:
 - knowing the child well
 - observing and planning to meet their individual needs, and
 - supporting learning in the home environment
- understand the important role of the key person when supporting children through transitions into the nursery/school, within the school and through key events in children's lives

Cost per delegate * (this course is repeated – delegates only select one date)

T&W LA Schools & Academies	£100
Non T&W Schools	£120

*** 10% discount per delegate for two or more bookings on the same course**

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School Improvement ✉ Email: cpdschoolimprovement@telford.gov.uk

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Tuesday, 15 December, 2020
Monday, 22 March, 2021
1.15pm to 4pm

EY 112

Understanding Early Language Development 2 to 4 years

Course Tutor: Early Years and Childcare Team

Target Audience: Reception class teachers, nursery practitioners, teaching assistants and students

Course Content

(Ofsted) The school inspection handbook states that inspectors will consider:

- how well staff develop children's communication and language through singing songs, nursery rhymes and playing games
- how well leaders and staff are aware of the large difference in development between children who are just 2 and those approaching their fourth birthday
- how staff listen to children and respond to their verbal and non-verbal communication rather than interrupting them

Key Outcomes

Delegates will be able to:

- describe the development of speech, language and communication skills in children under 3 years
- understand the processes of pre-verbal and early verbal development
- identify risk factors that impact on the development of communication skills
- understand the role practitioners play in supporting speech, language and communication development in children aged 2 - 5 years
- gather information regarding any difficulties, together with an understanding of when and where to refer

Cost per delegate * (this course is repeated – delegates only select one date)

T&W LA Schools & Academies	£100
Non T&W Schools	£120

* 10% discount per delegate for two or more bookings on the same course

To book a place on this course, please send a completed booking form to:

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Thursday, 24 September, 2020
Tuesday, 23 March, 2021
Thursday, 01 July, 2021
4pm to 5.30pm

EY 201

Forest School and Outdoor Learning for Practitioners Working within EYFS

Course Tutor: Early Years and Childcare Team

Target Audience: Practitioners working in the EYFS and Forest School Leaders

Course Content

The sessions will vary each term with a focus on the different areas of the EYFS learning and development. Content will be shared prior to the joining instructions.

Key Outcome

Forest School and outdoor learning is an inspirational process which offers ALL learners regular opportunities to achieve and develop independence, confidence, language and communication skills and self-esteem through hands-on learning experiences in a woodland or natural environment with trees.

Forest School is a specialised learning approach that sits within, and complements, the wider context of outdoor and woodland education. We offer a range of bespoke trainings that will improve outdoor learning in your setting and / or school. We draw on best practice and offer a holistic approach.

Through the continuous professional development training we deliver for Qualified Forest School Leaders, early years practitioners, teachers and teaching assistants, we aim to support you in developing and enhancing your Forest School and outdoor learning areas, provide you with fresh inspiring ideas and activities to stimulate children and young people's learning and development in a natural environment.

Through practical hands-on outdoor training courses we aim to leave you inspired with lots of practical and theoretical tools that link to an educational / learning based setting.

Cost per delegate * *(this course is repeated – delegates only select one date)*

T&W LA Schools & Academies	£90
Non T&W Schools	£108

*** 10% discount per delegate for two or more bookings on the same course**

To book a place on this course, please send a completed booking form to:

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Friday, 06 November, 2020
9.15am to 3.30pm

EY 204

I'm a Brilliant Learner - are you ready for me?

Course Tutor: Helen Moylett, Lisa Seymour

Target Audience: EYFS leads, Foundation Stage staff, nursery teachers, teaching assistants, nursery assistants, students, apprentices

Course Content

Two and three year olds are amazingly good learners. Left to their own devices in a stimulating environment they will interact with each other and the resources in all sorts of innovative ways. However this is not sufficient - they need skilled, knowledgeable, consistent, loving adults to nurture their self-confidence and resilience, to support their interactions, to model language and conversation and to set boundaries and challenges as well as comfort and console when appropriate.

This course will explore important aspects of child development, as well as effective playful adult strategies to support these young explorers and thinkers.

Key Outcomes

Under the new Ofsted EIF there is an expectation that 'all' staff will need to demonstrate their knowledge and understanding of child development and that staff are:

"knowledgeable about the typical development and characteristics of learning for two-and three-year-olds, including their emotional and physical dependence on adults"

"aware of the large difference in development between children who are just two and those approaching their 4th birthday.." (Ofsted, 2019, School Inspection Handbook, page 78-79)

This course will:

- help participants understand more about the development and learning of two and three year olds
- explore effective pedagogy to support two and three year olds learning - particularly in the prime areas of personal, social and emotional development, communication and language and physical development
- celebrate existing good practice and identify areas for development

Cost per delegate *

T&W LA Schools & Academies	£150
Non T&W Schools	£180

10% discount per delegate for two or more bookings on the same course

To book a place on this course, please send a completed booking form to:

School Improvement ✉ Email: cpdschoolimprovement@telford.gov.uk

☎ Tel: 01952 380861

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Cost per delegate * *(this course is repeated – delegates only select one date)*

T&W LA Schools & Academies	£100
Non T&W Schools	£120

*** 10% discount per delegate for two or more bookings on the same course**

To book a place on this course, please send a completed booking form to:

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Thursday, 22 October, 2020
Monday, 05 July, 2021
1.15pm to 4pm

EY 302

Effective Circle Times in the EYFS

Course Tutor: Early Years and Childcare Team

Target Audience: Teachers in nursery, reception, teaching assistants, apprentices, practitioners new to the EYFS

Course Content

(Ofsted) The school inspection handbook states that inspectors will consider how well:

- staff develop children's communication and language through singing songs, nursery rhymes and playing games
- leaders and staff are aware of the large difference in development between children who are just 2 and those approaching their fourth birthday
- staff listen to children and respond to their verbal and non-verbal communication rather than interrupting them

This training will enable practitioners to think about how they can utilise circle times more effectively, reflecting on current practice, child development and the adult role when supporting children's listening and attention skills

Key Outcomes

Delegates will be able to:

- consider what makes a good circle time and plan more effectively
- have a greater understanding of the development levels for early years children
- review resources and activities to support circle times
- evaluate the role of the adult and child in successful circle times
- support SEND children more effectively during circle times

There will be opportunities to discuss and reflect on your experiences, practice, share ideas and network with other EYFS practitioners.

Cost per delegate * (this course is repeated – delegates only select one date)

T&W LA Schools & Academies	£100
Non T&W Schools	£120

* 10% discount per delegate for two or more bookings on the same course

To book a place on this course, please send a completed booking form to:

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Monday, 23 November, 2020
Tuesday, 15 June, 2021
9.15am to 12noon

EY 303

Bright Ideas and Inspiration - for your breakfast, holiday and out of school provision

Course Tutor: Early Years and Childcare Team

Target Audience: Teaching assistants, Out of School club co-ordinators, breakfast club co-ordinators

Course Content

Building on our 'Best Practice for your breakfast, holiday and out of school provision' this course will provide more ideas to enhance your extended school provision.

Key Outcomes

Delegates will:

- learn about different ways to ways to consult with children and young people
- be provided with innovative ideas and creative activities for children and young people encouraging them to have fun together
- discuss how to inspire staff - team building activities
- reflect upon staff interactions and engagement with children (observing)
- look at different ways to source resources on a low budget

Cost per delegate * *(this course is repeated – delegates only select one date)*

T&W LA Schools & Academies	£100
Non T&W Schools	£120

* 10% discount per delegate for two or more bookings on the same course

To book a place on this course, please send a completed booking form to:

School Improvement ✉ Email: cpdschoolimprovement@telford.gov.uk

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Part 1: Thursday, 26 November, 2020

Part 2: Thursday, 10 December, 2020

Part 1: Monday, 08 March, 2021

Part 2: Monday, 15 March, 2021

1.15pm to 4pm

EY 304

Weaving Literacy and Mathematical Development into a Broad EYFS Curriculum

Course Tutor: Early Years and Childcare Team

Target Audience: Nursery/Reception Teachers/ Teaching assistants/apprentices/practitioners new to the EYFS

Course Content

(Ofsted) The school inspection handbook states the following:

- Children benefit from meaningful learning across the curriculum.
- Staff are knowledgeable about the teaching of early mathematics. They ensure that children have sufficient practice to be confident in using and understanding numbers. The mathematics curriculum provides a strong basis for more complex learning later on. Over the EYFS, teaching is designed to help children remember long term what they have been taught and to integrate into new knowledge.
- There is a sharp focus on ensuring that children acquire a wide vocabulary, communicate effectively.
- Children develop detailed knowledge and skills across the seven areas of learning in an age-appropriate way. Children develop their vocabulary and use it across the EYFS curriculum.

