



Telford & Wrekin  
Co-operative Council

Protect, care and invest  
to create a better borough



# Continuing professional development for schools

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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






A young woman with dark, curly hair is smiling broadly and hugging a person with long blonde hair from behind. The blonde-haired person is wearing a light blue backpack with a large circular patch. The woman is wearing a white and blue striped shirt. In the background, another person is visible holding a white card. The scene is set in a brightly lit indoor space, likely a school or conference.

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

Improving progress for all pupils in mathematics conference

**CPD**



A photograph of two young students in school uniforms (white shirts and dark ties) standing in front of a large whiteboard. The student in the foreground is smiling broadly and holding a black marker, ready to write. The student behind them is also smiling and has their hand raised, pointing at the whiteboard. The background shows a classroom setting with a window and some equipment.

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

Primary Science Subject Leaders Termly Network

**CPD**





Email booking form



Check confirmation



Get joining instructions



Attend

## Course booking information

Once you have chosen the course you wish to attend please complete the CPD booking form and send via email to: [cpdschoolimprovement@telford.gov.uk](mailto: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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<a href="#">EY 023</a>	Listen with Lucy
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<a href="#">EY 302</a>	Effective Circle Times in the 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></p> <p><a href="https://www.telford.gov.uk/info/20391/working_in_childcare/795/talking_training">https://www.telford.gov.uk/info/20391/working_in_childcare/795/talking_training</a></p> <p><i>To book a place on these courses email <a href="mailto:talkingchildcare@telford.gov.uk">talkingchildcare@telford.gov.uk</a></i></p>	
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<a href="#">SG 111</a>	Webinar session: Understanding Filtering and Monitoring <b>Online via Microsoft Teams</b>
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<a href="#">SG 109</a>	Prevent Duty Requirements for Education Settings - completing the Annual Risk Assessment using the DFE template to support your audit <a href="#">Online via Microsoft Teams</a>
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<a href="#">LSAT 511</a>	Talk Boost KS2 <a href="#">Online via Microsoft Teams</a>
<a href="#">LSAT 514</a>	AET Making Sense of Autism – an introduction to Autism for Governors <a href="#">Online via Microsoft Teams</a>
<a href="#">LSAT 516</a>	Quality First Teaching for SEND <a href="#">Online via Microsoft Teams</a> <b>this course has been cancelled</b>
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<a href="#">BSAT 301</a>	Behaviour Support Intervention Training (non-accredited)
<a href="#">BSAT 302</a>	Behaviour Support Intervention Refresher Training (non-accredited)
<a href="#">CPD 620</a>	Virtual School Conference for Designated Teachers and Nominated Governors for Children in Care
<a href="#">GO 503</a>	Designated Teachers & Governors for Children in Care Network (compulsory school age) <b><a href="#">Online via Microsoft Teams</a></b>
<a href="#">PSS 001</a>	Youth Mental Health First Aid
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<a href="#">PSS 008</a>	Positive Behaviour Management in the Classroom <b><a href="#">Online via Microsoft Teams</a></b>
<a href="#">PSS 010</a>	Cover Supervisors - preparing for the role
<a href="#">PSS 012</a>	Adapting High Quality Teaching for SEMH
<a href="#">PSS 013</a>	Behaviour as Communication
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<a href="#">PSS 019</a>	Maximising the impact of Teaching Assistants with behaviour management
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<a href="#">PSS 021</a>	Supporting and developing the role of lunchtime supervisors and behaviour
<a href="#">PSS 022</a>	Supporting Emotional Needs of Learners
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<a href="#">PSS 025</a>	<i>Using Trauma Informed Practice to develop change for all learners</i> <b>this course has been cancelled</b>
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<a href="#">PSS 104</a>	Supporting Behaviour and Learning - Children with ADHD / Oppositional Defiance Disorder (ODD) & Conduct Disorder (CD) <b><a href="#">Online via Microsoft Teams</a></b>
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<a href="#">OES 02</a>	Educational Visits Coordinator - Termly Updates
<a href="#">OES 03</a>	Educational Visits Leader Training
<a href="#">OES 05</a>	Emergency First Aid, includes Outdoor, Paediatric and EFAW
<a href="#">OES 06</a>	Outdoor Learning L1 'Learning Outside the Classroom Practitioner'
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<a href="#">Bespoke Safety Intervention Training (non-accredited)</a>	
<a href="#">Health and Safety</a>	
<a href="#">Bespoke Education Safeguarding Training</a>	
<a href="#">Severn Training and Schools Alliance</a>	
<a href="#">Educational Visits Advisory Service</a>	
<a href="#">Telford &amp; Wrekin Safeguarding Partnership</a>	
<a href="#">Healthy Weight Strategy</a>	



## CPD Booking Form

School:

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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:

<b>Signed (Headteacher)</b>		<b>Date</b>	
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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: \_\_\_\_\_

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# Course Calendar

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

## October 2024

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



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

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



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

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



<a href="#">BSAT 201</a>	Safety Intervention Training (formerly MAPA training) - Part 1 - CPI accredited	Thursday, January 30, 2025	9am to 4pm
<a href="#">CPD 701</a>	Assessing and Monitoring of Progress in EAL	Thursday, January 30, 2025	1.15pm to 3.30pm
<a href="#">AST 005</a>	School Attendance Surgery <b>this date has been cancelled</b>	Friday, January 31, 2025	10am to 12noon
<b>February 2025</b>			
<a href="#">CPD 731</a>	Improving Oracy for EAL Learners <b>this date has been cancelled</b>	Monday, February 03, 2025	1.15pm to 4pm
<a href="#">PSS 010</a>	Cover Supervisors - preparing for the role <b>this date has been cancelled</b>	Tuesday, February 04, 2025	3.30pm to 5pm
<a href="#">PSS 015</a>	Creating a Behaviour Curriculum <b>this date has been cancelled</b>	Tuesday, February 04, 2025	9.15am to 12noon
<a href="#">EY 342</a>	Exploring & Creating Resources to Enhance Vocabulary during Story and Song Time in the EYFS <b>this date has been cancelled</b>	Tuesday, February 04, 2025	9.15am to 12noon
<a href="#">GO 504</a>	Taking the Chair - part 2	Tuesday, February 04, 2025	4.30pm to 6.30pm
<a href="#">EY 023</a>	Listen with Lucy <b>this date has been cancelled</b>	Wednesday, February 05, 2025	1.15pm to 4pm
<a href="#">EY 009</a>	Meeting the Statutory Safeguarding and Welfare Requirements of the EYFS <b>this date has been postponed</b>	Wednesday, February 05, 2025	4pm to 5.30pm
<a href="#">PSS 101</a>	Understanding Nurture <b>this date has been cancelled</b>	Wednesday, February 05, 2025	9.15am to 12noon
<a href="#">CPD 504</a>	Preparing for Statutory Assessment at the End of KS2 <b>this date has been cancelled</b>	Thursday, February 06, 2025	9am to 12.30pm
<a href="#">BSAT 201</a>	Safety Intervention Training (formerly MAPA training) - Part 2 - CPI accredited	Thursday, February 06, 2025	2pm to 4.30pm
<a href="#">GO 603</a>	The Importance of the Early Years Foundation Stage in Schools <b>this date has been cancelled</b>	Thursday, February 06, 2025	5.30pm to 7pm
n/a	Talk for Work <b>this date has been cancelled</b>	Thursday, February 06, 2025	9.00am to 3.30pm
<a href="#">EY 340</a>	Schemas in the EYFS <b>this date has been cancelled</b>	Friday, February 07, 2025	1.15pm to 4pm
<a href="#">CPD 732</a>	Working with Refugee children and their families in schools <b>this date has been cancelled</b>	Tuesday, February 11, 2025	1.15pm to 2.15pm
<a href="#">CPD 609</a>	Online Safety – a Safeguarding Responsibility	Tuesday, February 11, 2025	4pm to 5.30pm
<a href="#">HR Course</a>	Managing Employee Capability (Performance Management) <b>this date has been cancelled</b>	Thursday, February 13, 2025	2pm to 5pm
<a href="#">CPD 504</a>	Preparing for Statutory Assessment at the End of KS2	Thursday, February 13, 2025	9am to 12.30pm
<a href="#">LSAT 502</a>	Supporting SEND in the Classroom for Early Career Teachers - part 2	Thursday, February 13, 2025	9.15am to 12.30pm
<a href="#">SG 101</a>	Raising Awareness of Prevent	Thursday, February 13, 2025	1pm to 2.30pm
<a href="#">PSS 008</a>	Positive Behaviour Management in the Classroom <b>this date has been cancelled</b>	Monday, February 24, 2025	2pm to 4pm
n/a	SEND and AP Change Programme Learning Lunch	Tuesday, February 25, 2025	12.30pm to 1pm

