



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 2023/24

# Welcome

## Who we are

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

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

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

## How to use the course document

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

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



## Where we hold our training

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

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


## Relevant courses

## Highly trained staff

## Central Telford hotel location

## Refreshments included





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

Improving progress for all pupils in mathematics conference

**CPD**

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

Primary Science Subject Leaders Termly Network

**CPD**





## Course booking information



Email booking form



Check confirmation



Get joining instructions



Attend

Once you have chosen the course you wish to attend please complete the CPD booking form and send via email to: [cpdschoolimprovement@telford.gov.uk](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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[CPD 612](#) EYFS Moderation Trialling

[CPD 701](#) Assessing and Monitoring of Progress in EAL *Online via Microsoft Teams*

[CPD 724](#) KS2 Writing Moderation – Drop in Session

[CPD 725](#) KS1 Moderation (R, W and M) – Drop in Session

### Section 2: Curriculum Teaching and Learning

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[EY 023](#) Listen with Lucy

[LSAT 502](#) Supporting SEND in the Classroom for Early Career Teachers (parts 1-3)

[LSAT 510](#) Talk Boost KS1 *(details to follow)*

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[PSS 104](#) Supporting Behaviour and Learning - Children with ADHD / Oppositional Defiance Disorder (ODD) & Conduct Disorder (CD)

[SIS 001](#) The Visually Impaired Child in Your Class

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HR Course	<a href="#">Employee Investigations Training</a>
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<a href="#">CPD 715</a>	Meeting the EYFS Profile Requirements for EAL Learners in EYFS <a href="#">Online via Microsoft Teams</a>
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<a href="#">EY 007</a>	Early Years Coordinators' Termly Update
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<a href="#">EY 009</a>	Meeting the Statutory Safeguarding and Welfare Requirements of the EYFS
<a href="#">EY 015</a>	Annual Early Years Conference
<a href="#">EY 023</a>	Listen with Lucy
<a href="#">EY 104</a>	Best practice in your breakfast, after-school and holiday provision
<a href="#">EY 106</a>	The Role of the Key Person in the Early Years Foundation Stage
<a href="#">EY 302</a>	Effective Circle Times in the EYFS
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For additional early years and childcare training opportunities, please see the Talking Childcare training schedule, which is updated each term <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> To book a place on these courses email <a href="mailto:talkingchildcare@telford.gov.uk">talkingchildcare@telford.gov.uk</a>	
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HR Course	<a href="#">Accredited Safer Recruitment Training</a>
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<a href="#">CPD 601</a>	EAL and SEND? <i>Online via Microsoft Teams</i>
<a href="#">CPD 603</a>	EAL & Maths <i>Online via Microsoft Teams</i> <b>This course has been cancelled</b>
<a href="#">CPD 606</a>	Promoting Cultural Diversity and Equality of Opportunity in EYFS <i>Online via Microsoft Teams</i>



<a href="#">CPD 616</a>	Developing the Role of the EAL Coordinator <a href="#">Online via Microsoft Teams</a>
<a href="#">CPD 701</a>	Assessing and Monitoring of Progress in EAL <a href="#">Online via Microsoft Teams</a>
<a href="#">CPD 710</a>	<i>Managing English as an Additional Language in Early Years Settings</i> <a href="#">Online via Microsoft Teams</a> <b>This course has been cancelled</b>
<a href="#">CPD 714</a>	Meeting the OFSTED Requirements and Developing Reading Strategies for EAL Learners at KS2 <a href="#">Online via Microsoft Teams</a>
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<a href="#">SG 107</a>	Designated Safeguarding Leads Refresher
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<a href="#">SG 203</a>	Child Protection Supervision
<a href="#">SG 204</a>	Keeping Children Safe in Education (KSCIE) Webinar
<a href="#">SG 206</a>	Safeguarding Refresher Training for Governors
<a href="#">SG 207</a>	SOS+ Criminal Exploitation Training for Education Professionals
<a href="#">SG 208</a>	Managing Child on Child Abuse
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<a href="#">EPS 108</a>	Leading Good Autism Practice (LGAP) <a href="#">Online via Microsoft Teams</a>
<b>Sensory Inclusion Service</b>	
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<a href="#">SIS 002</a>	The Hearing Impaired Child in your Class
<b>Learning Support Advisory Team</b>	
<a href="#">CPD 601</a>	EAL and SEND? <a href="#">Online via Microsoft Teams</a>
<a href="#">LSAT 212</a>	Governors' Responsibilities for SEND
<a href="#">LSAT 302</a>	Establishing Yourself as a SEND Leader - for new and returning SENCOs (2 parts)
<a href="#">LSAT 502</a>	Supporting SEND in the Classroom for Early Career Teachers (parts 1-3)
<a href="#">LSAT 510</a>	Talk Boost KS1 ( <i>details to follow</i> )
<a href="#">LSAT 511</a>	Talk Boost KS2 ( <i>details to follow</i> )
<a href="#">LSAT 514</a>	AET Making Sense of Autism – an Introduction to Autism for Governors
<a href="#">LSAT 515</a>	<i>Teaching Revision Skills at KS3 and Beyond</i> <b>This course has been cancelled</b>
<a href="#">LSAT 516</a>	Quality First Teaching for SEND
n/a	<a href="#">SENCo Network</a>
<b>Section 9: Pupil Support Services</b>	
n/a	Designated Teacher for Children in Care Network Meeting (Post 16 )
<a href="#">BSAT 201</a>	Safety Intervention Training (formerly MAPA training) - CPI accredited (two parts)

<a href="#">BSAT 212</a>	Safety Intervention Refresher Training (formerly MAPA Refresher Training) - CPI accredited
<a href="#">BSAT 301</a>	Behaviour Support Intervention Training - Non-accredited
<a href="#">BSAT 302</a>	Behaviour Support Intervention Refresher Training - Non-accredited
n/a	<a href="#">Bespoke Safety Intervention Training (CPI Accredited)</a>
n/a	<a href="#">Bespoke Safety Intervention Training (non accredited)</a>
<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)
<a href="#">PSS 001</a>	Youth Mental Health First Aid
<a href="#">PSS 003</a>	Restorative Justice
<a href="#">PSS 008</a>	Positive Behaviour Management in the Classroom
<a href="#">PSS 010</a>	Cover Supervisors - Preparing for the Role
<a href="#">PSS 101</a>	Understanding Nurture
<a href="#">PSS 104</a>	Supporting Behaviour and Learning - Children with ADHD / Oppositional Defiance Disorder (ODD) & Conduct Disorder (CD)
<b>Information Pages</b>	
<a href="#">Bespoke Autism Education Trust Training Opportunities</a>	
<a href="#">Bespoke Safety Intervention Training (CPI Accredited)</a>	
<a href="#">Bespoke Safety Intervention Training (non accredited)</a>	
<a href="#">Health and Safety</a>	
<a href="#">Severn Training and Schools Alliance</a>	
<a href="#">Educational Visits Advisory Service</a>	
<a href="#">Telford &amp; Wrekin Safeguarding Partnership</a>	

## CPD Booking Form

School: \_\_\_\_\_

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

**Please use supplementary sheet/s for all additional bookings**

Authorised by:

<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:** \_\_\_\_\_

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

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# Course Calendar

September 2023			
<a href="#">SG 204</a>	Keeping Children Safe in Education (KSCIE) Webinar	Wednesday, September 06, 2023	1pm to 2pm
<a href="#">SG 204</a>	Keeping Children Safe in Education (KSCIE) Webinar	Wednesday, September 06, 2023	3.30pm to 4.30pm
<a href="#">SG 204</a>	Keeping Children Safe in Education (KSCIE) Webinar	Wednesday, September 06, 2023	5.15pm to 6.15pm
<a href="#">EPS 004</a>	ELSA Training	Wednesday, September 13, 2023	9am to 3pm
n/a	Motivational Interviewing for Children's Services	Wednesday, September 13, 2023	All day - TBC
<a href="#">SG 108</a> (pm)	Raising Awareness of Child Protection	Thursday, September 14, 2023	3.30pm to 5pm
<a href="#">LSAT 502</a>	Supporting SEND in the Classroom for Early Career Teachers - part 1 <b>This date has been postponed</b>	Thursday, September 14, 2023	4pm to 5.30pm
<a href="#">AST 005</a>	School Attendance Surgery <b>This date has been cancelled</b>	Friday, September 15, 2023	9.15am to 12noon
<a href="#">LSAT 302</a>	Establishing Yourself as a SEND Leader - for new and returning SENCOs - part 1 <b>This date has been postponed</b>	Monday, September 18, 2023	9.15am to 3.30pm
<a href="#">SG 207</a>	SOS+ Criminal Exploitation Training for Education Professionals	Tuesday, September 19, 2023	4pm to 5.30pm
<a href="#">EPS 004</a>	ELSA Training <b>This date has been cancelled, part 7 added to replace</b>	Wednesday, September 20, 2023	9am to 3pm
<a href="#">LSAT 516</a>	Quality First Teaching for SEND <b>This date has been postponed</b>	Wednesday, September 20, 2023	4pm to 5.30pm
<a href="#">BSAT 212</a>	Safety Intervention Refresher Training (formerly MAPA Refresher Training) - <b>CPI accredited This date has been cancelled</b>	Thursday, September 21, 2023	8.45am to 12.30pm
<a href="#">SG 208</a>	Managing Child on Child Abuse	Thursday, September 21, 2023	1pm to 4pm
<a href="#">CPD 721</a>	Pupil Premium Network Meeting	Thursday, September 21, 2023	4pm to 5.30pm
n/a	<a href="#">SENCo Network</a>	Thursday, September 21, 2023	4pm to 5.30pm
<a href="#">LSAT 302</a>	Establishing Yourself as a SEND Leader - for new and returning SENCOs - part 2	Monday, September 25, 2023	9.15am to 3.30pm
HR Course	<a href="#">Managing Employee Capability (Performance Management)</a>	Monday, September 25, 2023	2.30pm to 5pm
<a href="#">CPD 526</a>	EAL Network Meeting <a href="#">Online via Microsoft Teams</a>	Tuesday, September 26, 2023	3.30pm to 5pm
<a href="#">SG 207</a>	SOS+ Criminal Exploitation Training for Education Professionals	Tuesday, September 26, 2023	4pm to 5.30pm
<a href="#">EPS 004</a>	ELSA Training	Wednesday, September 27, 2023	9am to 3pm
<a href="#">SG 102</a>	Newly Appointed Designated Safeguarding Leads' Training (2 days) - part 1	Wednesday, September 27, 2023	9.15am to 4pm
<a href="#">EY 001</a>	An Introduction to the Early Years Foundation Stage	Wednesday, September 27, 2023	4pm to 5.30pm
<a href="#">AST 004</a>	School Attendance Briefing Update	Wednesday, September 27, 2023	4pm to 5.30pm
<a href="#">SIS 002</a>	The Hearing Impaired Child in your Class	Thursday, September 28, 2023	8.30am to 4pm