This course will support participants to examine the importance of providing a continuous provision which includes Literacy and Mathematical development holistically.

Key Outcomes

Attendees will be able to:

- review statutory documents and Ofsted reports highlighting Literacy and Maths within the new framework
- gain an overview of Literacy and Mathematical Development in the Early Years Foundation Stage
- look at the continuous provisions for indoors and outside environments
- participate in a gap task
- explore possible learning opportunities within the continuous provision and daily routines
- discuss the role of the adult
- reflect on practice within own setting
- plan next steps for your setting
- engage in opportunities to network and discuss ideas throughout the sessions

Cost per delegate * <i>(total cost consisting of both parts)</i>	
T&W LA Schools & Academies	£150
Non T&W Schools	£180
* 10% discount per delegate for two or more bookings on the same course	

To book a place on this course, please send a completed booking form to:
School Improvement ✉ Email: cpdschoolimprovement@telford.gov.uk
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Tuesday, 19 January, 2021
Thursday, 17 June, 2021
9.15am to 12noon

EY 307

Developing a Communication Friendly Environment in the EYFS

Course Tutor: Early Years and Childcare Team

Target Audience: Teachers in nursery & reception, teaching assistants, apprentices, practitioners new to the EYFS

Course Content

(Ofsted) The school inspection handbook states that inspectors will consider how well:

- staff develop children's communication and language through singing songs, nursery rhymes and playing games
- staff develop children's love of reading through reading aloud and telling stories and rhymes
- leaders and staff are aware of the large difference in development between children who are aged 2 years and those approaching their fourth birthday
- staff listen to children and respond to their verbal and non-verbal communication rather than interrupting them
- children are given time to be in familiar, small groups, and opportunities to be in smaller quieter areas for play
- staff create an environment that supports the intent of an ambitious, coherently planned curriculum

This course will:

- consider the importance of communication, interaction and play, in relation to EYFS principles
- explore audit materials, including 'Every Child a Talker' programme (*National Strategies, 2008*)
- enable the creation of an action plan to develop a communication friendly setting
- provide opportunities to reflect on practice and to discuss strategies to provide inspiring learning opportunities to encourage children's communication, interaction and play

Key Outcomes

Delegates will:

- understand the importance of play and links to language development
- understand features of a communication friendly setting
- understand how to use and interpret communication audit tools to develop a setting action plan
- understand the role of the adult
- identify good practice to develop a communication friendly setting
- understand how to support communication and interaction for children with SLCN and EAL
- recognise effective practice in engaging with parents

Cost per delegate * *(this course is repeated – delegates only select one date)*

T&W LA Schools & Academies	£100
Non T&W Schools	£120
* 10% discount per delegate for two or more bookings on the same course	

To book a place on this course, please send a completed booking form to:
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Wednesday, 05 May, 2021
9am to 12noon

CPD 717

Meeting the OFSTED requirements for Equality and Diversity for Governors

Course Tutor: Kirsty Holden, Qamar Maqsood

Target Audience: Governors (*cross phase*)

Course Content

This course will cover :

- the key OFSTED and national legislation and guidelines relating to equality and diversity in schools
- understanding of governors' roles and responsibilities in relation to equality and diversity and the promotion of fundamental British values
- why issues around equality and diversity need to be central to the ethos of a school and explore some ways of promoting positive approaches to equalities and diversity

Key Outcomes

Delegates will gain an understanding of:

- how schools can meet their duty to eliminate discrimination, promote equality of opportunity and foster good relations between pupils
- how embedding equality and diversity in the school can support all children's social, moral, spiritual and cultural development
- how schools can meet the needs of minority ethnic pupils and those learning English as an additional language

Cost per delegate *

T&W LA Schools & Academies	£100
Non T&W Schools	£120

* Schools which subscribe to a service level agreement with the Multicultural Development Team receive 50% discount off each of the above prices (except for those subscribing to Gold Plus - which includes one free place and 50% off any additional places)

To book a place on this course, please send a completed booking form to:

School Improvement ☒ Email: cpdschoolimprovement@telford.gov.uk

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Tuesday, 20 October, 2020
4pm to 6pm

GO 601

The Strategic Role of Governors

Course Tutor: Rebecca Carey

Target Audience: Governors (*cross phase*)

Course Content

Strong governance is a key part of a successful school and the first core function of all governing boards is to ensure clarity of vision, ethos and strategic direction.

This course will explore what it means to be strategic and the four stages of implementing a successful strategy:

- creating a strategy
- monitoring the implementation
- monitoring the effectiveness
- reviewing

It will also look at case studies which help to identify the type of evidence a governing body can use to monitor and review the effectiveness of the school's strategy.

Key Outcomes

Ensure that the school's governing body fully understands its role and responsibilities in creating and monitoring the strategic plan of the school in line with its vision, values and ethos.

Cost per delegate *

T&W LA Schools & Academies	£100
Non T&W Schools	£120

*** 10% discount per delegate for two or more bookings on the same course**

To book a place on this course, please send a completed booking form to:

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Thursday, 08 October, 2020
Thursday, 25 February, 2021
5.30pm to 7pm

GO 603

The Importance of the Early Years Foundation Stage in Schools

Course Tutor: Lisa Seymour

Target Audience: Governors in EYFS and primary schools

Course Content

(Department for Education) The Early Years Foundation Stage (EYFS) is mandatory for all early years providers in England this includes maintained schools, non-maintained schools and independent schools.

Ofsted and inspectorates of independent schools have regard to the EYFS in carrying out inspections. Ofsted may issue actions (in respect of any failure to meet a requirement in the document) and/or may issue a welfare requirement notice (in respect of section 3) It is an offence for a provider to fail to comply with a welfare requirement notice.

This course will support the completion of Education Safeguarding audits conducted by the local authority.

Key Outcomes

To provide attendees with a good understanding of the importance of the Early Years Foundation Stage in schools.

Attendees will:

- be familiar with the EYFS documentation and the 3 sections, a) the learning and development requirements b) assessment c) the safeguarding and welfare requirements
- understand the importance of the underpinning Themes and the Principles of the EYFS
- recognise the importance of play within the EYFS curriculum
- consider the importance of appropriately trained staff working with children in the EYFS
- appreciate the importance of partnership working to improve outcomes for children

Cost per delegate * *(this course is repeated – delegates only select one date)*

T&W LA Schools & Academies	£90
Non T&W Schools	£108

*** 10% discount per delegate for two or more bookings on the same course**

To book a place on this course, please send a completed booking form to:

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Thursday, 19 November, 2020
Tuesday, 16 March, 2021
Wednesday, 02 June, 2021
5pm to 7pm

LSAT 212

Governors Responsibilities for SEND

Course Tutor: Natalie Bevan

Target Audience: Governors (*cross phase*)

Course Content

To ensure governors with responsibility for SEND have up to date knowledge of the SEND agenda and develop effective skills as a critical friend.