<a href="#">GO 504</a>	Taking the Chair - part 3	Tuesday, February 25, 2025	4.30pm to 6.30pm
<a href="#">HR Course</a>	Employee Investigations Training	Tuesday, February 25, 2025	2pm to 5pm
<a href="#">EY 346</a>	Using Work Reward Task Baskets as part of a structured teaching approach in EYFS <b>this date has been cancelled</b>	Tuesday, February 25, 2025	4pm to 5.30pm
<a href="#">SG 106</a>	Designated Safeguarding Leads' and Safeguarding Governors' Termly Update <b>this date has been cancelled</b>	Wednesday, February 26, 2025	4pm to 5.30pm
<a href="#">GO 502</a>	Induction Training for New Governors	Wednesday, February 26, 2025	9.30am to 3.30pm
<a href="#">SG 106</a>	Designated Safeguarding Leads' and Safeguarding Governors' Termly Update	Thursday, February 27, 2025	4pm to 5.30pm
<a href="#">BSAT 302</a>	Behaviour Support Intervention Refresher Training (non-accredited) <b>this date has been cancelled</b>	Thursday, February 27, 2025	9am to 1pm - TBC
<a href="#">CPD 505</a>	Preparing for Non Statutory Assessment at the End of KS1	Thursday, February 27, 2025	9am to 12.30pm
<a href="#">SG 108</a>	Raising Awareness of Child Protection	Thursday, February 27, 2025	9.30am to 11am
<b>March 2025</b>			
<a href="#">PSS 012</a>	Adapting High Quality Teaching for SEMH <b>this date has been cancelled</b>	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
<a href="#">GO 503</a>	Designated Teachers & Governors for Children in Care Network (compulsory school age)	Wednesday, March 05, 2025	3.45pm to 5.15pm
<a href="#">SG 206</a>	Safeguarding Refresher Training for Governors	Wednesday, March 05, 2025	5.30pm to 7.30pm
<a href="#">PSS 020</a>	Secure Attachment in Schools <b>this date has been cancelled</b>	Wednesday, March 05, 2025	9.15am to 12noon
<a href="#">CPD 732</a>	Working with Refugee children and their families in schools_ <b>this date has been cancelled</b>	Thursday, March 06, 2025	1.15pm to 2.15pm
<a href="#">HR Course</a>	Accredited Safer Recruitment Training	Thursday, March 06, 2025	9am to 4.30pm
<a href="#">OES 05</a>	Emergency First Aid - Part 1	Thursday, March 06, 2025	9.30am to 5pm
<a href="#">OES 03</a>	Educational Visits Leader Training	Friday, March 07, 2025	9am to 3pm
<a href="#">PSS 024</a>	The impact of FASD on behaviour <b>this course has been cancelled</b>	Friday, March 07, 2025	9.15am to 12noon
<a href="#">OES 05</a>	Emergency First Aid - Part 2	Friday, Marh 07, 2025	9.30am to 5pm
<a href="#">PSS 022</a>	Supporting Emotional Needs of Learners <b>this date has been cancelled</b>	Monday, March 10, 2025	9.15am to 12noon
<a href="#">PSS 028</a>	Restorative Practice	Tuesday, March 11, 2025	4pm to 5.30pm
<a href="#">GO 504</a>	Taking the Chair - part 4	Tuesday, March 11, 2025	4.30pm to 6.30pm
<a href="#">BSAT 301</a>	Behaviour Support Intervention Training - Non-accredited	Wednesday, March 12, 2025	10am to 2pm
<a href="#">CPD 512</a>	Primary Computing Update <b>this date has been cancelled</b>	Wednesday, March 12, 2025	4pm to 5.30pm

<a href="#">CPD 606</a>	Promoting Cultural Diversity and Equality of Opportunity in EYFS	Wednesday, March 12, 2025	1.15pm to 3.30pm
<a href="#">HR Course</a>	Absence Management of Employees	Thursday, March 13, 2025	2pm to 5pm
<a href="#">CPD 502</a>	Assessment - termly update	Tuesday, March 18, 2025	9.15am to 10.45am
<a href="#">AST 004</a>	School Attendance Briefing Updates	Wednesday, March 19, 2025	4pm to 5.30pm
<a href="#">SG 101</a>	Raising Awareness of Prevent <b>this date has been cancelled</b>	Thursday, March 20, 2025	3.30pm to 5pm
<a href="#">EY 349</a>	Support and Supervision in the EYFS <b>this date has been cancelled</b>	Thursday, March 20, 2025	1pm to 3pm
<a href="#">BSAT 212</a>	Safety Intervention Refresher Training (formerly MAPA Refresher Training) - CPI accredited	Thursday, March 20, 2025	2pm to 4.30pm
<a href="#">PSS 013</a>	Behaviour as Communication <b>this date has been cancelled</b>	Friday, March 21, 2025	1pm to 4pm
<a href="#">SG 107</a>	Designated Safeguarding Leads Refresher	Friday, March 21, 2025	9.15am to 4pm
<a href="#">LSAT 516</a>	Quality First Teaching for SEND Pt 2 <b>this date has been cancelled</b>	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
<a href="#">SG 109</a>	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
<a href="#">PSS 016</a>	Creating an Outstanding Behaviour Policy <b>this date has been cancelled</b>	Thursday, March 27, 2025	9.15am to 12noon
<a href="#">EY 007</a>	Early Years Coordinators – Termly Update	Thursday, March 27, 2025	4pm to 5.30pm
<a href="#">CPD 729</a>	Meeting the Needs of Pupils at Early Stages of English as an Additional Language	Thursday, March 27, 2025	1.15pm to 3.30pm
<b>April 2025</b>			
<a href="#">HR Course</a>	Safer Recruitment Administration	Wednesday, April 02, 2025	3pm to 5pm
<a href="#">AST 005</a>	School Attendance Surgery	Friday, April 04, 2025	10am to 12noon
<a href="#">EY 347</a>	Using visuals to support all children in early years provisions <b>this date has been cancelled</b>	Tuesday, April 08, 2025	4pm to 5.30pm
<a href="#">PSS 014</a>	Building Confidence & Self-esteem for students <b>this date has been cancelled</b>	Wednesday, April 09, 2025	4pm to 5.30pm
<a href="#">PSS 025</a>	Using Trauma Informed Practice to develop change for all learners <b>this date has been cancelled</b>	Wednesday, April 09, 2025	9.15am to 12noon
<a href="#">CPD 732</a>	Working with Refugee children and their families in schools_ <b>this date has been cancelled</b>	Thursday, April 10, 2025	1.15pm to 2.45pm
<a href="#">BSAT 212</a>	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
<a href="#">GO 508</a>	Understanding School Finance	Tuesday, April 29, 2025	9.15am to 12noon
<a href="#">CPD 727</a>	Improving EAL Pupils' Writing	Wednesday, April 30, 2025	1.15pm to 3.30pm
<a href="#">SG 102</a>	Newly Appointed Designated Safeguarding Leads' Training (2 days) - part 1	Wednesday, April 30, 2025	9.15am to 4pm
<b>May 2025</b>			
<a href="#">EY 104</a>	<i>Best practice in your breakfast, after-school and holiday provision <b>this date has been cancelled</b></i>	Thursday, May 01, 2025	9.15am to 12noon
<a href="#">SG 102</a>	Newly Appointed Designated Safeguarding Leads' Training (2 days) - part 2	Thursday, May 01, 2025	9.15am to 4pm
<a href="#">EY 348</a>	<i>Working with Early Years Children who require a High Level of Support through Specific and Differentiated Targeted Activities (EYFS) <b>this date has been cancelled</b></i>	Tuesday, May 06, 2025	9.15am to 12noon
<a href="#">PSS 104</a>	<i>Supporting Behaviour and Learning - Children with ADHD / Oppositional Defiance Disorder (ODD) &amp; Conduct Disorder (CD) <b>this date has been cancelled</b></i>	Tuesday, May 06, 2025	4pm to 5.30pm
<a href="#">EY 023</a>	<i>Listen with Lucy <b>this date has been cancelled</b></i>	Wednesday, May 07, 2025	1.15pm to 4pm
<a href="#">CPD 715</a>	<i>Meeting the EYFS Profile Requirements for EAL Learners in EYFS <b>this date has been cancelled</b></i>	Wednesday, May 07, 2025	1.15pm to 3.30pm
<a href="#">SG 101</a>	Raising Awareness of Prevent	Wednesday, May 07, 2025	9.30am to 11.30am
<a href="#">PSS 026</a>	<i>The Importance of Play in Primary including sand based resources <b>this date has been cancelled</b></i>	Wednesday, May 07, 2025	9.15am to 12noon
<a href="#">SG 108</a>	<i>Raising Awareness of Child Protection <b>this date has been cancelled</b></i>	Thursday, May 08, 2025	3.30pm to 5pm
<a href="#">BSAT 201</a>	Safety Intervention Training (formerly MAPA training) - Part 1 - CPI accredited	Thursday, May 08, 2025	9am to 4pm
<a href="#">OES 05</a>	Emergency First Aid - Part 1	Thursday, May 08, 2025	9.30am to 5pm
<a href="#">SG 107</a>	Designated Safeguarding Leads Refresher	Friday, May 09, 2025	9.15am to 4pm
<a href="#">OES 05</a>	Emergency First Aid - Part 2	Friday, May 09, 2025	9.30am to 5pm
<a href="#">PSS 019</a>	Maximising the impact of Teaching Assistants with behaviour management	Monday, May 12, 2025	4pm to 5.30pm
<a href="#">SG 208</a>	<i>Managing Child on Child Abuse <b>this date has been cancelled</b></i>	Wednesday, May 14, 2025	9am to 12noon
<a href="#">PSS 101</a>	<i>Understanding Nurture <b>this date has been cancelled</b></i>	Wednesday, May 14, 2025	9.15am to 12noon
<a href="#">OES 02</a>	Educational Visits Coordinator Termly Updates	Wednesday, May 14, 2025	1pm to 3pm
<a href="#">EY 344</a>	<i>Let's Get Expressive, Creative and Messy In The Outdoors <b>this date has been cancelled</b></i>	Wednesday, May 14, 2025	4pm to 5.30pm
<a href="#">CPD 612</a>	EYFS Moderation Trialling	Wednesday, May 14, 2025	1pm to 4pm