<a href="#">BSAT 201</a>	Safety Intervention Training (formerly MAPA training) - <b>CPI accredited (Part 1) <i>This date has been postponed – new date will follow</i></b>	Thursday, September 28, 2023	8.30am to 4pm
<a href="#">SG 102</a>	Newly Appointed Designated Safeguarding Leads' Training (2 days) - part 2	Thursday, September 28, 2023	9.15am to 4pm
AST 006	Red Book Training for Accessing Legal Interventions – in line with 'Working Together to Improve School Attendance'	Friday, September 29, 2023	All day - TBC
<b>October 2023</b>			
HR Course	<a href="#">Pay and Conditions of Employment</a>	Monday, October 02, 2023	3pm to 5pm
<a href="#">EY 340</a>	Schemas in the EYFS <b><i>This date has been cancelled</i></b>	Tuesday, October 03, 2023	1.15pm to 4pm
<a href="#">PSS 003</a>	Restorative Justice <b><i>This date has been cancelled</i></b>	Tuesday, October 03, 2023	4pm to 5.30pm
<a href="#">EPS 004</a>	ELSA Training	Wednesday, October 04, 2023	9am to 3pm
<a href="#">GO 602</a>	Supporting Pupil Premium Link Governors <b><i>This date has been cancelled</i></b>	Wednesday, October 04, 2023	5pm to 7pm
<a href="#">BSAT 201</a>	Safety Intervention Training (formerly MAPA training) - <b>CPI accredited (Part 2) <i>This date has been postponed – new date will follow</i></b>	Thursday, October 05, 2023	8.30am to 12.30pm
<a href="#">PSS 101</a>	Understanding Nurture <b><i>This date has been cancelled</i></b>	Thursday, October 05, 2023	9.15am to 12noon
HR Course	<a href="#">Accredited Safer Recruitment Training</a>	Thursday, October 05, 2023	9am to 4.30pm
<a href="#">SG 108</a> (pm)	Raising Awareness of Child Protection	Thursday, October 05, 2023	9.30am to 11am
<a href="#">SG 107</a>	Designated Safeguarding Leads Refresher	Wednesday, October 11, 2023	9.15am to 4pm
<a href="#">EPS 004</a>	ELSA Training	Wednesday, October 11, 2023	9am to 3pm
n/a	Designated Teacher for Children in Care Network Meeting (Post 16)	Wednesday, October 11, 2023	4pm to 5.30pm
n/a	Head Teacher Conference	Thursday, October 12, 2023	9am to 1pm
<a href="#">EY 009</a>	Meeting the Statutory Safeguarding and Welfare Requirements of the EYFS	Thursday, October 12, 2023	4pm to 5.30pm
<a href="#">EY 104</a>	Best practice in your breakfast, after-school and holiday provision <b><i>This date has been cancelled</i></b>	Friday, October 13, 2023	9.15am to 12noon
HR Course	<a href="#">Absence Management of Employees</a>	Monday, October 16, 2023	2.30pm to 5pm
<a href="#">EPS 004</a>	ELSA Training	Wednesday, October 18, 2023	9am to 3pm
<a href="#">SG 101</a>	Raising Awareness of Prevent <b><i>This date has been postponed</i></b>	Wednesday, October 18, 2023	3.30pm to 5pm
<a href="#">EY 341</a>	Messy Mathematics in an Outdoor Learning Environment	Wednesday, October 18, 2023	4pm to 5.30pm
<a href="#">BSAT 302</a>	Behaviour Support Intervention Refresher Training - Non-accredited <b><i>This date has been cancelled</i></b>	Thursday, October 19, 2023	8.45am to 12.30pm

<a href="#">SG 101</a>	Raising Awareness of Prevent	Thursday, October 19, 2023	3.30pm to 5pm
<a href="#">SG 204</a>	Keeping Children Safe in Education (KSCIE) Webinar	Monday, October 23, 2023	5pm to 6pm
<a href="#">EY 342</a>	<i>Exploring &amp; Creating Resources to Enhance Vocabulary during Story and Song Time in the EYFS</i> <b>This date has been cancelled</b>	Tuesday, October 24, 2023	1.15pm to 4pm
<a href="#">GO 503</a>	Designated Teachers & Governors for Children in Care Network (compulsory school age)	Tuesday, October 24, 2023	4pm to 5.30pm
<a href="#">EPS 004</a>	ELSA Training	Wednesday, October 25, 2023	9am to 3pm
<a href="#">AST 002</a>	Managing Absence <i>Online via Microsoft Teams</i> <b>This course has been cancelled</b>	Wednesday, October 25, 2023	9.30am to 11.30am
<a href="#">EY 008</a>	<i>The Role of the Early Years Practitioner in Supporting and Enhancing Play</i> <b>This date has been cancelled</b>	Wednesday, October 25, 2023	1.15pm to 4pm
<a href="#">SG 103</a>	Safeguarding Induction Training for Governors - part 1	Wednesday, October 25, 2023	5.30pm to 7.30pm
n/a	Prevent training for Education & Skills	Thursday, October 26, 2023	9.30am to 11.30am
<a href="#">EY 302</a>	<i>Effective Circle Times in the EYFS</i> <b>This course has been cancelled</b>	Thursday, October 26, 2023	1.15pm to 4pm
<a href="#">EPS 108</a>	Leading Good Autism Practice (LGAP) <i>Online via Microsoft Teams</i>	Friday, October 27, 2023	9am to 3pm
<b>November 2023</b>			
HR Course	<a href="#">Employee Investigations Training</a>	Monday, November 06, 2023	2.30pm to 5pm
<a href="#">PSS 008</a>	Positive Behaviour Management in the Classroom	Tuesday, November 07, 2023	1.15pm to 4pm
<a href="#">GO 505</a>	Promoting the Performance of Disadvantaged Students	Tuesday, November 07, 2023	4.30pm to 6.30pm
<a href="#">PSS 010</a>	<i>Cover Supervisors - Preparing for the Role</i> <b>This date has been cancelled</b>	Wednesday, November 08, 2023	3.30pm to 5pm
<a href="#">SG 106</a>	Designated Safeguarding Leads' and Safeguarding Governors' Termly Update	Wednesday, November 08, 2023	4pm to 5.30pm
<a href="#">BSAT 212</a>	Safety Intervention Refresher Training (formerly MAPA Refresher Training) - <b>CPI accredited</b>	Thursday, November 09, 2023	2pm to 4.30pm
<a href="#">LSAT 502</a>	<i>Supporting SEND in the Classroom for Early Career Teachers - part 1</i> <b>This date has been postponed</b>	Thursday, November 09, 2023	4pm to 5.30pm
<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 09, 2023	5.30pm to 7pm
<a href="#">EY 015</a>	Annual Early Years Conference	Friday, November 10, 2023	10am to 4pm
<a href="#">PSS 001</a>	<i>Youth Mental Health First Aid - Part 1</i> <b>This date has been cancelled</b>	Monday, November 13, 2023	9.15am to 4pm
<a href="#">GO 508</a>	Understanding School Finance	Tuesday, November 14, 2023	9.15am to 12noon