This course will help governors to:

- gain an understanding of the national picture and why SEND and inclusion is so important in schools
- review their responsibilities and how to challenge schools on their approach, the budget for SEND, and inclusion
- receive information about statutory requirements, including a school's duties under the Equality Act, accessibility planning and the need for a SEND information report that links back to the Local Offer website
- know what resources already exist which can be used to enhance a school's SEND offer
- know what questions to ask the SENCO to gain a better understanding of your school's approach
- understand the formal EHC consultation process and how to respond in line with the SEND Code of Practice

Cost per delegate * (*this course is repeated - delegates only need to select one date*)

T&W LA Schools & Academies	£100
Non T&W Schools	£120

* **10% discount per delegate for two or more bookings on the same course**

To book a place on this course, please send a completed booking form to:

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Tuesday, 10 November, 2020
Tuesday, 02 March, 2021
4pm to 5.30pm

GO 503

Designated Teachers & Governors for Children in Care Network

Course Tutor: Virtual School Team

Target Audience: Designated Teacher & Designated Governor for children in care (*cross phase*)

Course Content

For Governors to fully understand their role with regards to children in care and keep up to date with their responsibilities.

Key Outcomes

Delegates will understand relevant issues and be able to make changes within their own governing body to ensure that their legal responsibilities are followed.

Cost per delegate

T&W LA Schools & Academies	Free of charge
Non T&W Schools	Free of charge

To book a place on this course, please send a completed booking form to:
School Improvement ✉ Email: cpdschoolimprovement@telford.gov.uk
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Thursday, 08 October, 2020
Thursday, 29 April, 2021
9.30am to 12.30pm

SG 203

Child Protection Supervision

Course Tutor: Scott Thomas-White, Lisa Seymour

Target Audience: Designated Safeguarding Leads, senior leaders (*cross phase*)

Course Content

The DfE and Ofsted say that Designated Safeguarding Leads (DSL's) and deputy DSL's should have regular supervision.

This half day course will explore:

- what is child protection supervision?
- why it is so important
- different supervision models
- how supervision helps keep children safe
- the link between supervision and escalating concerns

Key Outcomes

By the end of the session delegates will be able to:

- describe the statutory & non-statutory framework within which CP supervision sits
- understand the historical context of supervision for safeguarding practitioners
- identify different models of supervision and consider which model best fits their needs
- engage in supervision, either as a supervisor or supervisee
- apply supervision to improve outcomes for children, particularly in relation to escalation

Cost per delegate * (*this course is repeated – delegates only select one date*)

T&W LA Schools & Academies	£100
Non T&W Schools	£120

* 10% discount per delegate for two or more bookings on the same course

To book a place on this course, please send a completed booking form to:

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Thursday, 26 November, 2020
Thursday, 04 March, 2021
Thursday, 17 June, 2021
3pm to 5.30pm

Safer Recruitment Administration

Course Tutor: Scott Thomas-White, Human Resources Team Advisor

Target Audience: Governors, senior leaders and senior administrators (*cross phase*)

Course Content

This course will cover the administrative elements of the Safer Recruitment process in line with the Statutory Guidance 'Keeping Children Safe in Education' (2018), including pre-employment checks, DBS and the requirements in respect of the Single Central Record.

This is an essential course for anyone in a school business management or senior administrative role within a school or academy and governors / trustees with safeguarding responsibilities.

Key Outcomes

To increase your knowledge and understanding of pre-employment checks and recording requirements in line with the statutory guidance 'Keeping Children Safe in Education' (2018).

Cost per delegate *(this course is repeated – delegates only select one date)*

T&W LA Schools & Academies	£55
T&W LA Schools & Academies which buy into a service level agreement with Human Resources	£40

Course places should be booked through our online learning platform (Ollie) for all T&W maintained schools and for those academies who subscribe to this platform: <https://telford.learningpool.com/>

All other bookings should be made by email to: HRhelpdesk@telford.gov.uk

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Wednesday, 16 September, 2020
Wednesday, 23 September, 2020
Wednesday, 30 September, 2020
Wednesday, 07 October, 2020
Wednesday, 14 October, 2020
Wednesday, 21 October, 2020
9am to 3pm

EPS 004

ELSA Training

Course Tutor: Dr Jane Park, Dr Meryl Newton

Target Audience: Emotional Literacy Support Assistants (*cross phase*)

Course Content

The ELSA project is a national initiative designed to help schools meet the needs of emotionally vulnerable pupils from within their own resources.

ELSA training is offered by TAW Education Psychology Service to upskill teaching assistants and learning support assistants to be Emotional Literacy Support Assistants. They help children recognise, understand and manage emotions to increase success, plan and deliver individual and small group support programmes, and receive training and ongoing supervision from Educational Psychologists.

For details of course content, please contact ELSA Coordinator Dr Jane Park jane.park@telford.gov.uk who will guide and advise your school further.

Cost per delegate (delegates must attend all six sessions)

T&W LA Schools & Academies	£600
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To book a place on this course, please send a completed booking form to:

School Improvement ✉ Email: cpdschoolimprovement@telford.gov.uk

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Tuesday, 23 February, 2021
Wednesday, 16 June, 2021
9.30am to 3.30pm

EPS 103

AET: Good Autism Practice

Course Tutor: Dr Jane Park, Deborah Carpenter, Julie Hofland, Jess Bussey (two of the above course tutors will be present for each course)

Target Audience: SENCOs, teachers, teaching assistants, learning support assistants (*cross phase*)

Course Content

If you work directly with autistic pupils this course will provide you with essential practical strategies and resources.

You will also gain a solid understanding of autism which is presented as a difference and not a deficit.

Key Outcomes

Delegates will:

- develop their knowledge and understanding of good autism practice
- reflect on and improve their practice through guidelines and activities
- learn how to use the schools' autism competency framework to evaluate and develop how they work

Cost per delegate * (*this course is repeated – delegates only select one date*)

T&W LA Schools & Academies	£150
Non T&W Schools	£180

***Please note: one free place is available for each setting**

To book a place on this course, please send a completed booking form to:
School Improvement ✉ Email: cpdschoolimprovement@telford.gov.uk
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Wednesday, 06 January, 2021
9am to 3pm

EPS 106

ELSA Conference

Course Tutor: Dr Jane Park

Target Audience: Emotional Literacy Support Assistants (ELSAs)

Course Content

The ELSA conference will be an exciting day of sharing effective practice, with CPD provided by the Education Psychology Team and an opportunity to discover new resources.

The morning will feature case studies from ELSAs and training from Telford & Wrekin Education Psychology Service on techniques from Motivational Interviewing and LEGO-based Therapy led by Dr Jane Park.

The afternoon will include a resource fair and opportunities for networking.

Key Outcomes

The conference will provide delegates with:

- new skills and understanding to support pupils with SEMH
- networking opportunities
- ideas for new resources to use with pupils in ELSA work

Cost per ELSA *

T&W LA Schools & Academies	£60
Non T&W Schools	£72

To book a place on this course, please send a completed booking form to:

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Wednesday, 25 November, 2020
Monday, 17 May, 2021
9.30am to 3.30pm

EPS 107

AET: Leading Good Autism Practice

Course Tutor: Dr Jane Park, Deborah Carpenter

Target Audience: SENCOs, senior leaders, inclusion managers (*cross phase*)

Course Content

This course is for those in leadership roles who can influence whole school development in responding effectively to the needs of autistic pupils. The training provides practical support and resources in support of whole school improvement.

Key Outcomes

Delegates will:

- develop a full understanding of good autism practice
- be able to evaluate and develop autism practice in their setting
- be able to audit staff knowledge and skills and identify professional development needs
- understand how good autism practice supports wider regulatory and good practice compliance

Cost per delegate * (*this course is repeated – delegates only select one date*)

T&W LA Schools & Academies	£150
Non T&W Schools	£180

* 10% discount per delegate for two or more bookings on the same course

To book a place on this course, please send a completed booking form to:

School Improvement ✉ Email: cpdschoolimprovement@telford.gov.uk

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Thursday, 28 January, 2021
1.15pm to 4pm

EPS 202

Understanding Mental Health – using psychological research to understand anxiety and depression

Course Tutor: Michael Lane

Target Audience: SENCOs, senior leaders, teaching staff, support staff (*cross phase*)

Course Content

This course will explore:

- anxiety and depression in the context of a school environment and how it is displayed by young people
- strategies to assist working with young people

Key Outcomes

Delegates will:

- understand the various types of anxiety experienced by young people
- know the signs that may indicate depression
- be aware of strategies to assist staff when working with young people who present with these areas of mental health

Cost per delegate *

T&W LA Schools & Academies	£100
Non T&W Schools	£120

* 10% discount per delegate for two or more bookings on the same course

To book a place on this course, please send a completed booking form to:

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Friday, 05 February, 2021
1.15pm to 4pm

EPS 203

Emotional Based School Refusal - using applied psychological principles

Course Tutor: Dr Severine Thompson

Target Audience: SENCOs, support staff (*cross phase*)

Course Content

This training is essential for both mainstream and specialist settings - both primary and secondary.