<a href="#">HR Course</a>	Accredited Safer Recruitment Training	Thursday, May 15, 2025	9am to 4.30pm
<a href="#">BSAT 201</a>	Safety Intervention Training (formerly MAPA training) - Part 2 - CPI accredited	Thursday, May 15, 2025	2pm to 4.30pm
<a href="#">CPD 526</a>	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
<a href="#">CPD 721</a>	Pupil Premium Network Meeting	Tuesday, May 20, 2025	4pm to 5.30pm
<a href="#">SG 203</a>	Child Protection Supervision	Wednesday, May 21, 2025	9am to 1pm
<a href="#">AST 004</a>	School Attendance Briefing Updates	Wednesday, May 21, 2025	4pm to 5.30pm
<a href="#">SG 103</a>	Safeguarding Induction Training for Governors - part 1	Wednesday, May 21, 2025	5.30pm to 7.30pm
<a href="#">BSAT 302</a>	Behaviour Support Intervention Refresher Training (non-accredited)	Thursday, May 22, 2025	10am to 2pm - TBC
<a href="#">GO 603</a>	<i>The Importance of the Early Years Foundation Stage in Schools</i> <b>this date has been cancelled</b>	Thursday, May 22, 2025	5.30pm to 7pm
<b>June 2025</b>			
<a href="#">PSS 021</a>	Supporting and developing the role of lunchtime supervisors and behaviour <b>this date has been cancelled</b>	Monday, June 02, 2025	4pm to 5.30pm
<a href="#">CPD 728</a>	Developing the Teaching and Learning of the Protected <b>this date has been cancelled</b> Characteristics	Tuesday, June 03, 2025	1.15pm to 3.30pm
<a href="#">AST 006</a>	Red Book Training - Guidance for referrals for attendance related legal interventions	Wednesday, June 04, 2025	8.45am to 3.45pm
<a href="#">SG 101</a>	Raising Awareness of Prevent <b>this date has been cancelled</b>	Wednesday, June 04, 2025	3pm to 5.30pm
<a href="#">PSS 018</a>	Managing Anxiety in Children <b>this date has been cancelled</b>	Thursday, June 05, 2025	9.15am to 12noon
<a href="#">CPD 620</a>	Virtual School Conference for Designated Teachers and Nominated Governors for Children in Care	Friday, June 06, 2025	All day - TBC
<a href="#">EY 340</a>	Schemas in the EYFS <b>this date has been cancelled</b>	Friday, June 06, 2025	9.15am to 12noon
<a href="#">SG 210</a>	Raising Awareness of Child-on-Child Abuse	Tuesday, June 08, 2025	3.30pm to 5pm
<a href="#">EY 008</a>	Supporting Sustained Shared Thinking and Scaffolding Play in the EYFS <b>this date has been cancelled</b>	Tuesday, June 10, 2025	1.15pm to 4pm
<a href="#">EY 106</a>	The Role of the Key Person in the Early Years Foundation Stage <b>this date has been cancelled</b>	Tuesday, June 10, 2025	1.15pm to 4pm
<a href="#">PSS 010</a>	Cover Supervisors - preparing for the role	Tuesday, June 10, 2025	3.30pm to 5pm
<a href="#">SG 111</a>	Webinar session: Understanding Filtering and Monitoring	Tuesday, June 10, 2025	3.30pm to 5pm
<a href="#">SG 108</a>	Raising Awareness of Child Protection	Wednesday, June 11, 2025	9.30am to 11am
<a href="#">CPD 730</a>	Narrowing the Gaps for More Advanced Learners of English as an Additional Language <b>this date has been cancelled</b>	Wednesday, June 11, 2025	1.15pm to 3.30pm
<a href="#">CPD 512</a>	Primary Computing Update <b>this date has been cancelled</b>	Wednesday, June 11, 2025	4pm to 5.30pm