<a href="#">PSS 001</a>	Youth Mental Health First Aid - Part 2 <b>This date has been cancelled</b>	Tuesday, November 14, 2023	9.15am to 4pm
<a href="#">BSAT 301</a>	Behaviour Support Intervention Training - Non-accredited <b>This date has been cancelled</b>	Wednesday, November 15, 2023	8.30am to 4pm
<a href="#">CPD 512</a>	Primary Computing Termly Update	Wednesday, November 15, 2023	4pm to 5.30pm
<a href="#">SG 103</a>	Safeguarding Induction Training for Governors - part 2	Wednesday, November 15, 2023	5.30pm to 7.30pm
<a href="#">PSS 101</a>	Understanding Nurture <b>This date has been postponed</b>	Thursday, November 16, 2023	9.15am to 12noon
<a href="#">CPD 616</a>	Developing the Role of the EAL Coordinator <a href="#">Online via Microsoft Teams</a>	Thursday, November 16, 2023	1.15pm to 3.30pm
<a href="#">EY 023</a>	Listen with Lucy <b>This course has been cancelled</b>	Thursday, November 16, 2023	1.15pm to 4pm
<a href="#">LSAT 502</a>	Supporting SEND in the Classroom for Early Career Teachers - part 1	Thursday, November 16, 2023	4pm to 5.30pm
HR Course	<a href="#">Safer Recruitment Administration</a>	Monday, November 20, 2023	3pm to 5pm
<a href="#">EY 106</a>	The Role of the Key Person in the Early Years Foundation Stage <b>This date has been cancelled</b>	Monday, November 20, 2023	1.15pm to 4pm
<a href="#">CPD 502</a>	Assessment Termly Update (morning)	Tuesday, November 21, 2023	9.15am to 10.45am
<a href="#">PSS 104</a>	Supporting Behaviour and Learning - Children with ADHD / Oppositional Defiance Disorder (ODD) & Conduct Disorder (CD)	Tuesday, November 21, 2023	4pm to 5.30pm
<a href="#">CPD 717</a>	Meeting the OFSTED Requirements for Equality and Diversity for Governors <a href="#">Online via Microsoft Teams</a>	Tuesday, November 21, 2023	6pm to 8.30pm
<a href="#">SG 101</a>	Raising Awareness of Prevent	Wednesday, November 22, 2024	9.30am to 11am
<a href="#">CPD 503</a>	Assessment Termly Update (twilight)	Wednesday, November 22, 2024	4pm to 5.30pm
<a href="#">LSAT 516</a>	Quality First Teaching for SEND	Wednesday, November 22, 2023	4pm to 5.30pm
HR Course	<a href="#">Accredited Safer Recruitment Training</a>	Thursday, November 23, 2023	9am to 4.30pm
<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, November 23, 2023	9.15am to 12noon
<a href="#">AST 005</a>	School Attendance Surgery	Friday, November 24, 2023	9.15am to 12noon
<a href="#">CPD 710</a>	Managing English as an Additional Language in Early Years Settings <a href="#">Online via Microsoft Teams</a> <b>This date has been cancelled</b>	Tuesday, November 28, 2023	1.15pm to 3.30pm
<a href="#">GO 502</a>	Induction Training for New Governors	Wednesday, November 29, 2023	9.30am to 3.30pm
<a href="#">SG 203</a>	Child Protection Supervision <b>This date has been postponed – replacement date to follow</b>	Thursday, November 30, 2023	9.30am to 12.30pm
<a href="#">EY 007</a>	Early Years Coordinators' Termly Update	Thursday, November 30, 2023	4pm to 5.30pm
<b>December 2023</b>			
<a href="#">CPD 533</a>	Preventing and Dealing with Racist Bullying <a href="#">Online via Microsoft Teams</a>	Wednesday, December 06, 2023	1pm to 3.45pm



<a href="#">SG 104</a>	Governors' Responsibilities for Exclusions	Wednesday, December 06, 2023	5pm to 7pm
<a href="#">PSS 101</a>	Understanding Nurture <b>This date has been cancelled</b>	Thursday, December 07, 2023	9.15am to 12noon
<a href="#">CPD 726</a>	EAL for Beginners <i>Online via Microsoft Teams</i>	Tuesday, December 12, 2023	1.15pm to 3.30pm
<b>January 2024</b>			
HR Course	<a href="#">Managing Employee Capability (Performance Management)</a>	Monday, January 08, 2024	2.30pm to 5pm
<a href="#">SG 108</a> (pm)	Raising Awareness of Child Protection	Thursday, January 11, 2024	3.30pm to 5pm
n/a	<a href="#">SENCo Network</a>	Thursday, January 11, 2024	4pm to 5.30pm
HR Course	<a href="#">Absence Management of Employees</a>	Monday, January 15, 2024	2.30pm to 5pm
<a href="#">GO 502</a>	Induction Training for New Governors	Wednesday, January 17, 2024	9.30am to 3.30pm
<a href="#">BSAT 212</a>	Safety Intervention Refresher Training (formerly MAPA Refresher Training) - <b>CPI accredited This date has been postponed</b>	Thursday, January 18, 2024	8.45am to 12.30pm
<a href="#">EY 001</a>	An Introduction to the Early Years Foundation Stage <b>This date has been postponed</b>	Thursday, January 18, 2024	4pm to 5.30pm
<a href="#">LSAT 502</a>	Supporting SEND in the Classroom for Early Career Teachers - part 2	Thursday, January 18, 2024	4pm to 5.30pm
<a href="#">LSAT 302</a>	Establishing Yourself as a SEND Leader - for new and returning SENCOs - part 1	Monday, January 22, 2024	9.15am to 3.30pm
<a href="#">GO 601</a>	<i>The Strategic Role of Governors This course has been cancelled</i>	Tuesday, January 23, 2024	4pm to 6pm
<a href="#">SG 102</a>	Newly Appointed Designated Safeguarding Leads' Training (2 days) - part 1	Wednesday, January 24, 2024	9.15am to 4pm
<a href="#">CPD 526</a>	EAL Network Meeting <i>Online via Microsoft Teams</i>	Wednesday, January 24, 2024	3.30pm to 5pm
<a href="#">LSAT 516</a>	Quality First Teaching for SEND	Wednesday, January 24, 2024	4pm to 5.30pm
<a href="#">GO 504</a>	Taking the Chair - part 1	Wednesday, January 24, 2024	4.30pm to 6.30pm
<a href="#">SG 102</a>	Newly Appointed Designated Safeguarding Leads' Training (2 days) - part 2	Thursday, January 25, 2024	9.15am to 4pm
<a href="#">CPD 609</a>	Online Safety – a Safeguarding Responsibility	Thursday, January 25, 2024	4pm to 5.30pm
<a href="#">AST 005</a>	School Attendance Surgery	Friday, January 26, 2024	9.15am to 12noon
<a href="#">LSAT 302</a>	Establishing Yourself as a SEND Leader - for new and returning SENCOs - part 2	Monday, January 29, 2024	9.15am to 3.30pm
<a href="#">BSAT 212</a>	Safety Intervention Refresher Training (formerly MAPA Refresher Training) - <b>CPI accredited</b>	Tuesday, January 30, 2024	8.45am to 12.30pm
<a href="#">CPD 714</a>	Meeting the OFSTED Requirements and Developing Reading Strategies for EAL Learners at KS2 <i>Online via Microsoft Teams</i>	Tuesday, January 30, 2024	1.15pm to 3.30pm
<a href="#">AST 004</a>	School Attendance Briefing Update	Wednesday, January 31, 2024	4pm to 5.30pm

## February 2024

<a href="#">BSAT 201</a>	Safety Intervention Training (formerly MAPA training) - <b>CPI accredited</b> (Part 2)	Thursday, February 01, 2024	2pm to 4.30pm
HR Course	<a href="#">Accredited Safer Recruitment Training</a>	Thursday, February 01, 2024	9am to 4.30pm
<a href="#">EY 023</a>	Listen with Lucy	Thursday, February 01, 2024	1.15pm to 4pm
<a href="#">SG 207</a>	SOS+ Criminal Exploitation Training for Education Professionals	Thursday, February 01, 2024	4pm to 5.30pm
<a href="#">CPD 727</a>	<i>Improving EAL Pupils' Writing through Oracy, Grammar and Tier 2/3 Vocabulary Acquisition</i> <a href="#">Online via Microsoft Teams</a> <b>This date has been postponed</b>	Tuesday, February 06, 2024	1.15pm to 3.30pm
<a href="#">PSS 010</a>	Cover Supervisors - Preparing for the Role <b>This date has been cancelled</b>	Tuesday, February 06, 2024	3.30pm to 5pm
<a href="#">GO 603</a>	<i>The Importance of the Early Years Foundation Stage in Schools</i> <b>This date has been cancelled</b>	Tuesday, February 06, 2024	5.30pm to 7pm
<a href="#">EY 340</a>	<i>Schemas in the EYFS</i> <b>This date has been cancelled</b>	Wednesday, February 07, 2024	1.15pm to 4pm
<a href="#">GO 504</a>	Taking the Chair - part 2	Wednesday, February 07, 2024	4.30pm to 6.30pm
<a href="#">CPD 504</a>	Preparing for Statutory Assessment at the End of KS2	Thursday, February 08, 2024	9am to 12.30pm
<a href="#">SG 101</a>	Raising Awareness of Prevent	Thursday, February 08, 2024	1pm to 2.30pm
<a href="#">EY 009</a>	<i>Meeting the Statutory Safeguarding and Welfare Requirements of the EYFS</i> <b>This date has been postponed</b>	Thursday, February 08, 2024	4pm to 5.30pm
<a href="#">SG 103</a>	Safeguarding Induction Training for Governors - part 1	Thursday, February 08, 2024	5.30pm to 7.30pm
<a href="#">GO 504</a>	Taking the Chair - part 3	Tuesday, February 20, 2024	4.30pm to 6.30pm
<a href="#">CPD 701</a>	Assessing and Monitoring of Progress in EAL	Tuesday, February 20, 2023	1.15pm to 3.30pm
<a href="#">BSAT 302</a>	<i>Behaviour Support Intervention Refresher Training - Non-accredited</i> <b>This date has been cancelled</b>	Wednesday, February 21, 2024	8.45am to 12.30pm
<a href="#">SG 106</a>	Designated Safeguarding Leads' and Safeguarding Governors' Termly Update	Wednesday, February 21, 2024	4pm to 5.30pm
<a href="#">CPD 505</a>	Preparing for Statutory Assessment at the End of KS1	Thursday, February 22, 2024	9am to 12.30pm
<a href="#">PSS 001</a>	<i>Youth Mental Health First Aid - Part 1</i> <b>This date has been cancelled</b>	Monday, February 26, 2024	9.15am to 4pm
<a href="#">PSS 001</a>	<i>Youth Mental Health First Aid - Part 2</i> <b>This date has been cancelled</b>	Tuesday, February 27, 2024	9.15am to 4pm
<a href="#">CPD 601</a>	<i>EAL and SEND?</i> <a href="#">Online via Microsoft Teams</a> <b>This date has been postponed</b>	Tuesday, February 27, 2024	1.15pm to 4pm
<a href="#">SG 103</a>	Safeguarding Induction Training for Governors - part 2	Wednesday, February 28, 2024	5.30pm to 7.30pm
<a href="#">PSS 008</a>	Positive Behaviour Management in the Classroom	Wednesday, February 28, 2024	1.15pm to 4pm

