



Telford & Wrekin
Co-operative Council

Protect, care and invest
to create a better borough



Continuing professional development for schools

Course booklet 2024/25

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 (ie 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 regularly updated and can be found on the [Telford Education Services](#) website.



Where we hold our training

The majority of training courses are 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.

Where face to face training is not practical our courses are held virtually using Microsoft Teams.


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

CPD

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

Primary Science Subject Leaders Termly Network

CPD

A young girl in a school uniform is smiling broadly while writing on a whiteboard. She is holding a black marker in her right hand. In the background, another person in a white shirt is also writing on the whiteboard. The scene is brightly lit, likely from a window, and the overall atmosphere is positive and collaborative.



Course booking information



Email booking form



Check confirmation



Get joining instructions



Attend

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



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CPD 612	EYFS Moderation Trialling
CPD 701	Assessing and Monitoring of Progress in EAL <i>Online via Microsoft Teams</i>
Section 2: Curriculum Teaching and Learning	
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CPD 505	Preparing for Non Statutory Assessment at the End of KS1
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CPD 526	EAL Network Meeting <i>Online via Microsoft Teams</i>
CPD 533	Preventing and Dealing with Racist Bullying <i>Online via Microsoft Teams</i>
CPD 601	EAL and SEND? <i>Online via Microsoft Teams</i>
CPD 603	EAL & Maths <i>Online via Microsoft Teams this course has been cancelled</i>
CPD 606	Promoting Cultural Diversity and Equality of Opportunity in EYFS <i>Online via Microsoft Teams</i>
CPD 616	Developing the Role of the EAL Coordinator <i>Online via Microsoft Teams</i>
CPD 701	Assessing and Monitoring of Progress in EAL <i>Online via Microsoft Teams</i>
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CPD 502	Assessment - termly update
CPD 512	Primary Computing Update Online via Microsoft Teams this date has been cancelled
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CPD 714	Developing Reading for Meaning Strategies for EAL Learners at KS2 Online via Microsoft Teams
CPD 721	Pupil Premium Network Meeting
CPD 731	Improving Oracy for EAL Learners Online via Microsoft Teams
GO 502	Induction Training for New Governors
GO 504	Taking the Chair Online via Microsoft Teams
GO 508	Understanding School Finance
HR Course	Absence Management of Employees
HR Course	Accredited Safer Recruitment Training
HR Course	Employee Investigations Training
HR Course	Managing Employee Capability (Performance Management)
HR Course	Pay and Conditions of Employment Online via Microsoft Teams
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CPD 612	EYFS Moderation Trialling
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CPD 715	Meeting the EYFS Profile Requirements for EAL Learners in EYFS Online via Microsoft Teams
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EY 007	Early Years Coordinators – Termly Update
EY 008	Supporting Sustained Shared Thinking and Scaffolding Play in the EYFS
EY 009	Meeting the Statutory Safeguarding and Welfare Requirements of the EYFS
EY 015	Annual Early Years Conference - schools
EY 023	Listen with Lucy
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 302	Effective Circle Times in the EYFS
EY 303	Bright Ideas and Inspiration - for your breakfast, holiday and out of school provision
EY 340	Schemas in the EYFS
EY 341	Messy Mathematics in an Outdoor Learning Environment

EY 342	Exploring & Creating Resources to Enhance Vocabulary during Story and Song Time in the EYFS
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EY 345	Universal Offer - Getting it Right for All Children in the EYFS environment
EY 346	Using Work Reward Task Baskets as part of a structured teaching approach in EYFS
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<p><i>For additional early years and childcare training opportunities, please see the Talking Childcare training schedule, which is updated each term</i> https://www.telford.gov.uk/info/20391/working_in_childcare/795/talking_training <i>To book a place on these courses email talkingchildcare@telford.gov.uk</i></p>	
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CPD 717	Meeting the OFSTED Requirements for Equality and Diversity for Governors Online via Microsoft Teams
CPD 728	Developing the Teaching and Learning of the Protected Characteristics Online via Microsoft Teams
GO 502	Induction Training for New Governors
GO 503	Designated Teachers & Governors for Children in Care Network (compulsory school age) Online via Microsoft Teams
GO 504	Taking the Chair Online via Microsoft Teams
GO 508	Understanding School Finance
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SG 103	Safeguarding Induction Training for Governors
SG 104	Governors' Responsibilities for Exclusions
SG 106	Designated Safeguarding Leads' and Safeguarding Governors' Termly Update Online via Microsoft Teams
SG 109	Prevent Duty Requirements for Education Settings - completing the Annual Risk Assessment using the DFE template to support your audit Online via Microsoft Teams
SG 111	Webinar session: Understanding Filtering and Monitoring Online via Microsoft Teams
SG 206	Safeguarding Refresher Training for Governors Online via Microsoft Teams
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CPD 601	EAL and SEND? Online via Microsoft Teams
CPD 603	EAL & Maths Online via Microsoft Teams <i>this course has been cancelled</i>
CPD 606	Promoting Cultural Diversity and Equality of Opportunity in EYFS Online via Microsoft Teams
CPD 616	Developing the Role of the EAL Coordinator Online via Microsoft Teams
CPD 701	Assessing and Monitoring of Progress in EAL Online via Microsoft Teams
CPD 710	Managing English as an Additional Language in Early Years Settings Online via Microsoft Teams <i>this course has been cancelled</i>
CPD 714	Developing Reading for Meaning Strategies for EAL Learners at KS2 Online via Microsoft Teams

CPD 715	Meeting the EYFS Profile Requirements for EAL Learners in EYFS <i>Online via Microsoft Teams</i>
CPD 717	Meeting the OFSTED Requirements for Equality and Diversity for Governors <i>Online via Microsoft Teams</i>
CPD 726	Supporting Early Career Teachers with EAL Learners <i>Online via Microsoft Teams</i>
CPD 727	Improving EAL Pupils' Writing <i>Online via Microsoft Teams</i>
CPD 729	Meeting the Needs of Pupils at Early Stages of English as an Additional Language <i>Online via Microsoft Teams</i>
CPD 730	Narrowing the Gaps for More Advanced Learners of English as an Additional Language <i>Online via Microsoft Teams</i>
CPD 731	Improving Oracy for EAL Learners <i>Online via Microsoft Teams</i>
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SG 101	Raising Awareness of Prevent <i>Online via Microsoft Teams</i>
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SG 103	Safeguarding Induction Training for Governors
SG 104	Governors' Responsibilities for Exclusions
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SG 107	Designated Safeguarding Leads Refresher
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SG 109	Prevent Duty Requirements for Education Settings - completing the Annual Risk Assessment using the DFE template to support your audit <i>Online via Microsoft Teams</i>
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SG 204	Keeping Children Safe in Education (KSCIE) Webinar
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SG 208	Managing Child on Child Abuse
SG 111	Webinar session: Understanding Filtering and Monitoring <i>Online via Microsoft Teams</i>
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SIS 001	The Visually Impaired Child in Your Class
SIS 002	The Hearing Impaired Child in your Class Annual Conference
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CPD 601	EAL and SEND? <i>Online via Microsoft Teams</i>
LSAT 212	Governors' Responsibilities for SEND
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LSAT 502	Supporting SEND in the Classroom for Early Career Teachers
LSAT 510	Talk Boost KS1 <i>Online via Microsoft Teams</i>
LSAT 511	Talk Boost KS2 <i>Online via Microsoft Teams</i>
LSAT 514	AET Making Sense of Autism – an introduction to Autism for Governors <i>Online via Microsoft Teams</i>
LSAT 516	Quality First Teaching for SEND <i>Online via Microsoft Teams</i>
LSAT 517	Literacy Pathway Intervention Training for Teaching Assistants
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BSAT 212	Safety Intervention Refresher Training (formerly MAPA Refresher Training) - CPI accredited
BSAT 301	Behaviour Support Intervention Training (non-accredited)
BSAT 302	Behaviour Support Intervention Refresher Training (non-accredited)
CPD 620	Virtual School Conference for Designated Teachers and Nominated Governors for Children in Care

GO 503	Designated Teachers & Governors for Children in Care Network (compulsory school age) Online via Microsoft Teams
PSS 001	Youth Mental Health First Aid
PSS 028	Restorative Practice
PSS 008	Positive Behaviour Management in the Classroom Online via Microsoft Teams
PSS 010	Cover Supervisors - preparing for the role
PSS 012	Adapting High Quality Teaching for SEMH
PSS 013	Behaviour as Communication
PSS 014	Building Confidence & Self-esteem for students
PSS 015	Creating a Behaviour Curriculum
PSS 016	Creating an Outstanding Behaviour Policy
PSS 018	Managing Anxiety in Children
PSS 019	Maximising the impact of Teaching Assistants with behaviour management
PSS 020	Secure Attachment in Schools
PSS 021	Supporting and developing the role of lunchtime supervisors and behaviour
PSS 022	Supporting Emotional Needs of Learners
PSS 023	Supporting pupils with down syndrome and behaviour challenges this course has been cancelled
PSS 024	The impact of FASD on behaviour
PSS 025	Using Trauma Informed Practice to develop change for all learners
PSS 026	The Importance of Play in Primary including sand based resources
PSS 101	Understanding Nurture
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OES 02	Educational Visits Coordinator - Termly Updates
OES 03	Educational Visits Leader Training
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OES 06	Outdoor Learning L1 'Learning Outside the Classroom Practitioner'
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Bespoke Safety Intervention Training (non-accredited)	
Health and Safety	
Bespoke Education Safeguarding Training	
Severn Training and Schools Alliance	
Educational Visits Advisory Service	
Telford & Wrekin Safeguarding Partnership	
Healthy Weight Strategy	

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 normally be incurred if a delegate place is cancelled within 5 working days of the course date, with the full course fee being charged for any delegate who does not arrive for a course for which a place has been booked and not cancelled. In exceptional circumstances, where a course is running again within the same academic year, we will do our best to move delegates across to the next course date. However, where notification of non-attendance is received on the day of a face to face course, a £20 flat fee will be charged to cover the cost of refreshments, the venue and administration; this will be in addition to the full course fee when the delegate next attends that particular course.

For courses which are free of charge, any delegate failing to attend, and not cancelling their place in advance, will incur a £10 delegate fee (for online courses) to cover administration and a £20 delegate (for face to face courses) to cover refreshment and venue costs.

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.

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, or to enable you to be invited to Virtual Training through Microsoft Teams. 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: _____

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

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Course Calendar

September 2024			
SG 204	Keeping Children Safe in Education (KSCIE) Webinar	Thursday, September 05, 2024	9.30am to 10.30am
SG 204	Keeping Children Safe in Education (KSCIE) Webinar	Wednesday, September 11, 2024	1pm to 2pm
SG 204	Keeping Children Safe in Education (KSCIE) Webinar	Monday, September 16, 2024	5pm to 6pm
LSAT 517	Literacy Pathway Intervention Training for Teaching Assistants (part 1)	Tuesday, September 17, 2024	9.15am to 12noon
SG 110	Webinar session: Ensuring the quality of safeguarding records this date has been cancelled	Tuesday, September 17, 2024	3.30pm to 5pm
HR Course	Pay and Conditions of Employment	Wednesday, September 18, 2024	3pm to 5pm
AST 006	Red Book Training - Guidance for referrals for attendance related legal interventions	Wednesday, September 18, 2024	8.45am to 3.45pm
SG 108	Raising Awareness of Child Protection	Thursday, September 19, 2024	3.30pm to 5pm
OES 01	Educational Visits Coordinator Training and Refresher	Friday, September 20, 2024	9am to 3.30pm
PSS 019	Maximising the impact of Teaching Assistants with behaviour management) this date has been cancelled	Monday, September 23, 2024	4pm to 5.30pm
n/a	SEND and AP Change Programme Learning Lunch	Tuesday, September 24, 2024	12.30pm to 1pm
PSS 014	Building Confidence & Self-esteem for students this date has been cancelled	Tuesday, September 24, 2024	4pm to 5.30pm
CPD 526	EAL Network Meeting	Tuesday, September 24, 2024	3.30pm to 4.30pm
CPD 721	Pupil Premium Network Meeting	Tuesday, September 24, 2024	4pm to 5.30pm
GO 508	Understanding School Finance this date has been cancelled	Tuesday, September 24, 2024	9.15am to 12noon
EY 001	An Introduction to the Early Years Foundation Stage this date has been cancelled	Wednesday, September 25, 2024	4pm to 5.30pm
SG 101	Raising Awareness of Prevent this date has been cancelled	Wednesday, September 25, 2024	3.30pm to 5pm
PSS 026	The Importance of Play in Primary including sand based resources this date has been cancelled	Wednesday, September 25, 2024	9.15am to 12noon
HR Course	Managing Employee Capability (Performance Management) this date has been cancelled	Thursday, September 26, 2024	2pm to 5pm
BSAT 212	Safety Intervention Refresher Training (formerly MAPA Refresher Training) - CPI accredited	Thursday, September 26, 2024	2pm to 4.30pm
SIS 002	The Hearing Impaired Child in your Class Annual Conference	Thursday, September 26, 2024	8.30am to 4pm
AST 005	School Attendance Surgery	Friday, September 27, 2024	10am to 12noon
PSS 021	Supporting and developing the role of lunchtime supervisors and behaviour this date has been cancelled	Monday, September 30, 2024	4pm to 5.30pm

October 2024

PSS 028	<i>Restorative Practice this date has been cancelled</i>	Tuesday, October 01, 2024	4pm to 5.30pm
EY 346	Using Work Reward Task Baskets as part of a structured teaching approach in EYFS	Tuesday, October 01, 2024	4pm to 5.30pm
CPD 731	<i>Improving Oracy for EAL Learners this date has been cancelled</i>	Wednesday, October 02, 2024	1.15pm to 4pm
BSAT 201	Safety Intervention Training (formerly MAPA training) - Part 1 - CPI accredited	Wednesday, October 02, 2024	9am to 4pm
PSS 025	<i>Using Trauma Informed Practice to develop change for all learners this date has been cancelled</i>	Wednesday, October 02, 2024	9.15am to 12noon
HR Course	Accredited Safer Recruitment Training	Thursday, October 03, 2024	9am to 4.30pm
PSS 018	<i>Managing Anxiety in Children this date has been cancelled</i>	Thursday, October 03, 2024	9.15am to 12noon
LSAT 502	Supporting SEND in the Classroom for Early Career Teachers - part 1	Thursday, October 03, 2024	9.15am to 12.30pm
SG 208	<i>Managing Child on Child Abuse this date has been cancelled</i>	Thursday, October 03, 2024	1pm to 4pm
EY 340	<i>Schemas in the EYFS this date has been cancelled</i>	Thursday, October 03, 2024	1.15pm to 4pm
n/a	Literacy Pathway - part 1	Monday, October 07, 2024	9.15am to 12.30pm
LSAT 511	Talk Boost KS2	Tuesday, October 08, 2024	9.30am to 3pm
SG 102	Newly Appointed Designated Safeguarding Leads' Training (2 days) - part 1	Wednesday, October 09, 2024	9.15am to 4pm
BSAT 201	Safety Intervention Training (formerly MAPA training) - Part 2 - CPI accredited	Wednesday, October 09, 2024	2pm to 4.30pm
OES 05	Emergency First Aid - Part 1	Thursday, October 10, 2024	9.30am to 5pm
CPD 701	<i>Assessing and Monitoring of Progress in EAL this date has been postponed</i>	Thursday, October 10, 2024	1.15pm to 3.30pm
EY 104	Best practice in your breakfast, after-school and holiday provision	Thursday, October 10, 2024	9.15am to 12noon
SG 102	Newly Appointed Designated Safeguarding Leads' Training (2 days) - part 2	Thursday, October 10, 2024	9.15am to 4pm
OES 05	Emergency First Aid - Part 2	Friday, October 11, 2025	9.30am to 5pm
n/a	Designated Teacher for Children in Care Network Meeting (Post 16)	Tuesday, October 15, 2024	4pm to 5.30pm
LSAT 517	Literacy Pathway Intervention Training for Teaching Assistants (part 2)	Tuesday, October 15, 2024	9.15am to 12noon
PSS 008	<i>Positive Behaviour Management in the Classroom this date has been postponed</i>	Tuesday, October 15, 2024	2pm to 4pm
EY 009	Meeting the Statutory Safeguarding and Welfare Requirements of the EYFS	Wednesday, October 16, 2024	4pm to 5.30pm

PSS 101	Understanding Nurture this date has been cancelled	Wednesday, October 16, 2024	9.15am to 12noon
CPD 601	EAL and SEND?	Wednesday, October 16, 2024	1.15pm to 4pm
BSAT 302	Behaviour Support Intervention Refresher Training (non-accredited) this date has been cancelled	Thursday, October 17, 2024	9am to 1pm - TBC
OES 02	Educational Visits Coordinator Termly Updates	Thursday, 17 October, 2024	1pm to 3pm
HR Course	Absence Management of Employees	Thursday, October 17, 2024	2pm to 5pm
SG 108	Raising Awareness of Child Protection this date has been cancelled	Thursday, October 17, 2024	9.30am to 11am
EY 341	Messy Mathematics in an Outdoor Learning Environment this date has been postponed, new date to follow	Thursday, October 17, 2024	4pm to 5.30pm
n/a	SEND and AP Change Programme Learning Lunch	Tuesday, October 22, 2024	12.30pm to 1pm
PSS 012	Adapting High Quality Teaching for SEMH this date has been cancelled	Tuesday, October 22, 2024	4pm to 5.30pm
SIS 001	The Visually Impaired Child in Your Class	Tuesday, October 22, 2024	9am to 4pm
n/a	Autumn Term Leadership Networking Event	Wednesday, October 23, 2024	9am - 1pm
CPD 533	Preventing and Dealing with Racist Bullying this date has been cancelled	Wednesday, October 23, 2024	1.15pm to 3.30pm
SG 103	Safeguarding Induction Training for Governors - part 1	Wednesday, October 23, 2024	5.30pm to 7.30pm
AST 004	School Attendance Briefing Updates	Wednesday, October 23, 2024	4pm to 5.30pm
EY 342	Exploring & Creating Resources to Enhance Vocabulary during Story and Song Time in the EYFS this date has been cancelled	Thursday, October 24, 2024	9.15am to 12noon
CPD 533	Preventing and Dealing with Racist Bullying	Thursday, October 24, 2024	1.15pm to 3.30pm
November 2024			
CPD 732	Working with Refugee children and their families in schools this date has been cancelled	Monday, November 04, 2024	1.15pm to 2.45pm
EY 008	Supporting Sustained Shared Thinking and Scaffolding Play in the EYFS this date has been cancelled	Tuesday, November 05, 2024	1.15pm to 4pm
PSS 010	Cover Supervisors - preparing for the role	Tuesday, November 05, 2024	3.30pm to 5pm
SG 106	Designated Safeguarding Leads' and Safeguarding Governors' Termly Update	Wednesday, November 06, 2024	4pm to 5.30pm
PSS 020	Secure Attachment in Schools this date has been cancelled	Wednesday, November 06, 2024	9.15am to 12noon
HR Course	Employee Investigations Training this date has been cancelled	Thursday, November 07, 2024	2pm to 5pm
SG 107	Designated Safeguarding Leads Refresher	Thursday, November 07, 2024	9.15am to 4pm
EY 302	Effective Circle Times in the EYFS this date has been cancelled	Thursday, November 07, 2024	1.15pm to 4pm
n/a	Annual Telford & Wrekin Early Years Conference	Friday, November 07, 2025	TBC