<a href="#">HR Course</a>	Managing Employee Capability (Performance Management) <b>this date has been cancelled</b>	Thursday, June 12, 2025	2pm to 5pm
<a href="#">EY 345</a>	Universal Offer - Getting it Right for All Children in the EYFS environment <b>this date has been cancelled</b>	Thursday, June 12, 2025	9.15am to 12noon
<a href="#">CPD 730</a>	Narrowing the Gaps for More Advanced Learners of English as an Additional Language	Thursday, June 12, 2025	1.15pm to 3.30pm
<a href="#">SG 209</a>	Raising Awareness of Online Safety <b>this date has been cancelled</b>	Thursday, June 12, 2025	3.30pm to 5pm
<a href="#">LSAT 514</a>	AET Making Sense of Autism – an introduction to Autism for Governors <b>this date has been cancelled</b>	Thursday, June 12, 2025	6pm to 7.30pm
<a href="#">AST 005</a>	School Attendance Surgery	Friday, June 13, 2025	10am to 12noon
<a href="#">PSS 022</a>	Supporting Emotional Needs of Learners <b>this date has been cancelled</b>	Monday, June 16, 2025	9.15am to 12noon
<a href="#">CPD 502</a>	Assessment - termly update <b>this date has been cancelled</b>	Tuesday, June 17, 2025	9.15am to 10.45am
<a href="#">PSS 012</a>	Adapting High Quality Teaching for SEMH	Tuesday, June 17, 2025	4pm to 5.30pm
<a href="#">PSS 001</a>	Youth Mental Health First Aid – part 1	Tuesday, June 17, 2025	8.30am to 4pm
<a href="#">SG 103</a>	Safeguarding Induction Training for Governors - part 2	Wednesday, June 18, 2025	5.30pm to 7.30pm
<a href="#">PSS 001</a>	Youth Mental Health First Aid – part 2	Wednesday, June 18, 2025	8.30am to 4pm
<a href="#">BSAT 201</a>	Safety Intervention Training (formerly MAPA training) - Part 1 - CPI accredited	Thursday, June 19, 2025	9am to 4pm
<a href="#">EY 303</a>	Bright Ideas and Inspiration - for your breakfast, holiday and out of school provision <b>this date has been cancelled</b>	Thursday, June 19, 2025	9.15am to 12noon
<a href="#">EY 007</a>	Early Years Coordinators – Termly Update	Thursday, June 19, 2025	4pm to 5.30pm
<a href="#">SG 104</a>	Governors' Responsibilities for Exclusions	Thursday, June 19, 2025	5pm to 7pm
<a href="#">OES 01</a>	Educational Visits Coordinator Training and Refresher	Friday, 20 June, 2025	9am to 3.30pm
<a href="#">CPD 731</a>	Improving Oracy for EAL Learners	Monday, June 23, 2025	1.15pm to 4pm
n/a	SEND and AP Change Programme Learning Lunch	Tuesday, June 24, 2025	12.30pm to 1pm
<a href="#">EY 342</a>	Exploring & Creating Resources to Enhance Vocabulary during Story and Song Time in the EYFS <b>this date has been cancelled</b>	Tuesday, June 24, 2025	9.15am to 12noon
<a href="#">EY 008</a>	Supporting Sustained Shared Thinking and Scaffolding Play in the EYFS <b>this date has been cancelled</b>	Tuesday, June 24, 2025	1.15pm to 4pm
<a href="#">PSS 020</a>	Secure Attachment in Schools <b>this date has been cancelled</b>	Wednesday, June 25, 2025	9.15am to 12noon
<a href="#">GO 502</a>	Induction Training for New Governors <b>this date has been cancelled</b>	Wednesday, June 25, 2025	9.30am to 3.30pm
<a href="#">SG 106</a>	Designated Safeguarding Leads' and Safeguarding Governors' Termly Update	Wednesday, June 25, 2025	4pm to 5.30pm



<a href="#">SG 107</a>	Designated Safeguarding Leads Refresher	Thursday, June 26, 2025	9.15am to 4pm
<a href="#">BSAT 201</a>	Safety Intervention Training (formerly MAPA training) - Part 2 - CPI accredited	Thursday, June 26, 2025	2pm to 4.30pm
<a href="#">PSS 013</a>	<i>Behaviour as Communication <b>this date has been cancelled</b></i>	<i>Friday, June 27, 2025</i>	<i>1pm to 4pm</i>
<b>July 2025</b>			
<a href="#">SG 101</a>	Raising Awareness of Prevent	Wednesday, July 02, 2025	9.30am to 12noon
<a href="#">BSAT 301</a>	Behaviour Support Intervention Training - Non-accredited	Wednesday, July 02, 2025	10am to 2pm
<a href="#">AST 004</a>	School Attendance Briefing Updates	Wednesday, July 02, 2025	4pm to 5.30pm
<a href="#">EY 302</a>	<i>Effective Circle Times in the EYFS <b>this date has been cancelled</b></i>	<i>Thursday, July 03, 2025</i>	<i>1.15pm to 4pm</i>
<a href="#">BSAT 212</a>	Safety Intervention Refresher Training (formerly MAPA Refresher Training) - CPI accredited	Thursday, July 03, 2025	2pm to 4.30pm
<a href="#">OES 03</a>	Educational Visits Leader Training	Friday, July 04, 2025	9am to 3pm
<a href="#">SG 107</a>	Designated Safeguarding Leads Refresher	Monday, July 07, 2025	9.15am to 4pm
<a href="#">CPD 721</a>	Pupil Premium Network Meeting	Tuesday, July 08, 2025	4pm to 5.30pm
<a href="#">SG 211</a>	<i>Schools' Role in the Safeguarding Legal Process <b>this date has been cancelled</b></i>	<i>Wednesday, July 09, 2025</i>	<i>1pm to 3pm</i>
<a href="#">SG 212</a>	Prevent Leads Termly Network	Wednesday, July, 09, 2025	2pm to 3pm
<a href="#">AST 005</a>	School Attendance Surgery	Friday, July 11, 2025	10am to 12noon

Wednesday, October 23, 2024  
Wednesday, December 04, 2024  
Wednesday, March 19, 2025  
Wednesday, May 21, 2025  
Wednesday, July 02, 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](mailto: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

Friday, July 11, 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

<b>T&amp;W LA Schools &amp; Academies</b>	£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](mailto: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

<b>T&amp;W LA Schools</b>	<b>£191</b>
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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 Security<sup>SM</sup>. 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

<b>T&amp;W LA Schools &amp; Academies</b>	<b>£127</b>
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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](mailto: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

<b>T&amp;W LA Schools &amp; Academies</b>	£153
<b>Non T&amp;W Schools</b>	£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](mailto:cpdschoolimprovement@telford.gov.uk)*

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

Thursday, February 27, 2025 *this date has been cancelled*

Thursday, May 22, 2025

10am to 2pm - 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

<b>T&amp;W LA Schools &amp; Academies</b>	£102
<b>Non T&amp;W Schools</b>	£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](mailto:cpdschoolimprovement@telford.gov.uk)*

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Tuesday, November 19, 2024

Tuesday, March 18, 2025

**Tuesday, June 17, 2025** *this date has been cancelled*

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

<b>T&amp;W LA Schools &amp; Academies</b>	£116
<b>Non T&amp;W Schools</b>	£139.20

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

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**Thursday, February 06, 2025** *this date has been cancelled*

**Thursday, February 13, 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**

<b>T&amp;W LA Schools &amp; Academies</b>	£127
<b>Non T&amp;W Schools</b>	£152.40
<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 <a href="mailto:cpdschoolimprovement@telford.gov.uk">cpdschoolimprovement@telford.gov.uk</a></i>	

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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

<b>T&amp;W LA Schools &amp; Academies</b>	£127
<b>Non T&amp;W Schools</b>	£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** *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

<b>T&amp;W LA Schools &amp; Academies</b>	£103
<b>Non T&amp;W Schools</b>	£123.60
<small>* 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</small>	

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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

<b>T&amp;W LA Schools &amp; Academies</b>	£103
<b>Non T&amp;W Schools</b>	£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**

<b>T&amp;W LA Schools &amp; Academies</b>	£109
<b>Non T&amp;W Schools</b>	£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 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

<b>T&amp;W LA Schools &amp; Academies</b>	£109
<b>Non T&amp;W Schools</b>	£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>	

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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**

<b>T&amp;W LA Schools &amp; Academies</b>	£109
<b>Non T&amp;W Schools</b>	£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>	

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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**

<b>T&amp;W LA Schools &amp; Academies</b>	£109
<b>Non T&amp;W Schools</b>	£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, January 23, 2025** *this date has been cancelled*

**Tuesday, February 11, 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

<b>T&amp;W LA Schools &amp; Academies</b>	£116
<b>Non T&amp;W Schools</b>	£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

<b>T&amp;W LA Schools &amp; Academies</b>	£127
<b>Non T&amp;W Schools</b>	£152.40
<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 <a href="mailto:cpdschoolimprovement@telford.gov.uk">cpdschoolimprovement@telford.gov.uk</a></i>	

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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

<b>T&amp;W LA Schools &amp; Academies</b>	£109
<b>Non T&amp;W Schools</b>	£130.80
<i>* 10% discount per delegate for two or more bookings on the same course from the same school</i>	

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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