n/a	Designated Teacher for Children in Care Network Meeting (Post 16 )	Wednesday, February 28, 2024	4pm to 5.30pm
<a href="#">EY 342</a>	<i>Exploring &amp; Creating Resources to Enhance Vocabulary during Story and Song Time in the EYFS <b>This date has been postponed</b></i>	Thursday, February 29, 2024	9.15am to 12noon
<a href="#">SG 108</a> (am)	Raising Awareness of Child Protection	Thursday, February 29, 2024	9.30am to 11am
<b>March 2024</b>			
HR Course	<a href="#">Safer Recruitment Administration</a>	Monday, March 04, 2024	3pm to 5pm
<a href="#">GO 602</a>	<i>Supporting Pupil Premium Link Governors <b>This date has been cancelled</b></i>	Tuesday, March 05, 2024	5pm to 7pm
<a href="#">CPD 603</a>	<i>EAL &amp; Maths Online via Microsoft Teams <b>This course has been cancelled</b></i>	Wednesday, March 06, 2024	1.15pm to 3.30pm
<a href="#">GO 503</a>	Designated Teachers & Governors for Children in Care Network (compulsory school age)	Wednesday, March 06, 2024	4pm to 5.30pm
<a href="#">SG 206</a>	Safeguarding Refresher Training for Governors	Wednesday, March 06, 2024	5.30pm to 7.30pm
<a href="#">PSS 101</a>	Understanding Nurture	Thursday, March 07, 2024	9.15am to 12noon
HR Course	<a href="#">Accredited Safer Recruitment Training</a>	Thursday, March 07, 2024	9am to 4.30pm
<a href="#">EY 009</a>	<i>Meeting the Statutory Safeguarding and Welfare Requirements of the EYFS <b>This date has been postponed</b></i>	Thursday, March 07, 2024	4pm to 5.30pm
<a href="#">SG 207</a>	SOS+ Criminal Exploitation Training for Education Professionals	Monday, March 11, 2024	1.30pm to 3pm
<a href="#">PSS 003</a>	Restorative Justice	Tuesday, March 12, 2024	4pm to 5.30pm
<a href="#">CPD 727</a>	Improving EAL Pupils' Writing through Oracy, Grammar and Tier 2/3 Vocabulary Acquisition <a href="#">Online via Microsoft Teams</a>	Tuesday, March 12, 2024	1.15pm to 3.30pm
<a href="#">CPD 512</a>	<i>Primary Computing Termly Update <b>This date has been cancelled</b></i>	Tuesday, March 12, 2024	4pm to 5.30pm
<a href="#">BSAT 301</a>	Behaviour Support Intervention Training - Non-accredited	Wednesday, March 13, 2024	8.30am to 4pm
<a href="#">SG 101</a>	Raising Awareness of Prevent	Thursday, March 14, 2024	3.30pm to 5pm
<a href="#">EY 343</a>	<i>Let's Get Communicating and Reading in the Outdoors <b>This course has been cancelled</b></i>	Thursday, March 14, 2024	4pm to 5.30pm
<a href="#">GO 504</a>	<i>Taking the Chair - part 4 <b>This date has been postponed</b></i>	Thursday, March 14, 2024	4.30pm to 6.30pm
<a href="#">AST 005</a>	School Attendance Surgery	Friday, March 15, 2024	10am to 12noon
<a href="#">CPD 502</a>	Assessment Termly Update (morning)	Tuesday, March 19, 2024	9.15am to 10.45am
<a href="#">CPD 728</a>	<i>Equality &amp; Diversity: Meeting the OFSTED Requirements of Teaching of Protected Characteristics <b>postponed to 7 May</b></i>	Tuesday, March 19, 2024	1.15pm to 4pm
<a href="#">CPD 503</a>	Assessment Termly Update (twilight)	Tuesday, March 19, 2024	4pm to 5.30pm

<a href="#">EY 342</a>	Exploring & Creating Resources to Enhance Vocabulary during Story and Song Time in the EYFS	Thursday, March 21, 2024	9.15am to 12noon
<a href="#">BSAT 212</a>	Safety Intervention Refresher Training (formerly MAPA Refresher Training) - <b>CPI accredited</b>	Thursday, March 21, 2024	2pm to 4.30pm
<a href="#">SG 107</a>	Designated Safeguarding Leads Refresher	Thursday, March 21, 2024	9.15am to 4pm
<a href="#">EY 007</a>	Early Years Coordinators' Termly Update	Thursday, March 21, 2024	4pm to 5.30pm
n/a	<a href="#">SENCo Network</a>	Thursday, March 21, 2024	4pm to 5.30pm
<b>April 2024</b>			
<a href="#">CPD 721</a>	<i>Pupil Premium Network Meeting <b>This course has been postponed</b></i>	<i>Thursday, April 11, 2024</i>	<i>4pm to 5.30pm</i>
<a href="#">EY 001</a>	<i>An Introduction to the Early Years Foundation Stage <b>This course has been cancelled</b></i>	<i>Tuesday, April 16, 2024</i>	<i>4pm to 5.30pm</i>
<a href="#">LSAT 502</a>	Supporting SEND in the Classroom for Early Career Teachers - part 3	Thursday, April 18, 2024	4pm to 5.30pm
HR Course	<a href="#">Employee Investigations Training</a>	Monday, April 22, 2024	2.30pm to 5pm
<a href="#">CPD 526</a>	EAL Network Meeting <a href="#">Online via Microsoft Teams</a>	Tuesday, April 23, 2024	3.30pm to 5pm
AST 006	Red Book Training for Accessing Legal Interventions – in line with 'Working Together to Improve School Attendance'	Wednesday, April 24, 2024	All day - TBC
<a href="#">LSAT 516</a>	Quality First Teaching for SEND	Wednesday, April 24, 2024	9.15am to 12noon
<a href="#">BSAT 212</a>	Safety Intervention Refresher Training (formerly MAPA Refresher Training) - <b>CPI accredited</b>	Thursday, April 25, 2024	8.45am to 12.30pm
<a href="#">GO 508</a>	Understanding School Finance	Thursday, April 25, 2024	9.15am to 12noon
<a href="#">GO 504</a>	Taking the Chair - part 4	Thursday, April 25, 2024	4.30pm to 6.30pm
<a href="#">SG 207</a>	SOS+ Criminal Exploitation Training for Education Professionals	Monday, April 29, 2024	10am to 11.30am
<a href="#">CPD 606</a>	Promoting Cultural Diversity and Equality of Opportunity in EYFS <a href="#">Online via Microsoft Teams</a>	Tuesday, April 30, 2024	1pm to 3pm
<b>May 2024</b>			
<a href="#">SG 102</a>	Newly Appointed Designated Safeguarding Leads' Training (2 days) - part 1	Wednesday, May 01, 2024	9.15am to 4pm
<a href="#">PSS 104</a>	Supporting Behaviour and Learning - Children with ADHD / Oppositional Defiance Disorder (ODD) & Conduct Disorder (CD)	Wednesday, May 01, 2024	4pm to 5.30pm
<a href="#">AST 004</a>	School Attendance Briefing Update	Wednesday, May 01, 2024	4pm to 5.30pm
<a href="#">SG 102</a>	Newly Appointed Designated Safeguarding Leads' Training (2 days) - part 2	Thursday, May 02, 2024	9.15am to 4pm
<a href="#">EY 104</a>	Best practice in your breakfast, after-school and holiday provision	Thursday, May 02, 2024	9.15am to 12noon