It aims to assist members of staff supporting children and young people to understand what causes emotional school based refusal and shares relevant psychological evidence-based strategies.

Key Outcomes

Delegates will acquire and develop strategies and resources that can be utilised as part of a process of 'assess-plan-do-review' to support the child/young person, with consideration to how to work in partnership with parents and professionals.

Cost per delegate *

T&W LA Schools & Academies	£100
Non T&W Schools	£120
* 10% discount per delegate for two or more bookings on the same course	

To book a place on this course, please send a completed booking form to:

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Wednesday, 03 March, 2021
1.15pm to 4pm

EPS 205

Mindfulness: use mindfulness and conversational change strategies to promote positive mental health and wellbeing

Course Tutor: Michael Lane

Target Audience: SENCOs, senior leaders, support staff (*cross phase*)

Course Content

This course will:

- introduce delegates to mindfulness research and practice
- provide opportunities to practise a 'mindful' body scan
- explore conversational change strategies to use alongside mindfulness to empower young people to improve their attainment and/or achieve positive mental health and wellbeing

Key Outcomes

Delegates will understand:

- mindfulness and how to assist others to engage in a mindful technique
- how to create a mindful conversation
- how to apply psychological strategies to induce 'change' through conversations

Cost per delegate *

T&W LA Schools & Academies	£100
Non T&W Schools	£120
* 10% discount per delegate for two or more bookings on the same course	

To book a place on this course, please send a completed booking form to:

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Thursday, 11 March, 2021
1.15pm to 4pm

EPS 206

When Belonging Needs Are Met - the building blocks of self-esteem and their impact on children's academic attainment and emotional wellbeing

Course Tutor: Dr Jane Park

Target Audience: All staff

Course Content

Learn the five building blocks of self-esteem, and consider the evidence of the importance of 'Belonging' linked to academic attainment.

Key Outcomes

Delegates will:

- develop their understanding of the five building blocks of self-esteem
- consider the evidence for the need to belong and its impact on academic attainment
- explore in-school factors which contribute to feelings of belonging
- define what their schools can do to promote belonging
- co-create an action plan to implement and cascade to staff teams

Cost per delegate *

T&W LA Schools & Academies	£100
Non T&W Schools	£120

** 10% discount per delegate for two or more bookings on the same course*

To book a place on this course, please send a completed booking form to:

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Wednesday, 24 March, 2021
9.15am to 4pm

EPS 207

Emotion Coaching: helping children to regulate their emotions

Course Tutor: Dr Meryl Newton, Dr Severine Thompson

Target Audience: SENCOs, teachers, teaching assistants (*cross phase*)

Course Content

This course focuses on 'how to' support children's emotional regulation for positive changes in their behaviour through Emotion Coaching.

The course aims to enable practitioners to use Emotion Coaching (a tried and tested evidence based approach) to help pupils recognise, experience and regulate their emotions. Throughout the training session school staff will be provided with the opportunity to learn how 'enabling environments' are created.

Key Outcomes

Delegates will:

- understand the background in which Emotion Coaching is set (supported by recent findings from neuroscience)
- acquire practical skills to put emotion coaching in practice

Cost per delegate *

T&W LA Schools & Academies	£150
Non T&W Schools	£180
* 10% discount per delegate for two or more bookings on the same course	

To book a place on this course, please send a completed booking form to:

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Wednesday, 12 May, 2021
9.15am to 3.30pm

EPS 208

Supporting the emotional well-being of children and young people with learning difficulties: a whole school approach

Course Tutor: Dr Severine Thompson

Target Audience: SENCOs, senior leaders (*cross phase*)

Course Content

This training is essential for all settings (specialist and mainstream) and aims to provide practical materials, activities and ideas for teachers to support the emotional well-being and mental health of children and young people with learning difficulties.

Key Outcomes

This training focuses on the 'Emotionally Able' framework (developed by Dr Mark Fox, Consultant Educational and Child Psychologist). This is a whole school approach to supporting the emotional well-being and mental health of all children.

You will explore these 3 sections:

1. Initial engagement: This looks at how the whole school can become engaged with emotional well-being and, in particular, why a whole school approach is helpful, as well as the importance of working as a team.
2. Developing an emotionally supportive classroom: This focuses on developing an emotionally supportive classroom that will protect the emotional well-being of all children and young people in the classroom. The aim is to identify strategies the class teacher/team can introduce into their classroom that will support the emotional well-being of all children and young people in the school.
3. Supporting an individual child: You will have focused on how a whole school and class teacher/team can support the individual child by identifying and understanding those with emotional difficulties through four phases.

Phase 1 - Understanding the reasons for the emotional difficulties of an individual child

Phase 2 - Understanding the extent of the emotional difficulties of an individual child

Phase 3 - Developing class-based solutions using solution circles

Phase 4 - Developing community-based solutions using the multi-agency team and quality circles

Cost per delegate *

T&W LA Schools & Academies	£150
Non T&W Schools	£180

* 10% discount per delegate for two or more bookings on the same course

To book a place on this course, please send a completed booking form to:

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Part 1: Wednesday, 18 November, 2020

9.15am to 3.30pm

Part 2: Tuesday, 12 January, 2021

Part 3: Tuesday, 9 February, 2021

9.15am to 12noon

LSAT 302

New SENCO: Establishing Yourself as a SEND Leader

Course Tutor: Vicky Price, Angela Denton

Target Audience: SENCOs (*cross phase*)

Course Content

This course is aimed at SENCOs new to the role in the last 12 months, or those who want a refresher, and will cover:

- the role of a SENCO
- professional knowledge
- the Local Offer
- SEND information report
- SEND Policy
- the graduated approach, including pathways of support, and much more.....

Key Outcomes

SENCOs will have information and advice which will assist them with:

- supporting the identification of children with special educational needs
- coordinating provision for children with SEND
- tracking and monitoring the progress of children with SEND
- ensuring there is high quality teaching and intervention for children with SEND
- developing SEND Provision in the school further
- liaising with parents of children with SEND
- liaising with other providers, outside agencies, educational psychologists and external agencies in Telford & Wrekin

Cost per delegate *	Part 1	Part 2 &3 (per part)	Whole package (all 3 parts)
T&W LA Schools & Academies	£150	£100	£300
Non T&W Schools	£180	£120	£360

* *where possible, delegates are encouraged to attend all three parts*

* *10% discount for two or more places on the same course*

To book a place on this course, please send a completed booking form to:

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Wednesday, 10 March, 2021
9.15am to 12noon

LSAT 304

School Duties under the Equality Act 2010 – and how to write an effective Accessibility Plan

Course Tutor: Vicky Price, Angela Denton

Target Audience: SENCOs, headteachers, SEND governors (*cross phase*)

Course Content

The SEND Code of Practice requires schools and settings to publish an accessibility plan which 'sets out how they plan to increase access for disabled pupils to the curriculum, the physical environment and to information'. Schools are also under a duty to publish equality objectives.

This course will look at what constitutes an effective accessibility plan and equality objectives and support delegates in developing information that meets their duties under the Equality Act 2010.

Key Outcomes

Delegates will:

- know what constitutes a good accessibility plan
- understand the equality objectives
- have the skills to publish information that meets their duties under the Equality Act 2010

Cost per delegate *

T&W LA Schools & Academies	£100
Non T&W Schools	£120
<i>* 10% discount per delegate for two or more bookings on the same course</i>	

To book a place on this course, please send a completed booking form to:

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Wednesday, 04 November, 2020
9.15am to 12noon

LSAT 401

Practical approaches to supporting SEN across the curriculum

Course Tutor: Deborah Carpenter

Target Audience: SENCOs, teachers and teaching assistants (*cross phase*)

Course Content

This is a practical course which will enable individuals to identify how subjects other than literacy and numeracy can provide extensive opportunities for developing essential skills for learning.