<b>T&amp;W LA Schools &amp; Academies</b>	£150 for the first delegate and £100 for additional delegates from the same school or setting  <b>Early bird discount</b> £130 for the first delegate and £80 for subsequent delegates from the same setting <b>booked on or before 28 February 2025</b>
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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

<b>T&amp;W LA Schools &amp; Academies</b>	£109
<b>Non T&amp;W Schools</b>	£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>	

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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**

<b>T&amp;W LA Schools &amp; Academies</b>	£109
<b>Non T&amp;W Schools</b>	£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>	

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**Tuesday, January 28, 2025** *this date has been cancelled*

**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

<b>T&amp;W LA Schools &amp; Academies</b>	£109
<b>Non T&amp;W Schools</b>	£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>	

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**Wednesday, May 07, 2025** *this date has been cancelled*

**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

<b>T&amp;W LA Schools &amp; Academies</b>	£109
<b>Non T&amp;W Schools</b>	£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

<b>T&amp;W LA Schools &amp; Academies</b>	£109
<b>Non T&amp;W Schools</b>	£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>	

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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*)

<b>T&amp;W LA Schools &amp; Academies</b>	£116
<b>Non T&amp;W Schools</b>	£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](mailto: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

<b>T&amp;W LA Schools &amp; Academies</b>	£109
<b>Non T&amp;W Schools</b>	£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>	

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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

<b>T&amp;W LA Schools &amp; Academies</b>	£109
<b>Non T&amp;W Schools</b>	£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>	

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**Tuesday, June 03, 2025** *this date has been cancelled*

**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

<b>T&amp;W LA Schools &amp; Academies</b>	£109
<b>Non T&amp;W Schools</b>	£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, March 27, 2025** *this date has been cancelled*

**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**

<b>T&amp;W LA Schools &amp; Academies</b>	£109
<b>Non T&amp;W Schools</b>	£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>	

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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**

<b>T&amp;W LA Schools &amp; Academies</b>	£109
<b>Non T&amp;W Schools</b>	£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** *this date has been cancelled*

**Monday, June 23, 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

<b>T&amp;W LA Schools &amp; Academies</b>	£109
<b>Non T&amp;W Schools</b>	£130.80
<small>* 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</small>	

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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** *this date has been cancelled*  
**Thursday, April 10, 2025** *this date has been cancelled*  
**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

<b>T&amp;W LA Schools &amp; Academies</b>	£103
<b>Non T&amp;W Schools</b>	£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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**Wednesday, September 25, 2024** *this date has been cancelled*  
**Wednesday, January 15, 2025** *this date has been cancelled*  
**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 \***

<b>T&amp;W LA Schools &amp; Academies</b>	£116
<b>Non T&amp;W Schools</b>	£139.20

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

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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

<b>T&amp;W LA Schools &amp; Academies</b>	£116
<b>Non T&amp;W Schools</b>	£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 <a href="mailto:cpdschoolimprovement@telford.gov.uk">cpdschoolimprovement@telford.gov.uk</a></i>	

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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** *this date has been cancelled*  
**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

<b>T&amp;W LA Schools &amp; Academies</b>	£127
<b>Non T&amp;W Schools</b>	£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

Wednesday, February 05, 2025 *this date has been postponed*

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

<b>T&amp;W LA Schools &amp; Academies</b>	£116
<b>Non T&amp;W Schools</b>	£139.20

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

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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

<b>T&amp;W LA Schools &amp; Academies</b>	£191
<b>Non T&amp;W Schools</b>	£229.20
<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 <a href="mailto:cpdschoolimprovement@telford.gov.uk">cpdschoolimprovement@telford.gov.uk</a></i>	

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** *this date has been cancelled*  
**Wednesday, May 07, 2025** *this date has been cancelled*  
**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

<b>T&amp;W LA Schools &amp; Academies</b>	£127.00
<b>Non T&amp;W Schools</b>	£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 10, 2024  
**Thursday, May 01, 2025** *this date has been cancelled*  
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

<b>T&amp;W LA Schools, Academies, PVI settings and HHAH providers</b>	1 free place per setting £127.00 for subsequent delegates
<b>Non T&amp;W Schools</b>	£152.40
<i>* 10% discount per delegate for second and subsequent delegates on the same course from the same setting</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 <a href="mailto:cpdschoolimprovement@telford.gov.uk">cpdschoolimprovement@telford.gov.uk</a></i>	

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**Thursday, November 28, 2024** *this date has been cancelled*  
**Tuesday, June 10, 2025** *this date has been cancelled*  
**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 \*

<b>T&amp;W LA Schools &amp; Academies</b>	£127
<b>Non T&amp;W Schools</b>	£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, July 03, 2025** *this date has been cancelled*  
**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

<b>T&amp;W LA Schools &amp; Academies</b>	£127.00
<b>Non T&amp;W Schools</b>	£152.40

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Thursday, November 21, 2024

Thursday, June 19, 2025 *this date has been cancelled*

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

<b>T&amp;W LA Schools, Academies, PVI settings and HHAH providers</b>	1 free place per setting £127.00 for subsequent delegates
<b>Non T&amp;W Schools</b>	£152.40

*\* 10% discount per delegate for second and subsequent delegates on the same course from the same setting*  
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**Thursday, October 03, 2024** *this date has been cancelled*  
**Friday, February 07, 2025** *this date has been cancelled*  
**1.15pm to 4pm**

**Friday, June 06, 2025** *this date has been cancelled*  
**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

<b>T&amp;W LA Schools &amp; Academies</b>	£127.00
<b>Non T&amp;W Schools</b>	£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](mailto: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**

<b>T&amp;W LA Schools &amp; Academies</b>	£116.00
<b>Non T&amp;W Schools</b>	£139.20

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

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**Thursday, October 24, 2024** *this date has been cancelled*  
**Tuesday, February 04, 2025** *this date has been cancelled*  
**Tuesday, June 24, 2025** *this date has been cancelled*  
**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

<b>T&amp;W LA Schools &amp; Academies</b>	£127.00
<b>Non T&amp;W Schools</b>	£152.40

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**Tuesday, May 14, 2025** *this date has been cancelled*  
**Tuesday, June 17, 2025** *this date has been cancelled*  
**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

<b>T&amp;W LA Schools &amp; Academies</b>	£116.00
<b>Non T&amp;W Schools</b>	£139.20

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**Thursday, January 30, 2025** *this date has been cancelled*  
**Thursday, June 12, 2025** *this date has been cancelled*  
**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

<b>T&amp;W LA Schools &amp; Academies</b>	£127.00
<b>Non T&amp;W Schools</b>	£152.40

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Tuesday, October 01, 2024

**Tuesday, February 25, 2025** *this date has been cancelled*

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

<b>T&amp;W LA Schools &amp; Academies</b>	£116.00
<b>Non T&amp;W Schools</b>	£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 <a href="mailto:cpdschoolimprovement@telford.gov.uk">cpdschoolimprovement@telford.gov.uk</a></i>	

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**Tuesday, November 12, 2024** *this date has been cancelled*  
**Tuesday, April 08, 2025** *this date has been cancelled*  
**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

<b>T&amp;W LA Schools &amp; Academies</b>	£116.00
<b>Non T&amp;W Schools</b>	£139.20

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**Tuesday, 14 January, 2025** *this date has been cancelled*

**1.30pm to 5pm**

**Tuesday, 06 May, 2025** *this date has been cancelled*

**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

<b>T&amp;W LA Schools &amp; Academies</b>	£127.00
<b>Non T&amp;W Schools</b>	£152.40

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**Monday, January 27, 2025** *this date has been cancelled*  
**9.30am to 11.30am**  
**Thursday, March 20, 2025** *this date has been cancelled*  
**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

<b>T&amp;W LA schools &amp; academies</b>	£127.00
<b>Non T&amp;W schools &amp; academies</b>	£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 *this date has been cancelled*

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

<b>T&amp;W LA schools &amp; academies and for non T&amp;W schools which subscribe to the T&amp;W School Governance Service Level Agreement</b>	£191.00
<b>Non T&amp;W schools &amp; academies</b>	£229.20
<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 <a href="mailto:cpdschoolimprovement@telford.gov.uk">cpdschoolimprovement@telford.gov.uk</a></i>	