<a href="#">EY 009</a>	Meeting the Statutory Safeguarding and Welfare Requirements of the EYFS	Thursday, May 02, 2024	4pm to 5.30pm
<a href="#">CPD 728</a>	Equality & Diversity: Meeting the OFSTED Requirements of Teaching of Protected Characteristics <i>Online via Microsoft Teams</i>	Tuesday, May 07, 2024	1.15pm to 4pm
<a href="#">SG 108</a>	Raising Awareness of Child Protection	Wednesday, May 08, 2024	3.30pm to 5pm
<a href="#">SG 101</a>	Raising Awareness of Prevent	Thursday, May 09, 2024	9.30am to 11am
<a href="#">BSAT 201</a>	Safety Intervention Training (formerly MAPA training) - <b>CPI accredited</b> (Part 1)	Thursday, May 9, 2024	8.30am to 4pm
<a href="#">EY 023</a>	Listen with Lucy	Thursday, May 09, 2024	1.15pm to 4pm
<a href="#">EY 344</a>	Let's Get Expressive, Creative and Messy In The Outdoors	Tuesday, May 14, 2024	4pm to 5.30pm
<a href="#">BSAT 201</a>	Safety Intervention Training (formerly MAPA training) - <b>CPI accredited</b> (Part 2)	Thursday, May 16, 2024	2pm to 4.30pm
HR Course	<a href="#">Accredited Safer Recruitment Training</a>	Thursday, May 16, 2024	9am to 4.30pm
<a href="#">CPD 612</a>	EYFS Moderation Trialling	Thursday, May 16, 2024	1pm to 4pm
<a href="#">LSAT 212</a>	Governors' Responsibilities for SEND	Thursday, May 16, 2024	5pm to 7pm
<a href="#">AST 005</a>	<i>School Attendance Surgery <b>This date has been cancelled</b></i>	<i>Friday, May 17, 2024</i>	<i>9.15am to 12noon</i>
<a href="#">CPD 729</a>	Meeting the Needs of Pupils at Early Stages of English as an Additional Language <i>Online via Microsoft Teams</i>	Tuesday, May 21, 2024	1.15pm to 3.30pm
<a href="#">CPD 721</a>	Pupil Premium Network Meeting	Tuesday, May 21, 2024	4pm to 5.30pm
<a href="#">GO 603</a>	The Importance of the Early Years Foundation Stage in Schools	Tuesday, May 21, 2024	5.30pm to 7pm
<a href="#">CPD 601</a>	EAL and SEND? <i>Online via Microsoft Teams</i>	Wednesday, May 22, 2024	1.15pm to 4pm
<a href="#">SG 103</a>	Safeguarding Induction Training for Governors - part 1	Wednesday, May 22, 2024	5.30pm to 7.30pm
<a href="#">BSAT 302</a>	Behaviour Support Intervention Refresher Training - Non-accredited	Thursday, May 23, 2024	8.45am to 12.30pm
<a href="#">AST 005</a>	School Attendance Surgery	Friday, May 24, 2024	10am to 12noon
<b>June 2024</b>			
<a href="#">CPD 730</a>	Narrowing the Gaps for More Advanced Learners of English as an Additional Language <i>Online via Microsoft Teams</i>	Tuesday, June 04, 2024	1.15pm to 3.30pm
<a href="#">SG 101</a>	Raising Awareness of Prevent	Wednesday, June 05, 2024	1pm to 2.30pm
<a href="#">CPD 715</a>	Meeting the EYFS Profile Requirements for EAL Learners in EYFS <i>Online via Microsoft Teams</i>	Wednesday, June 05, 2024	1.15pm to 3.30pm
<a href="#">SG 106</a>	Designated Safeguarding Leads' and Safeguarding Governors' Termly Update	Wednesday, June 05, 2024	4pm to 5.30pm
<a href="#">SG 108 (am)</a>	Raising Awareness of Child Protection	Thursday, June 06, 2024	9.30am to 11am
<a href="#">EY 340</a>	Schemas in the EYFS	Thursday, June 06, 2024	9.15am to 12noon

<a href="#">CPD 620</a>	Virtual School Conference for Designated Teachers and Nominated Governors for Children in Care	Friday, June 07, 2024	All day - TBC
HR Course	<a href="#">Absence Management of Employees</a>	Monday, June 10, 2024	2.30pm to 5pm
<a href="#">EY 106</a>	The Role of the Key Person in the Early Years Foundation Stage	Monday, June 10, 2024	1.15pm to 4pm
<a href="#">EY 008</a>	The Role of the Early Years Practitioner in Supporting and Enhancing Play	Tuesday, June 11, 2024	1.15pm to 4pm
<a href="#">PSS 010</a>	Cover Supervisors - Preparing for the Role	Tuesday, June 11, 2024	3.30pm to 5pm
<a href="#">CPD 512</a>	Primary Computing Termly Update	Tuesday, June 11, 2024	4pm to 5.30pm
<a href="#">LSAT 514</a>	AET Making Sense of Autism – an Introduction to Autism for Governors	Wednesday, June 12, 2024	6pm to 7.30pm
<a href="#">SG 207</a>	SOS+ Criminal Exploitation Training for Education Professionals	Wednesday, June 12, 2024	4pm to 5.30pm
<a href="#">PSS 101</a>	Understanding Nurture	Thursday, June 13, 2024	9.15am to 12noon
<a href="#">EY 007</a>	Early Years Coordinators' Termly Update	Thursday, June 13, 2024	4pm to 5.30pm
n/a	<a href="#">SENCo Network</a>	Thursday, June 13, 2024	4pm to 5.30pm
<a href="#">SG 103</a>	Safeguarding Induction Training for Governors - part 2	Thursday, June 13, 2024	5.30pm to 7.30pm
HR Course	<a href="#">Safer Recruitment Administration</a>	Monday, June 17, 2024	3pm to 5pm
<a href="#">PSS 001</a>	Youth Mental Health First Aid - Part 1	Tuesday, June 18, 2024	9.15am to 4pm
<a href="#">CPD 502</a>	Assessment Termly Update (morning)	Tuesday, June 18, 2024	9.15am to 10.45am
<a href="#">CPD 503</a>	Assessment Termly Update (twilight)	Tuesday, June 18, 2024	4pm to 5.30pm
<a href="#">PSS 001</a>	Youth Mental Health First Aid - Part 2	Wednesday, June 19, 2024	9.15am to 4pm
<a href="#">EY 303</a>	Bright Ideas and Inspiration - for your breakfast, holiday and out of school provision	Wednesday, June 19, 2024	9.15am to 12noon
<a href="#">SG 104</a>	Governors' Responsibilities for Exclusions	Wednesday, June 19, 2024	5pm to 7pm
<a href="#">EY 342</a>	Exploring & Creating Resources to Enhance Vocabulary during Story and Song Time in the EYFS	Thursday, June 20, 2024	1.15pm to 3.30pm
<a href="#">BSAT 201</a>	Safety Intervention Training (formerly MAPA training) - <b>CPI accredited</b> (Part 1)	Thursday, June 20, 2024	8.30am to 4pm
<a href="#">GO 502</a>	Induction Training for New Governors	Thursday, June 20, 2024	9.30am to 3.30pm
<a href="#">LSAT 515</a>	<i>Teaching Revision Skills at KS3 and Beyond <b>This course has been cancelled</b></i>	Wednesday, June 26, 2024	9.15am to 12noon
<a href="#">SG 107</a>	Designated Safeguarding Leads Refresher	Thursday, June 27, 2024	9.15am to 4pm
<a href="#">BSAT 201</a>	Safety Intervention Training (formerly MAPA training) - <b>CPI accredited</b> (Part 2)	Thursday, June 27, 2024	2pm to 4.30pm
<a href="#">AST 005</a>	School Attendance Surgery	Friday, June 28, 2024	10am to 12noon
<b>July 2024</b>			
<a href="#">AST 004</a>	School Attendance Briefing Update	Wednesday, June 03, 2024	4pm to 5.30pm

<a href="#">BSAT 301</a>	Behaviour Support Intervention Training - Non-accredited	Wednesday, July 03, 2024	8.30am to 4pm
<a href="#">BSAT 212</a>	Safety Intervention Refresher Training (formerly MAPA Refresher Training) - <b>CPI accredited</b>	Thursday, July 04, 2024	2pm to 4.30pm
<a href="#">EY 302</a>	Effective Circle Times in the EYFS	Thursday, July 04, 2024	1.15pm to 4pm
<a href="#">CPD 721</a>	<i>Pupil Premium Network Meeting <b>This course has been cancelled</b></i>	<i>Thursday, July 11, 2024</i>	<i>4pm to 5.30pm</i>

**Wednesday, October 25, 2023** *This date has been cancelled*

**9.30am to 11.30am**

**Online via Microsoft Teams**

## Course code AST 002

### Managing Absence

**Course Tutor:** Cathy Hobbs, Kay Burford

**Target Audience:** Headteachers, senior leaders, governors, school business managers and school administrators

#### Course Content

Whilst the exact content will be delivered nearer the time, this webinar is likely include:

- reviewing daily processes, including register management and lateness
- leave during term time
- informing parents
- support for returning pupils
- voluntary support to improve attendance
- formalising support
- fixed penalty notices
- intensifying support
- legal processes
- persistent and severe absence

#### Cost per delegate

<b>T&amp;W LA Schools &amp; Academies</b>	£99
<b>Non T&amp;W Schools</b>	£118.80

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

*As this course is being advertised as an online webinar the standard delegate fee has been reduced to reflect savings made on venue costs*

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

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Wednesday, September 27, 2023

Wednesday, January 31, 2024

Wednesday, May 01, 2024

Wednesday, July 03, 2024

4pm to 5.30pm

*Online via Microsoft Teams*

## Course code AST 004

### School Attendance Briefing Update

**Course Tutor:** Cathy Hobbs, Kay Burford and Zoe Mclaughlin

**Target Audience:** Head Teachers, Education Welfare Officers, governors and senior leaders with school attendance responsibility

#### Course Content

An opportunity to join a briefing or share good practice related to school attendance.