Often, reports will indicate that children need practice in developing memory skills, motor control, identifying visual links or learning through multisensory approaches. This course will identify opportunities for building these activities into subjects such as geography, science, PE, music, history etc.

The course will also explore the importance of early approaches to learning and how these can be incorporated into teaching and learning higher up in the school, through Key Stage 2 and beyond.

Key Outcomes

Delegates will:

- understand how subjects other than literacy and numeracy can support children with SEND develop the essential skills for learning
- be able to identify additional opportunities for supporting children, which can be included within a child's Personal Provision Map

Cost per delegate *

T&W LA Schools & Academies	£100
Non T&W Schools	£120

* 10% discount per delegate for two or more bookings on the same course

To book a place on this course, please send a completed booking form to:

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Thursday, 05 November, 2020
Wednesday, 09 June, 2021
9.15am to 3.30pm

LSAT 403

SEND: Building capacity in your school

Course Tutor: Deborah Carpenter

Target Audience: SENCOs, senior leaders, SEND governors

Course Content

It is essential for any school to have a consistent approach across the whole staff in supporting children with special needs.

This course will give you the opportunity to develop ways of sharing skills and building the knowledge base of all professionals within your setting. This will involve exploring the use of joint working and cleverly directed support from senior leaders, and identifying how this can lead to whole school professional development and build continuing capacity for a skilled workforce.

The course is particularly significant in developing the leadership skills of SENCOs.

The strategies and ideas within the session will also support ways of managing workload and improve the impact a SENCO can have within a short space of time.

Key Outcomes

Delegates will:

- gain an understanding of how best to support the wider school team in their approach to SEN
- understand the principles behind building capacity within the school, and how joint working between staff can impact on whole school development

Cost per delegate * *(this course is repeated – delegates only select one date)*

T&W LA Schools & Academies	£150
Non T&W Schools	£180

*** 10% discount per delegate for two or more bookings on the same course**

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Monday, 05 October, 2020
Monday, 15 March, 2021
1.15pm to 3.15pm

LSAT 405

Ready for Learning: supporting the social and emotional needs of children with SEND

Course Tutor: Georgina Roycroft

Target Audience: Teachers, SENCOs, inclusion mentors, teaching assistants
(*cross phase*)

Course Content

All teachers are teachers of SEND. This course is applicable to anyone working in an educational setting with young children. It will cover educational and psychological theories and include practical strategies for supporting children with social and emotional needs with SEND.

Key Outcomes

Delegates will gain a greater understanding of how social and emotional needs impact on learning, particularly in relation to children with SEND.

Cost per delegate * (*this course is repeated – delegates only select one date*)

T&W LA Schools & Academies	£100
Non T&W Schools	£120

*** 10% discount per delegate for two or more bookings on the same course**

To book a place on this course, please send a completed booking form to:

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Monday, 23 November, 2020
Friday, 19 March, 2021
9.15am to 12noon

LSAT 406

Breaking Barriers in Maths with Numicon

Course Tutor: Wendy Gregory, Georgina Roycroft

Target Audience: SENCOs, mathematics coordinators, teachers in Years 1 to 6

Course Content

To raise awareness of the multi-sensory application of this intervention and the simplicity of its use for supporting SEN and teaching to address pupil misunderstanding in maths.

Key Outcomes

Delegates will be able to deliver Breaking Barriers and share the skill, having an understanding of its use.

Cost per delegate * *(this course is repeated – delegates only select one date)*

T&W LA Schools & Academies	£100
Non T&W Schools	£120

* 10% discount per delegate for two or more bookings on the same course

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Wednesday, 21 April, 2021
9.15am to 12noon

LSAT 408

Coaching Skills for SENCOs

Course Tutor: Deborah Carpenter

Target Audience: SENCOs, senior leaders

Course Content

Delegates will have the chance to explore key coaching skills and techniques, essential for leadership impact.

There will be the opportunity to:

- understand the importance of building rapport, and techniques to do this effectively
- learn and develop practical skills in questioning and structuring conversations
- develop a confidence in challenging others to take ownership of their learning
- understand the key principles of coaching
- identify how coaching fits into their role and the importance for whole school development

Key Outcomes

Delegates will be:

- provided with the coaching skills required to be a leader with impact
- instilled with confidence in SEN leaders in supporting colleagues across the school

Cost per delegate *

T&W LA Schools & Academies	£100
Non T&W Schools	£120
* 10% discount per delegate for two or more bookings on the same course	

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Part 1: Wednesday, 11 November, 2020

Part 2: Wednesday, 09 December, 2020

1.15pm to 4pm

LSAT 501

Supporting pupils with specific literacy difficulties: a whole school approach

Course Tutor: Jess Bussey

Target Audience: SENCOs and lead teachers (*cross phase*)

Course Content

An exploration of the difficulties associated with dyslexia and how these might present in the classroom, what can be done to support pupils in the classroom and how to audit and develop provision at a whole school level.

This course takes place across two sessions and involves a 'gap task' in preparation for part 2.

Key Outcomes

Delegates will:

- understand the characteristic features of dyslexia and how these might present in the classroom
- identify strategies and adjustments to support pupils with dyslexia / literacy difficulties
- audit provision at whole school level
- develop an action plan

Cost per delegate * (*total cost consisting of BOTH parts*)

T&W LA Schools & Academies	£150
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Non T&W Schools	£180
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*** 10% discount per delegate for two or more bookings on the same course**

To book a place on this course, please send a completed booking form to:

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Tuesday, 03 November, 2020
Monday, 01 February, 2021
1.15pm to 4pm

LSAT 502

Supporting SEND in the classroom – for newly qualified teachers

Course Tutor: Julie Hofland

Target Audience: NQTs, new teachers, returning teachers

Course Content

This course is to support teachers with delivering quality first teaching to all children, including those with SEND. It will include strategies and techniques that can be used on a lesson by lesson basis.

Key Outcomes

NQTs will be able to understand the needs of SEND in the classroom and how to support these needs effectively.

Cost per delegate * *(this course is repeated – delegates only select one date)*

T&W LA Schools & Academies	£100
Non T&W Schools	£120

* 10% discount per delegate for two or more bookings on the same course

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Thursday, 26 November, 2020
Monday, 08 February, 2021
1.30pm to 4pm

LSAT 503

Transitions for the more vulnerable pupil: KS2 to KS3 and beyond

Course Tutor: Belinda Sherlock

Target Audience: SENCOs, teachers in Year 6 & Year 7, form tutors, heads of year (*cross phase*)

Course Content

This course will cover:

- the sharing of current practice around what works well in delegate's schools currently
- school transition policy overview and resources
- the needs of pupils requiring extended transition support
- autism specific transitions

Key Outcomes

Delegates will be prepared for the smooth and supportive transition of vulnerable / SEND pupils

Cost per delegate * (*this course is repeated – delegates only select one date*)

T&W LA Schools & Academies	£100
Non T&W Schools	£120

* 10% discount per delegate for two or more bookings on the same course

To book a place on this course, please send a completed booking form to:

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Monday, 09 November, 2020
Monday, 26 April, 2021
1.30pm to 4pm

LSAT 504

Handwriting: a whole-school approach to supporting children with SEND

Course Tutor: Belinda Sherlock

Target Audience: Primary school teachers, SENCOs, curriculum leads

Course Content

This course includes:

- an overview of typical handwriting development
- why some children struggle with mastering handwriting
- good practice for handwriting and factors for success
- interventions
- handwriting policy and resources

Key Outcomes

Delegates will have a brief overview of handwriting development, areas of difficulty and resources to write/review handwriting policy in their schools, including intervention methods.