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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

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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
Non T&W Schools	£130.80
* 10% discount per delegate for two or more bookings on the same course from the same school <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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**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

<b>T&amp;W LA schools &amp; academies and for non T&amp;W schools which subscribe to the T&amp;W School Governance Service Level Agreement</b>	£127.00
<b>Non T&amp;W Schools</b>	£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** *this date has been cancelled*  
**Thursday, May 22, 2025** *this date has been cancelled*  
**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

<b>T&amp;W LA schools &amp; academies and for non T&amp;W schools which subscribe to the T&amp;W School Governance Service Level Agreement</b>	£103.00
<b>Non T&amp;W Schools</b>	£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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## 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

<b>T&amp;W LA schools &amp; academies and for non T&amp;W schools which subscribe to the T&amp;W School Governance Service Level Agreement</b>	£116
<b>Non T&amp;W Schools</b>	£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** *this date has been cancelled, new date to follow*

**Part 2: Tuesday, January 21, 2025** *this date has been cancelled, new date to follow*

**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)

<b>T&amp;W LA Schools &amp; Academies</b>	£382
<b>Non T&amp;W Schools</b>	£458.40

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

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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)

<b>T&amp;W LA Schools &amp; Academies</b>	£191
<b>Non T&amp;W Schools</b>	£229.20

*\* 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  
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)

<b>T&amp;W LA Schools &amp; Academies</b>	£164 per school (for up to two delegates per school)
<b>Non T&amp;W Schools</b>	£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)**

<b>T&amp;W LA Schools &amp; Academies</b>	£164 per school (for up to two delegates per school)
<b>Non T&amp;W Schools</b>	£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*

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**Thursday, June 12, 2025** *this date has been cancelled*

**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**

<b>T&amp;W LA Schools &amp; Academies</b>	£103.00
<b>Non T&amp;W Schools</b>	£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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**Part 1: Monday, January 20, 2025** *this date has been cancelled*

**Part 2: Monday, March 24, 2025** *this date has been cancelled*

**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)**

<b>T&amp;W LA Schools &amp; Academies</b>	£109.00
<b>Non T&amp;W Schools</b>	£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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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)

<b>T&amp;W LA Schools &amp; Academies</b>	£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*

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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)

<b>T&amp;W LA Schools &amp; Academies</b>	£382.00
<b>Non T&amp;W Schools</b>	£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

<b>T&amp;W LA Schools &amp; Academies</b>	£116
<b>Non T&amp;W Schools</b>	£139.20
<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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**Tuesday, October 15, 2024** *this date has been postponed*  
**Monday, February 24, 2025** *this date has been cancelled*

**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**

<b>T&amp;W LA Schools &amp; Academies</b>	£109.00
<b>Non T&amp;W Schools</b>	£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** *this date has been cancelled*

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

<b>T&amp;W LA Schools &amp; Academies</b>	£116.00
<b>Non T&amp;W Schools</b>	£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** *this date has been cancelled*

**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**

<b>T&amp;W LA Schools &amp; Academies</b>	£103
<b>Non T&amp;W Schools</b>	£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** *this date has been cancelled*  
**Friday, June 27, 2025** *this date has been cancelled*  
**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

<b>T&amp;W LA Schools &amp; Academies</b>	£127.00
<b>Non T&amp;W Schools</b>	£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** *this date has been cancelled*  
**Wednesday, April 09, 2025** *this date has been cancelled*  
**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

<b>T&amp;W LA Schools &amp; Academies</b>	£116.00
<b>Non T&amp;W Schools</b>	£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** *this date has been cancelled*  
**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

<b>T&amp;W LA Schools &amp; Academies</b>	£127.00
<b>Non T&amp;W Schools</b>	£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** *this date has been cancelled*  
**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

<b>T&amp;W LA Schools &amp; Academies</b>	£127.00
<b>Non T&amp;W Schools</b>	£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** *this date has been cancelled*  
**Thursday, June 05, 2025** *this date has been cancelled*  
**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

<b>T&amp;W LA Schools &amp; Academies</b>	£127.00
<b>Non T&amp;W Schools</b>	£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

<b>T&amp;W LA Schools &amp; Academies</b>	£116.00
<b>Non T&amp;W Schools</b>	£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** *this date has been cancelled*  
**Wednesday, June 25, 2025** *this date has been cancelled*  
**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

<b>T&amp;W LA Schools &amp; Academies</b>	£127.00
<b>Non T&amp;W Schools</b>	£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** *this date has been cancelled*  
**Monday, June 02, 2025** *this date has been cancelled*  
**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

<b>T&amp;W LA Schools &amp; Academies</b>	£116.00
<b>Non T&amp;W Schools</b>	£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** *this date has been cancelled*  
**Monday, June 16, 2025** *this date has been cancelled*  
**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

<b>T&amp;W LA Schools &amp; Academies</b>	£127.00
<b>Non T&amp;W Schools</b>	£152.40

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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

<b>T&amp;W LA Schools &amp; Academies</b>	£127.00
<b>Non T&amp;W Schools</b>	£152.40

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**Friday, March 07, 2025** *this date has been cancelled*  
**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

<b>T&amp;W LA Schools &amp; Academies</b>	£127.00
<b>Non T&amp;W Schools</b>	£152.40

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**Wednesday, October 02, 2024** *this date has been cancelled*  
**Wednesday, January 15, 2025** *this date has been cancelled*  
**Wednesday, April 09, 2025** *this date has been cancelled*  
**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

<b>T&amp;W LA Schools &amp; Academies</b>	£127.00
<b>Non T&amp;W Schools</b>	£152.40

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**Wednesday, September 25, 2024** *this date has been cancelled*  
**Wednesday, January 22, 2025** *this date has been cancelled*  
**Wednesday, May 07, 2025** *this date has been cancelled*  
**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

<b>T&amp;W LA Schools &amp; Academies</b>	£127.00
<b>Non T&amp;W Schools</b>	£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** *this date has been cancelled*  
**Wednesday, May 14, 2025** *this date has been cancelled*  
**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

<b>T&amp;W LA Schools &amp; Academies</b>	£127.00
<b>Non T&amp;W Schools</b>	£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** *this date has been cancelled*

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

<b>T&amp;W LA Schools &amp; Academies</b>	£103.00
<b>Non T&amp;W Schools</b>	£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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**Wednesday, September 25, 2024 3.30pm to 5pm** *this date has been cancelled*

**Wednesday, November 27, 2024 9.30am to 11am**

**Thursday, February 13, 2025 1pm to 2.30pm**

**Thursday, March 20, 2025 3.30pm to 5pm** *this date has been cancelled*

**Wednesday, May 07, 2025 9.30am to 12noon**

**Wednesday, June 04, 2025 3pm to 5.30pm** *this date has been cancelled*

**Wednesday, July 02, 2025 9.30am to 12noon**

**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

Prevent Duty training is a requirement for all staff and governance, the course includes mandatory content to meet the requirements of the Prevent Duty, with Home Office content with local contextual information provided by CTU and Education Safeguarding for Telford and Wrekin.

This training is Free to all staff and governance in Telford and Wrekin. The training will be delivered on teams with a mid-point break included.