BSAT 212	Safety Intervention Refresher Training (formerly MAPA Refresher Training) - CPI accredited	Thursday, November 07, 2024	2pm to 4.30pm
GO 603	<i>The Importance of the Early Years Foundation Stage in Schools</i> this date has been cancelled	Thursday, November 07, 2024	5.30pm to 7pm
EY 015	Annual Early Years Conference - schools	Friday, November 08, 2024	9.45am to 4pm TBC
n/a	Literacy Pathway - part 2	Monday, November 11, 2024	9.15am to 12.30pm
SG 103	Safeguarding Induction Training for Governors - part 2	Tuesday, November 12, 2024	5.30pm to 7.30pm
EY 347	<i>Using visuals to support all children in early years provisions</i> this date has been cancelled	Tuesday, November 12, 2024	4pm to 5.30pm
BSAT 301	<i>Behaviour Support Intervention Training - Non-accredited</i> this date has been cancelled	Wednesday, November 13, 2024	10am to 2pm
GO 503	Designated Teachers & Governors for Children in Care Network (compulsory school age)	Wednesday, November 13, 2024	3.45pm to 5.15pm
CPD 616	Developing the Role of the EAL Coordinator	Wednesday, November 13, 2024	1.15pm to 3.30pm
CPD 512	<i>Primary Computing Update</i> this date has been cancelled	Wednesday, November 13, 2024	4pm to 5.30pm
LSAT 212	Governors' Responsibilities for SEND	Wednesday, November 13, 2024	5pm to 6.30pm
OES 03	Educational Visits Leader Training	Friday, November 15, 2024	9am to 3pm
CPD 717	Meeting the OFSTED Requirements for Equality and Diversity for Governors	Monday, November 18, 2024	6pm to 8.30pm
n/a	SEND and AP Change Programme Learning Lunch	Tuesday, November 19, 2024	12.30pm to 1pm
CPD 502	Assessment - termly update	Tuesday, November 19, 2024	9.15am to 10.45am
HR Course	Safer Recruitment Administration	Wednesday, November 20, 2024	3pm to 5pm
EY 023	<i>Listen with Lucy</i> this date has been cancelled	Wednesday, November 20, 2024	1.15pm to 4pm
EY 303	Bright Ideas and Inspiration - for your breakfast, holiday and out of school provision	Thursday, November 21, 2024	9.15am to 12noon
CPD 731	<i>Improving Oracy for EAL Learners</i> this date has been cancelled	Wednesday, November 21, 2024	1.15pm to 4pm
PSS 022	<i>Supporting Emotional Needs of Learners</i> this date has been cancelled	Monday, November 25, 2024	9.15am to 12noon
PSS 104	Supporting Behaviour and Learning - Children with ADHD / Oppositional Defiance Disorder (ODD) & Conduct Disorder (CD)	Tuesday, November 26, 2024	4pm to 5.30pm
GO 502	Induction Training for New Governors	Wednesday, November 27, 2024	9.30am to 3.30pm
SG 101	Raising Awareness of Prevent	Wednesday, November 27, 2024	9.30am to 11am
EY 007	Early Years Coordinators – Termly Update	Thursday, November 28, 2024	4pm to 5.30pm
CPD 710	<i>Managing English as an Additional Language in Early Years Settings</i> this date has been cancelled	Thursday, November 28, 2024	1.15pm to 3.30pm

EY 106	The Role of the Key Person in the Early Years Foundation Stage this date has been cancelled	Thursday, November 28, 2024	1.15pm to 4pm
AST 005	School Attendance Surgery this date has been cancelled	Friday, November 29, 2024	10am to 12noon
December 2024			
n/a	Literacy Pathway - part 3	Monday, December 02, 2024	9.15am to 12.30pm
SG 110	Webinar session: Ensuring the quality of safeguarding records	Monday, December 02 2024	3.30pm to 5pm
PSS 023	Supporting pupils with down syndrome and behaviour challenges this date has been cancelled	Tuesday, December 03, 2024	9.15am to 12noon
PSS 001	Youth Mental Health First Aid part 1 this date has been cancelled	Tuesday, December 03, 2024	8.30am to 4pm
CPD 603	EAL & Maths this date has been cancelled	Wednesday, December 04, 2024	1.15pm to 3.30pm
PSS 001	Youth Mental Health First Aid part 2 this date has been cancelled	Wednesday, December 04, 2024	8.30am to 4pm
AST 004	School Attendance Briefing Updates - additional date re DfE Guidance	Wednesday, December 04, 2024	4pm to 5.30pm
HR Course	Accredited Safer Recruitment Training	Thursday, December 05, 2024	9am to 4.30pm
SG 104	Governors' Responsibilities for Exclusions	Thursday, December 05, 2024	5pm to 7pm
AST 005	School Attendance Surgery	Friday, December 6, 2024	10am to 12noon
PSS 013	Behaviour as Communication this date has been cancelled	Friday, December 06, 2024	1pm to 4pm
n/a	SEND and AP Change Programme Learning Lunch	Tuesday, December 17, 2024	12.30pm to 1pm
January 2025			
SG 108	Raising Awareness of Child Protection this date has been cancelled	Thursday, January 09, 2025	3.30pm to 5pm
SG 108	Raising Awareness of Child Protection	Thursday, January 09, 2025	9am to 11am
LSAT 302	Establishing Yourself as a SEND Leader - for new and returning SENCOs - part 1	Monday, January 13, 2025	9.15am to 3.30pm
EY 348	Working with Early Years Children who require a High Level of Support through Specific and Differentiated Targeted Activities (EYFS)	Tuesday, January 14, 2025	1.30pm to 5pm
EY 001	An Introduction to the Early Years Foundation Stage	Wednesday, January 15, 2025	4pm to 5.30pm
SG 102	Newly Appointed Designated Safeguarding Leads' Training (2 days) - part 1	Wednesday, January 15, 2025	9.15am to 4pm
CPD 726	Supporting Early Career Teachers with EAL Learners	Wednesday, January 15, 2025	1.15pm to 3.30pm
PSS 025	Using Trauma Informed Practice to develop change for all learners	Wednesday, January 15, 2025	9.15am to 12noon

SG 102	Newly Appointed Designated Safeguarding Leads' Training (2 days) - part 2	Thursday, January 16, 2025	9.15am to 4pm
OES 05	Emergency First Aid - Part 1	Thursday, January 16, 2025	9.30am to 5pm
BSAT 212	Safety Intervention Refresher Training (formerly MAPA Refresher Training) - CPI accredited	Thursday, January 16, 2025	2pm to 4.30pm
OES 05	Emergency First Aid - Part 2	Friday, January 17, 2025	9.30am to 5pm
LSAT 516	Quality First Teaching for SEND Pt 1	Monday, January 20, 2025	9.15am to 12.30pm
PSS 014	Building Confidence & Self-esteem for students	Tuesday, January 21, 2025	4pm to 5.30pm
LSAT 302	Establishing Yourself as a SEND Leader - for new and returning SENCOs - part 2	Tuesday, January 21, 2025	9.15am to 3.30pm
GO 504	Taking the Chair - part 1	Tuesday, January 21, 2025	4.30pm to 6.30pm
CPD 526	EAL Network Meeting	Wednesday, January 22, 2025	3.30pm to 4.30pm
SG 103	Safeguarding Induction Training for Governors	Wednesday, January 22, 2025	9.30am to 2pm
PSS 026	The Importance of Play in Primary including sand based resources	Wednesday, January 22, 2025	9.15am to 12noon
PSS 018	Managing Anxiety in Children	Thursday, January 23, 2025	9.15am to 12noon
CPD 609	Online Safety – a Safeguarding Responsibility	Thursday, January 23, 2025	4pm to 5.30pm
OES 01	Educational Visits Coordinator Training and Refresher	Friday, January 24, 2025	9am to 3.30pm
AST 005	School Attendance Surgery	Friday, January 24, 2025	10am to 12noon
LSAT 510	Talk Boost KS1	Monday, January 27, 2025	9am to 3pm
EY 349	Support and Supervision in the EYFS	Monday, January 27, 2025	9.30am to 11.30am
PSS 021	Supporting and developing the role of lunchtime supervisors and behaviour	Monday, January 27, 2025	4pm to 5.30pm
n/a	SEND and AP Change Programme Learning Lunch	Tuesday, January 28, 2025	12.30pm to 1pm
OES 02	Educational Visits Coordinator Termly Updates	Tuesday, 28 January, 2025	1pm to 3pm
CPD 714	Developing Reading for Meaning Strategies for EAL Learners at KS2	Tuesday, January 28, 2025	1.15pm to 3.30pm
SG 208	<i>Managing Child on Child Abuse this date has been cancelled</i>	<i>Wednesday, January 29, 2025</i>	<i>9am to 12noon</i>
HR Course	Accredited Safer Recruitment Training	Thursday, January 30, 2025	9am to 4.30pm
EY 345	Universal Offer - Getting it Right for All Children in the EYFS environment	Thursday, January 30, 2025	9.15am to 12noon
BSAT 201	Safety Intervention Training (formerly MAPA training) - Part 1 - CPI accredited	Thursday, January 30, 2025	9am to 4pm
CPD 701	Assessing and Monitoring of Progress in EAL	Thursday, January 30, 2025	1.15pm to 3.30pm
AST 005	<i>School Attendance Surgery this date has been cancelled</i>	<i>Friday, January 31, 2025</i>	<i>10am to 12noon</i>
February 2025			

CPD 731	Improving Oracy for EAL Learners	Monday, February 03, 2025	1.15pm to 4pm
PSS 010	Cover Supervisors - preparing for the role	Tuesday, February 04, 2025	3.30pm to 5pm
PSS 015	Creating a Behaviour Curriculum	Tuesday, February 04, 2025	9.15am to 12noon
EY 342	Exploring & Creating Resources to Enhance Vocabulary during Story and Song Time in the EYFS	Tuesday, February 04, 2025	9.15am to 12noon
GO 504	Taking the Chair - part 2	Tuesday, February 04, 2025	4.30pm to 6.30pm
EY 023	Listen with Lucy	Wednesday, February 05, 2025	1.15pm to 4pm
EY 009	Meeting the Statutory Safeguarding and Welfare Requirements of the EYFS	Wednesday, February 05, 2025	4pm to 5.30pm
PSS 101	Understanding Nurture	Wednesday, February 05, 2025	9.15am to 12noon
CPD 504	Preparing for Statutory Assessment at the End of KS2	Thursday, February 06, 2025	9am to 12.30pm
BSAT 201	Safety Intervention Training (formerly MAPA training) - Part 2 - CPI accredited	Thursday, February 06, 2025	2pm to 4.30pm
GO 603	The Importance of the Early Years Foundation Stage in Schools	Thursday, February 06, 2025	5.30pm to 7pm
n/a	Talk for Work	Thursday, February 06, 2025	9.00am to 3.30pm
EY 340	Schemas in the EYFS	Friday, February 07, 2025	1.15pm to 4pm
CPD 732	<i>Working with Refugee children and their families in schools_ this date has been cancelled</i>	<i>Tuesday, February 11, 2025</i>	<i>1.15pm to 2.15pm</i>
HR Course	Managing Employee Capability (Performance Management)	Thursday, February 13, 2025	2pm to 5pm
LSAT 502	Supporting SEND in the Classroom for Early Career Teachers - part 2	Thursday, February 13, 2025	9.15am to 12.30pm
SG 101	Raising Awareness of Prevent	Thursday, February 13, 2025	1pm to 2.30pm
PSS 008	Positive Behaviour Management in the Classroom	Monday, February 24, 2025	2pm to 4pm
n/a	SEND and AP Change Programme Learning Lunch	Tuesday, February 25, 2025	12.30pm to 1pm
GO 504	Taking the Chair - part 3	Tuesday, February 25, 2025	4.30pm to 6.30pm
HR Course	Employee Investigations Training	Tuesday, February 25, 2025	2pm to 5pm
EY 346	Using Work Reward Task Baskets as part of a structured teaching approach in EYFS	Tuesday, February 25, 2025	4pm to 5.30pm
SG 106	<i>Designated Safeguarding Leads' and Safeguarding Governors' Termly Update this date has been cancelled</i>	<i>Wednesday, February 26, 2025</i>	<i>4pm to 5.30pm</i>
GO 502	Induction Training for New Governors	Wednesday, February 26, 2025	9.30am to 3.30pm
SG 106	Designated Safeguarding Leads' and Safeguarding Governors' Termly Update	Thursday, February 27, 2025	4pm to 5.30pm
BSAT 302	Behaviour Support Intervention Refresher Training (non-accredited)	Thursday, February 27, 2025	9am to 1pm - TBC

CPD 505	Preparing for Non Statutory Assessment at the End of KS1	Thursday, February 27, 2025	9am to 12.30pm
SG 108	Raising Awareness of Child Protection	Thursday, February 27, 2025	9.30am to 11am
March 2025			
PSS 012	Adapting High Quality Teaching for SEMH	Tuesday, March 04, 2025	4pm to 5.30pm
n/a	Designated Teacher for Children in Care Network Meeting (Post 16)	Tuesday, March 04, 2025	4pm to 5.30pm
GO 503	Designated Teachers & Governors for Children in Care Network (compulsory school age)	Wednesday, March 05, 2025	3.45pm to 5.15pm
SG 206	Safeguarding Refresher Training for Governors	Wednesday, March 05, 2025	5.30pm to 7.30pm
PSS 020	Secure Attachment in Schools	Wednesday, March 05, 2025	9.15am to 12noon
CPD 732	Working with Refugee children and their families in schools	Thursday, March 06, 2025	1.15pm to 2.15pm
HR Course	Accredited Safer Recruitment Training	Thursday, March 06, 2025	9am to 4.30pm
OES 05	Emergency First Aid - Part 1	Thursday, March 06, 2025	9.30am to 5pm
OES 03	Educational Visits Leader Training	Friday, March 07, 2025	9am to 3pm
PSS 024	The impact of FASD on behaviour	Friday, March 07, 2025	9.15am to 12noon
OES 05	Emergency First Aid - Part 2	Friday, Marh 07, 2025	9.30am to 5pm
PSS 022	Supporting Emotional Needs of Learners	Monday, March 10, 2025	9.15am to 12noon
PSS 028	Restorative Practice	Tuesday, March 11, 2025	4pm to 5.30pm
GO 504	Taking the Chair - part 4	Tuesday, March 11, 2025	4.30pm to 6.30pm
BSAT 301	Behaviour Support Intervention Training - Non-accredited	Wednesday, March 12, 2025	10am to 2pm
CPD 512	<i>Primary Computing Update this date has been cancelled</i>	<i>Wednesday, March 12, 2025</i>	<i>4pm to 5.30pm</i>
CPD 606	Promoting Cultural Diversity and Equality of Opportunity in EYFS	Wednesday, March 12, 2025	1.15pm to 3.30pm
HR Course	Absence Management of Employees	Thursday, March 13, 2025	2pm to 5pm
CPD 502	Assessment - termly update	Tuesday, March 18, 2025	9.15am to 10.45am
AST 004	School Attendance Briefing Updates	Wednesday, March 19, 2025	4pm to 5.30pm
SG 101	Raising Awareness of Prevent	Thursday, March 20, 2025	3.30pm to 5pm
EY 349	Support and Supervision in the EYFS	Thursday, March 20, 2025	1pm to 3pm
BSAT 212	Safety Intervention Refresher Training (formerly MAPA Refresher Training) - CPI accredited	Thursday, March 20, 2025	2pm to 4.30pm
PSS 013	Behaviour as Communication	Friday, March 21, 2025	1pm to 4pm
SG 107	Designated Safeguarding Leads Refresher	Friday, March 21, 2025	9.15am to 4pm
LSAT 516	Quality First Teaching for SEND Pt 2	Monday, March 24, 2025	9.15am to 12.30pm
n/a	Literacy Pathway - part 4	Tuesday, March 25, 2025	9.15am to 12.30pm
n/a	SEND and AP Change Programme Learning Lunch	Tuesday, March 25, 2025	12.30pm to 1pm

SG 109	Prevent Duty Requirements for Education Settings - completing the Annual Risk Assessment using the DFE template to support your audit	Tuesday, March 25, 2025	3.30pm to 5pm
PSS 016	Creating an Outstanding Behaviour Policy	Thursday, March 27, 2025	9.15am to 12noon
EY 007	Early Years Coordinators – Termly Update	Thursday, March 27, 2025	4pm to 5.30pm
CPD 729	Meeting the Needs of Pupils at Early Stages of English as an Additional Language	Thursday, March 27, 2025	1.15pm to 3.30pm
April 2025			
HR Course	Safer Recruitment Administration	Wednesday, April 02, 2025	3pm to 5pm
AST 005	School Attendance Surgery	Friday, April 04, 2025	10am to 12noon
EY 347	Using visuals to support all children in early years provisions	Tuesday, April 08, 2025	4pm to 5.30pm
PSS 014	Building Confidence & Self-esteem for students	Wednesday, April 09, 2025	4pm to 5.30pm
PSS 025	Using Trauma Informed Practice to develop change for all learners	Wednesday, April 09, 2025	9.15am to 12noon
CPD 732	Working with Refugee children and their families in schools	Thursday, April 10, 2025	1.15pm to 2.45pm
BSAT 212	Safety Intervention Refresher Training (formerly MAPA Refresher Training) - CPI accredited	Thursday, April 10, 2025	2pm to 4.30pm
n/a	SEND and AP Change Programme Learning Lunch	Tuesday, April 29, 2025	12.30pm to 1pm
GO 508	Understanding School Finance	Tuesday, April 29, 2025	9.15am to 12noon
CPD 727	Improving EAL Pupils' Writing	Wednesday, April 30, 2025	1.15pm to 3.30pm
SG 102	Newly Appointed Designated Safeguarding Leads' Training (2 days) - part 1	Wednesday, April 30, 2025	9.15am to 4pm
May 2025			
EY 104	Best practice in your breakfast, after-school and holiday provision	Thursday, May 01, 2025	9.15am to 12noon
SG 102	Newly Appointed Designated Safeguarding Leads' Training (2 days) - part 2	Thursday, May 01, 2025	9.15am to 4pm
EY 348	Working with Early Years Children who require a High Level of Support through Specific and Differentiated Targeted Activities (EYFS)	Tuesday, May 06, 2025	9.15am to 12noon
PSS 104	Supporting Behaviour and Learning - Children with ADHD / Oppositional Defiance Disorder (ODD) & Conduct Disorder (CD)	Tuesday, May 06, 2025	4pm to 5.30pm
EY 023	Listen with Lucy	Wednesday, May 07, 2025	1.15pm to 4pm
CPD 715	Meeting the EYFS Profile Requirements for EAL Learners in EYFS	Wednesday, May 07, 2025	1.15pm to 3.30pm
SG 101	Raising Awareness of Prevent	Wednesday, May 07, 2025	9.30am to 11am

PSS 026	The Importance of Play in Primary including sand based resources	Wednesday, May 07, 2025	9.15am to 12noon
SG 108	Raising Awareness of Child Protection	Thursday, May 08, 2025	3.30pm to 5pm
BSAT 201	Safety Intervention Training (formerly MAPA training) - Part 1 - CPI accredited	Thursday, May 08, 2025	9am to 4pm
OES 05	Emergency First Aid - Part 1	Thursday, May 08, 2025	9.30am to 5pm
OES 05	Emergency First Aid - Part 2	Friday, May 09, 2025	9.30am to 5pm
PSS 019	Maximising the impact of Teaching Assistants with behaviour management	Monday, May 12, 2025	4pm to 5.30pm
SG 208	Managing Child on Child Abuse	Wednesday, May 14, 2025	9am to 12noon
PSS 101	Understanding Nurture	Wednesday, May 14, 2025	9.15am to 12noon
OES 02	Educational Visits Coordinator Termly Updates	Wednesday, May 14, 2025	1pm to 3pm
EY 344	Let's Get Expressive, Creative and Messy In The Outdoors	Wednesday, May 14, 2025	4pm to 5.30pm
CPD 612	EYFS Moderation Trialling	Wednesday, May 14, 2025	1pm to 4pm
HR Course	Accredited Safer Recruitment Training	Thursday, May 15, 2025	9am to 4.30pm
BSAT 201	Safety Intervention Training (formerly MAPA training) - Part 2 - CPI accredited	Thursday, May 15, 2025	2pm to 4.30pm
CPD 526	EAL Network Meeting	Thursday, May 15, 2025	3.30pm to 4.30pm
n/a	SEND and AP Change Programme Learning Lunch	Tuesday, May 20, 2025	12.30pm to 1pm
CPD 721	Pupil Premium Network Meeting	Tuesday, May 20, 2025	4pm to 5.30pm
SG 203	Child Protection Supervision	Wednesday, May 21, 2025	9am to 1pm
AST 004	School Attendance Briefing Updates	Wednesday, May 21, 2025	4pm to 5.30pm
SG 103	Safeguarding Induction Training for Governors - part 1	Wednesday, May 21, 2025	5.30pm to 7.30pm
BSAT 302	Behaviour Support Intervention Refresher Training (non-accredited)	Thursday, May 22, 2025	9am to 1pm - TBC
GO 603	The Importance of the Early Years Foundation Stage in Schools	Thursday, May 22, 2025	5.30pm to 7pm
June 2025			
PSS 021	Supporting and developing the role of lunchtime supervisors and behaviour	Monday, June 02, 2025	4pm to 5.30pm
CPD 728	Developing the Teaching and Learning of the Protected Characteristics	Tuesday, June 03, 2025	1.15pm to 3.30pm
AST 006	Red Book Training - Guidance for referrals for attendance related legal interventions	Wednesday, June 04, 2025	8.45am to 3.45pm
SG 101	Raising Awareness of Prevent	Wednesday, June 04, 2025	1pm to 2.30pm
PSS 018	Managing Anxiety in Children	Thursday, June 05, 2025	9.15am to 12noon