Cost per delegate * *(this course is repeated – delegates only select one date)*

T&W LA Schools & Academies	£100
Non T&W Schools	£120

*** 10% discount per delegate for two or more bookings on the same course**

To book a place on this course, please send a completed booking form to:

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Part 1: Wednesday, 24 February, 2021

Part 2: Wednesday, 12 May, 2021

1.15pm to 4pm

LSAT 507

Developing the Role of Teaching Assistants in Supporting SEND

Course Tutor: Jess Bussey

Target Audience: SENCOs and teachers

Course Content

This is a two part course which provides an opportunity to reflect on current practice and explore what makes an effective teaching assistant. The gap task, to be completed before session 2, will include an audit of current practice in classrooms in preparation for action planning.

Key Outcomes

The delegates will:

- be able to identify effective TA support for teaching and learning
- conduct an audit in school
- create an action plan for whole school development

Cost per delegate * (total cost consisting of BOTH parts)

T&W LA Schools & Academies	£150
Non T&W Schools	£180

* 10% discount per delegate for two or more bookings on the same course

To book a place on this course, please send a completed booking form to:

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Friday, 02 July, 2021
9am to 4pm

CPD 620

Virtual School Conference

Course Tutor:

Target Audience: Designated Teachers & Governors for Children in Care (*cross phase*)

Course Content

This annual conference will provide you with an opportunity to develop links with the Virtual School, Health and Social Care colleagues and with other Designated Teachers and Nominated Governors, as we work together to increase the progress Telford and Wrekin children in care make in school.

Even if you currently have no children in care at your school it is important that you remain up to date with processes and expectations, in readiness for if a child joins you. In addition, Ofsted is looking quite closely at the relationship schools have with the Virtual School, and information gained at network meetings and the annual conference has proven very useful to many schools during inspection. Educational outcomes for children in care are a key priority for Ofsted in the West Midlands Region and inspectors have told us that they will be looking closely at how a school prioritises work with children in care when making their inspection judgements.

This popular conference will feature a number of key note inputs from highly regarded local, regional and national presenters and a range of high quality elective workshops for delegates to choose from.

Cost per delegate

One delegate	£60
Two delegates *	£110

*** Early Bird discount: £100 for two delegates if you book before 30th March 2021**

To book a place on this course, please send a completed booking form to:

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Part 1: Thursday, 19 November, 2020
Part 1: Thursday, 21 January, 2021
Part 1: Thursday, 18 March, 2021
Part 1: Thursday, 29 April, 2021
Part 1: Thursday, 24 June, 2021

Part 2: Thursday, 08 October, 2020
Part 2: Thursday, 26 November, 2020
Part 2: Thursday, 28 January, 2021
Part 2: Thursday, 25 March, 2021
Part 2: Thursday, 06 May, 2021
Part 2: Thursday, 01 July, 2021

8.30am to 4pm (part 1)

8.30am to 12.30pm (part 2)

BSAT 201

Management of Actual or Potential Aggression (MAPA training)

Course Tutor: Helen Fox, Kim Barclay

Target Audience: All school staff (*cross phase*)

Course Content

This training has been designed to enhance your understanding and management of disruptive, aggressive, and / or violent behaviour.

MAPA has been delivered to a wide range of professional staff within health, education and social care environments since 1992, and aims to ensure that everyone involved in crisis situations, which include disruptive, challenging, or violent behaviour, can maintain the care, welfare, safety, and security of all involved.

The programme will be delivered to you within a legal and professional framework consistent with current national standards, your organisation's policies and guidance and current research, as well as recognised best practices.

Key Outcomes

By the end of the course, you will have explored and developed a range of psychological and physiological responses to behaviour that will enable you to minimise the potential harm disruptive, aggressive, and/or violent behaviour can cause. The ultimate focus of this event is to ensure that you gain the essential knowledge, skills, and confidence to prevent, decelerate, and de-escalate crisis situations.

Additionally, this programme will ensure that you have the necessary foundation skills to reduce the likelihood of risky or dangerous behaviour occurring in the first instance, as well as to manage such behaviour when it does occur, using a range of MAPA physical interventions that aim to minimise risk, without damaging the professional and supportive relationship you have worked so hard to establish with the individuals in your care.

The full training is 2 days; to keep your licence, a 4 hour refresher must be attended every 12 months.

Cost per delegate *(total cost consisting of BOTH parts)*

T&W LA Schools & Academies	£150
Non T&W Schools	£180

To book a place on this course, please send a completed booking form to:

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Thursday, 15 October, 2020
Thursday, 03 December, 2020
Thursday, 14 January, 2021
Thursday, 11 March, 2021
Thursday, 13 May, 2021
Thursday, 08 July, 2021
9am to 12.30pm

BSAT 212

Refresher MAPA Training

Course Tutor: Helen Fox, Kim Barclay

Target Audience: all school staff

Course Content

CPI / Pivotal MAPA works with mainstream schools & special education establishments, providing comprehensive staff training programmes that help develop a culture of Care, Welfare, Safety, and SecuritySM. Through the programme and strategies discussed, our training educates and empowers teachers and other staff, creating safe and respectful school environments.

Refresher training builds on the foundation established in the PIVOTAL MAPA® (Management of Actual or Potential Aggression) training programme. The training process provides staff with the opportunity to develop a more meaningful understanding of how programme concepts apply to their work within education settings. Over time staff build confidence in their ability to apply training concepts effectively and safely as they face various and ever-changing realities.

Refresher training goals:

To review and expand on the PIVOTAL MAPA® training concepts:

- regularly and formally assessing staff competence and proficiency in the intervention strategies taught in the PIVOTAL MAPA® training programme
- assessing team member strength areas and areas requiring improvement relating to crisis prevention and intervention

Cost per delegate

T&W LA Schools & Academies	£90
Non T&W Schools	£108

To book a place on this course, please send a completed booking form to:

School Improvement ✉ Email: cpdschoolimprovement@telford.gov.uk

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Part 2: Wednesday, 14 October, 2020
Part 1: Wednesday, 03, March 2021
Part 2: Thursday, 04 March, 2021
Part 1: Wednesday, 09 June, 2021
Part 2: Thursday, 10 June, 2021
9.15am to 4pm

PSS 001

Youth Mental Health First Aid

Course Tutor: Darren Lennon, Michelle Salter

Target Audience: Teachers, teaching assistants, HLTAs, middle and senior leaders (*cross phase*)

Course Content

The course will provide:

- an in depth understanding of young people's mental health and factors that affect wellbeing
- practical skills to spot the triggers and signs of mental health issues
- confidence to reassure and support a young person in distress
- enhanced interpersonal skills, such as non-judgemental listening

Key Outcomes

Successful completion of the course over two full days qualifies delegates as a Youth Mental Health First Aider MHFA England.

Total price per delegate for the whole course * (*for BOTH days*)

T&W LA Schools & Academies	£300
Non T&W Schools	£360

***Please note:**

- ***delegates need to attend both part 1 and part 2 in order to gain the qualification***
- **10% discount per delegate for two or more bookings on the same course**

To book a place on this course, please send a completed booking form to:

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Tuesday, 20 October, 2020
Tuesday, 23 March, 2021
4pm to 5.30pm

PSS 003

Restorative Justice

Course Tutor: Clare Wilson, Helen Fox

Target Audience: Teachers, teaching assistants, governors, senior and middle leaders (*cross phase*)

Course Content

Restorative justice is an approach to justice, in which the response to a crime is to organise a mediation between the victim and the offender, and sometimes with representatives of a wider community. The goal is to negotiate a resolution to the satisfaction of all participants.

Key Outcomes

Delegates will be able to manage treatment of behaviour in a 'fair' way that enables both the victim and the person causing the harm to feel that an incident has been resolved.

Cost per delegate * (*this course is repeated – delegates only select one date*)

T&W LA Schools & Academies	£90
Non T&W Schools	£108

* **10% discount per delegate for two or more bookings on the same course**

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Tuesday, 13 October, 2020
Thursday, 04 February, 2021
Wednesday, 16 June, 2021
4pm to 5.30pm

PSS 0041

Awareness Raising of Emotion Coaching

Course Tutor: Darren Lennon, Kim Barclay

Target Audience: Teachers, teaching assistants, HLTA's and pastoral teams.