### Key Outcomes

Key aims:

- To understand the Prevent Duty and the requirements placed on staff and governance under the duty.
- To raise awareness of local contextual Prevent risks
- To understand radicalisation and be able to spot indicators someone may be susceptible to radicalisation
- To understand the risks of different extremist ideologies
- To understand how to make a Prevent referral
- To understand the Chanel programme of support

### Cost per delegate

**Telford & Wrekin state-funded schools** (maintained schools and academies) **and schools and colleges which buy into the training element** (option 2a) **of the 2025-26 Education Safeguarding SLA**

£0

**Telford & Wrekin non state funded schools** (i.e. independent schools) **and colleges, or non TW schools and colleges, which purchase any of the 2025-26 Education Safeguarding SLA options**

£109

<b>Non T&amp;W schools, colleges and any other non-school organisations</b>	£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>	

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Part 1: Wednesday, October 09, 2024  
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
<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 <a href="mailto:cpdschoolimprovement@telford.gov.uk">cpdschoolimprovement@telford.gov.uk</a></i>	

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Part 1: Wednesday, October 23, 2024

Part 2: Tuesday, November 12, 2024

Part 1: Wednesday, May 21, 2025 *Online via Microsoft Teams*

Part 2: Wednesday, June 18, 2025 *Online via Microsoft Teams*

5.30pm to 7.30pm

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

Wednesday, January 22, 2025 *Online via Microsoft Teams*

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)

<b>T&amp;W LA Schools &amp; Academies</b>	£191 (face to face) £164 (online via Microsoft Teams)
<b>Non T&amp;W Schools</b>	£229.20 (face to face) £196.80 (online via Microsoft Teams)

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

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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

<b>T&amp;W LA Schools &amp; Academies</b>	£109.00
<b>Non T&amp;W Schools</b>	£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, 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*

*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 07, 2024  
Friday, March 21, 2025  
Friday, May 09, 2025 (additional date added)  
Thursday, June 26, 2025  
Monday, 7 July 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

<b>T&amp;W LA Schools &amp; Academies</b>	£191.00
<b>Non T&amp;W Schools</b>	£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](mailto: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** *this date has been cancelled*

**Thursday, July 03, 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

<b>Telford &amp; Wrekin state-funded schools</b> (maintained schools and academies) <b>and schools and colleges which buy into the training element (option 2a) of the 2025-26 Education Safeguarding SLA</b>	£0
<b>Telford &amp; Wrekin non state funded schools</b> (i.e. independent schools) <b>and colleges, or non TW schools and colleges, which purchase any of the 2025-26 Education Safeguarding SLA options</b>	£103
<b>Non T&amp;W schools, colleges and any other non-school organisations</b>	£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

<b>T&amp;W LA Schools &amp; Academies</b>	£127.00
<b>Non T&amp;W Schools</b>	£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](mailto:cpdschoolimprovement@telford.gov.uk)*

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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

<b>T&amp;W LA Schools &amp; Academies</b>	£50 (for 2 delegates)
<b>Non T&amp;W Schools</b>	£50 (for 2 delegates)
<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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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

<b>T&amp;W LA Schools &amp; Academies</b>	£109.00
<b>Non T&amp;W Schools</b>	£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:

School Improvement ✉ Email: [cpdschoolimprovement@telford.gov.uk](mailto:cpdschoolimprovement@telford.gov.uk)

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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** *this date has been cancelled*

**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

<b>T&amp;W LA Schools &amp; Academies</b>	£127.00
<b>Non T&amp;W Schools</b>	£152.40

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

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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

<b>T&amp;W LA Schools &amp; Academies</b>	£103
<b>Non T&amp;W Schools</b>	£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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**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**

<b>T&amp;W LA Schools &amp; Academies</b>	£103
<b>Non T&amp;W Schools</b>	£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

<b>T&amp;W LA Schools &amp; Academies</b>	£103
<b>Non T&amp;W Schools</b>	£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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**Thursday, June 12, 2025** *this date has been cancelled*

**3.30pm to 5pm**

**Online via Microsoft Teams**

**Course code SG 209**

## **Raising Awareness of Online Safety**

**Course Tutor:** Education Safeguarding Team

**Target Audience:** All staff working in schools and colleges

### **Course Content**

Keeping children safe in education says, 'All staff should receive appropriate training, including online safety which, amongst other things, includes an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring at induction. The training should be regularly updated. In addition, all staff should receive online safety updates, as required, and at least annually, to continue to provide them with relevant skills and knowledge to safeguard children effectively.

The course will include:

- How to promote an effective whole school and college approach to online safety empowering staff to protect and educate pupils, students and themselves in their use of technology and the mechanisms to identify, intervene in, and escalate any concerns where appropriate
- The breadth of considerable and ever evolving issues classified within online safety and cover the four areas of risk
- How staff should ensure online safety is a running and interrelated theme whilst devising and implementing a whole school or college approach to safeguarding and related policies and procedures.
- Consider how online safety is reflected as required in all relevant policies and considering online safety whilst planning the curriculum, any teacher training, the role and responsibilities of the designated safeguarding lead (and deputies) and any parental engagement
- Review how social media often plays a central role in incidents between children and how to ensure online safety support is provided for pupils and students.
- Consider the online safety advice and the guidance available to schools and colleges to support online safety awareness.

### **Key Outcomes**

- Understand the unique risks associated with online safety.
- Have knowledge of how to keep children safe while they are online at school or college.
- Understand the approach to teaching online safety.
- Know about the lived experience of children and adults and the role of internet use in everyday life.
- Understand the implications for the online safety curriculum and associated safeguarding policies.

- Understand roles and responsibilities in developing safe use of the internet for children in school and outside of school.
- Understand the requirements of meeting the filtering and monitoring standards.

### Cost per delegate

<b>Telford &amp; Wrekin state-funded schools</b> (maintained schools and academies) <b>and schools and colleges which buy into the training element</b> (option 2a) <b>of the 2025-26 Education Safeguarding SLA</b>	£0
<b>Telford &amp; Wrekin non state funded schools</b> (i.e. independent schools) <b>and colleges, or non TW schools and colleges, which purchase any of the 2025-26 Education Safeguarding SLA options</b>	£109
<b>Non T&amp;W schools, colleges and any other non-school organisations</b>	£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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## **Course code SG 210**

# **Raising Awareness of Child-on-Child Abuse**

**Course Tutor:** Education Safeguarding Team

**Target Audience:** All staff working in schools and colleges

## **Course Content**

Keeping children safe in education says, 'All staff should recognise that children are capable of abusing other children (including online). All staff should be clear about policy and procedures with regard to child-on-child abuse.'

The course will include:

- How to minimise the risk of child-on-child abuse.
- Systems in place for children to confidently report abuse, knowing their concerns will be treated seriously.
- How allegations of child-on-child abuse should be recorded, investigated, and dealt with.
- The processes as to how 'victims', 'perpetrators' and any other children affected by child-on-child abuse will be supported.
- Recognition that even if there are no reported cases of child-on-child abuse, such abuse may still be taking place and is simply not being reported.
- The promotion of a zero-tolerance approach to abuse to help to prevent a culture of unacceptable behaviours and an unsafe environment for children.
- Recognition that it is more likely that girls will be 'victims' and boys 'perpetrators,' but that all child-on-child abuse is unacceptable and will be taken seriously, and the different forms child-on-child abuse can take.

## **Key Outcomes**

- Understand that children can abuse other children, and that it can happen both inside and outside of school or college and online.
- Be clear about policy and procedures with regard to child-on-child abuse and the important role staff have to play in preventing it and responding where they believe a child may be at risk from it.
- Understand that even if there are no reports of child-on-child abuse in schools or colleges it does not mean it is not happening.
- Know what child-on-child is and likely to include.
- How to respond to all signs, reports and concerns of child-on-child sexual violence and sexual harassment.

Cost per delegate	
<b>Telford &amp; Wrekin state-funded schools</b> (maintained schools and academies) <b>and schools and colleges which buy into the training element</b> (option 2a) <b>of the 2025-26 Education Safeguarding SLA</b>	£0
<b>Telford &amp; Wrekin non state funded schools</b> (i.e. independent schools) <b>and colleges, or non TW schools and colleges, which purchase any of the 2025-26 Education Safeguarding SLA options</b>	£109
<b>Non T&amp;W schools, colleges and any other non-school organisations</b>	£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, July 09, 2025** *this date has been cancelled*  
**1pm to 3pm**

## Course code SG 211

### Schools' Role in the Safeguarding Legal Process

**Course Tutor:** Education Safeguarding Team and Legal Services

**Target Audience:** DSLs, Head Teachers and Senior Leaders from schools

#### Course Content

This training is designed for designated safeguarding leads, their deputies, head teachers and senior school leaders. The training will be delivered in a workshop style.