CPD 620	Virtual School Conference for Designated Teachers and Nominated Governors for Children in Care	Friday, June 06, 2025	All day - TBC
EY 340	Schemas in the EYFS	Friday, June 06, 2025	9.15am to 12noon
EY 008	<i>Supporting Sustained Shared Thinking and Scaffolding Play in the EYFS this date has been cancelled</i>	<i>Tuesday, June 10, 2025</i>	<i>1.15pm to 4pm</i>
EY 106	The Role of the Key Person in the Early Years Foundation Stage	Tuesday, June 10, 2025	1.15pm to 4pm
PSS 010	Cover Supervisors - preparing for the role	Tuesday, June 10, 2025	3.30pm to 5pm
SG 111	Webinar session: Understanding Filtering and Monitoring	Tuesday, June 10, 2025	3.30pm to 5pm
SG 108	Raising Awareness of Child Protection	Wednesday, June 11, 2025	9.30am to 11am
CPD 730	<i>Narrowing the Gaps for More Advanced Learners of English as an Additional Language this date has been cancelled</i>	<i>Wednesday, June 11, 2025</i>	<i>1.15pm to 3.30pm</i>
CPD 512	<i>Primary Computing Update this date has been cancelled</i>	<i>Wednesday, June 11, 2025</i>	<i>4pm to 5.30pm</i>
EY 345	Universal Offer - Getting it Right for All Children in the EYFS environment	Thursday, June 12, 2025	9.15am to 12noon
CPD 730	Narrowing the Gaps for More Advanced Learners of English as an Additional Language	Thursday, June 12, 2025	1.15pm to 3.30pm
LSAT 514	AET Making Sense of Autism – an introduction to Autism for Governors	Thursday, June 12, 2025	6pm to 7.30pm
AST 005	School Attendance Surgery	Friday, June 13, 2025	10am to 12noon
PSS 022	Supporting Emotional Needs of Learners	Monday, June 16, 2025	9.15am to 12noon
CPD 502	Assessment - termly update	Tuesday, June 17, 2025	9.15am to 10.45am
PSS 012	Adapting High Quality Teaching for SEMH	Tuesday, June 17, 2025	4pm to 5.30pm
PSS 001	Youth Mental Health First Aid – part 1	Tuesday, June 17, 2025	8.30am to 4pm
SG 103	Safeguarding Induction Training for Governors - part 2	Wednesday, June 18, 2025	5.30pm to 7.30pm
PSS 001	Youth Mental Health First Aid – part 2	Wednesday, June 18, 2025	8.30am to 4pm
BSAT 201	Safety Intervention Training (formerly MAPA training) - Part 1 - CPI accredited	Thursday, June 19, 2025	9am to 4pm
EY 303	Bright Ideas and Inspiration - for your breakfast, holiday and out of school provision	Thursday, June 19, 2025	9.15am to 12noon
EY 007	Early Years Coordinators – Termly Update	Thursday, June 19, 2025	4pm to 5.30pm
SG 104	Governors' Responsibilities for Exclusions	Thursday, June 19, 2025	5pm to 7pm
OES 01	Educational Visits Coordinator Training and Refresher	Friday, 20 June, 2025	9am to 3.30pm
n/a	SEND and AP Change Programme Learning Lunch	Tuesday, June 24, 2025	12.30pm to 1pm
EY 342	Exploring & Creating Resources to Enhance Vocabulary during Story and Song Time in the EYFS	Tuesday, June 24, 2025	9.15am to 12noon

EY 008	Supporting Sustained Shared Thinking and Scaffolding Play in the EYFS	Tuesday, June 24, 2025	1.15pm to 4pm
PSS 020	Secure Attachment in Schools	Wednesday, June 25, 2025	9.15am to 12noon
GO 502	Induction Training for New Governors	Wednesday, June 25, 2025	9.30am to 3.30pm
SG 106	Designated Safeguarding Leads' and Safeguarding Governors' Termly Update	Wednesday, June 25, 2025	4pm to 5.30pm
SG 107	Designated Safeguarding Leads Refresher	Thursday, June 26, 2025	9.15am to 4pm
BSAT 201	Safety Intervention Training (formerly MAPA training) - Part 2 - CPI accredited	Thursday, June 26, 2025	2pm to 4.30pm
PSS 013	Behaviour as Communication	Friday, June 27, 2025	1pm to 4pm
July 2025			
AST 005	School Attendance Surgery	Tuesday, July 01, 2025	10am to 12noon
BSAT 301	Behaviour Support Intervention Training - Non-accredited	Wednesday, July 02, 2025	10am to 2pm
EY 302	Effective Circle Times in the EYFS	Thursday, July 03, 2025	1.15pm to 4pm
BSAT 212	Safety Intervention Refresher Training (formerly MAPA Refresher Training) - CPI accredited	Thursday, July 03, 2025	2pm to 4.30pm
OES 03	Educational Visits Leader Training	Friday, July 04, 2025	9am to 3pm
CPD 721	Pupil Premium Network Meeting	Tuesday, July 08, 2025	4pm to 5.30pm

Wednesday, October 23, 2024
Wednesday, December 04, 2024
Wednesday, March 19, 2025
Wednesday, May 21, 2025
4pm to 5.30pm
Online via Microsoft Teams

Course code AST 004

School Attendance Briefing Updates

Course Tutors: Kay Burford, Cathy Hobbs, Zoe McLaughlin, Jo Antenbring, Karen Parkinson

Target Audience: Headteachers, Education Welfare Officers, senior leaders with school attendance responsibility (cross phase)

Course Content

An opportunity to join a briefing related to school attendance.

Key Outcomes

The overall aim is to improve school attendance, reduce persistent absence and to share good practice.

Cost per delegate

T&W LA Schools & Academies	£0
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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
☎ Tel: 01952 382465

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Friday, September 27, 2024

Friday, November 29, 2024 *this date has been cancelled*

Friday, December 6, 2024

Friday, January 24, 2025

Friday, January 31, 2025 *this date has been cancelled*

Friday, April 04, 2025

Friday, June 13, 2025

Tuesday, July 01, 2025

10am to 12noon

Online via Microsoft Teams

Course code AST 005

School Attendance Surgery

Course Tutors: Kay Burford, Cathy Hobbs, Zoe McLaughlin

Target Audience: Education Welfare Officers, senior leaders with school attendance responsibility, strengthening families practitioners, social workers (cross phase)

Course Content

These surgeries are an opportunity to refer complex cases related to attendance for advice/guidance and an opportunity for discussion with schools and other practitioners' schools to share good practice.

Key Outcomes

The overall aim is to improve school attendance and reduce persistent absence.

Cost per delegate

T&W LA Schools & Academies	£0
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Wednesday, September 18, 2024
Wednesday, June 04, 2025
8.45am to 3.45pm

Course code AST 006

Red Book Training - guidance for referrals for attendance related legal interventions

Course Tutors: Kay Burford, Jo Antenbring and Karen Parkinson

Target Audience: Headteachers, senior leaders, governors, school business managers and school administrators (cross phase)

Course Content

This course will:

- ensure all schools are aware of the available legal interventions relating to school attendance and how to prepare and a refer a case
- provide delegates with an overview on all matters relating to how schools monitor and manage absence

Key Outcomes

- Schools are able to access legal interventions

Cost per delegate

T&W LA Schools & Academies	£165
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** 10% discount per delegate for two or more bookings on the same course from the same school*

Please note: All stated delegate fees are for face to face courses; however, where a course is delivered virtually, a lower delegate fee will be charged to reflect any savings made on venue costs – please contact the CPD Team for details via cpdschoolimprovement@telford.gov.uk

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Part 1: Wednesday, October 02, 2024
Part 1: Thursday, January 30, 2025
Part 1: Thursday, May 08, 2025
Part 1: Thursday, June 19, 2025
9am to 4pm

Part 2: Wednesday, October 09, 2024
Part 2: Thursday, February 06, 2025
Part 2: Thursday, May 15, 2025
Part 2: Thursday, June 26, 2025
2pm to 4.30pm

Course code BSAT 201

Safety Intervention Training (formerly MAPA training) - CPI accredited

Course Tutor: Clare Wilson and Claire Hughes

Target Audience: All school staff - T&W LA Maintained Schools only

Course Content

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

Safety Intervention Training 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 recognised 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.

To maintain your licence, a refresher must be attended every 12 months (BSAT 212).

Cost per delegate

T&W LA Schools & Academies	£191
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Please note: All stated delegate fees are for face to face courses; however, where a course is delivered virtually, a lower delegate fee will be charged to reflect any savings made on venue costs – please contact the CPD Team for details via cpdschoolimprovement@telford.gov.uk

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Thursday, September 26, 2024
Thursday, November 07, 2024
Thursday, January 16, 2025
Thursday, March 20, 2025
Thursday, April 10, 2025
Thursday, July 03, 2025
2pm to 4.30pm

Course code BSAT 212

Safety Intervention Refresher Training (formerly MAPA Refresher Training) - CPI accredited

Course Tutor: Clare Wilson and Claire Hughes

Target Audience: All school staff - T&W LA Maintained Schools only

Course Content

CPI / Pivotal Safety Intervention (formerly 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 CPI Safety Intervention 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.

Key Outcomes

To review and expand on the CPI Safety Intervention Training concepts:

- regularly and formally assessing staff competence and proficiency in the intervention strategies taught in the CPI Safety Intervention 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	£127
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Please note: All stated delegate fees are for face to face courses; however, where a course is delivered virtually, a lower delegate fee will be charged to reflect any savings made on venue costs – please contact the CPD Team for details via cpdschoolimprovement@telford.gov.uk

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Wednesday, November 13, 2024 *this date has been cancelled*

Wednesday, March 12, 2025

Wednesday, July 02, 2025

10am to 2pm

Course code BSAT 301

Behaviour Support Intervention Training (non-accredited)

Course Tutor: Clare Wilson and Claire Hughes

Target Audience: All school staff - this non-accredited course is specifically designed for T&W academies and non T&W schools / academies and other organisations

Course Content

This course will:

- examine antecedents of potential crisis situations
- pin point strategies to assist in recognising escalating levels of behaviour
- develop strategies to limit defensive behaviours through verbal de-escalation techniques
- explore ways to restore relationships after distressing incidents

Key Outcomes

Delegates will:

- be more able to acknowledge and understand how to manage their own responses in a crisis situation
- be aware of their own verbal and non-verbal responses during escalating situations
- learn Safe Guidance techniques to optimise safety and reduce harm
- be able to demonstrate and practice Safe Guidance Principles and problem solve different scenarios which are realistic to the setting

***Important note:** Delegates completing the non-accredited behaviour support intervention training will receive a certificate which demonstrates the training they have received in the use of reasonable force, physical intervention and de-escalation. As with all such training, each school is responsible for ensuring the competency of its staff and the correct use of reasonable force at all times, and must have a policy in place which ensures the monitoring of the use of reasonable force by the school to protect those trained and pupils. The school / organisation acknowledges and accepts that the Council and / or any Trainers are not liable for any claims relating to any actions taken by delegates following the training.*

Cost per delegate

T&W LA Schools & Academies	£153
Non T&W Schools	£183.60

Please note: All stated delegate fees are for face to face courses; however, where a course is delivered virtually, a lower delegate fee will be charged to reflect any savings made on venue costs – please contact the CPD Team for details via cpdschoolimprovement@telford.gov.uk

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Thursday, October 17, 2024 *this date has been cancelled*

Thursday, February 27, 2025

Thursday, May 22, 2025

9am to 1pm - TBC

Course code BSAT 302

Behaviour Support Intervention Refresher Training (non-accredited)

Course Tutor: Clare Wilson and Claire Hughes

Target Audience: All school staff - this non-accredited course is specifically designed for T&W academies and non T&W schools / academies and other organisations

Course Content

This course will provide a refresher on the following topics:

- antecedents of potential crisis situations
- strategies to assist in recognising escalating levels of behaviour
- strategies to limit defensive behaviours through verbal de-escalation techniques
- ways to restore relationships after distressing incidents

Key Outcomes

Delegates will refresh their knowledge and understanding in terms of:

- being able to acknowledge and understand how to manage their own responses in a crisis situation
- being aware of their own verbal and non-verbal responses during escalating situations
- safe guidance techniques to optimise safety and reduce harm
- being able to demonstrate and practice Safe Guidance Principles and problem solve different scenarios which are realistic to the setting

***Important note:** Delegates completing the non-accredited behaviour support intervention training will receive a certificate which demonstrates the training they have received in the use of reasonable force, physical intervention and de-escalation. As with all such training, each school is responsible for ensuring the competency of its staff and the correct use of reasonable force at all times, and must have a policy in place which ensures the monitoring of the use of reasonable force by the school to protect those trained and pupils. The school / organisation acknowledges and accepts that the Council and / or any Trainers are not liable for any claims relating to any actions taken by delegates following the training.*

Cost per delegate

T&W LA Schools & Academies	£102
Non T&W Schools	£122.40

Please note: All stated delegate fees are for face to face courses; however, where a course is delivered virtually, a lower delegate fee will be charged to reflect any savings made on venue costs – please contact the CPD Team for details via cpdschoolimprovement@telford.gov.uk

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Tuesday, November 19, 2024
Tuesday, March 18, 2025
Tuesday, June 17, 2025
9.15am to 10.45am

Course code CPD 502

Assessment - termly update

Course Tutor: Rebecca Carey

Target Audience: Senior and middle leaders, assessment leads (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
- an opportunity for delegates to consider their own school's context
- networking with other assessment leads

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

T&W LA Schools & Academies	£116
Non T&W Schools	£139.20

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

Please note: All stated delegate fees are for face to face courses; however, where a course is delivered virtually, a lower delegate fee will be charged to reflect any savings made on venue costs – please contact the CPD Team for details via cpdschoolimprovement@telford.gov.uk

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Thursday, February 06, 2025
9am to 12.30pm

Course code 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 important information about the KS2 tests and teacher assessments using the national performance descriptors.

Key Outcomes

Delegates will be prepared for statutory KS2 assessments for 2025.

Cost per delegate

T&W LA Schools & Academies	£127
Non T&W Schools	£152.40

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

Please note: All stated delegate fees are for face to face courses; however, where a course is delivered virtually, a lower delegate fee will be charged to reflect any savings made on venue costs – please contact the CPD Team for details via cpdschoolimprovement@telford.gov.uk

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Thursday, February 27, 2025
9am to 12.30pm

Course code CPD 505

Preparing for Non 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 non-statutory tests and teacher assessments using the national performance descriptors.

Key Outcomes

Delegates will be prepared for non-statutory KS1 assessments for 2025.

Cost per delegate

T&W LA Schools & Academies	£127
Non T&W Schools	£152.40

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

Please note: All stated delegate fees are for face to face courses; however, where a course is delivered virtually, a lower delegate fee will be charged to reflect any savings made on venue costs – please contact the CPD Team for details via cpdschoolimprovement@telford.gov.uk

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Wednesday, November 13, 2024 *this date has been cancelled*

Wednesday, March 12, 2025 *this date has been cancelled*

Wednesday, June 11, 2025 *this date has been cancelled*

4pm to 5.30pm

Online via Microsoft Teams

Course code CPD 512

Primary Computing 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

T&W LA Schools & Academies	£103
Non T&W Schools	£123.60
<i>* 10% discount per delegate for two or more bookings on the same course from the same school As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs</i>	

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

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Tuesday, September 24, 2024
Wednesday, January 22, 2025
Thursday, May 15, 2025
3.30pm to 4.30pm
Online via Microsoft Teams

Course code CPD 526

EAL Network Meeting

Course Tutor: Kirsty Holden and Qamar Maqsood

Target Audience: Headteachers, senior staff with responsibility for EAL, class teachers, support staff

Course Content

Termly updates on issues around EAL and minority ethnic achievement, as well as equality & diversity updates.

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

T&W LA Schools & Academies	£103
Non T&W Schools	£123.60

Notes:

- *One free place per term for schools which subscribe to the MDT service level agreement*
- *10% discount per delegate for two 'chargeable' bookings on the same course from the same school*
- *As this course is being advertised as an online course the standard delegate fee has been reduced to reflect savings made on venue costs*

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

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Wednesday, October 23, 2024 *this date has been cancelled*

Thursday, October 24, 2024

1.15pm to 3.30pm

Online via Microsoft Teams

Course code CPD 533

Preventing and Dealing with Racist Bullying

Course Tutor: Qamar Maqsood

Target Audience: Headteachers, senior leaders and staff with responsibility for equalities and diversity

Course Content

The session will provide an opportunity for participants to:

- understand 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, both 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	£109
Non T&W Schools	£130.80

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

As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs

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

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Wednesday, October 16, 2024

1.15pm to 4pm

Online via Microsoft Teams

Course code CPD 601

EAL and SEND?

Course Tutor: Belinda Sherlock and Qamar Maqsood

Target Audience: Headteachers, senior leaders, staff with responsibility for EAL and / or SEND and class teachers

Course Content

This course will be run by the Multicultural Development Team and the Learning Support Advisory Team 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	£109
Non T&W Schools	£130.80
<i>* 10% discount per delegate for two or more bookings on the same course from the same school As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs</i>	

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Wednesday, December 04, 2024 *this date has been cancelled*

1.15pm to 3.30pm

Online via Microsoft Teams

Course code CPD 603

EAL & Maths

Course Tutor: Qamar Maqsood

Target Audience: Staff with responsibility for EAL and classroom teachers

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 support pupils' understanding of maths word problems

Key Outcomes

Delegates will:

- 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	£109
Non T&W Schools	£130.80

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

As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs

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Wednesday, March 12, 2025

1.15pm to 3.30pm

Online via Microsoft Teams

Course code CPD 606

Promoting Cultural Diversity and Equality of Opportunity in EYFS

Course Tutor: Kirsty Holden

Target Audience: Teaching and support staff working in the EYFS

Course Content

This course will outline the statutory duties of practitioners to eliminate discrimination, promote equality of opportunity and foster good relations in the EYFS - ensuring the latest OFSTED criteria is met and examined in relation to individual settings.

The course will also provide:

- 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
- 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
- recommendations on a range of useful resources and websites

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	£109
Non T&W Schools	£130.80
<i>* 10% discount per delegate for two or more bookings on the same course from the same school As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs</i>	

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Thursday, January 23, 2025
4pm to 5.30pm

Course code CPD 609

Online Safety – a Safeguarding Responsibility

Course Tutor: Rebecca Carey

Target Audience: Headteachers, governors, senior & middle leaders

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 immediate action 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	£116
Non T&W Schools	£139.20

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

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Course code CPD 612

EYFS Moderation Trialling

Course Tutor: Rebecca Carey and Lisa Seymour

Target Audience: Senior leaders, teachers in the EYFS

Course Content

As a local authority we have always provided a Moderation Trialling session in the summer term to support Early Years' practitioners in making accurate EYFSP judgments.