#### Key Outcomes

Overall aim is to improve school attendance and reduce persistent absence.

#### Cost per delegate per session

T&W LA Schools & Academies	£0
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To book a place on this course, please send a completed booking form to:

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**Friday, September 15, 2023** *This date has been cancelled*

**Friday, November 24, 2023**

**Friday, January 26, 2024**

**Friday, March 15, 2024**

**Friday, May 17, 2024** *This date has been cancelled*

**Friday, May 24, 2024**

**Friday, June 28, 2024**

**10am to 12noon**

**Online via Microsoft Teams**

**Course code AST 005**

## **School Attendance Surgery**

**Course Tutor:** Cathy Hobbs, Kay Burford and Zoe Mclaughlin

**Target Audience:** Education Welfare Officers, senior leaders with school attendance responsibility, governors, Strengthening families practitioner and Social Workers

### **Course Content**

An opportunity to refer complex cases related to school attendance for advice/guidance discussion with the LA and other practitioners.

### **Key Outcomes**

Overall aim is to improve school attendance and reduce persistent absence.

### **Cost per delegate per session**

<b>T&amp;W LA Schools &amp; Academies</b>	£0
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**Part 1: Thursday, 9 May**  
**Part 1: Thursday, 20 June**  
**8.30am to 4pm (face to face)**

**Part 2: Thursday, May 16, 2024**  
**Part 2: Thursday, June 27, 2024**  
**2pm to 4.30pm (face to face)**

## Course code BSAT 201

### **Safety Intervention Training (formerly MAPA training) - CPI accredited**

**Course Tutors:** Kim Barclay, Clare Wilson

**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 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 for both parts**

<b>T&amp;W LA Schools</b>	<b>£174</b>
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To book a place on this course, please send a completed booking form to:  
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**Thursday, September 21, 2023** *This date has been cancelled*

**Thursday, November 09, 2023**

**Thursday, January 18, 2024** *This date has been postponed to 30 January*

**Tuesday, January 30, 2024**

**Thursday, March 21, 2024**

**Thursday, April 25, 2024**

**Thursday, July 04, 2024**

**2pm to 4.30pm**

## Course code BSAT 212

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

**Course Tutor:** Helen Fox, Kim Barclay

**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 per session (delegates only need to attend one session)

T&W LA Schools	£115
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To book a place on this course, please send a completed booking form to:

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**Wednesday, November 15, 2023** *This date has been cancelled*

**Wednesday, March 13, 2024**

**Wednesday, July 03, 2024**

**9am to 3pm**

## Course code BSAT 301

### Behaviour Support Intervention Training - Non-accredited

**Course Tutor:** Helen Fox, Kim Barclay

**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

#### Cost per delegate per session (delegates only need to attend one session)

<b>T&amp;W Academies</b>	£139
<b>Non T&amp;W Schools &amp; Academies</b>	£166.80

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

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**Thursday, October 19, 2023** *This date has been cancelled*  
**Wednesday, February 21, 2024** *This date has been cancelled*  
**Thursday, May 23, 2024**  
**8.45pm to 12.30pm**

## BSAT 302

### Behaviour Support Intervention Refresher Training - Non-accredited

**Course Tutor:** Helen Fox, Kim Barclay

**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 act as a refresher in 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 have their knowledge and understanding refreshed 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

#### Cost per delegate per session (delegates only need to attend one session)

<b>T&amp;W Academies</b>	£92
<b>Non T&amp;W Schools &amp; Academies</b>	£110.40

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Tuesday, November 21, 2023  
Tuesday, March 19, 2024  
Tuesday, June 18, 2024  
9.15am to 10.45am

## CPD 502

### Assessment Termly Update (morning)

**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
- 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 per session (delegates are encouraged to attend termly)

<b>T&amp;W LA Schools &amp; Academies</b>	£105
<b>Non T&amp;W Schools</b>	£126

*\* 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, November 22, 2023  
Tuesday, March 19, 2024  
Tuesday, June 18, 2024  
4pm to 5.30pm

## CPD 503

### Assessment Termly Update (twilight)

**Course Tutor:** Rebecca Carey

**Target Audience:** Senior and middle leaders

#### Course Content

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

The meeting includes:

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

<b>T&amp;W LA Schools &amp; Academies</b>	£105
<b>Non T&amp;W Schools</b>	£126

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

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Thursday, February 08, 2024  
9am to 12.30pm

## CPD 504

### Preparing for Statutory Assessment at the End of KS2

**Course Tutor:** Rebecca Carey

**Target Audience:** Year 6 teachers

#### Course Content

This course will review the assessment arrangements at the end of KS2 and will include 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 2024.

#### Cost per delegate

<b>T&amp;W LA Schools &amp; Academies</b>	£115
<b>Non T&amp;W Schools</b>	£138

*\* 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)*

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

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Thursday, February 22, 2024  
9am to 12.30pm

## CPD 505

### Preparing for Statutory Assessment at the End of KS1

**Course Tutor:** Rebecca Carey

**Target Audience:** Year 2 teachers

#### Course Content

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

#### Key Outcomes

Delegates will be prepared for statutory KS1 assessments for 2024.

#### Cost per delegate

<b>T&amp;W LA Schools &amp; Academies</b>	£115
<b>Non T&amp;W Schools</b>	£138

*\* 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)*

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

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Wednesday, November 15, 2023

Tuesday, March 12, 2024 *This date has been cancelled*

Tuesday, June 11, 2024

4pm to 5.30pm

## CPD 512

### Primary Computing Termly Update

**Course Tutor:** Rebecca Carey

**Target Audience:** Computing subject leads (*primary phase*)

#### Course Content

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

The meeting will include:

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

#### Key Outcomes

Delegates will be:

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

#### Cost per delegate per session (delegates are encouraged to attend termly)

<b>T&amp;W LA Schools &amp; Academies</b>	£105
<b>Non T&amp;W Schools</b>	£126

*\* 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)*

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

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Tuesday, September 26, 2023  
Wednesday, January 24, 2024  
Tuesday, April 23, 2024  
3.30pm to 5pm  
*Online via Microsoft Teams*

## 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 update on issues around EAL and minority ethnic achievement as well as equality and 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 per session (delegates are encouraged to attend termly)

T&W LA Schools & Academies	£94
Non T&W Schools	£112.80

*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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Tuesday, December 12, 2023

1.15pm to 3.30pm

*Online via Microsoft Teams*

## CPD 726

### EAL for Beginners

**Course Tutor:** Qamar Maqsood

**Target Audience:** Staff new to teaching, early career teachers

#### Course Content

This course provides:

- an overview of EAL
- its impact on learning
- reviews 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
- consider how best to support the induction of newly arrived EAL learners
- understand the language acquisition and development of language in an 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>	£99
<b>Non T&amp;W Schools</b>	£118.80
<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>	

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

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Wednesday, December 06, 2023

1pm to 3.45pm

*Online via Microsoft Teams*

## CPD 533

# Preventing and Dealing with Racist Bullying

**Course Tutor:** Kirsty Holden and Qamar Maqsood

**Target Audience:** Headteachers, senior leaders and staff with responsibility for equality 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>	£99
<b>Non T&amp;W Schools</b>	£118.80
<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>	

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

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**Tuesday, February 27, 2024** *This date has been postponed*

**Wednesday, May 22, 2024**

**1.15pm to 4pm**

**Online via Microsoft Teams**

## 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>	£99
<b>Non T&amp;W Schools</b>	£118.80
<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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☎ Tel: 01952 382465

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**Wednesday, March 06, 2024** *This course has been cancelled*

**1.15pm to 3.30pm**

**Online via Microsoft Teams**

## **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>	£99
<b>Non T&amp;W Schools</b>	£118.80

*\* 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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Tuesday, April 30, 2024

1pm to 3pm

Online via Microsoft Teams

## CPD 606

### Promoting Cultural Diversity and Equality of Opportunity in the EYFS

**Course Tutor:** Kirsty Holden and Qamar Maqsood

**Target Audience:** Teaching and support staff working in EYFS

#### Course Content

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

The course will also provide:

- key strategies to support language development through quality first teaching and learning in a culturally and linguistically supportive environment for all learners, especially EAL, in EYFS
- practical suggestions for activities that introduce children to a diversity of cultures and to reflect the cultures of all children within the setting, opening children's eyes to different cultures, ethnicities and faiths, focussed on the festivals throughout a year
- recommendations on a range of useful resources and websites

#### Key Outcomes

Delegates will:

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

#### Cost per delegate

T&W LA Schools & Academies	£99
Non T&W Schools	£118.80

*\* 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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## 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>	£105
<b>Non T&amp;W Schools</b>	£126

*\* 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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## 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 school

<b>T&amp;W LA Schools &amp; Academies</b>	£115 for up to three places
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Thursday, November 16, 2023

1.15pm to 3.30pm

*Online via Microsoft Teams*

## CPD 616

### Developing the Role of the EAL Coordinator

**Course Tutor:** Kirsty Holden and 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>	£99
<b>Non T&amp;W Schools</b>	£118.80
<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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## CPD 620