Course Content

This twilight course will provide an overview of how adult responses to the behaviour of children and young people have an impact on the brain development of the child, the different styles of response, and explain how the practical tool of Emotion Coaching can be used to address behaviour in the moment in a way that promotes positive brain development and pro-social behaviour.

Key Outcomes

Delegates will gain an overview of emotion coaching in practice, understand how empathy and guidance can help children and young people manage their behaviour and how emotion coaching can be promoted.

Cost per delegate * *(this course is repeated – delegates only select one date)*

T&W LA Schools & Academies	£90
Non T&W Schools	£108
* 10% discount per delegate for two or more bookings on the same course	

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Wednesday, 02 December, 2020
Tuesday, 23 March, 2021
9.15am to 3.30pm

PSS 0042

Attachment and Trauma - Emotion Coaching Level 2

Course Tutor: Dr Severine Thompson

Target Audience: teachers, teaching assistants, HLTA's, senior leaders and pastoral teams

Course Content

This full day course enables delegates to:

- gain a more thorough understanding of how adult responses to the behaviour of children and young people have an impact on the brain development of the child
- recognise different styles of response
- use the practical tool of Emotion Coaching to address behaviour in the moment in a way that promotes positive brain development and pro-social behaviour

Key Outcomes

Delegates will be able to:

- understand emotion coaching in practice
- explain how empathy and guidance can help children and young people manage their behaviour
- plan how emotion coaching can be promoted

Cost per delegate * *(this course is repeated – delegates only select one date)*

T&W LA Schools & Academies	£150
Non T&W Schools	£180

* 10% discount per delegate for two or more bookings on the same course

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Thursday, 10 December, 2020
1.15pm to 4pm

PSS 008

Positive Behaviour Management in the Classroom

Course Tutor: Darren Lennon, Clare Wilson

Target Audience: All staff (*cross phase*)

Course Content

This course will:

- provide delegates with the knowledge they need to respond appropriately to a child's challenging behaviour
- teach delegates how to communicate with children effectively, how to help children deal with any issues, and how to improve children's behaviour in a confident and constructive manner
- explain a range of child behaviour management techniques that you can use in your setting

Key Outcomes

Delegates will understand:

- what challenging behaviour is and how it is defined in your setting
- what might cause difficult behaviour and how to build positive relationships with children
- the different strategies and techniques for managing and responding to difficult behaviour
- how incentives and rewards can be used to motivate change
- how to communicate clearly with children in order to set limits and boundaries and help the child to learn what is appropriate behaviour
- how to deal with non-compliance

Cost per delegate *

T&W LA Schools & Academies	£100
Non T&W Schools	£120
* 10% discount per delegate for two or more bookings on the same course <i>This course can also be booked as a whole school bespoke session at a cost of £250 (£300 for non T&W schools)</i>	

To book a place on this course, please send a completed booking form to:
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Wednesday, 04 November, 2020

Tuesday, 23 March, 2021

Tuesday, 29 June, 2021

1.15pm to 4pm

PSS 010

Cover Supervisors - preparing for the role

Course Tutor: Kim Barclay, Darren Lennon

Target Audience: cover supervisors

Course Content

A course to understand the role of a cover supervisor - looking further at preparation for the role and gaining a better understanding of the duties and responsibilities, and how to help learners thrive whilst being supported.

Key Outcomes

Delegates will feel supported to undertake the role of cover supervisor within school and will be prepared for the role.

Cost per delegate * (*this course is repeated – delegates only select one date*)

T&W LA Schools & Academies	£100
Non T&W Schools	£120

* **10% discount per delegate for two or more bookings on the same course**

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Tuesday, 20 October, 2020
9.15am to 12noon

Thursday, 25 February, 2021
1.15pm to 4pm

Thursday, 17 June, 2021
9.15am to 12noon

PSS 101

Understanding Nurture

Course Tutor: Clare Wilson, Jenny Wheatley

Target Audience: Inclusion Team (*cross phase*)

Course Content

The course will cover the principles of Nurture and how these can be embedded within schools.

Key Outcomes

Delegates will be able to embed the principles of Nurture throughout their setting and ensure that Nurture principles are fully understood.

Cost per delegate * (*this course is repeated – delegates only select one date*)

T&W LA Schools & Academies	£100
Non T&W Schools	£120

** 10% discount per delegate for two or more bookings on the same course*

To book a place on this course, please send a completed booking form to:

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Tuesday, 15 December, 2020
Tuesday, 06 July, 2021
9.15am to 12noon

PSS 102

Solution Focussed Therapy

Course Tutor: Darren Lennon, Clare Wilson

Target Audience: pastoral staff (*cross phase*)

Course Content

The course will provide a clear insight into the art of solution focussed therapy, which supports children in identifying how they feel and will better enable delegates to more effectively support the children in their care.

Key Outcomes

Delegates will:

- fully understand the types of questioning with a solution focussed model
- be able to carry out solution focussed sessions within their school

Cost per delegate * (*this course is repeated – delegates only select one date*)

T&W LA Schools & Academies	£100
Non T&W Schools	£120

* 10% discount per delegate for two or more bookings on the same course

To book a place on this course, please send a completed booking form to:

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Wednesday, 20 January, 2021
4pm to 5.30pm

PSS 103

Developing the Behaviour Policy

Course Tutor: Darren Lennon

Target Audience: Headteachers, governors, senior leaders (*cross phase*)

Course Content

The course will enable senior leaders and governors to review and adapt the whole school behaviour policy, taking into account the needs of children that the policy does not work for.

Key Outcomes

Delegates will be able develop or review their whole school behaviour policy with involvement from all key stakeholders.

Governors will have a better understanding of the policy and understand their legal duty to monitor and review behaviour.

Cost per delegate *

T&W LA Schools & Academies	£90
Non T&W Schools	£108

** 10% discount per delegate for two or more bookings on the same course*

To book a place on this course, please send a completed booking form to:
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Tuesday, 02 March, 2021
9.15am to 3.30pm

EPS 209

Trauma Informed Practice – understanding the psychology of trauma and applying evidence-based strategies to support the mental health and wellbeing of CYP

Course Tutor: Michael Lane

Target Audience: Senior staff, pastoral staff (*cross phase*)

Course Content

- an understanding of trauma
- increased awareness of the range of experiences that could lead to trauma being experienced
- understanding of the psychological research and how it may be applied to understand trauma
- understanding psychological and evidence-based approaches and interventions to support schools, young people and families

Key Outcomes

- attendees will understand research linked to 'trauma'
- attendees will be confident to draw upon evidence-based psychological strategies to work with young people identified as experiencing 'trauma'
- attendees will have undergone opportunities to reflect upon whole school applications of psychology to meet the needs of young people who may be experiencing trauma

Cost per delegate *

T&W LA Schools & Academies	£150
Non T&W Schools	£180
* 10% discount per delegate for two or more bookings on the same course	

To book a place on this course, please send a completed booking form to:

School Improvement ✉ Email: cpdschoolimprovement@telford.gov.uk

☎ Tel: 01952 380861

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Section 12: Health and Safety

As part of the Public Protection Team, our Health & Safety Advisers are here to provide advice & guidance. We can monitor standards within each school, help to identify any training needs and offer you solutions.

New to 2020/21, we have introduced a new course and a new way to update how to manage health and safety in an educational setting.

Rather than being asked to attend a refresher Managing Health and Safety course every three years, we are offering an annual session. This is a shorter 90 minute session run as a breakfast meeting or a twilight meeting. Running them annually ensures you and your school are up to date with all the latest information, changes to legislation and guidance – and, if you buy back into the health and safety provision, each school gets a place FREE.

Look out for the new health and safety training calendar – it will be posted on the educational SharePoint site and sent to schools in the new term.

If you have any queries, we are always here to help. Please feel free to email us at healthsafetyadmin@telford.gov.uk or telephone 01952 383627.

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Section 13: The Severn Teaching Alliance



The Severn Teaching School Alliance (STSA) is based in Telford and includes 49 primary schools and 5 special schools, who all work together in a partnership. The Alliance draws on a large pool of talent and expertise to deliver support for schools, staff training, and engages in research and development projects.