This session will focus on the:

- principles of EYFS profile assessments
- reliable and accurate assessment at the end of the EYFS
- assessing children against the revised Early Learning Goals
- moderation and effective transition
- using exemplification and sharing good practice

Cost per delegate

T&W LA Schools & Academies	£127
Non T&W Schools	£152.40

** 10% discount per delegate for two or more bookings on the same course from the same school*
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Wednesday, November 13, 2024

1.15pm to 3.30pm

Online via Microsoft Teams

Course code CPD 616

Developing the Role of the EAL Coordinator

Course Tutor: 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 Coordinator 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 delegates 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	£109
Non T&W Schools	£130.80
<i>* 10% discount per delegate for two or more bookings on the same course from the same school</i>	

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

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Friday, June 06, 2025

A full one day event – exact times to be confirmed

Course code CPD 620

Virtual School Conference for Designated Teachers and Nominated Governors for Children in Care

Course Tutor: Virtual School

Target Audience: Designated Teachers, Designated Safeguarding Leads & Nominated Governors for Children in Care

Course Content

The conference will provide you with an opportunity to develop links with the Virtual School, Health and Social Care colleagues and with other Designated Teachers, Designated Safeguarding Leads and Nominated Governors, as we work together to increase the progress Telford & Wrekin children in care and all children with a Social Worker make in school and beyond.

Even if you currently have no children in care or children with a Social Worker at your school, it is important that you remain up to date with processes and expectations. In addition, Ofsted is looking quite closely at the relationship schools have with the Virtual School, and information gained at network meetings has proven very useful to many schools during inspection.

Educational outcomes for children in care and children in need 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 and vulnerable learners when making inspection judgements.

Key Outcomes

Attendance will help to ensure schools comply with statutory duties for Children in Care, previously Looked after Children, and Children with a Social Worker.

The conference will provide:

- opportunities to network
- share best practice
- keep up to date with the latest research and developments

Cost per delegate

T&W LA Schools & Academies	£150 for the first delegate and £100 for additional delegates from the same school or setting Early bird discount £130 for the first delegate and £80 for subsequent delegates from the same setting booked on or before 28 February 2025
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To book a place on this course, please send a completed booking form to:

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Thursday, October 10, 2024 *this date has been postponed*

Thursday, January 30, 2025

1.15pm to 3.30pm

Online via Microsoft Teams

Course code CPD 701

Assessing and Monitoring of Progress in EAL

Course Tutor: Qamar Maqsood

Target Audience: Headteachers, EAL coordinators, staff with responsibility for assessment and / or inclusion and class teachers

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 a variety of EAL assessment frameworks 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 the school's 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	£109
Non T&W Schools	£130.80

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

As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs

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

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Thursday, November 28, 2024 *this date has been cancelled*

1.15pm to 3.30pm

Online via Microsoft Teams

Course code CPD 710

Managing English as an Additional Language in Early Years Settings

Course Tutor: Kirsty Holden

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

Course Content

The course will provide:

- an overview of good practice in EAL provision
- an audit tool that can be used in delegates' own settings
- sample EAL/ language policies
- information on assessment of EAL learners through gathering information on skills in first language and monitoring progress in English language acquisition
- knowledge on 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 an EAL assessment framework
- use this information to feed into the EYFS assessment process

Cost per delegate

T&W LA Schools & Academies	£109
Non T&W Schools	£130.80
<i>* 10% discount per delegate for two or more bookings on the same course from the same school</i>	
<i>As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs</i>	

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

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Tuesday, January 28, 2025
1.15pm to 3.30pm
Online via Microsoft Teams

Course code CPD 714

Developing Reading for Meaning Strategies for EAL Learners at KS2

Course Tutor: Kirsty Holden and 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 which 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
- strategies to develop 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	£109
Non T&W Schools	£130.80
<i>* 10% discount per delegate for two or more bookings on the same course from the same school As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs</i>	

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Wednesday, May 07, 2025
1.15pm to 3.30pm
Online via Microsoft Teams

Course code CPD 715

Meeting the EYFS Profile Requirements for EAL Learners in EYFS

Course Tutor: Kirsty Holden

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 the EYFS

Cost per delegate

T&W LA Schools & Academies	£109
Non T&W Schools	£130.80

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

As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs

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Monday, November 18, 2024

6pm to 8.30pm

Online via Microsoft Teams

Course code CPD 717

Meeting the OFSTED Requirements for Equality and Diversity for Governors

Course Tutor: Kirsty Holden and Qamar Maqsood

Target Audience: Governors

Course Content

This course will:

- consider the key OFSTED and national legislations (including the Equality Act 2010) and guidelines (SMSC, PREVENT etc.) relating to equality and diversity in schools
- develop an understanding of governors' roles and responsibilities in relation to equality and diversity and the promotion of fundamental British Values
- look at why issues around equality and diversity need to be central to the ethos of a school
- explore 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	£109
Non T&W Schools	£130.80
<i>* 10% discount per delegate for two or more bookings on the same course from the same school As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs</i>	

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Tuesday, September 24, 2024
Tuesday, May 20, 2025
Tuesday, July 08, 2025
4pm to 5.30pm

Course code CPD 721

Pupil Premium Network Meeting

Course Tutor: Senior Officer from Achievement and Enrichment

Target Audience: Senior leaders, governors and those responsible for the leadership of the Pupil Premium

Course Content

Pupil Premium Network meetings provide an opportunity to bring together leaders who have responsibility for ensuring impact of schools' Pupil Premium Funding.

The sessions will provide opportunities to share best practice and receive updates and information on Pupil Premium related topics.

Key Outcomes

In addition to providing meaningful opportunities for networking with leaders from other schools / settings, these termly twilight Pupil Premium Network meetings will also ensure:

- sharing of the latest DfE legislation, guidance, information and updates relating to funding streams
- solution focussed strategies to responding to learner needs
- access to exemplar templates, tools and materials for writing and reviewing impact of the Pupil Premium Strategy
- sharing and discussion of effective practice relating to use of the Education Endowment Foundation resources
- development of partnership working between schools

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

T&W LA Schools & Academies	£116
Non T&W Schools	£139.20

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

Please note: All stated delegate fees are for face to face courses; however, where a course is delivered virtually, a lower delegate fee will be charged to reflect any savings made on venue costs – please contact the CPD Team for details via cpdschoolimprovement@telford.gov.uk

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Wednesday, January 15, 2025

1.15pm to 3.30pm

Online via Microsoft Teams

Course code CPD 726

Supporting Early Career Teachers with EAL Learners

Course Tutor: Qamar Maqsood

Target Audience: Staff new to teaching, early career teacher

Course Content

This course provides:

- an overview of EAL
- an understanding of the impact of EAL on learning
- a review of assessment of EAL pupils
- practical teaching strategies and resources

Key Outcomes

Delegates will:

- look at the particular needs of pupils who are new to English and/or new to the UK
- look at how best to support the induction of newly arrived EAL learners
- understand the language acquisition and development of language in EAL learner
- understand the needs of their EAL pupils and how to plan appropriately for them
- develop a range of practical approaches and resources which will enhance the development of English as an Additional Language

Cost per delegate

T&W LA Schools & Academies	£109
Non T&W Schools	£130.80
<i>* 10% discount per delegate for two or more bookings on the same course from the same school As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs</i>	

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Wednesday, April 30, 2025
1.15pm to 3.30pm
Online via Microsoft Teams

Course code CPD 727

Improving EAL Pupils' Writing

Course Tutor: Kirsty Holden and Qamar Maqsood
Target Audience: EAL coordinators and class teachers

Course Content

Writing is an area in which many EAL learners demonstrate a lack of understanding of the complexity of the English language. Speaking and listening activities reinforce and extend children's developing reading and writing skills. Most children try out ideas in talk long before they are able to pin them down in writing.

This course will:

- explore the potential barriers to successful writing for EAL learners
- provide guidance on successful strategies to support the development of writing
- consider expectations of progress and identification of whole class / intervention strategies, which can enable children to develop their writing and meet age appropriate expectations; these approaches are equally relevant to monolingual pupils who struggle with writing

Key Outcomes

Delegates will explore:

- the process of children's additional language development when they are in the early stages of developing English competency in writing
- barriers to becoming a successful writer
- strategies to develop writing accuracy - including sentence structure, grammar, usage of Tier 2 and 3 vocabulary in writing
- using speaking, listening and reading strategies to broaden and deepen vocabulary usage to engage the reader of their writing
- supporting the development of EAL children's independent writing

Cost per delegate

T&W LA Schools & Academies	£109
Non T&W Schools	£130.80

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

As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs

To book a place on this course, please send a completed booking form to:
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Tuesday, June 03, 2025
1.15pm to 3.30pm
Online via Microsoft Teams

Course code CPD 728

Developing the Teaching and Learning of the Protected Characteristics

Course Tutor: Kirsty Holden, Qamar Maqsood

Target Audience: Headteachers, EAL coordinators and class teachers

Course Content

This course will:

- provide an understanding of the protected characteristics and their links to the key OFSTED and National legislation
- consider why issues around equality and diversity need to be central to the ethos of a school and explore the guidelines relating to equality and diversity in schools
- promote understanding of teachers' roles and responsibilities in relation to the teaching of protected characteristics and the expectation to teach and promote British Values within the whole school curriculum
- support senior leaders to effectively assess and audit provision to meet OFSTED expectations

Key Outcomes

Delegates will explore:

- the protected characteristics
- how inspectors will gather evidence on the promotion of equality and pupils' understanding of the protected characteristics
- practical ways to meet all schools' duties to eliminate discrimination, promote equality of opportunity and foster good relations between pupils, as outlined in key legislations
- 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
- how assessment tools and links to curriculum provision for year groups can form part of wider approach to equality and diversity
- embedding British Values within individual schools

Cost per delegate

T&W LA Schools & Academies	£109
Non T&W Schools	£130.80

** 10% discount per delegate for two or more bookings on the same course from the same school
As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs*

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

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Thursday, March 27, 2025
1.15pm to 3.30pm
Online via Microsoft Teams

Course code CPD 729

Meeting the Needs of Pupils at Early Stages of English as an Additional Language

Course Tutor: Qamar Maqsood

Target Audience: EAL coordinators and class teachers

Course Content

This course focuses on pupils newly arrived from overseas with English as an Additional Language.

The session will provide an opportunity for participants to become familiar with:

- models of good practice in induction for pupils and families with English as an Additional Language
- practical classroom strategies that will enable new arrivals/ new to English pupils to access the curriculum
- assessment of newly arrived pupils, and its implications for teaching and learning
- resources available for the support of newly arrived pupils

Key Outcomes

Participants will:

- gain an overview of best practice in teaching new to English pupils
- become familiar with the assessment scale for English language proficiency
- gain a variety of practical approaches to meeting the needs of New to English pupils

Cost per delegate

T&W LA Schools & Academies	£109
Non T&W Schools	£130.80

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

As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs

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

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Wednesday, June 11, 2025 *this date has been cancelled*

Thursday, June 12, 2025

1.15pm to 3.30pm

Online via Microsoft Teams

Course code CPD 730

Narrowing the Gaps for More Advanced Learners of English as an Additional Language

Course Tutor: Kirsty Holden, Qamar Maqsood

Target Audience: EAL coordinators and class teachers

Course Content

This course focuses on pupils with two or more years' experience of UK schooling. These are learners who have developed a surface fluency in spoken English, but whose attainment remains below their potential.

The course covers:

- identifying the continuing language learning needs of more advanced EAL pupils
- exploring speaking and listening strategies that allow more advanced learners to extend and practise their oral language using higher order vocabulary when speaking
- reading and writing strategies to support the development of the higher level language skills needed for academic progress
- planning for language learning across the curriculum

Key Outcomes

Participants will be enabled to:

- assess the continuing language learning needs of more advanced EAL pupils
- analyse the language demands of a specific topic vocabulary in order to promote the learning of more advanced EAL learners
- explore strategies for supporting reading and writing through talk that are specifically relevant to EAL learners
- identify some of the specific challenges faced by EAL pupils in reading and writing, and their implications for whole class teaching

Cost per delegate

T&W LA Schools & Academies	£109
Non T&W Schools	£130.80

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

As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs

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Wednesday, October 02, 2024 *this date has been cancelled*

Thursday, November 21, 2024 *this date has been cancelled*

Monday, February 03, 2025

1.15pm to 4pm

Online via Microsoft Teams

Course code CPD 731

Improving Oracy for EAL Learners

Course Tutor: Kirsty Holden and Qamar Maqsood

Target Audience: Headteachers, EAL coordinators and class teachers (cross phase)

Course Content

This course focuses on developing oracy in primary and secondary schools and includes:

- identification of oracy progression in school
- the importance of language structures to develop oracy to impact upon speaking and writing in English
- speaking and listening strategies to support the development of the higher-level language skills needed for academic progress
- planning for oral language learning across the curriculum

Key Outcomes

Participants will be enabled to:

- identify, support and assess the continuing oral language learning needs of EAL pupils
- analyse the language demands of a specific topic vocabulary in order to promote the learning of more advanced EAL learners
- explore strategies for supporting oracy that impact on reading and writing which are specific to EAL learners
- identify some of the specific challenges faced by EAL pupils with oracy and their implications for whole class teaching

Cost per delegate

T&W LA Schools & Academies	£109
Non T&W Schools	£130.80

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

As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs

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

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Monday, November 04, 2024 *this date has been cancelled*

Tuesday, February 11, 2025 *this date has been cancelled*

Thursday, March 06, 2025

Thursday, April 10, 2025

1.15am to 2.45pm

Online via Microsoft Teams

Course code CPD 732

Working with Refugee children and their families in schools

Course Tutor: Kirsty Holden and Qamar Maqsood

Target Audience: Headteachers, EAL/ SEND Coordinators, Class teachers, Teaching assistants/ support staff and EYFS practitioners

Course Content

The session will provide information on:

- Patterns of migration and living/ working in the UK
- Key issues pupil may experience in relation to barriers to learning
- Key strategies to support learning, induction and social/ emotional issues
- To identify EAL/ SEND in refugee pupils and pathway to support:

Key Outcomes

Delegates will be able to have:

- An awareness of barriers to learning and emotional factors
- To build positive relationships with parents of refugee pupils
- To create an inclusive classroom environment especially for those pupils with SEND
- Key strategies to engage pupils in learning to support their academic needs and ensure their wellbeing

Cost per delegate

T&W LA Schools & Academies	£103
Non T&W Schools	£123.60

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

As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs

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

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Wednesday, September 25, 2024 *this date has been cancelled*

Wednesday, January 15, 2025

4pm to 5.30pm

Course code EY 001

An Introduction to the Early Years Foundation Stage

Course Tutor: Early Years Team

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
- 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 *

T&W LA Schools & Academies	£116
Non T&W Schools	£139.20

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

Please note: All stated delegate fees are for face to face courses; however, where a course is delivered virtually, a lower delegate fee will be charged to reflect any savings made on venue costs – please contact the CPD Team for details via cpdschoolimprovement@telford.gov.uk

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Thursday, November 28, 2024
Thursday, March 27, 2025
Thursday, June 19, 2025
4pm to 5.30pm

Course code EY 007

Early Years Coordinators – Termly Update

Course Tutor: Early Years Team

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

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

T&W LA Schools & Academies	£116
Non T&W Schools	£139.20

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

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Tuesday, November 05, 2024 *this date has been cancelled*

Tuesday, June 10, 2025 *this date has been cancelled*

Tuesday, June 24, 2025

1.15pm to 4pm

Course code EY 008

Supporting Sustained Shared Thinking and Scaffolding Play in the EYFS

Course Tutor: Natasha Locklin

Target Audience: Reception teachers, EYFS leads, practitioners working in nursery / reception, teaching assistants, apprentices

Course Content

This course will develop and enhance your knowledge and skills to be able to support and enhance children's play opportunities through an enabling environment.

Key Outcomes

Delegates will explore and understand:

- what is play
- how to support and scaffold children's play indoors and outdoors
- how to support children with their sustained shared thinking
- what an enabling environment look like

Cost per delegate

T&W LA Schools & Academies	£127
Non T&W Schools	£152.40

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

Please note: All stated delegate fees are for face to face courses; however, where a course is delivered virtually, a lower delegate fee will be charged to reflect any savings made on venue costs – please contact the CPD Team for details via cpdschoolimprovement@telford.gov.uk

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Wednesday, October 16, 2024
Wednesday, February 05, 2025
4pm to 5.30pm

Course code EY 009

Meeting the Statutory Safeguarding and Welfare Requirements of the EYFS

Course Tutor: Early Years 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

Delegates will:

- gain a greater understanding of the Safeguarding and Welfare requirements, as set out in the EYFS Statutory Framework 2017
- 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

T&W LA Schools & Academies	£116
Non T&W Schools	£139.20

** 10% discount per delegate for two or more bookings on the same course from the same school
Please note: All stated delegate fees are for face to face courses; however, where a course is delivered virtually, a lower delegate fee will be charged to reflect any savings made on venue costs – please contact the CPD Team for details via cpdschoolimprovement@telford.gov.uk*

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Friday, November 08, 2024
9.45am to 4pm (TBC)

Course code EY 015

Annual Early Years Conference

Course Tutor: Early Years Team

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

Course Content

This is an annual full day conference event which will be led by two high profile key note presenters.

Morning Session: Aaron Bradbury, Principal Lecturer for Early Childhood and Early Years, Nottingham Trent University.

Focusing on his new book 'A Child Centred EYFS' co authored with Ruth Swailes, Aaron will discuss the continual changes of the EYFS in recent years, demonstrating what constitutes effective practice in the early childhood sector and the methods of implementing this application to children's learning. Aaron will explore the roles of early years practitioners and focus on what truly matters within our settings 'a child centred approach'.

Afternoon Session: Greg Bottrell, author of the bestselling 'Can I go and play now?', School of the Magic of Children and 'Love Letters to Play'.

Join Greg as he shares a treasure trove of ways to add to your playful pedagogy - more than ever children need the companionship of loving adults who offer them choice, creativity, imagination and movement and Greg will show how we turn up the dial so that children thrive. Discover how nonsense, active listening and the unlocking of our own inner child can all add to our time spent with children and how we can create even more powerful connections with the families we work with.

Cost per delegate

T&W LA Schools & Academies	£191
Non T&W Schools	£229.20

** 10% discount per delegate for two or more bookings on the same course from the same school
Please note: All stated delegate fees are for face to face courses; however, where a course is delivered virtually, a lower delegate fee will be charged to reflect any savings made on venue costs – please contact the CPD Team for details via cpdschoolimprovement@telford.gov.uk*

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

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Wednesday, November 20, 2024 *this date has been cancelled*

Wednesday, February 05, 2025

Wednesday, May 07, 2025

1.15pm to 4pm

Course code EY 023

Listen with Lucy

Course Tutor: Early Years Team

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

Course Content

An essential course for everyone working with pre-school and reception aged children, especially those with speech and language delay and those who find it hard to sit and listen.

Key Outcomes

Delegates will be provided with:

- a bank of ideas to take away to improve children's listening skills
- appropriate circle time strategies through the use of songs, rhymes, props and musical instruments

Cost per delegate

T&W LA Schools & Academies	£127.00
Non T&W Schools	£152.40

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

Please note: All stated delegate fees are for face to face courses; however, where a course is delivered virtually, a lower delegate fee will be charged to reflect any savings made on venue costs – please contact the CPD Team for details via cpdschoolimprovement@telford.gov.uk

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Thursday, October 10, 2024
Thursday, May 01, 2025
9.15am to 12noon

Course code EY 104

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

Course Tutor: Early Years Team

Target Audience: Teaching assistants, out of school club coordinators, breakfast club coordinators

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.