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

**Course Tutor:** Pupil Support Services

**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

One delegate	£135 for one delegate
Two delegates	£195 for two delegates
3 <sup>rd</sup> or 4 <sup>th</sup> delegate	£70 per person
<b>Early Bird discount:</b> bookings made before Friday 16 February 2024 will receive a discount of £20 on the cost of either one or two delegates (additional delegates remain at £70)	

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

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Wednesday, October 04, 2023 *This date has been postponed*

Tuesday, February 20, 2024

1.15pm to 3.30pm

*Online via Microsoft Teams*

## CPD 701

### Assessing and Monitoring of Progress in EAL

**Course Tutor:** Kirsty Holden and Qamar Maqsood

**Target Audience:** Headteachers, EAL co-ordinators, 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>	£99
<b>Non T&amp;W Schools</b>	£118.80

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

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**Tuesday, November 28, 2023** *This course has been cancelled*

**1.15pm to 3.30pm**

**Online via Microsoft Teams**

## **CPD 710**

# **Managing English as an Additional Language in Early Years Settings**

**Course Tutor:** Kirsty Holden and Qamar Maqsood

**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>	£99
<b>Non T&amp;W Schools</b>	£118.80

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Tuesday, January 30, 2024  
1.15pm to 3.30pm  
*Online via Microsoft Teams*

## CPD 714

### Meeting the OFSTED Requirements and Developing Reading 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>	£99
<b>Non T&amp;W Schools</b>	£118.80

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Wednesday, June 05, 2024  
1.15pm to 3.30pm  
*Online via Microsoft Teams*

## CPD 715

### Meeting the EYFS Profile Requirements for EAL Learners in EYFS

**Course Tutor:** Kirsty Holden and Qamar Maqsood

**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 in the EYFS, especially EAL learners

#### 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>	£99
<b>Non T&amp;W Schools</b>	£118.80

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Tuesday, November 21, 2023

6pm to 8.30pm

*Online via Microsoft Teams*

## 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>	£99
<b>Non T&amp;W Schools</b>	£118.80
<i>* 10% discount per delegate for two or more bookings on the same course from the same school</i>	
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Thursday, September 21, 2023

Thursday, April 11, 2024 *This course has been postponed*

Tuesday, May 21, 2024

Thursday, July 11, 2024 *This course has been cancelled*

4pm to 5.30pm

## CPD 721

### Pupil Premium Network Meeting

**Course Tutor:** Rebecca Carey

**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 termly)

T&W LA Schools & Academies	£105
Non T&W Schools	£126

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

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**Part 1: Wednesday, September 13, 2023**

**Part 2: Wednesday, September 20, 2023** *This date has been cancelled, part 7 added to replace*

**Part 3: Wednesday, September 27, 2023**

**Part 4: Wednesday, October 04, 2023**

**Part 5: Wednesday, October 11, 2023**

**Part 6: Wednesday, October 18, 2023**

**Part 7: Wednesday, October 25, 2023**

**9am to 3pm**

## EPS 004

### ELSA Training

**Course Tutor:** Dr Jane Park, Dr Meryl Newton

**Target Audience:** TAs, LSAs, Learning Mentors - as nominated by school

#### Course Content

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

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

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

#### Cost per delegate (for the whole course)

<b>T&amp;W LA Schools &amp; Academies</b>	£660 (for all six sessions)
<b>Non T&amp;W Schools</b>	£726 (for all six sessions)

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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Friday, October 27, 2023

9.30am to 3pm

*Online via Microsoft Teams*

## EPS 108

### Leading Good Autism Practice (LGAP)

**Course Tutor:** Dr Jane Park, Dr Meryl Newton, Sarah Court

**Target Audience:** For school and college leaders

#### Course Content

This training module and all the associated resources will support leaders to fully embed the 8 principles of good autism practice as outlined in the [Good Autism Practice Report](#).

#### Our LGAP session will enable Autism Leads to:

- familiarise with the AET Competency Framework
- familiarise with the AET Standards Framework
- meet the AET Progression Framework
- begin to audit whole staff team professional development needs
- gather demonstration videos of using the Standards and Competency framework documents
- meet the GAP Report (Guldberg et al (2019))
- explore a set of Case Studies
- support culture change and improve Good Autism Practice (GAP)
- gain a wide range of additional resources to support leaders to manage culture change and implement GAP

If you are a leader who is passionate about making a real difference to the lives of autistic children and young people, and you are focused on creating long-lasting culture change across your setting, the LGAP modules and resources are for you.

#### 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:

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**Tuesday, October 24, 2023** *This date has been cancelled*

**Thursday, June 20, 2024**

**1.15pm to 3.30pm**

**Thursday, February 29, 2024** *This date has been postponed*

**Thursday, March 21, 2024**

**9.15am to 12noon**

## EY 342

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

**Course Tutor:** Sarah Worrall

**Target Audience:** Nursery / 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 per session (delegates only need to attend one session)

<b>T&amp;W LA Schools &amp; Academies</b>	£115
<b>Non T&amp;W Schools</b>	£138

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## EY 344

# Let's Get Expressive, Creative and Messy in the Outdoors

**Course Tutor:** Louise Dutton, Tasha Locklin and Charlotte Cartwright

**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>	£105
<b>Non T&amp;W Schools</b>	£126

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## EY 341

# Messy Mathematics in an Outdoor Learning Environment

**Course Tutor:** Louise Dutton, Tasha Locklin and Charlotte Cartwright

**Target Audience:** Reception & YR 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 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>	£105
<b>Non T&amp;W Schools</b>	£126

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

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**Tuesday, October 03, 2023** *This date has been cancelled*  
**Wednesday, February 07, 2024** *This date has been cancelled*  
1.15pm to 4pm

**Thursday, June 06, 2024**  
9.15am to 12noon

## EY 340

### Schemas in the EYFS

**Course Tutor:** Donna Gray and Katie Spicer

**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 per session (delegates only need to attend one session)

<b>T&amp;W LA Schools &amp; Academies</b>	£115
<b>Non T&amp;W Schools</b>	£138

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

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**Thursday, March 14, 2024** *This course has been cancelled*

**4pm to 5.30pm**

## EY 343

### Let's Get Communicating and Reading in the Outdoors

**Course Tutor:** Louise Dutton, Tasha Locklin and Charlotte Cartwright

**Target Audience:** Reception & YR 1 Teachers, Teaching Assistants, Forest School Leaders & Assistants, EYFS Leads and Nursery Practitioners

#### Course Content

We need to demonstrate and support children in experiencing different ways of communicating, and using a natural outdoor learning environment is another area that we can utilise this.

#### Key Outcomes

Practitioners will gain:

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

#### Cost per delegate

<b>T&amp;W LA Schools &amp; Academies</b>	£105
<b>Non T&amp;W Schools</b>	£126

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

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Wednesday, September 27, 2023

Thursday, January 18, 2024 *This date has been postponed*

Tuesday, April 16, 2024 *This course has been cancelled*

4pm to 5.30pm

## EY 001

### An Introduction to the Early Years Foundation Stage

**Course Tutor:** Lisa Seymour

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

#### Course Content

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

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

#### Key Outcomes

Participants will:

- become acquainted with the Early Years Foundation Stage Curriculum and Statutory Safeguarding and Welfare Requirements
- 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 per session (delegates only need to attend one session)

T&W LA Schools & Academies	£105
Non T&W Schools	£126

*\* 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, November 30, 2023  
Thursday, March 21, 2024  
Thursday, June 13, 2024  
4pm to 5.30pm

## EY 007

### Early Years Coordinators' Termly Update

**Course Tutor:** Lisa Seymour

**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 per session (delegates are encouraged to attend termly)

<b>T&amp;W LA Schools &amp; Academies</b>	£105
<b>Non T&amp;W Schools</b>	£126

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

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**Wednesday, October 25, 2023** *This date has been cancelled*

**Tuesday, June 11, 2024**

**1.15pm to 4pm**

**EY 008**

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

**Course Tutor:** Natasha Locklin

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

### **Course Content**

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

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

#### **EYFS 1.8**

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

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

### **Key Outcomes**

Delegates will:

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

### **Cost per delegate**

<b>T&amp;W LA Schools &amp; Academies</b>	£115
<b>Non T&amp;W Schools</b>	£138

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

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Thursday, October 19, 2023

Thursday, February 08, 2024 *This date has been postponed*

Thursday, March 07, 2024 *This date has been postponed*

Thursday, May 02, 2024

4pm to 5.30pm

## EY 009

# Meeting the Statutory Safeguarding and Welfare Requirements of the EYFS

**Course Tutor:** Lisa Seymour

**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 per session (delegates only need to attend one session)

T&W LA Schools & Academies	£105
Non T&W Schools	£126

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

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**Friday, November 10, 2023**  
**10am to 4pm**  
(arrival from 9.30am)

## EY 015

# Annual Early Years Conference

**Course Tutor:** Lisa Seymour

**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: Jan Dubiel

Jan Dubiel is a nationally and internationally recognised specialist in Early Childhood Education - recently identified by the Times Educational Supplement as one of the ten most influential people in British education.

During the morning session Jan will explore the importance of understanding, developing and 'owning' a personal pedagogy. While the EYFS Framework defines the outline of the Curriculum and intentions / outcomes, how this is facilitated belongs to the educators themselves.