The STSA works very closely with Telford & Wrekin Local Authority and offers a complimentary CPD programme, which includes NPQSL/ML/H/EH, NASENCO, headteacher workshops, deputy/assistant heads network, TA network meetings / TA training and Makaton. They offer courses and network meetings on History, RE, Geography and MFL. STSA work with a range of partners to signpost CPD Opportunities including Best Practice Network, Click 4 Teaching, Shropshire Wildlife Trust, Arts Connect and the Primary Languages Network. The STSA also offers bespoke support and training sessions to schools. These can be delivered as one to one sessions or staff meetings.

The STSA leads on 'Creative Connections Telford' - the local cultural education partnership, which aims to bring together educators and arts and culture partners for the benefit of all children and young people in the borough, and the Future in Mind project, which provides schools with specialised CPD in areas of emotional health & well-being and provides a network of support and shared good practice for attendees. Current projects also include working with Whole School SEND across the region on SEND Reviews and the SEND Governance Guide with SEN Team in Telford and Wrekin. The STSA are the 'local language hub' linked to the DfE English Hubs project, and also have links with the regional Maths hub.

In partnership with the University of Chester, the STSA also offers high quality Primary and Early Years Initial Teacher Training via the School Direct route.

Enquiries on any of the areas offered by STSA can be made via email to info@severnteachingschool.co.uk

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Section 14: Educational Visits Advisory Service

Telford & Wrekin Council offers training to assist educational establishments in discharging their duties with regards to educational visits and journeys and to support quality of learning. These courses are offered as open courses for individuals, or as school/group dedicated training.

Educational Visits Co-ordinator (EVC): ALL EVCs must hold a current Outdoor Education Advisors' Panel (OEAP) EVC training certificate (valid for 3 years). We provide a 6 hour OEAP accredited initial and revalidation training for Educational Visits Coordinators on a termly basis, together with termly Network Meetings for EVCs as part of a core package. Attendance at these meetings can be used for revalidation, rather than repeat attendance at EVC training (minimum attendance of 1 meeting per school year will be required). A certificate is issued by TWC and a record of EVC course attendance is kept.

Visit Leader Training: We offer OEAP accredited Visit Leader Training (theory only or theory and practical combined) as a recommended option for EVCs and staff leading and/or taking a key role on an Educational Visit.

Management of Visit Emergencies: We also offer the OEAP accredited Management of Visit Emergencies (MOVE) 3 hour scenario based course for EVCs and Managers. This is an expanded section of the EVC Training course.

Visit Leader - Additional Outdoor Education Courses

Outdoor Emergency First Aid: This 16 hour first aid course, accredited by Immediate Temporary Care or Rescue Emergency Care, has an emphasis on outdoor settings. The course is hands-on and as practical as possible, with medical jargon and knowledge kept to a minimum. Teaching is through demonstrations, presentations, discussions and lots of practice, including mock scenarios.

Lowland Leader (replaces Shropshire Hills Leader): Designed for people who wish to lead groups on day walks in lowland countryside and woodland in summer conditions. The majority of the UK and Ireland is made up of this type of terrain, so you'll never be short of places to go walking. It is ideal for Duke of Edinburgh Expedition Leaders at Bronze and Silver. It is also useful for Educational Visit Leaders who lead their own countryside walks.

Mountain Leader (Summer) Award: The Mountain Leader scheme offers the opportunity to gain technical competence in leading walkers in the hills and mountains. It is the combination of technical skills, wide experience and personal leadership qualities, which form the basis for effective group management, and the scheme assesses all these aspects. The term 'summer' is used to exclude any conditions when snow and ice prevail or are forecast.

John Muir Award: Attending training **is not a requirement** to be able to run the John Muir Award; however training courses are available to help leaders to find out more about the ethos of the John Muir Award and practicalities of delivering it.

Shropshire and T&W Outdoor Learning Scheme for Schools: New for 2020, a bespoke scheme to support outdoor learning in school grounds and forest school settings. Three levels are offered, 1. Learning Outside the Classroom Practitioner, 2. Forest Skills Leader and 3. Forest Schools Leader.

For more information on any of the courses please email: EdVisits@telford.gov.uk or visit: [Educational Visits \(Guidance, Training, Events and Resources\)](#)

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Terms and conditions

CANCELLATION POLICY

All cancellations of course bookings must be made via email. Unfortunately a phone call cannot be accepted as a means of cancellation. All bookings will remain on our system until written confirmation of cancellation is received.

A charge of 35% (*) will be incurred if a delegate place is cancelled within 5 working days of the course date. The full course fee will be charged for any delegate who does not arrive for a course for which a place has been booked and not cancelled. In the case of extreme adverse weather conditions delegates who cancel their place via email before the course ends will not be charged.

All delegates will be required to sign the course register on arrival. Whilst we will make every effort, we cannot guarantee to accommodate delegates on a course for which they have not booked a place.

In the event that a course has to be cancelled, we will endeavour to give 5 working days' notice of cancellation. Other than in the case of extreme adverse weather conditions, if a course is cancelled within 24 hours of the course start time, we will refund any supply costs incurred. Any claims must be made in writing and must be accompanied by full documentary evidence.

Courses offered by teams and services other than School Improvement: Courses offered to schools by other teams are also advertised within this booklet. Where booking procedures and contact details are different for these courses, this information is contained at the bottom of the course page.

NOTES

Delegate Fees: Whilst we will make every effort not to do so, we reserve the right to increase the delegate fees during the year to reflect any inflationary price increases in either room hire and / or catering.

Where courses indicate that there will be a 10% discount per delegate for two or more bookings on the same course, this refers to multiple bookings on the same date or session (by two or more delegates from the same school)

(*) for courses which are free of charge, or inclusive within a service level agreement (i.e. the NQT Support Package or the Safeguarding SLA), the charge for any delegate failing to attend, and not cancelling their place in advance, will be £10 to cover administration and refreshment costs.

Personal Data: Telford & Wrekin Council collects your personal data to enable you to be able to complete eLearning and face to face training to support your role under Article 6(1)(b) of the General Data Protection Regulations 2018 or equivalent United Kingdom legislation.

Telford & Wrekin Council will not share any of your personal data with external organisations, unless required to do so

by law. However, for further details on the council's privacy arrangements please view the privacy page on the council's website page.

COMPLAINTS PROCEDURE

We provide a range of services to schools, including:

- bespoke consultancy support and bespoke training
- continuing professional development courses
- packages of support via service level agreements

As a service we are committed to:

- dealing with complaints and concerns quickly and effectively, and
- using the information received to review and improve our services

Sometimes we do make mistakes - if you are not happy with the service you have received from us we want to know. In most instances we would hope that any concerns can be resolved at the time - with the provider of that service. If, having done this, you still have cause for concern, please follow the steps below.

The formal complaints procedure has three stages:

Stage One - If you have a complaint or cause for concern, please contact Liz Smith, Service Delivery Manager, as soon as possible.

email: elisabeth.smith@telford.gov.uk or tel: 01952 380895

We aim to respond fully to complaints within 10 working days. If for some reason this is not possible, we will contact you to explain the reasons for the delay and let you know when you can expect a response. Most complaints will be quickly and successfully resolved at this stage.

Stage Two - In the unlikely event that you feel your complaint has not been successfully resolved we would ask you to contact our Assistant Director, Education and Corporate Parenting, Heather Loveridge.

email: heather.loveridge@telford.gov.uk or tel: 01952 380800

We aim to respond to a Stage 2 complaint within 25 working days. If it is not possible to respond within 25 working days, we will write to you explaining the reasons for the delay and let you know when you can expect a response.

Stage Three - If you still feel your complaint remains unresolved, please refer to the Council's Complaints Procedure – which can be found on the Telford & Wrekin Council website:

<http://www.telford.gov.uk/info/20077/complaints/34/the-complaints-process>





School Professional Development

Contact us

email: cpdschoolimprovement@telford.gov.uk

tel: 01952 380861



THINK - don't print!

Protect
Care and Invest
to create a
better borough



Telford & Wrekin
COUNCIL