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

Delegates 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

T&W LA Schools, Academies, PVI settings and HHAH providers	1 free place per setting £127.00 for subsequent delegates
Non T&W Schools	£152.40
<i>* 10% discount per delegate for second and subsequent delegates on the same course from the same setting Please note: All stated delegate fees are for face to face courses; however, where a course is delivered virtually, a lower delegate fee will be charged to reflect any savings made on venue costs – please contact the CPD Team for details via cpdschoolimprovement@telford.gov.uk</i>	

To book a place on this course, please send a completed booking form to:
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Thursday, November 28, 2024 *this date has been cancelled*

Tuesday, June 10, 2025
1.15pm to 4pm

Course code EY 106

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

Course Tutor: Early Years Team

Target Audience: Reception class teachers, nursery practitioners and 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 child'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 school's 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

Delegates will:

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

T&W LA Schools & Academies	£127
Non T&W Schools	£152.40

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

Please note: All stated delegate fees are for face to face courses; however, where a course is delivered virtually, a lower delegate fee will be charged to reflect any savings made on venue costs – please contact the CPD Team for details via cpdschoolimprovement@telford.gov.uk

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Thursday, November 07, 2024 *this date has been cancelled*

Thursday, July 03, 2025

1.15pm to 4pm

Course code EY 302

Effective Circle Times in the EYFS

Course Tutor: Early Years 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 effective
- 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

T&W LA Schools & Academies	£127.00
Non T&W Schools	£152.40

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

Please note: All stated delegate fees are for face to face courses; however, where a course is delivered virtually, a lower delegate fee will be charged to reflect any savings made on venue costs – please contact the CPD Team for details via cpdschoolimprovement@telford.gov.uk

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Thursday, November 21, 2024
Thursday, June 19, 2025
9.15am to 12noon

Course code EY 303

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

Course Tutor: Early Years Team

Target Audience: Teaching assistants, out of school club coordinators and breakfast club coordinators

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 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

T&W LA Schools, Academies, PVI settings and HHAH providers	1 free place per setting £127.00 for subsequent delegates
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Non T&W Schools	£152.40
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** 10% discount per delegate for second and subsequent delegates on the same course from the same setting
Please note: All stated delegate fees are for face to face courses; however, where a course is delivered virtually, a lower delegate fee will be charged to reflect any savings made on venue costs – please contact the CPD Team for details via cpdschoolimprovement@telford.gov.uk*

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Thursday, October 03, 2024 *this date has been cancelled*

Friday, February 07, 2025

1.15pm to 4pm

Friday, June 06, 2025

9.15am to 12noon

Course code EY 340

Schemas in the EYFS

Course Tutor: Early Years Team

Target Audience: Nursery / Reception teachers, teaching assistants, apprentices and practitioners new to the EYFS

Course Content

- What is a schema?
- What types of schemas are there?
- How do schemas impact learning and development?
- How can the role of the practitioner support and plan for schemas?
- Which resources for activities can support schema play?

Cost per delegate

T&W LA Schools & Academies	£127.00
Non T&W Schools	£152.40

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

Please note: All stated delegate fees are for face to face courses; however, where a course is delivered virtually, a lower delegate fee will be charged to reflect any savings made on venue costs – please contact the CPD Team for details via cpdschoolimprovement@telford.gov.uk

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Thursday, October 17, 2024 *this date has been postponed, new date to follow*

4pm to 5.30pm

Course code EY 341

Messy Mathematics in an Outdoor Learning Environment

Course Tutor: Early Years Team

Target Audience: Reception & year 1 teachers, teaching assistants, forest school leaders, EYFS leads, nursery practitioners

Course Content

The world is a mathematical place, children are naturally curious, there are numbers, things to count, shapes, moving objects and patterns plus investigations to be undertaken.

We need to demonstrate and support children in experiencing mathematics in the natural outdoor learning environment.

Messy Maths training will:

- help practitioners consider their own understanding and confidence in developing a mathematical provision, making the most of the outdoor space in their Early Years provision
- enable children with lots of informal, spontaneous mathematical experiences which are child-initiated and child-led
- provide a range of open-ended ideas for adapting to children's interests as part of a playful approach to learning mathematical concepts
- enable practitioners to make the most of any outdoor space as a context to maths

Key Outcomes

Practitioners will gain:

- an understanding of how maths can present in nature and support learning and development of children in the natural world
- a range of practical mathematical activities to support, enthuse and engage with early years children in an outdoor learning environment

Cost per delegate

T&W LA Schools & Academies	£116.00
Non T&W Schools	£139.20

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

Please note: All stated delegate fees are for face to face courses; however, where a course is delivered virtually, a lower delegate fee will be charged to reflect any savings made on venue costs – please contact the CPD Team for details via cpdschoolimprovement@telford.gov.uk

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Thursday, October 24, 2024 *this date has been cancelled*

Tuesday, February 04, 2025

Tuesday, June 24, 2025

9.15am to 12noon

Course code EY 342

Exploring & Creating Resources to Enhance Vocabulary during Story and Song Time in the EYFS

Course Tutor: Early Years Team

Target Audience: Nursery and reception teachers, teaching assistants, apprentices, practitioners new to the EYFS

Course Content

This course will enable delegates to:

- explore the importance of stories and rhyme with children in the EYFS
- consider how we extend vocabulary and embed into different contexts
- create resources to support adults to explore language during story and song time

Cost per delegate

T&W LA Schools & Academies	£127.00
Non T&W Schools	£152.40

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

Please note: All stated delegate fees are for face to face courses; however, where a course is delivered virtually, a lower delegate fee will be charged to reflect any savings made on venue costs – please contact the CPD Team for details via cpdschoolimprovement@telford.gov.uk

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Tuesday, May 14, 2025
Tuesday, June 17, 2025
4pm to 5.30pm

Course code EY 344

Let's Get Expressive, Creative and Messy In The Outdoors

Course Tutor: Early Years Team

Target Audience: Reception & year 1 teachers, teaching assistants, forest school leaders, EYFS leads, nursery practitioners

Course Content

Children are naturally curious, creative and expressive and have an innate need to play. Through their play they begin to understand the world around them and learn. We need to demonstrate and support children in experiencing expressive arts and crafts in a natural outdoor learning environment.

Let's get expressive, creative and messy in the outdoors training will:

- provide a range of open-ended ideas / activities for adapting to children's interests as part of a playful approach to learning expressive arts and design
- enable practitioners to make the most of any outdoor space
- enable children to experience awe and wonder in the natural world in a creative way
- help practitioners consider their own understanding and confidence in developing a rich expressive arts and design environment that is inspiring and engaging
- help delegates to utilise the outdoor spaces in their early years provision and school grounds to support children's learning and development
- enable and support children with opportunities of informal, spontaneous art and crafts experiences which are child initiated and child led

Key Outcomes

Practitioners will:

- gain a range of fun, engaging practical expressive arts and design themed activities to support, enthuse and engage early years children in an outdoor learning environment
- understand the ways that the natural world can present to support learning and development of children in the outdoor environment
- recognise that supporting expressive arts and design within the outdoor learning environment develops a child's imagination, exploration, creativity and their ability to use different media and materials within the natural world around them

Cost per delegate

T&W LA Schools & Academies	£116.00
Non T&W Schools	£139.20

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

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Thursday, January 30, 2025
Thursday, June 12, 2025
9.15am to 12noon

Course code EY 345

Universal Offer - Getting it Right for All Children in the EYFS Environment

Course Tutor: Sarah Worrall

Target Audience: Nursery, reception teachers, teaching assistants, apprentices, practitioners and school SENCOs

please note: staff need to be directly working with children as a pre requisite to this course

Course Content

This course will help you to gain an understanding of what you must offer to ALL children in early year's settings and what this could look like for some children with SEND.

Key Outcomes

Attendees will be able to :

- understand statutory guidance in relation to provision for ALL children
- explore the universal offer that should be in place for ALL children
- reflect on what is on offer within your own setting for ALL children

Cost per delegate

T&W LA Schools & Academies	£127.00
Non T&W Schools	£152.40

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

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Tuesday, October 01, 2024
Tuesday, February 25, 2025
4pm to 5.30pm

Course code EY 346

Using Work Reward Task Baskets as Part of a Structured Teaching Approach in EYFS

Course Tutor: Sam Evans and Donna Gray

Target Audience: EYFS teachers, teaching assistants and early years practitioners, EYFS leads and SENCOs

Course Content

This course will support delegates in:

- understanding the structured teaching approach and the use of individual workstations and work / reward task baskets
- identifying those children who the system is best suited to
- explore the benefits of using the work / reward system 'task baskets'
- understanding the expectations of using the work/ reward system and planning for progression

The course will include handouts and examples of different baskets, with varied resources linking to EYFS areas of learning/ development - including cross curricular – together with SEND useful top tips Information sheets.

Cost per delegate

T&W LA Schools & Academies	£116.00
Non T&W Schools	£139.20
<i>* 10% discount per delegate for two or more bookings on the same course from the same school</i> <i>Please note: All stated delegate fees are for face to face courses; however, where a course is delivered virtually, a lower delegate fee will be charged to reflect any savings made on venue costs – please contact the CPD Team for details via cpdschoolimprovement@telford.gov.uk</i>	

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Tuesday, November 12, 2024 *this date has been cancelled*

Tuesday, April 08, 2025

4pm to 5.30pm

Course code EY 347

Using Visuals to Support All Children in Early Years Provision

Course Tutor: Sarah Worrall

Target Audience: All EYFS staff, including nursery teachers, reception teachers, teaching assistants and school SENCOs

Course Content

This course will focus on:

- embedding the use of visuals in provision and practice to support all children in the EYFS
- sharing and exploration of visual resources to support practice
- adding to the SEND toolbox at a universal level
- exploring different ways to use visuals according to a child's stage of development

Cost per delegate

T&W LA Schools & Academies	£116.00
Non T&W Schools	£139.20

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

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Tuesday, 14 January, 2025

1.30pm to 5pm

Tuesday, 06 May, 2025

9.15am to 12noon

Course code EY 348

Working with Early Years Children who require a High Level of Support through Specific and Differentiated Targeted Activities (EYFS)

Course Tutor: Lorraine Nutt and Katie Spicer

Target Audience: Nursery, reception teachers, teaching assistants, apprentices, practitioners and SENCOs

Course Content

This course will offer a space to reflect on the needs to children who require a high level of support and specific targeted activities to develop their Communication and Interaction skills.

Key Outcomes

Delegates will be able to reflect on their practice, discuss challenges and share suitable activities, including

- why we need to make reasonable adjustments
- why developing positive relationships with parents and other professionals is so important
- how to develop an understanding of a child's strengths and differences
- how the environment can support children who require a higher level of needs
- which activities and strategies can support children with their Communication and Interaction skills

Cost per delegate

T&W LA Schools & Academies	£127.00
Non T&W Schools	£152.40

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

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Monday, January 27, 2025
9.30am to 11.30am
Thursday, March 20, 2025
1pm to 3pm

Course code EY 349

Support and Supervision in the EYFS

Course Tutor: Lisa Seymour and Louise Dutton

Target Audience: Nursery/Reception Teachers, EYFS co-ordinators

Course Content

That school based settings meet the statutory safeguarding and welfare requirements of the EYFS 'Supervision of staff'.

Key Outcomes

Course objectives:

- Reflection on supervision currently in place
- To consider the different aspects of supervision including mentoring, coaching and training.
- The structure of the supervisory meeting, what should be included

Cost per delegate

T&W LA schools & academies	£127.00
Non T&W schools & academies	£152.40

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

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Wednesday, November 27, 2024
Wednesday, February 26, 2025
Wednesday, June 25, 2025
9.30am to 3.30pm

Course code GO 502

Induction Training for New Governors

Course Tutor: Rebecca Carey

Target Audience: Governors new, or recently appointed, to the role

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 headteachers (distinction between governance and management)

Important note: for new governors, attendance on this course should be accompanied by attendance on course SG 103 - Safeguarding Induction Training for Governors. This is in line with the Government's update to Keeping Children Safe in Education (Sept 2022)

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 school's strengths and areas needing improvement
- 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

T&W LA schools & academies and for non T&W schools which subscribe to the T&W School Governance Service Level Agreement	£191.00
Non T&W schools & academies	£229.20

** 10% discount per delegate for two or more bookings on the same course from the same school
Please note: All stated delegate fees are for face to face courses; however, where a course is delivered virtually, a lower delegate fee will be charged to reflect any savings made on venue costs – please contact the CPD Team for details via cpdschoolimprovement@telford.gov.uk*

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Wednesday, November 13, 2024

Wednesday, March 05, 2025

3.45pm to 5.15pm

Online via Microsoft Teams

Course code GO 503

Designated Teachers & Governors for Children in Care Network (compulsory school age)

Course Tutor: Virtual School Team

Target Audience: Designated Teachers & Governors for Children in Care

Course Content

For Designated Teachers & Governors to fully understand their role with regard 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	£0
Non T&W Schools	£0

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

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Part 1: Tuesday, January 21, 2025
Part 2: Tuesday, February 04, 2025
Part 3: Tuesday, February 25, 2025
Part 4: Tuesday, March 11, 2025
4.30pm to 6.30pm
Online via Microsoft Teams

Course code GO 504

Taking the Chair

Course Tutor: Rebecca Carey

Target Audience: 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 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 per session (*delegates are encouraged to attend all sessions*)

T&W LA schools & academies and for non T&W schools which subscribe to the T&W School Governance Service Level Agreement	£109.00
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Non T&W Schools	£130.80
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** 10% discount per delegate for two or more bookings on the same course from the same school*

As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs

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

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Tuesday, September 24, 2024 *this date has been cancelled*

Tuesday, April 29, 2025

9.15am to 12noon

Course code GO 508

Understanding School Finance

Course Tutor: Tim Davis and Rebecca Carey

Target Audience: Governors, school leaders and finance staff

Course Content

This course will help delegates to:

- understand how school budget allocations are determined
- interpret financial monitoring
- understand financial benchmarking

Key Outcomes

Delegates will be better informed and more confident in their budget management and oversight of school finances.

Cost per delegate

T&W LA schools & academies and for non T&W schools which subscribe to the T&W School Governance Service Level Agreement	£127.00
Non T&W Schools	£152.40

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

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Thursday, November 07, 2024 *this date has been cancelled*

Thursday, February 06, 2025

Thursday, May 22, 2025

5.30pm to 7pm

Online via Microsoft Teams

Course code GO 603

The Importance of the Early Years Foundation Stage in Schools

Course Tutor: Early Years Team

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

Delegates will:

- have a good understanding of the importance of the EYFS in schools
- 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

T&W LA schools & academies and for non T&W schools which subscribe to the T&W School Governance Service Level Agreement	£103.00
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Non T&W Schools	£123.60
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** 10% discount per delegate for two or more bookings on the same course from the same school*

As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs

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

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Wednesday, November 13, 2024
5pm to 6.30pm

Course code LSAT 212

Governors' Responsibilities for SEND

Course Tutor: Angela Denton

Target Audience: Governors with responsibility for SEND

Course Content

This course will 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, the budget for SEND and inclusion, and why SEND and inclusion is so important in schools
- review their responsibilities, including how to challenge schools on their approach
- 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

T&W LA schools & academies and for non T&W schools which subscribe to the T&W School Governance Service Level Agreement	£116
Non T&W Schools	£139.20

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

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Part 1: Monday, January 13, 2025
Part 2: Tuesday, January 21, 2025
9.15am to 3.30pm

Course code LSAT 302

Establishing Yourself as a SEND Leader - for new and returning SENCOs

Course Tutor: Learning Support Advisory Team

Target Audience: New SENCOs (new to the role or new to T&W), SENCO assistants and deputy SENCOs

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
- further developing SEND Provision in the school
- liaising with parents of children with SEND
- liaising with other providers, outside agencies, educational psychologists and external agencies in Telford & Wrekin

Cost per delegate (for the whole course – i.e. both days)

T&W LA Schools & Academies	£382
Non T&W Schools	£458.40

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

Please note: All stated delegate fees are for face to face courses; however, where a course is delivered virtually, a lower delegate fee will be charged to reflect any savings made on venue costs – please contact the CPD Team for details via cpdschoolimprovement@telford.gov.uk

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Part 1: Thursday, October 03, 2024
Part 2: Thursday, February 13, 2025
9.15am to 12.30pm

Course code LSAT 502

Supporting SEND in the Classroom for Early Career Teachers

Course Tutor: Julie Hofland

Target Audience: Early Career Teachers

Key Outcomes

Early Career Teachers and those new to teaching will be able to understand the needs of SEND in the classroom and how to support these needs effectively.

Cost per delegate (for both parts)

T&W LA Schools & Academies	£191
Non T&W Schools	£229.20

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

Please note: All stated delegate fees are for face to face courses; however, where a course is delivered virtually, a lower delegate fee will be charged to reflect any savings made on venue costs – please contact the CPD Team for details via cpdschoolimprovement@telford.gov.uk

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Monday, January 27, 2025
9am to 3pm
Online via Microsoft Teams

Course code LSAT 510

Talk Boost KS1

Course Tutor: LSAT

Target Audience: Reception, year 1 and 2 teachers, teaching assistants and SENCOs

Course Content

Participants will be able to:

- develop the skills and knowledge to understand the rationale behind Talk Boost KS1
- identify appropriate children
- measure the children's progress
- use the resources to deliver the programme effectively

Cost per school (for up to two delegates per school)

T&W LA Schools & Academies	£164 per school (for up to two delegates per school)
Non T&W Schools	£196.80 per school (for up to two delegates per school)

As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs

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

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Tuesday, October 08, 2024
9.30pm to 3pm
Online via Microsoft Teams

Course code LSAT 511

Talk Boost KS2

Course Tutor: LSAT

Target Audience: Year 3, 4 and 5 teachers, teaching assistants and SENCos

Course Content

Participants will be able to:

- develop the skills and knowledge to understand the rationale behind Talk Boost KS2, by developing their awareness of speech, language and communication and typical language development in KS2
- understand how to identify appropriate children
- use the resources to deliver the programme effectively

Cost per delegate (for up to two delegates per school)

T&W LA Schools & Academies	£164 per school (for up to two delegates per school)
Non T&W Schools	£196.80 per school (for up to two delegates per school)

As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs

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

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Thursday, June 12, 2025
6pm to 7.30pm
Online via Microsoft Teams

Course code LSAT 514

AET Making Sense of Autism – an introduction to Autism for Governors

Course Tutor: Angela Denton

Target Audience: All governors

Course Content

This virtual training course for governors is delivered using materials from the Autism Education Trust's training module, Making Sense of Autism.

The course will examine the three areas of difference that affect autistic pupils and explore how schools can begin to make reasonable adjustments in the way they support autistic pupils.

Key Outcomes

Delegates will:

- gain an enhanced awareness of autism and the three areas of difference which affect autistic pupils
- understand how the school can make reasonable adjustments to better support autistic pupils
- feel more able to discuss effectively matters of inclusion related to autism with teachers and senior leaders

Cost per delegate

T&W LA Schools & Academies	£103.00
Non T&W Schools	£123.60
<i>* 10% discount per delegate for two or more bookings on the same course from the same school As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs</i>	

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Monday, January 20, 2025
Monday, March 24, 2025
9.15am to 12.30pm
Online via Microsoft Teams

Course code LSAT 516

Quality First Teaching for SEND

Course Tutor: Learning Support Advisory Team

Target Audience: Teachers, SENCOs and teaching assistants

(please note: this course is not suitable for ECTs)

Course Content

Strategies and techniques for supporting pupils with SEND within the classroom, promoting independence and facilitating curriculum access.

Delegates should aim to attend both sessions.

Key Outcomes

A course delivered in two parts throughout the year with different practical ideas that delegates can go and try out within their own classrooms.

Cost per delegate per session (delegates are encouraged to attend both sessions)

T&W LA Schools & Academies	£109.00
Non T&W Schools	£130.80

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

As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs

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

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Part 1: Tuesday, September 17, 2024

Part 2: Tuesday, October 15, 2024

9.15am to 12noon

Course code LSAT 517

Literacy Pathway Intervention Training for Teaching Assistants

Course Tutor: Angela Denton

Target Audience: HLTAs, teaching assistants and SENCOs

(please note: this course is only for T&W schools which have already completed the full literacy pathway training)

Course Content

This is a condensed version of the Full Literacy Pathway training and is **only** for schools who have previously accessed the full training package.

Key Outcomes

Delegates will be able to:

- identify children for the targeted Reading Intervention Programme
- carry out the baseline assessments
- deliver the intervention

Cost per delegate for the whole course (i.e. both parts)

T&W LA Schools & Academies	£191 (for both parts)
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** 10% discount per delegate for two or more bookings on the same course from the same school*

Please note: All stated delegate fees are for face to face courses; however, where a course is delivered virtually, a lower delegate fee will be charged to reflect any savings made on venue costs – please contact the CPD Team for details via cpdschoolimprovement@telford.gov.uk

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Part 1: Tuesday, 3 December 2024 *this date has been cancelled*
Part 2: Wednesday, 4 December 2024 *this date has been cancelled*

Part 1: Tuesday, June 17, 2025
Part2: Wednesday, June 18, 2025
9.15am to 4pm

(this is a two part course – delegates need to attend both parts)

Course code PSS 001

Youth Mental Health First Aid

Course Tutor: Darren Lennon

Target Audience: Teachers, teaching assistants, HLTAs, middle and senior leaders

Course Content

This 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.