Due to increasing involvement of schools in public and private law proceedings, including attending court and providing statements for court. This training has been designed to help DSLs and other leaders to understand more about the legal process and their involvement, including their roles and responsibilities.

Being a part of court proceedings can be a daunting task for all professionals. This training aims to help leaders to understand how to prepare for attending court, giving evidence and the process for examination of evidence. It will explore the different types of courts and cases, care proceedings and court orders. An essential part of this training will be focusing on the essential skills needed to write a statement for court.

#### Key Aims

- To understand what to expect when attending court
- To learn about the qualities of a good witness, including being credible and reliable
- To develop the knowledge and skills to support effective statement writing
- To know how to prepare for court and/or involvement in the legal process.

#### Cost per delegate

<b>T&amp;W LA Schools &amp; Academies</b>	£127
<b>Non T&amp;W Schools</b>	£152.40

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

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## Course code SG 212

### Prevent Leads Termly Update

**Course Tutor:** Education Safeguarding Team

**Target Audience:** All staff and governance

#### Course Content

These termly meetings will be held on teams, they will enable Prevent Leads to access support and latest updates and share best practice relating to Prevent work in education settings.

#### Key aims

These sessions will enable Prevent Leads:

- To access relevant updates
- To access relevant training
- To develop best practice
- To fulfil the requirements of the Prevent Duty

#### Cost per delegate

<b>Telford &amp; Wrekin state-funded schools</b> (maintained schools and academies) <b>and schools and colleges which buy into the training element (option 2a) of the 2025-26 Education Safeguarding SLA</b>	£0
<b>Telford &amp; Wrekin non state funded schools</b> (i.e. independent schools) <b>and colleges, or non TW schools and colleges, which purchase any of the 2025-26 Education Safeguarding SLA options</b>	£103
<b>Non T&amp;W schools, colleges and any other non-school organisations</b>	£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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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
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£65
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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](mailto: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
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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](mailto:cpdschoolimprovement@telford.gov.uk)  
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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](mailto: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](mailto: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

<b>Schools &amp; Academies which buy into a service level agreement with T&amp;W Human Resources</b>	£68
<b>Schools &amp; Academies</b>	£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](mailto:HRhelpdesk@telford.gov.uk)

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**Thursday, September 26, 2024** *this date has been cancelled*  
**Thursday, February 13, 2025** *this date has been cancelled*  
**Thursday, June 12, 2025** *this date has been cancelled*  
**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

<b>Schools &amp; Academies which buy into a service level agreement with T&amp;W Human Resources</b>	£68
<b>Schools &amp; Academies</b>	£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](mailto: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](mailto: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

<b>Schools &amp; Academies which buy into a service level agreement with T&amp;W Human Resources</b>	£60
<b>Schools &amp; Academies</b>	£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](mailto: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

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

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

✉ Email: [educationsafeguarding@telford.gov.uk](mailto: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

<b>Schools &amp; Academies which buy into a service level agreement with the Telford &amp; Wrekin Outdoor Education Service</b>	£0
<b>Schools &amp; Academies which do not buy into the SLA</b>	£185

To book a place on this course, please contact:

✉ Email: [edvisits@telford.gov.uk](mailto: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
Schools & Academies which do not buy into the SLA	£110

#### 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](mailto: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](mailto: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

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

#### Cost per delegate

<b>T&amp;W LA Schools &amp; Academies</b>	£150
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To book a place on this course, please contact:

✉ Email: [edvisits@telford.gov.uk](mailto: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](http://www.field-studies-council.org)

All enquiries and to book:

Email: [EdVisits@telford.gov.uk](mailto: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
<b>Level 1</b>  Learning Outside the Classroom Practitioner  (6 hours)	<b>Learning Outside the Classroom</b> 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
<b>Level 2</b>  Forest Skills Leader  (12 hours or Modular options)  Refresher options	<b>Forest Skills</b> 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
<b>Level 3</b>  Forest School Leader  (5 days training and 5 days assessment)  ‘Wonder in Woodland Wander’	<b>Forest Schools</b> 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

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To book a place on this course, please contact:

✉ Email: [edvisits@telford.gov.uk](mailto: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](mailto: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.*

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

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

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

<b>Section 3:</b> <i>To be completed by the Headteacher and returned to <a href="mailto:cpdschoolimprovement@telford.gov.uk">cpdschoolimprovement@telford.gov.uk</a></i>	
<b>Declaration</b> <i>I understand and agree that:</i> <ul style="list-style-type: none"> <li>on completion of the work, T&amp;W LA may journal transfer the agreed cost from the school's cost code, detailed below</li> <li>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)</li> </ul>	
<b>Headteacher name / signature</b>	
<b>Cost code</b> (where applicable)	
<b>Date</b>	

# 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](mailto: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
<b>Full Safety Intervention Training (1.5 days)</b> <i>A minimum of 10 delegates and a maximum of 15 delegates for one trainer</i>	£138 per person *	£165.60 per person **
<b>Safety Intervention Refresher Training (usually half a day)</b> <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](mailto: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](mailto: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](mailto:cpdschoolimprovement@telford.gov.uk) via email

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

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

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

**Section 3:** To be completed by the Headteacher and returned to [cpdschoolimprovement@telford.gov.uk](mailto: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](mailto: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.

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

# 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](mailto: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](mailto:sue.stoddart2@taw.org.uk)

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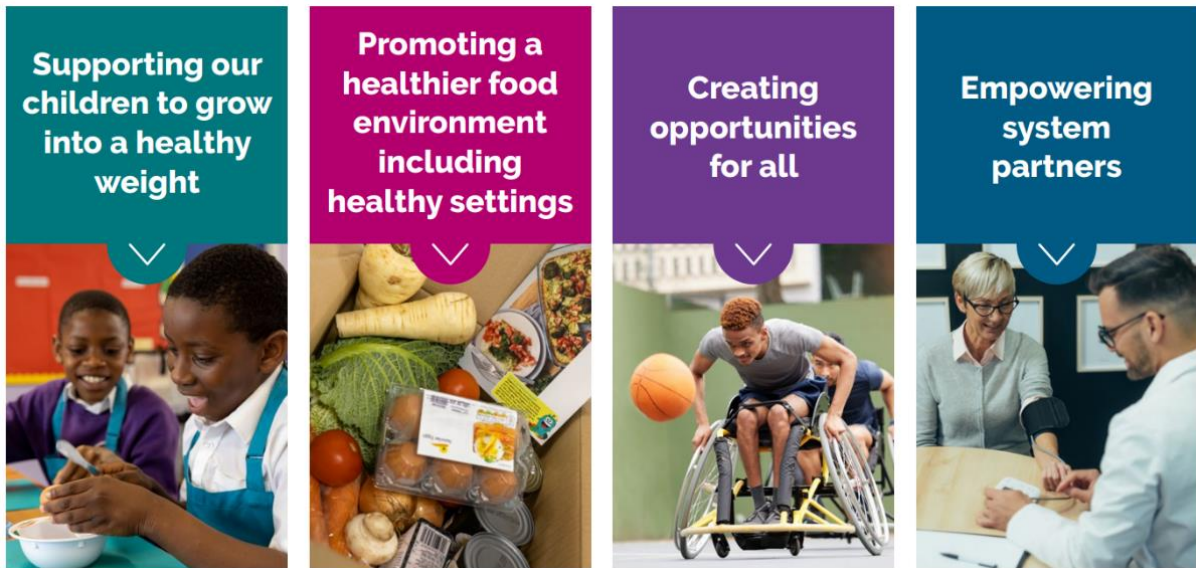


The Telford and Wrekin Safeguarding Partnership (TWSP) – known previously as the Telford & Wrekin Safeguarding Children Board (LSCB) – has a range of multi-agency training courses which are available for schools, colleges, early years and childcare providers to attend.

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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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>









Telford & Wrekin  
Co-operative Council

Protect, care and invest  
to create a better borough



# School Professional Development



**THINK - don't print!**

**Contact us**

**email:** [cpdschoolimprovement@telford.gov.uk](mailto:cpdschoolimprovement@telford.gov.uk)

**tel:** 01952 382465