Cost per delegate (for the whole course i.e. both parts)

T&W LA Schools & Academies	£382.00
Non T&W Schools	£458.40

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

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Tuesday, October 01, 2024 *this date has been cancelled*

Tuesday, March 11, 2025
4pm to 5.30pm

Course code PSS 028

Restorative Practice

Course Tutor: Rebecca Lowe

Target Audience: Teachers, teaching assistants, governors, senior and middle leaders

Course Content

The course will demonstrate the importance and effects of providing a restorative approach to resolve an incident that could occur. This will involve the victim, offender and representatives, with a view to negotiate a resolution that is of satisfaction to all participants.

Key Outcomes

Delegates will be able to manage treatment of behaviour in a 'fair' way that ensures all involved parties feel that the incident has been resolved.

Cost per delegate

T&W LA Schools & Academies	£116
Non T&W Schools	£139.20
<i>* 10% discount per delegate for two or more bookings on the same course from the same school As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs</i>	

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

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Tuesday, October 15, 2024 *this date has been postponed*

Monday, February 24, 2025

2pm to 4pm

Online via Microsoft Teams

Course code PSS 008

Positive Behaviour Management in the Classroom

Course Tutor: Darren Lennon, Claire Hughes and Clare Wilson

Target Audience: All school staff

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 and help them to deal with any issues
- explore how to improve children's behaviour in a confident and constructive manner using a range of child behaviour management techniques

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	£109.00
Non T&W Schools	£130.80

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

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Tuesday, November 05, 2024
Tuesday, February 04, 2025
Tuesday, June 10, 2025
3.30pm to 5pm

Course code PSS 010

Cover Supervisors - Preparing for the Role

Course Tutor: Darren Lennon and Claire Hughes

Target Audience: Cover supervisors

Course Content

This course will:

- explore the role of a cover supervisor
- prepare delegates for the role
- enable delegates to gain a better understanding of the duties and responsibilities and how they can 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

T&W LA Schools & Academies	£116.00
Non T&W Schools	£139.20

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

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Tuesday, October 22, 2024 *this date has been cancelled*

Tuesday, March 04, 2025

Tuesday, June 17, 2025

4pm to 5.30pm

Online via Microsoft Teams

Course code PSS 012

Adapting High Quality Teaching for SEMH

Course Tutor: BSAT Team, Claire Hughes

Target Audience: All colleagues working in a primary or secondary setting

Course Content

This new twilight online CPD course is aimed at those staff members in schools, both primary and secondary, who work directly with children and young people - including teachers, learning mentors, teaching assistants, school support staff and other childcare professionals.

The course aims to raise awareness and understanding of ADHD, ODD and CD and, most importantly, help staff to support children to improve their outcomes – with a focus on supporting behaviour and learning.

As well as ADHD, the course will examine Oppositional Defiance Disorder (ODD) and Conduct Disorder (CD).

Key Outcomes

Delegates will understand the challenges facing neuro-diverse children and the strategies they can use to avoid isolation and exclusion.

Cost per delegate

T&W LA Schools & Academies	£103
Non T&W Schools	£123.60
<i>* 10% discount per delegate for two or more bookings on the same course from the same school</i>	
<i>As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs</i>	

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Friday, December 06, 2024 *this date has been cancelled*

Friday, March 21, 2025

Friday, June 27, 2025

1pm to 4pm

Course code PSS 013

Behaviour as Communication

Course Tutor: Darren Lennon and Claire Hughes

Target Audience: All colleagues working in a primary/ secondary setting

Course Content

This course will:

- examine negative behaviours presented within the classroom
- explore how students communicate through their behaviour
- identify underlying causes of behaviour and how to avoid entering into a negative behaviour cycle
- discuss the impact of anxiety on behaviour choices
- explore different response styles and their benefits

Key Outcomes

Delegates will:

- discuss negative behaviours presented in their setting and explore various response styles to improve practice
- further understand how anxieties are communicated through behaviour
- gain knowledge of how practitioners can best support positive outcomes for students displaying challenging behaviour

Cost per delegate

T&W LA Schools & Academies	£127.00
Non T&W Schools	£152.40

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

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Tuesday, September 24, 2024 *this date has been cancelled*

Tuesday, January 21, 2025

Wednesday, April 09, 2025

4pm to 5.30pm

Course code PSS 014

Building Self-Esteem & Confidence for Students

Course Tutor: Claire Hughes and Rebecca Lowe

Target Audience: Classroom teachers, classroom assistants, cover supervisors, assistant staff

Course Content

This course will:

- exploring the definitions of self-esteem and confidence and how it can impact on learning and the ability to access school life
- demonstrate what is required to support pupils in strengthening their self-esteem, confidence and resilience - helping to develop lifelong skills

Key Outcomes

Delegates will:

- develop their skills in supporting all pupils to strengthen their own self-esteem and confidence
- better understand self-esteem and confidence and how this can impact on the young person's ability to access education
- learn supportive strategies to take into their setting to support pupils

Cost per delegate

T&W LA Schools & Academies	£116.00
Non T&W Schools	£139.20

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

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Tuesday, February 04, 2025
9.15am to 12noon

Course code PSS 015

Creating a Behaviour Curriculum

Course Tutor: Claire Hughes and Clare Wilson

Target Audience: All teaching staff

Course Content

Delegates will:

- know the principles behind relational practice
- explore the importance of relationships within a school setting
- examine the impact of rewards and how we can celebrate positive behaviours further
- consider sanctions - are they reasonable, appropriate and proportionate
- explore the use of sanction rooms and lost learning
- review sanctions considering the SEND Code of Practice, The Disability Act, The Children's Act and The Human Rights Act
- examine how to successfully reintegrate students back into the learning environment

Cost per delegate

T&W LA Schools & Academies	£127.00
Non T&W Schools	£152.40

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

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Thursday, March 27, 2025
9.15pm to 12noon

Course code PSS 016

Creating an Outstanding Behaviour Policy

Course Tutor: BSAT Team – Claire Hughes and Clare Wilson

Target Audience: All colleagues working in a primary or secondary setting

Course Content

This course will:

- explore the importance of consistent routines
- review current behaviour policies and provision need
- explore the importance of simple rules
- create purposeful scripting of behaviour interactions
- review the impact of restorative practice
- review the use of isolation rooms and lost learning
- discuss the power of logical consequence on behaviour outcomes

Key Outcomes

Delegates will:

- develop a further understanding of routines, consistency, and the simplicity of rules
- examine the effectiveness of behaviour policies in place
- create behaviour intervention scripts
- understand the restorative journey
- explore the curriculum delivery in isolation rooms and ways to limit lost learning
- review and update rewards and consequences

Cost per delegate

T&W LA Schools & Academies	£127.00
Non T&W Schools	£152.40

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

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Thursday, October 03, 2024 *this date has been cancelled*

Thursday, January 23, 2025

Thursday, June 05, 2025

9.15am to 12noon

Course code PSS 018

Managing Anxiety in Children

Course Tutor: Claire Hughes and Clare Wilson

Target Audience: All colleagues in primary and secondary schools

Course Content

This course will:

- provide a deeper understanding to anxiety and the different types of anxiety
- ensure staff are well-equipped to support pupils in managing their anxiety
- provide tips and strategies to support learners in the classroom

Key Outcomes

Delegates will:

- understand what terrorism is
- understand the definition of anxiety and the different types of anxiety our children may hold
- be aware of the symptoms which can be presented as part of anxiety
- feel equipped with ideas, strategies and techniques to help their students

Cost per delegate

T&W LA Schools & Academies	£127.00
Non T&W Schools	£152.40

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

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Monday, September 23, 2024 *this date has been cancelled*

Monday, May 12, 2025

4pm to 5.30pm

Course code PSS 019

Maximising the Impact of Teaching Assistants in Behaviour Management

Course Tutor: BSAT Team – Karen Evans

Target Audience: Teaching assistants

Course Content

When teaching assistants establish a strong and positive rapport with students, it can foster trust, mutual respect, and open lines of communication. This, in turn, creates an environment where students feel supported and valued, making it easier to address and manage challenging behaviour.

This course will look at strategies, research and activities to support experienced teaching assistants and those new to the role, including:

- conduct behaviour
- emotional behaviour
- inclusion
- reflective responses

Key Outcomes

Delegates will:

- understand what is meant by positive behaviour management
- understand what is, or what causes behaviour difficulties, to enable appropriate responses
- develop strategies and activities to support pupils to maintain regulation

Cost per delegate

T&W LA Schools & Academies	£116.00
Non T&W Schools	£139.20

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

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Wednesday, November 06, 2024 *this date has been cancelled*

Wednesday, March 05, 2025

Wednesday, June 25, 2025

9.15pm to 12noon

Course code PSS 020

Secure Attachment in Schools

Course Tutor: Clare Wilson and Karen Evans

Target Audience: Headteachers, senior leaders, SENCOs, class teachers, teaching assistants and pastoral support

Course Content

Delegates will:

- gain knowledge and understanding around attachment disorder, presenting behaviours, appropriate staff responses and be able to apply suitable strategies
- complete an SDQ, Boxall Profile Assessment and use this as a baseline to determine needs and ways forward for individuals
- be able to use the strategies advised within the training and implement within their settings

Cost per delegate

T&W LA Schools & Academies	£127.00
Non T&W Schools	£152.40

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

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Monday, September 30, 2024 *this date has been cancelled*

Monday, January 27, 2025

Monday, June 02, 2025

4pm to 5.30pm

Course code PSS 021

Supporting and Developing the Role of Lunchtime Supervisors and Behaviour

Course Tutor: BSAT Team – Karen Evans

Target Audience: Lunchtime supervisors

Course Content

A training session that gives practical information and strategies to meet the needs of pupils during lunchtimes.

The course will look at how powerful praise supports positive change in student behaviours on the playground and how to focus and highlight good behaviours.

The course includes:

- positive behaviour management
- ways of communicating and interacting positively with pupils
- managing challenging behaviours

Key Outcomes

Delegates will understand:

- how to look and sound assertive (without shouting)
- how to actively listen
- the importance of being consistent and developing positive interactions
- how to manage pupils with challenging behaviour and what to say and do to de-escalate an incident

Cost per delegate

T&W LA Schools & Academies	£116.00
Non T&W Schools	£139.20

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

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Monday, November 25, 2024 *this date has been cancelled*

Monday, March 10, 2025

Monday, June 16, 2025

9.15am to 12noon

Course code PSS 022

Supporting Emotional Needs of Learners

Course Tutor: BSAT Team – Claire Hughes

Target Audience: All colleagues working in a primary/ secondary setting

Course Content

This course will:

- provide a deeper understanding of well-being
- explore the cycle of escalation and de-escalation
- offer strategies and techniques which can be used in their setting

Key Outcomes

Delegates will:

- discuss what behaviours are present in their settings
- be equipped with a range of techniques which can be used to support pupils
- develop skills needed to keep themselves and pupils regulated

Cost per delegate

T&W LA Schools & Academies	£127.00
Non T&W Schools	£152.40

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

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Tuesday, December 03, 2024 *this date has been cancelled*

9.15am to 12noon

Course code PSS 023

Supporting Pupils with Down Syndrome and Behaviour Challenges

Course Tutor: Claire Hughes

Target Audience: All colleagues working with pupils, students and young people

Course Content

This course will provide delegates with:

- a detailed understanding and definition of Down Syndrome
- examples of how pupils learn most effectively
- techniques and strategies which may be used in their setting
- a range of strategies, ideas and resources to support their students

Key Outcomes

Delegates will:

- develop a sound understanding of Down Syndrome; types, physical features, strengths and challenges
- understand the basic principles of supporting learners with Down Syndrome
- understand the term executive functioning and what this looks like in practise
- be given a range of practical strategies and suggestions which can be used in the classroom

Cost per delegate

T&W LA Schools & Academies	£127.00
Non T&W Schools	£152.40

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

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Friday, March 07, 2025
9.15am to 12noon

Course code PSS 024

The impact of FASD on behaviour

Course Tutor: Claire Hughes and Stacey Branagh

Target Audience: All colleagues from primary and secondary schools

Course Content

This course will:

- provide a detailed definition of foetal alcohol spectrum disorders (FASD)
- explore the impact of FASD - both physically and in relation to brain functioning
- explore the potential challenges and how best to support students in the classroom
- explore executive functioning and strategies to support learners in school
- provide an understanding of sensory processing and how this is best supported in the learning environment

Key Outcomes

Delegates will:

- gain a sound understanding of FASD and how this can impact a child/ young person
- recognise signs and symptoms of FASD
- leave with a bank of strategies, ideas and skills which can be applied to the classroom

Cost per delegate

T&W LA Schools & Academies	£127.00
Non T&W Schools	£152.40

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

Please note: All stated delegate fees are for face to face courses; however, where a course is delivered virtually, a lower delegate fee will be charged to reflect any savings made on venue costs – please contact the CPD Team for details via cpdschoolimprovement@telford.gov.uk

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Wednesday, October 02, 2024 *this date has been cancelled*

Wednesday, January 15, 2025

Wednesday, April 09, 2025

9.15am to 12noon

Course code PSS 025

Using Trauma Informed Practice to Develop Change for All Learners

Course Tutor: Stacey Branagh and Rebecca Lowe

Target Audience: All school based staff

Course Content

This course will:

- provide definitions of well-being, trauma and adverse childhood experiences (ACEs)
- discuss behaviours presented in settings and possible causes
- provide staff with strategies to unpick and support behaviours
- detail de-escalation strategies
- explore how students can be empowered to manage own behaviour

Key Outcomes

Delegates will:

- gain a sound understanding of trauma and ACEs
- understand the impact of ACEs and trauma
- be aware of behaviours which may be presented in their classroom and how to best support students
- learn a range of techniques and strategies which can be used in their setting
- develop skills to help regulate themselves and others

Cost per delegate

T&W LA Schools & Academies	£127.00
Non T&W Schools	£152.40

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

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Wednesday, September 25, 2024 *this date has been cancelled*

Wednesday, January 22, 2025

Wednesday, May 07, 2025

9.15am to 12noon

Course code PSS 026

The Importance of Play in Primary - including sand-based resources

Course Tutor: Claire Hughes and Kyly Welch

Target Audience: Primary school staff, teachers and teaching assistants

Course Content

This course will:

- provide a definition of play
- discuss the importance of play and the different types of play
- explore sand play therapy and how this can be used in the classroom
- explore the environmental and social factors which can enhance play in the classroom

Key Outcomes

Delegates will:

- understand the different types of play and how this can look in the classroom
- understand the importance of sand play and how this can benefit our pupils
- leave with a bank of strategies, ideas and knowledge which can be used in the classroom

Cost per delegate

T&W LA Schools & Academies	£127.00
Non T&W Schools	£152.40

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

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Wednesday, October 16, 2024 *this date has been cancelled*

Wednesday, February 05, 2025

Wednesday, May 14, 2025

9.15am to 12noon

Course code PSS 101

Understanding Nurture

Course Tutor: Clare Wilson and Karen Evans

Target Audience: Headteachers, teachers, teaching assistants, HLTAs and SENCos

Course Content

This course will cover the history of nurture groups, attachment types, the principles of Nurture and how these can be embedded within school settings.

Delegates will have the opportunity to use the SDQ and Boxall Profile Assessment to identify the needs of their students and how best to support them.

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

T&W LA Schools & Academies	£127.00
Non T&W Schools	£152.40

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

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Tuesday, November 26, 2024

Tuesday, May 06, 2025

4pm to 5.30pm

Online via Microsoft Teams

Course code PSS 104

Supporting Behaviour and Learning - Children with ADHD / Oppositional Defiance Disorder (ODD) & Conduct Disorder (CD)

Course Tutor: Darren Lennon and Claire Hughes

Target Audience: Teachers, learning mentors, teaching assistants, school support staff and other childcare professionals

Course Content

This course will:

- raise understanding and, more importantly, help staff to support children to improve their outcomes
- in addition to ADHD, the course will examine Oppositional Defiance Disorder (ODD) and Conduct Disorder (CD)

Delegates will understand the challenges facing neuro-diverse children and the strategies that can be used to avoid isolation and exclusion.

Cost per delegate

T&W LA Schools & Academies	£103.00
Non T&W Schools	£123.60
<i>* 10% discount per delegate for two or more bookings on the same course from the same school As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs</i>	

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

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Wednesday, November 27, 2024
Wednesday, May 07, 2025
9.30am to 11am

Thursday, February 13, 2025
Wednesday, June 04, 2025
1pm to 2.30pm

Wednesday, September 25, 2024 *this date has been cancelled*

Thursday, March 20, 2025
3.30pm to 5pm

Online via Microsoft Teams

Course code SG 101

Raising Awareness of Prevent

Course Tutor: Education Safeguarding Team

Target Audience: All front line staff, this course is also suitable for governors

Course Content

Mandatory training on the Prevent Duty, which will help to ensure staff have the knowledge and confidence to identify children at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimise terrorism and are shared by terrorist groups.

Staff need to know where, and how, to refer children and young people for further help. Prevent awareness training will be a key part of this.

Key Outcomes

Delegates will:

- understand what terrorism is
- be clear on the aims of the Prevent Duty and its impact on education
- have the opportunity to think about how to promote Fundamental British Values
- be clear about the process of radicalisation
- understand the local context
- have the opportunity to think about who may be vulnerable to terrorism
- recognise when a vulnerable individual may be in need of your help
- see why some people are able to influence and manipulate others to commit crimes
- be clear on what help and support looks like in this area, and who you should turn to if you have concerns

Cost per delegate

T&W LA Schools & Academies	£103.00
Non T&W Schools	£123.60

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

As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs

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Part 1: Wednesday, January 15, 2025
Part 1: Wednesday, April 30, 2025

Part 2: Thursday, October 10, 2024
Part 2: Thursday, January 16, 2025
Part 2: Thursday, May 01, 2025

9.15am to 4pm

(this is a two part course – delegates need to attend both parts)

Course code SG 102

Newly Appointed Designated Safeguarding Leads' Training

Course Tutor: Education Safeguarding Team

Target Audience: Staff newly appointed to the role of Designated Safeguarding Lead

Course Content

This course enables all those who are newly appointed 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 (for the whole course i.e. both parts)

T&W LA Schools & Academies	£382
Non T&W Schools	£458.40

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

Please note: All stated delegate fees are for face to face courses; however, where a course is delivered virtually, a lower delegate fee will be charged to reflect any savings made on venue costs – please contact the CPD Team for details via cpdschoolimprovement@telford.gov.uk

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

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Part 1: Wednesday, October 23, 2024

Part 2: Tuesday, November 12, 2024

Part 1: Wednesday, May 21, 2025

Part 2: Wednesday, June 18, 2025

5.30pm to 7.30pm

(this is a two part course – delegates need to attend both parts)

Wednesday, January 22, 2025

9.30am to 2pm

Course code SG 103

Safeguarding Induction Training for Governors

Course Tutor: Education Safeguarding Team

Target Audience: New Governors

Course Content

This course will provide all new governors with a detailed understanding of their role and responsibilities in relation to safeguarding.

This is in line with the recommendations and requirements of the Government's update to Keeping Children Safe in Education, with effect from 1 September 2022.

Key Outcomes

Attendance is recommended for all new governors to meet the requirements of 'Keeping Children Safe in Education'.

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

Please note: all new governors will need to attend either the full day course, or, if opting for twilights, will need to attend both twilights (parts 1 and 2 are interchangeable within the sets of dates so governors must attend a part one and a part two course).

Cost per delegate (for the whole course i.e. both parts, where applicable, or the 9.30am to 2pm session)

T&W LA Schools & Academies	£191
Non T&W Schools	£229.20

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

Please note: All stated delegate fees are for face to face courses; however, where a course is delivered virtually, a lower delegate fee will be charged to reflect any savings made on venue costs – please contact the CPD Team for details via cpdschoolimprovement@telford.gov.uk

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

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Thursday, December 05, 2024
Thursday, June 19, 2025
5pm to 7pm
Online via Microsoft Teams

Course code SG 104

Governors' Responsibilities for Exclusions

Course Tutor: Andy Cooke, Service Delivery Manager

Target Audience: Governors with responsibility for exclusions

Course Content

This course will:

- consider how governors can support and challenge the school to ensure that suspensions and permanent exclusions are used effectively and have a positive impact on the behaviour of young people in the school
- consider the safeguarding implications of suspensions and what data governors might request to support the monitoring of all suspensions and exclusions
- provide training and prompts for governors to enable them to undertake the statutory reviews of exclusions through the Pupil Disciplinary Committee

Key Outcomes

Delegates will have a clear understanding of:

- the impact of suspensions on behaviour in the school
- safeguarding implications of suspensions
- collection and interpretation of data on suspensions and exclusions
- how to monitor exclusions
- statutory roles in the Pupil Disciplinary Committee

Cost per delegate

T&W LA Schools & Academies	£109.00
Non T&W Schools	£130.80

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

As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs

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

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Wednesday, November 06, 2024

Wednesday, February 26, 2025 *this date has been cancelled*

Thursday, February 27, 2025

Wednesday, June 25, 2025

4pm to 5.30pm

Online via Microsoft Teams

Course code SG 106

Designated Safeguarding Leads' and Safeguarding Governors' Termly Update

Course Tutor: Education Safeguarding Team

Target Audience: Designated Safeguarding Leads and Governors' with safeguarding responsibility

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 and any changes relevant to their role

Cost per delegate

T&W LA Schools & Academies	£103.00
Non T&W Schools	£123.60

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

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Thursday, November 07, 2024
Friday, March 21, 2025
Thursday, June 26, 2025
9.15am to 4pm

Course code SG 107

Designated Safeguarding Leads Refresher

Course Tutor: Education Safeguarding Team

Target Audience: Existing DSLs in need of refresher training

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 newly appointed Designated Safeguarding Leads' training and every other year thereafter. 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

T&W LA Schools & Academies	£191.00
Non T&W Schools	£229.20

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

Please note: All stated delegate fees are for face to face courses; however, where a course is delivered virtually, a lower delegate fee will be charged to reflect any savings made on venue costs – please contact the CPD Team for details via cpdschoolimprovement@telford.gov.uk

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Thursday, October 17, 2024 *this date has been cancelled*

Thursday, February 27, 2025

Wednesday, June 11, 2025

9.30am to 11am

Thursday, September 19, 2024

Thursday, January 09, 2025 *this date has been cancelled*

Thursday, May 08, 2025

3.30pm to 5pm

Thursday, January 09, 2025

9.30am to 11am

Online via Microsoft Teams

Course code 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

Course Content

This course will:

- provides a basic understanding of child abuse and neglect
- highlight signs and indicators of abuse
- inform the delegate what to do in response to concerns about a child

Key Outcomes

By the end of the session delegates will:

- be more aware of the different categories of child abuse and contextual safeguarding issues
- understand how child development may be impacted on by abuse (ACEs)
- be clear about their own safeguarding roles and responsibilities and the importance of working together to identify, assess, and meet the needs of children where there are safeguarding concerns
- be clear about what to do if they are concerned about a child and who to speak to
- be clear about how to respond to a child who tells them about possible abuse and how to record and share information, and
- understand the importance of safe working practice

Cost per delegate

T&W LA Schools & Academies	£103.00
Non T&W Schools	£123.60

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

As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs

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Course code SG 203

Child Protection Supervision

Course Tutor: Education Safeguarding Team and Early Years & Childcare

Target Audience: Designated Safeguarding Leads, senior leaders

Course Content

The DfE and Ofsted say that Designated Safeguarding Leads (DSLs) and Deputy DSLs should have regular supervision.

This half day course will explore:

- child protection supervision and 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

T&W LA Schools & Academies	£127.00
Non T&W Schools	£152.40

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

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Thursday, September 05, 2024
9.30am to 10.30
Wednesday, September 11, 2024
1pm to 2pm
Monday, September 16, 2024
5pm to 6pm
Online via Microsoft Teams

Course code SG 204

Keeping Children Safe in Education (KSCIE) Webinar

Course Tutor: Education Safeguarding Team

Target Audience: Headteachers, DSL's, senior leaders, governors

Course Content

A webinar which will provide an overview of changes to 'Keeping Children Safe in Education 2024' and other guidance, including from Ofsted and the Department for Education.

All those who have a responsibility for Child Protection and Safeguarding must have an up-to-date knowledge of the relevant guidance and legislation to help ensure that safeguarding in their school is effective.

Key Outcomes

Delegates will:

- understand the changes to 'Keeping Children Safe in Education 2024' and the impact this has on schools
- be aware of important changes to other safeguarding guidance and legislation
- develop an awareness of how changes to guidance and legislation impacts on local authority and school policy and procedures
- know what action needs to be taken in school to help meet the requirements of 'Keeping Children Safe in Education 2024'

Cost for 2 delegates

T&W LA Schools & Academies	£50 (for 2 delegates)
Non T&W Schools	£50 (for 2 delegates)

As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs

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

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Wednesday, March 05, 2025

5.30pm to 7.30pm

Online via Microsoft Teams

Course code SG 206

Safeguarding Refresher Training for Governors

Course Tutor: Education Safeguarding Team

Target Audience: All governors

Course Content

This course will provide all governors with a refreshed understanding of their responsibilities in relation to safeguarding.

This is in line with the recommendations and requirements of the Government's update to Keeping Children Safe in Education, with effect from 1 September 2024.

Key Outcomes

All governors are required to attend safeguarding refresher training annually in line with the Government's updated KCSIE (Sept 2024).

Cost per delegate

T&W LA Schools & Academies	£109.00
Non T&W Schools	£130.80

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

As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs

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Thursday, October 03, 2024 *this date has been cancelled*

1pm to 4pm

Wednesday, January 29, 2025 *this date has been cancelled*

9am to 12noon

Wednesday, May 14, 2025

9am to 12noon

Course code SG 208

Managing Child on Child Abuse

Course Tutor: Education Safeguarding Team

Target Audience: Designated Safeguarding Leads, governors, senior leaders

Course Content

This course will provide an oversight of how to manage child-on-child abuse.

Key Outcomes

This course will help delegates to:

- consider how to manage child-on-child abuse
- develop a greater knowledge of guidance for education settings
- understand how to minimise the risk of it occurring and know what to do when it does occur, or is alleged to have occurred
- share best practice
- consider how it relates to safeguarding and child protection policies
- consider your curriculum

Cost per delegate

T&W LA Schools & Academies	£127.00
Non T&W Schools	£152.40
<i>* 10% discount per delegate for two or more bookings on the same course from the same school</i>	
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Tuesday, March 25, 2025
3.30pm to 5pm
Online via Microsoft Teams

Course code SG 109

Prevent Duty Requirements for Education Settings - completing the Annual Risk Assessment using the DFE template to support your audit

Course Tutor: Education Safeguarding Team

Target Audience: Senior leaders, governors and DSLs

Course Content

This webinar will take school leaders, governors and DSLs through the requirements placed upon them under the Prevent duty:

- looking at the template risk assessment produced by the DFE, designed to support you in undertaking your Prevent Duty annual risk assessment
- providing advice on what you may wish to consider as part of this duty to reduce the likelihood of individuals being radicalised and to prevent education settings becoming permissive environments for extremism and radicalisation

Cost per delegate

T&W LA Schools & Academies	£103
Non T&W Schools	£123.60
<i>* 10% discount per delegate for two or more bookings on the same course from the same school As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs</i>	

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Tuesday, September 17, 2024 *this date has been cancelled*

Monday, December 02, 2024

3.30pm to 5pm

Online via Microsoft Teams

Course code SG 110

Webinar session: Ensuring the quality of safeguarding records

Course Tutor: Education Safeguarding Team

Target Audience: DSLs

Course Content

We are pleased to present a webinar which will:

- examine at the requirements related to the quality of safeguarding record keeping
- explain how you can fulfil the requirements of KCSIE 2024

Key Outcomes

Delegates will:

- understand the requirements for safeguarding record keeping in KCSIE 2024
- know how to fulfil these requirements
- be able to ensure the quality of records enables effective safeguarding of children

Cost per delegate

T&W LA Schools & Academies	£103
Non T&W Schools	£123.60
<i>* 10% discount per delegate for two or more bookings on the same course from the same school</i>	
<i>As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs</i>	

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

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Tuesday, June 10, 2025

3.30pm to 5pm

Online via Microsoft Teams

Course code SG 111

Webinar session: Understanding Filtering and Monitoring

Course Tutor: Education Safeguarding Team

Target Audience: DSLs, Leaders, Governors

Course Content

We are pleased to present a webinar looking at the requirements related to implementing the Filtering and Monitoring Standards into your approach to online safety, explaining how you can fulfil the requirements of KCSIE 2024.

Key Outcomes

Understand the requirements in KCSIE 2024 for ensuring you meet the requirements of the filtering and monitoring standards.

Cost per delegate

T&W LA Schools & Academies	£103
Non T&W Schools	£123.60
<i>* 10% discount per delegate for two or more bookings on the same course from the same school As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs</i>	

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Tuesday, October 22, 2024
9am to 4pm

Course code SIS 001

The Visually Impaired Child in Your Class

Course Tutor: Sensory Inclusion Service

Target Audience: Teachers and staff in settings who work with children and young people who have a visual impairment
(please note: this event is by invitation only)

Course Content

This event will help you to support the child or young person with a visual impairment in your setting.

The course includes information on:

- curriculum access issues
- the importance of vision
- eye conditions
- social and emotional issues
- low vision aids
- practical simulation exercises
- modification techniques

Cost per delegate

T&W LA Schools & Academies – by invitation only

£65

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, September 26, 2024
8.30am to 4pm

Course code SIS 002

The Hearing Impaired Child in your Class

Course Tutor: Hazel Snape

Target Audience: Teachers and staff in settings who work with children and young people who have a hearing impairment
(please note: this event is by invitation only)

Course Content

Hearing and Hearing Aids

An overview of the causes and implications of a hearing loss and how this will affect the child or young person in your setting. It will also give staff the opportunity to learn about hearing aids, cochlear implants and associated technology through talks and bespoke practical workshops.

Language Development and Curriculum Access

The course will look at language development, how this is affected by hearing loss and ways to maximise the hearing impaired pupil's inclusion into mainstream schools and Early Years settings.

Lunch will kindly be provided by Shropshire Deaf Children's Society.

Cost per delegate

T&W LA Schools & Academies – by invitation only
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£65

To book a place on this course, please send a completed booking form to:
School Improvement ✉ Email: cpdschoolimprovement@telford.gov.uk
☎ Tel: 01952 382465

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Thursday, October 17, 2024
Thursday, March 13, 2025
2pm to 5pm

Absence Management of Employees

Course Tutor: 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

Schools & Academies which buy into a service level agreement with T&W Human Resources	£68
Schools & Academies	£78

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, October 03, 2024
Thursday, December 05, 2024
Thursday, January 30, 2025
Thursday, March 06, 2025
Thursday, May 15, 2025
9am to 4.30pm

Accredited Safer Recruitment Training

Course Tutor: HR Advisory Team representative, Education Safeguarding

Target Audience: Governors, senior leaders (cross phase)

Course Content

This training looks at the 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

Schools & Academies which buy into a service level agreement with T&W Human Resources	£191
Schools & Academies	£229.20

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, November 07, 2024 *this date has been cancelled*

Tuesday, February 25, 2025

2pm to 5pm

Employee Investigations Training

Course Tutor: HR Advisory Team representative

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

Schools & Academies which buy into a service level agreement with T&W Human Resources	£68
Schools & Academies	£78

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, September 26, 2024 *this date has been cancelled*

Thursday, February 13, 2025

2pm to 5pm

Managing Employee Capability (Performance Management)

Course Tutor: HR Advisory Team representative

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

Schools & Academies which buy into a service level agreement with T&W Human Resources	£68
Schools & Academies	£78

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, September 18, 2024

3pm to 5pm

Online via Microsoft Teams

Pay and Conditions of Employment

Course Tutor: HR Advisory Team representative

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 recent amendments 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 which buy into a service level agreement with T&W Human Resources	£60
Schools & Academies	£70

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, November 20, 2024

Wednesday, April 02, 2025

3pm to 5pm

Online via Microsoft Teams

Safer Recruitment Administration

Course Tutor: HR Advisory Team representative

Target Audience: Governors, senior leaders and senior administrators

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' - including pre-employment checks, DBS and the requirements regarding 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

Delegates will have an increased awareness, knowledge and understanding of pre-employment checks and recording requirements in line with the statutory guidance 'Keeping Children Safe in Education'.

Cost per delegate

Schools & Academies which buy into a service level agreement with T&W Human Resources	£60
Schools & Academies	£70

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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Bespoke Education Safeguarding Training

Understanding Online Safety and staff roles in supporting the school approach

Course Tutor: Education Safeguarding Team

Target Audience: DSLs, leaders, staff and whole school

Course Content

We are pleased to present a whole school CPD training session for education settings to raise awareness of online safety and understand the role staff have in identifying, responding to and preventing online harm to children as part of their safeguarding responsibilities.

Key Outcomes

Understand the requirements in Keeping Children Safe in Education for online safety and know how to contribute to the whole school approach to online safety.

This course is offered as part of the selection of CPD training courses available to settings through the Safeguarding SLA, or as an additional session or standalone session. Sessions are charged as detailed in the SLA / CPD offer.

Cost per session

T&W LA Schools & Academies	£300 (<i>unless chosen as the one free of charge bespoke session schools receive each year as part of the Education Safeguarding SLA</i>)
Non T&W Schools	£360

To arrange this bespoke course for your school, in the first instance please send an email to:

✉ Email: educationsafeguarding@telford.gov.uk

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Friday, September 20, 2024
Friday, January 24, 2025
Friday, June 20, 2025
9am to 3.30pm

Course code OES 01

Educational Visits Coordinator Training and Refresher

Course Tutor: Alan Braybrooke, Outdoor Education

Target Audience: Education Visits Coordinator

Introduction

It is a requirement that all schools and organisations which are working under the Telford and Wrekin Educational Visits service level agreement have the minimum of one Educational Visits Coordinator.

The EVC is required to attend and EVC training course every 3 years as a minimum and invited to attend the termly EVC Network Meetings to ensure currency and competence. These courses and Meetings are provided free of charge under the SLA and are led by the T&W Accredited Outdoor Education Adviser.

Course Content

- Introduction and overview, participant needs and priorities.
- Benefits and barriers to educational visits.
- Legal expectations.
- Planning, leading and evaluating visits and outdoor learning.
 - ❖ Event specific planning
 - ❖ Emergency planning
 - ❖ Accident and incident reporting
 - ❖ Monitoring
 - ❖ Record keeping and visit evaluation

The course will conclude by supporting EVCs in planning next steps, including training needs, and clarifying how to access further help and guidance

Key Outcomes

EVCs will receive a certificate which is valid for 3 years, which will be issued on the day.

Cost per delegate

Schools & Academies which buy into a service level agreement with the Telford & Wrekin Outdoor Education Service	£0
Schools & Academies which do not buy into the SLA	£185

To book a place on this course, please contact:

✉ Email: edvisits@telford.gov.uk

☎ Tel: 01952 387378

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Thursday, October 17, 2024
Tuesday, January 28, 2025
Wednesday, May 14, 2025
1pm to 3pm

Course code OES 02

Educational Visits Coordinator Termly Updates

Course Tutor: Alan Braybrooke, Outdoor Education

Target Audience: Education Visits Coordinator

Venue - Wellington Town Council Chamber, accessed through the Library at the Leisure Centre

Content

The termly update will:

- provide a forum for local and national updates regarding the management of Educational Visits and Journeys
- share practice and experience between EVCs including 'lessons learned'
- develop the support that is available locally through a collective approach
- respond to specific queries or concerns

A typical agenda is as follows:

- Welcome and introduction
- Telford & Wrekin Council
 - ❖ Update and information
 - ❖ Refresher on EVC roles and responsibilities
- EVC Updates – matters you would like to share or ask others for help with
- Any Other Business (*please raise in advance*)

Cost per delegate

Schools & Academies which buy into a service level agreement with the Telford & Wrekin Outdoor Education Service	£0
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Schools & Academies which do not buy into the SLA	£110
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Booking Information

No prior booking is required - if an EVC has taken on the role, but has not yet received this information, please forward on.

If you are in receipt of the information but are no longer an EVC please send an email to

EdVisits@telford.gov.uk

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Friday, November 15, 2024
Friday, March 07, 2025
Friday, July 04, 2025
9am to 3pm

Course code OES 03

Educational Visits Leader Training

Course Tutor: Alan Braybrooke, Outdoor Education

Target Audience: Education Visits Coordinator

Venue: Telford Town Park Visitors Centre, Hinkshay Road, Telford, TF3 4EP

Course Content

This course is designed to support and inform staff who lead, or are learning to lead, educational visits. It is a practical course and includes exploring the Town Park. No previous experience is necessary, just a willingness to share and discuss with colleagues.

The course covers the planning, approval and emergency procedures that Visit Leaders must follow in their setting including:

- their role within visit planning, leadership and evaluation
- action points to follow up on after the course
- who to contact for further advice

Key Outcomes

Visit Leaders should leave the course able to demonstrate basic competence in:

- simple way-finding
- group management in a range of typical outdoor settings that must include working by water
- how to document risk-benefit management for a site / visit to satisfy the requirements of their establishment

Cost per delegate

Schools & Academies which buy into a service level agreement with the Telford & Wrekin Outdoor Education Service	£97
Schools & Academies which do not buy into the SLA	£185

To book a place on this course, please contact:

✉ Email: edvisits@telford.gov.uk

☎ Tel: 01952 387378

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Part 1: Thursday, October 10, 2024
 Part 1: Thursday, January 16, 2025
 Part 1: Thursday, March 06, 2025
 Part 1: Thursday, May 08, 2025

Part 2: Friday, October 11, 2024
 Part 2: Friday, January 17, 2025
 Part 2: Friday, March 07, 2025
 Part 2: Friday, May 09, 2025


9.30am to 5pm

(this is a two part course – delegates need to attend both parts)

Course code OES 05

Emergency First Aid

Course Content

What's Different?	This is a triple certificated first aid course suitable for all settings, outdoors, in work and with young people. It will meet your organisations statutory requirements, minimising costs and time, whilst maximising best value.
Certification 	The course certification is through Rescue & Emergency Care (REC) and you will receive the following certificates on successful completion of the course: a) REC – Emergency Outdoor First Aid; b) REC - Emergency First Aid at Work (EFAW); and c) REC – 12 hour Paediatric First Aid.
Course Content	Over the two days we will look at: <ul style="list-style-type: none"> • Being Safe – best practice & prevention of cross-infection. • Vital Signs – temperature, colour, pulse, breathing, level of response. • Incident Handling – a systematic approach to decision making. • Unconsciousness – causes & safe airway. • CPR & Choking – dealing with the non-breathing casualty • Bleeding – external & internal bleeding and shock. • Major Injuries – treating head, spine, chest, abdomen, pelvis, leg & arm injuries. • Soft Tissue Injuries - to muscles & joints including dislocations. • Monitoring – Casualty cards & monitoring & effective hand overs. • Remote Issues – improvisation when you have nothing else available! • Cold and Heat – dealing with hypothermia, hyperthermia and burns. • Medical Emergencies – angina, heart attack, stroke, asthma, diabetes, epilepsy, bites, stings and anaphylaxis. • First Aid Regulations – an overview & first aid kits.
Assessment	You will be continuously assessed throughout the course and there will be two multi choice question papers for you to complete.

Cost per delegate

T&W LA Schools & Academies	£150
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To book a place on this course, please contact:

✉ Email: edvisits@telford.gov.uk

☎ Tel: 01952 387378

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Outdoor Learning and Forest School Progression

Technical Advisers/Lead Deliverers:

- L1: Alan Braybrooke, Arthog Outreach, Short Wood Centre, Wellington.
- L2: Judie Udale, Wrekin Forest Schools, Crudgington.
- L3: Vicki Wood, Field Studies Council. www.field-studies-council.org

All enquiries and to book:

Email: EdVisits@telford.gov.uk

Phone: 01952 387378

Fees

Level 1: £310 per day for up to 20 participants
 Level 2: As per provider
 Level 3: As per provider

	Learning Activity	Venue	Ed Visits Category
Level 1 Learning Outside the Classroom Practitioner (6 hours)	Learning Outside the Classroom Curriculum delivery through the outdoors – examples through the day. Team building Journeying – using own school site Practical Risk –Benefit analysis, and outdoor activity management	On school site and in grounds	Category 1 – routine and consent as part of curriculum. Generic risk-benefit assessment Certificate of attendance valid in Shropshire and Telford & Wrekin
Level 2 Forest Skills Leader (12 hours or Modular options) Refresher options	Forest Skills Basic equipment required and its safe use. Demonstration of basic session Quiet experience Games and activities to demonstrate ‘Wild Fun’ Explicit/implicit learning and Experiential Learning. Tool use – hand drill, fret saw & potato peelers Site development, risk assessment and management	On school site or specific site that is regularly used	Category 2a - event specific planning including consent and risk-benefit assessment Certificate of attendance valid in Shropshire and Telford & Wrekin
Level 3 Forest School Leader (5 days training and 5 days assessment) ‘Wonder in Woodland Wander’	Forest Schools Forest School is a holistic learning approach that sits within and complements the wider context of outdoor and woodland education. Nursery to Teens. L3 qualified can act as Forest School lead with establishment and support other school staff in some activities within the remit of the Award. Recommended for L3 Forest School Practitioner to update skills	Any site as per Forest School NGB	Category 2b – Adventurous Activity - event specific planning including consent, risk-benefit assessment. Notification to LA Outdoor Education Adviser. National qualification and a range of providers are available Exploring, foraging, medicine making, food, whittling & sharing

Please note: ● Each level is a stand-alone course. The choice of course will depend on school/staff need. It is not a requirement to do Level 1 before level 2, before Level 3
 ● First aid training is not included but can be provided on request
 © Borough of Telford & Wrekin and Shropshire Council (2023)

To book a place on this course, please contact:

✉ Email: edvisits@telford.gov.uk

☎ Tel: 01952 387378

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CPI Accredited Safety Intervention Training – pricing information and bespoke training request form

Academic Year 2024-25

CPI Accredited Safety Intervention Training (formerly known as MAPA Training) is available to staff employed in maintained schools in Telford & Wrekin – either through places booked on a centrally held course or by requesting a bespoke session for a group of staff or whole-school.

Centrally held training

Details of all **centrally held CPI Accredited Safety Intervention Training** can be found in the CPD Booklet on the [Telford Education Services website](#)

Delegate places on all **centrally held courses** can be booked by completing and returning a CPD Booking Form to cpdschoolimprovement@telford.gov.uk

Bespoke training

In addition to the centrally held training, it is possible to request bespoke training for your school, which can be for the whole school or for a pre-determined group of delegates. This training is delivered face to face and is hosted by the school.

Please note: schools may find the central held training more cost effective, depending on the numbers requiring training.

Full Safety Intervention Training (1.5 days) <i>A minimum of 10 delegates and a maximum of 15 delegates for one trainer</i>	£172 per person *
Safety Intervention Refresher Training (usually half a day) <i>A minimum of 5 delegates and a maximum of 18 delegates</i>	£114 per person *

*Note: * to reflect the multiple number of delegates receiving training from the same school, a 10% discount (rounded to the nearest whole £) per delegate has been applied to the delegate fee for the respective centrally run course*

Verbal Intervention Training i.e. without holds (usually half a day)

Verbal Intervention Training	T&W LA schools – group price
Up to 5 delegates	£500
Up to 15 delegates	£924
16 to 20 delegates **	£1502 *
21 to 30 delegates **	£1733 *

*** 16+ delegates requires two trainers, hence the additional cost; other prices available on request
The verbal intervention prices remain unchanged from 2023-24*

Notes:

- For the Safety Intervention training & Refresher training, all delegates receive a copy of the relevant Safety Intervention booklet.
- Courses are subject to a minimum and maximum number of delegates.
- Bespoke in-school training needs to be requested on the Bespoke Safety Intervention proforma and sent via email to cpdschoolimprovement@telford.gov.uk - a member of the Behaviour Support Advisory Team will then make contact with you to discuss the session in more detail.
- Once booked a cancellation fee of 35% per delegate applies within 5 days of the course; non-arrivals on the day without prior cancellation will be charged at 100% of the cost (unless re-arranged dates are agreed).

To enquire about any of these bespoke courses, please contact School Improvement in the first instance via: ✉ Email: cpdschoolimprovement@telford.gov.uk

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CPI Accredited Safety Intervention Training
(formerly known as MAPA Training)

Request Form for Bespoke Training
Academic Year 2024-25

Section 1: <i>To be completed by the Headteacher or School Business Manager of the school requesting bespoke Safety Intervention Training and sent to cpdschoolimprovement@telford.gov.uk via email</i>			
School Name			
Course name (please tick ✓)	Full Safety Intervention Training	Refresher Training	Verbal Intervention Training
Preferred date/s <i>note: for Full Safety Intervention Training, two dates are needed, a full day for part one and half day for part two</i>			
Preferred start and finish time/s			
Venue for training (usually the school site)			
Approximate number of staff to be trained			
Will there be anyone in attendance from any other school/s?		Yes / No	
Please use the space to make any special requests			

Section 2: <i>To be completed by the Course Tutor and returned to the Headteacher via email in advance of the session</i>	
Cost of training requested above	
Equipment, room lay out, any other special requests	
Name/s of trainer/s	
Agreed dates and times of training	

Section 3: <i>To be completed by the Headteacher and returned to cpdschoolimprovement@telford.gov.uk</i>	
Declaration <i>I understand and agree that:</i>	
<ul style="list-style-type: none"> on completion of the work, T&W LA may journal transfer the agreed cost from the school's cost code, detailed below once booked, a cancellation fee of 35% per delegate applies within 5 days of the course; non-arrivals on the day without prior cancellation are charged at 100% of the cost (unless re-arranged dates are agreed) 	
Headteacher name / signature	
Cost code (where applicable)	
Date	

Non-accredited Behaviour Support Intervention Training – pricing information and bespoke training request form

Academic Year 2024-25

This training has been developed by Telford & Wrekin's Behaviour Support Advisory Team for academies and non T&W schools. The trainer's licence to deliver CPI accredited Safety Intervention Training only allows delivery to LA maintained schools within Telford & Wrekin.

Centrally held training

Details of all **centrally held Non Accredited Safety Intervention Training** can be found in the CPD Booklet on the [Telford Education Services website](#)
 Delegate places on all **centrally held courses** can be booked by completing and returning a CPD Booking Form to cpdschoolimprovement@telford.gov.uk

Bespoke training

In addition to the centrally held training, it is possible to request bespoke training for your school, which can be for the whole school or for a pre-determined group of delegates. This training is delivered face to face and is hosted by the school.

Note: schools may find the central held training more cost effective, depending on the numbers requiring training.

Bespoke Non Accredited Safety Intervention Training	T&W academies	Non T&W schools, academies & other organisations
Full Safety Intervention Training (1.5 days) <i>A minimum of 10 delegates and a maximum of 15 delegates for one trainer</i>	£138 per person *	£165.60 per person **
Safety Intervention Refresher Training (usually half a day) <i>A minimum of 5 delegates and a maximum of 18 delegates</i>	£92 per person *	£110.40 per person **

Note:

* To reflect the multiple number of delegates from the same school receiving training, a 10% discount per person (rounded to the nearest whole £) has been applied to the T&W academies price for the respective centrally run course.

** The non T&W cost reflects a 20% additional cost in line with our policy for providing training for non T&W settings.

Verbal Intervention Training i.e. without holds (usually half a day)

Non-accredited Verbal Intervention Training – group price	T&W academies	Non T&W schools, academies & other organisations
Up to 5 delegates	£400	£480
Up to 15 delegates	£740	£888
16 to 20 delegates **	£1200	£1440
21 to 30 delegates **	£1386	£1663.20

**** 16+ delegates requires two trainers, hence the additional cost - other prices are available on request**

The non-accredited verbal intervention prices remain unchanged from 2023-24

Notes:

- For the Safety Intervention training & Refresher training, all delegates receive a copy of the relevant Safety Intervention booklet.
- Courses are subject to a minimum and maximum number of delegates.
- Bespoke in-school training needs to be requested on the Bespoke Safety Intervention proforma and sent via email to cpdschoolimprovement@telford.gov.uk - a member of the Behaviour Support Advisory Team will then make contact with you to discuss the session in more detail.
- Once booked a cancellation fee of 35% per delegate applies within 5 days of the course; non-arrivals on the day without prior cancellation will be charged at 100% of the cost (unless re-arranged dates are agreed).
- **Important:** Delegates completing the non-accredited behaviour support intervention training will receive a certificate which demonstrates the training they have received in the use of reasonable force, physical intervention and de-escalation. As with all such training, each school is responsible for ensuring the competency of its staff and the correct use of reasonable force at all times, and must have a policy in place which ensures the monitoring of the use of reasonable force by the school to protect those trained and pupils. The school acknowledges and accepts that the Council and / or any Trainers are not liable for any claims relating to any actions taken by delegates following the training.

To enquire about any of these bespoke courses, please contact School Improvement in the first instance via: ✉ Email: cpdschoolimprovement@telford.gov.uk

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Non-accredited Behaviour Support Intervention Training

Request Form for Bespoke Training Academic Year 2024-25

Section 1: To be completed by the Headteacher or School Business Manager of the school requesting bespoke non-accredited behaviour support intervention training and sent to cpdschoolimprovement@telford.gov.uk via email

School Name			
Course name (please tick ✓)	Full Behaviour Support Intervention Training	Behaviour Support Intervention Refresher Training	Verbal Behaviour Support Intervention Training
Preferred date/s, start and finish times			
Venue for training (<i>usually the school</i>)			
Number of staff to be trained			
Will there be anyone in attendance from any other school/s?		Yes / No	
Please use the space to make any special requests			

Section 2: To be completed by the Course Tutor and returned to the Headteacher via email in advance of the session

Cost of training requested above	
Equipment, room lay out, special requests	
Name of trainer/s	
Agreed dates and times of training	

Section 3: To be completed by the Headteacher and returned to cpdschoolimprovement@telford.gov.uk

Declaration

I understand and agree that:

- Courses are subject to a minimum and maximum number of delegates.
- Bespoke in-school training needs to be requested on this bespoke proforma and sent via email to cpdschoolimprovement@telford.gov.uk - a member of the Behaviour Support Advisory Team will then make contact with the school to discuss the session in more detail.
- Once booked a cancellation fee of 35% per delegate applies within 5 days of the course; non-arrivals on the day without prior cancellation will be charged at 100% of the cost (unless re-arranged dates are agreed).
- **Important:** Delegates completing the non-accredited behaviour support intervention training will receive a certificate which demonstrates the training they have received in the use of reasonable force, physical intervention (where applicable) and de-escalation. As with all such training, each school is responsible for ensuring the competency of its staff and the correct use of reasonable force at all times, and must have a policy in place which ensures the monitoring of the use of reasonable force by the school to protect those trained and pupils. The school acknowledges and accepts that the Council and / or any Trainers are not liable for any claims relating to any actions taken by delegates following the training.

Headteacher name / signature	
Cost code (<i>where applicable</i>)	
Date	

Health and Safety Information Page

As part of the Health Protection Team, our Health & Safety Advisers are here to provide advice, guidance and support. We can monitor standards within each school, help to identify any training needs and offer you solutions.

The [Health and Safety SharePoint site](#) which allows you access to many policies, procedures and guidance documents. It also hosts any council safety alerts and notifications, dedicated educational advice, the health and safety training calendar and lots of other helpful links.

If you require any further details please don't hesitate to get in touch by emailing us at healthsafetyadmin@telford.gov.uk

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The Severn Training & Schools Alliance

Severn

The Severn Training & Schools Alliance (STSA) is based in Telford and is a partner of the Shropshire & Telford Education Partnership Teaching Hub (STEP). The Alliance draws on a large pool of talent and expertise to deliver support for schools, professional development for staff at all stages of their career, 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 headteacher workshops, deputy/assistant heads network, courses and network meetings for History, PSHEE, Geography, Art, D&T and MFL. 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 lead the Future in Mind project, which provides schools with specialised CPD to support the mental health and emotional health & well-being of children, young people and their families and provides a network of support and shared good practice for partners. The STSA has good links with the DfE curriculum hubs, including the Language, Maths, Science and Computing hubs.

In partnership with the University of Chester, the STSA offers high quality Early Years and Primary Initial Teacher Training via the School Direct route.

Enquiries on any of the areas offered by the STSA can be made via email to sue.stoddart2@taw.org.uk

[Return to Index](#)
[Course Calendar](#)

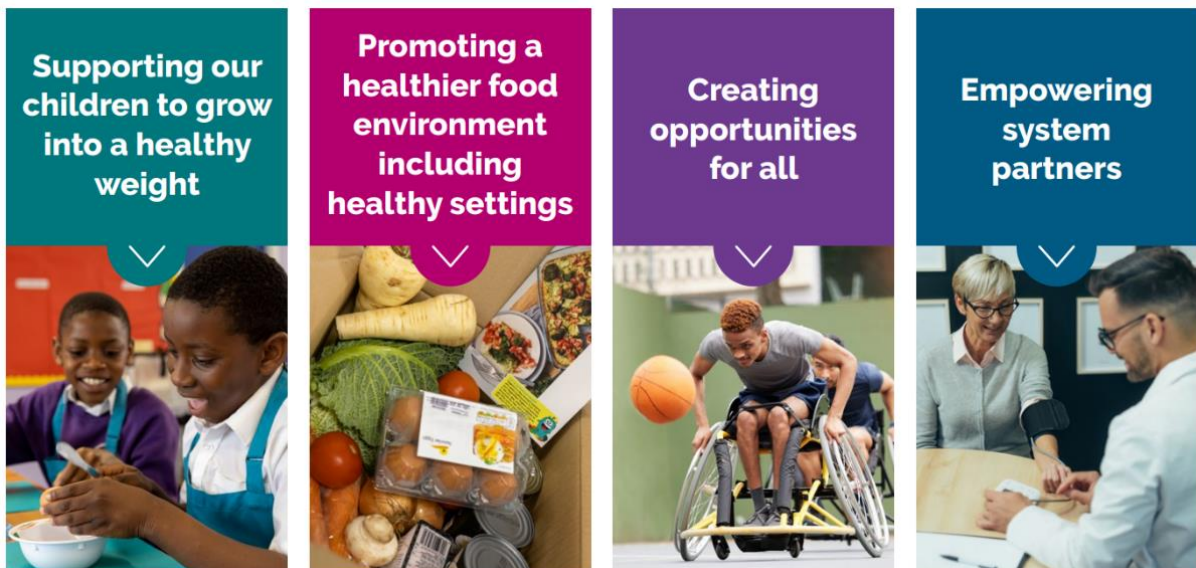


The Telford and Wrekin Safeguarding Partnership (TWSP) – known previously as the Telford & Wrekin Safeguarding Children Board (LSCB) – has a range of multi-agency training courses which are available for schools, colleges, early years and childcare providers to attend.

You can find further information about our training offer on the [TWSP website](#), including the dates of courses currently running, and how to book your place.

If you have any questions about the training that TWSP offers, please contact a member of the Partnerships Team via partnerships@telford.gov.uk and they will be able to assist you.

Healthy Weight Strategy



Health and Wellbeing Toolkit

The [Health and Wellbeing Toolkit](#) is a place where schools, settings and professionals can find and access trusted, quality assured health and wellbeing resources to use in the classroom as well as in a whole setting approach and home environment.

Within this toolkit you will find resources relating to physical activity, food and nutrition, and mental and emotional wellbeing, which all contribute to a child's overall health and wellbeing as well as having a positive effect on their education, attainment and behaviour.

The resources found here will also help schools meet requirements for the Relationship, Health and Sex Education (RHSE) curriculum and obtain a Healthy Schools Rating as part of the Active Lives Survey completed for Sport England. It can also support practitioners working with individuals or family groups to improve their health and wellbeing.

For more support regarding health and wellbeing in schools please email the team at healthimprovement@telford.gov.uk

How to talk to children and families about weight

There will be teachers in a position that may have children starting conversations about their weight and it is best to be prepared to have these conversations either with children or their parents. The University of Bath has created an e-learning module around parents talking to their children about weight. The aim of both the module and the corresponding guide is to help parents, caregivers and those who work with families talk with children about weight in a positive way. [Online Training Module](#) [Guidance Booklet](#)

For more support regarding health and wellbeing in schools please email the team at healthimprovement@telford.gov.uk

Free Ollie Training

For those schools that are signed up to the Ollie programme, there are three online training sessions designed to increase knowledge and understanding around healthy lifestyles and obesity within adults and children.

These courses will support learners to not only support children and families but also the health and wellbeing of themselves, their families and colleagues. Nutrition Awareness for those working with Children Healthy Lifestyle For All Adult Obesity.

[Healthy Lifestyles for All](#)

[MindED](#)

[Nutrition Awareness for those working with Children](#)

For more support regarding health and wellbeing in schools please email the team at healthimprovement@telford.gov.uk

School Food Standards

Understanding the School Food Standards is a simple way of ensuring children are eating a balanced diet during the school day, from the food provided during your wrap around provision to school lunches. It is also important to be aware that food high in fats, sugar and salt should not be served across the school day, which includes the use of these foods in class-based learning. To understand the full standards, head teachers check list or to create a culture of healthy eating visit the GOV.UK website to access 'School food standards: resources for schools'.

New school food standards were introduced in January 2015 and have been mandatory in all maintained schools, new academies and free schools since. Governors are responsible for ensuring these standards are being met.

The [Toolkit](#) details some resources we have created to help support your school to meet the School Food Standards across the whole school day. These include some checklists to help you audit your current provision and top tips posters for food ideas that comply with the standards for all potential meals.

If you would like support to ensure your school is complying with the school food standards, please contact us at healthimprovement@telford.gov.uk

Department of Education Healthy School Rating The Department for Education has replaced the old Healthy School Scheme with the new Healthy School Rating.

This new [Healthy School Award](#) has been added to the Sport England Active Lives Survey. As part of the Active Lives Survey teachers are required to complete an online questionnaire in which schools are questioned on four areas:

- Food education
- School food standards
- Physical education

- Active travel.

The school's response to this survey is then assessed as part of the DfE's Healthy Schools Rating Scheme (HSRS), and a rating and certificate issued to the school.

To help your school achieve a rating some helpful resource has been created to support your school to achieve the Department for Education's Healthy School Rating and get the best result for your Active Lives Survey.

Within the resource page you will find:

- a national video that explains where the Active Lives Survey came from, why it is important to complete and how it benefits your school
- a second video that provides a more in-depth introduction to the Active Lives/Healthy School survey
- a third video about how to complete the survey to ensure you get the best possible results for the Active Lives Report and achieve a Healthy School Rating
- downloadable helpful tips guide to help you complete the survey
- details of who is your local Active Lives Survey Coordinator. Visit the Energize website to view this resource.

If you would like to learn how local schools are achieving their Healthy School Award, here is a link from our Schools Health and Wellbeing Programme on our Healthy Telford blog: - It's [Gold for Lilleshall Primary](#) Another Gold Healthy Schools Rating achieved.

For more support regarding health and wellbeing in schools please email the team at healthimprovement@telford.gov.uk

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.

We do not intend to charge a cancellation fee for any non-attendance which is directly linked to Covid 19 and in these circumstances we will endeavour to transfer the booking across to a later course date. Where possible, it would be very helpful if the school could please notify us in advance.

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 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 ECT 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 or to enable you to be invited to Virtual Training through Microsoft Teams. For further details on the council's privacy arrangements please [view the privacy page on the council's website](#).

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 Rebecca Carey, Service Delivery Manager, as soon as possible.

email: rebecca.carey@telford.gov.uk

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 Director of Education and Skills, Simon Wellman.

email: simon.wellman@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>



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School Professional Development



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Contact us

email: cpdschoolimprovement@telford.gov.uk

tel: 01952 382465