The importance of developing a pedagogical repertoire, and how this enables effective decision to be taken, lies at the heart of ensuring that the Curriculum is accessible and meaningful to the children that you work with. Using practical examples and acknowledging research and theories, Jan will explore the features and dimensions of the contexts for teaching and learning in EYFS Provision.

**Afternoon session: Music for EYFS, practical ideas for teachers and practitioners - led by Soundpots**, winners of the Primary/Early Years Music category at the Music Teacher Awards for Excellence in 2017.

In this session we will explore ideas for delivering musical sessions for your children. Delegates will take part in group activities which they can replicate in their settings. No musical knowledge or skill is needed - the intention is to de-mystify musical learning and encourage delegates to add music to their provision.

The Soundpots Team have a wealth of experience in EYFS music delivery and training. Support is given to Early Years Practitioners and parents / carers to develop their skill set and confidence in sharing songs, rhymes and musical play with their children, using a range of engaging activities and resources.

### Cost per delegate

<b>T&amp;W LA Schools &amp; Academies</b>	£174
<b>Non T&amp;W Schools</b>	£208.80

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

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**Thursday, November 16, 2023** *This course has been cancelled*

**Thursday, February 01, 2024**

**Thursday, May 09, 2024**

**1.15pm to 4pm**

## EY 023

### Listen with Lucy

**Course Tutor:** Lisa Seymour

**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 per session (delegates only need to attend one session)

<b>T&amp;W LA Schools &amp; Academies</b>	£115
<b>Non T&amp;W Schools</b>	£138

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

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**Friday, October 13, 2023** *This date has been cancelled*

**Thursday, May 02, 2024**

**9.15am to 12noon**

## EY 104

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

**Course Tutor:** Louise Dutton

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

#### Course Content

Out of school clubs form part of the Government's Extended Schools Agenda, and include after-school clubs, breakfast clubs and holiday clubs.

Extended schools are designed to help parents balance work and family commitments, whilst providing children with study support and offering them a broader range of experiences and interests.

There are other benefits for children who attend extended provision, including better attendance, attainment, behaviour, confidence and social skills.

#### Key Outcomes

This training will support you to develop and provide good quality out of school provision for children and their families. 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 per session (delegates only need to attend one session)

<b>T&amp;W LA Schools &amp; Academies</b>	£115
<b>Non T&amp;W Schools</b>	£138

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

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**Monday, November 20, 2023** *This date has been cancelled*

**Monday, June 10, 2024**

**1.15pm to 4pm**

## **EY 106**

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

**Course Tutor:** Charlotte Cartwright

**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 per session (delegates only need to attend one session)

<b>T&amp;W LA Schools &amp; Academies</b>	£115
<b>Non T&amp;W Schools</b>	£138

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Thursday, October 26, 2023 *This course has been cancelled*

Thursday, July 04, 2024

1.15pm to 4pm

## EY 302

### Effective Circle Times in the EYFS

**Course Tutor:** Lorraine Nutt

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

#### Course Content

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

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

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

#### Key Outcomes

Delegates will be able to:

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

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

#### Cost per delegate per session (delegates only need to attend one session)

T&W LA Schools & Academies	£115
Non T&W Schools	£138

*\* 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, November 23, 2023** *This date has been cancelled*

**Wednesday, June 19, 2024**

**9.15am to 12noon**

## EY 303

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

**Course Tutor:** Louise Dutton

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

#### Course Content

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

#### Key Outcomes

Delegates will:

- learn about different ways to 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 per session (delegates only need to attend one session)

<b>T&amp;W LA Schools &amp; Academies</b>	£115
<b>Non T&amp;W Schools</b>	£138

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Wednesday, November 29, 2023  
Wednesday, January 17, 2024  
Thursday, June 20, 2024  
9.30am to 3.30pm

## 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 per session (delegates only need to attend one session)

<b>T&amp;W LA Schools &amp; Academies</b>	£174
<b>Non T&amp;W Schools</b>	£208.80

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

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Tuesday, October 24, 2023 3.45pm to 5.15pm  
Wednesday, March 06, 2024 4pm to 5.30pm  
*Online via Microsoft Teams*

## GO 503

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

**Course Tutor:** Michelle Salter

**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 per session (delegates are encouraged to attend termly)

T&W LA Schools & Academies	£0
Non T&W Schools	£0
<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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Part 1: Wednesday, January 24, 2024

Part 2: Wednesday, February 07, 2024

Part 3: Tuesday, February 20, 2024

Part 4: Thursday, March 14, 2024 *This date has been postponed*

Part 4: Thursday, April 25, 2024

4.30pm to 6.30pm

## 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)

<b>T&amp;W LA Schools &amp; Academies</b>	£115
<b>Non T&amp;W Schools</b>	£138

*\* 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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## GO 505

# Promoting the Performance of Disadvantaged Students

**Course Tutor:** Rebecca Carey

**Target Audience:** Governors

### Course Content

The course will include discussion about:

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

### Key Outcomes

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

### Cost per delegate

<b>T&amp;W LA Schools &amp; Academies</b>	£115
<b>Non T&amp;W Schools</b>	£138

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Tuesday, November 14, 2023  
Thursday, April 25, 2024  
9.15am to 12noon

## 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 per session (delegates only need to attend one session)

T&W LA Schools & Academies	£115
Non T&W Schools	£138

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

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**Tuesday, January 23, 2024** *This course has been cancelled*

**4pm to 6pm**

## **GO 601**

### **The Strategic Role of Governors**

**Course Tutor:** Rebecca Carey

**Target Audience:** Governors (cross phase)

#### **Course Content**

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

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

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

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

#### **Key Outcomes**

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

#### **Cost per delegate**

<b>T&amp;W LA Schools &amp; Academies</b>	£115
<b>Non T&amp;W Schools</b>	£138

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

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**Wednesday, October 04, 2023** *This date has been cancelled*  
**Tuesday, March 05, 2024** *This date has been cancelled*  
**5pm to 7pm**

## GO 602

### Supporting Pupil Premium Link Governors

**Course Tutor:** Rebecca Carey

**Target Audience:** Governors with a new responsibility for Pupil Premium

#### Course Content

Training for new Pupil Premium link governors, which will provide an opportunity to develop knowledge and understanding of governor responsibilities relating to Pupil Premium and related funding streams.

The sessions will provide opportunities to share best practice and receive updates and information on all Pupil Premium related topics, including:

- sharing of the latest DfE legislation, guidance, information and updates relating to funding streams
- solution focussed strategies to responding to learner needs through effective planning of Pupil Premium spending
- 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 and their implementation in schools
- examples of monitoring and effective questioning that will serve to hold senior leaders to account for the effectiveness of the PP Strategy in raising the attainment of disadvantaged youngsters

#### Cost per delegate per session (delegates only need to attend one session)

<b>T&amp;W LA Schools &amp; Academies</b>	£115
<b>Non T&amp;W Schools</b>	£138

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

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Thursday, November 09, 2023 *This date has been cancelled*

Tuesday, February 06, 2024 *This date has been cancelled*

Tuesday, May 21, 2024

5.30pm to 7pm

## GO 603

### The Importance of the Early Years Foundation Stage in Schools

**Course Tutor:** Lisa Seymour

**Target Audience:** Governors in EYFS and primary schools

#### Course Content

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

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

This course will support the completion of Education Safeguarding audits conducted by the Local Authority.

#### Key Outcomes

Attendees 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 per session (delegates only need to attend one session)

T&W LA Schools & Academies	£105
Non T&W Schools	£126

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

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**Monday, October 16, 2023**  
**Monday, January 15, 2024**  
**Monday, June 10, 2024**  
**2.30pm to 5pm**

## Absence Management of Employees

**Course Tutor:** Rebecca Hulsmeier, HR Advisory Team representative

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

### Course Content

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

This will include:

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

Learning will be reinforced through practical case studies.

### Key Outcomes

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

### Cost per delegate per session (delegates only need to attend one session)

<b>Schools &amp; Academies</b>	£75
<b>Schools &amp; Academies which buy into a service level agreement with T&amp;W Human Resources</b>	£60

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

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

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Thursday, October 05, 2023  
Thursday, November 23, 2023  
Thursday, February 01, 2024  
Thursday, March 07, 2024  
Thursday, May 16, 2024  
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 per session (delegates only need to attend one session)

<b>Schools &amp; Academies</b>	£208.80
<b>Schools &amp; Academies which buy into a service level agreement with T&amp;W</b>	£174
<b>Human Resources</b>	

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**Monday, November 06, 2023**  
**Monday, April 22, 2024**  
**2.30pm to 5pm**

## **Employee Investigations Training**

**Course Tutor:** Rebecca Hulsmeier, 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 per session (delegates only need to attend one session)**

<b>Schools &amp; Academies</b>	£75
<b>Schools &amp; Academies which buy into a service level agreement with T&amp;W Human Resources</b>	£60

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/>

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**Monday, September 25, 2023**  
**Monday, January 08, 2024**  
**2.30pm to 5pm**

## **Managing Employee Capability (Performance Management)**

**Course Tutor:** Rebecca Hulsmeier, 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 per session (delegates only need to attend one session)**

<b>Schools &amp; Academies</b>	£75
<b>Schools &amp; Academies which buy into a service level agreement with T&amp;W</b>	£60
<b>Human Resources</b>	

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Monday, October 02, 2023  
3pm to 5pm

## Pay and Conditions of Employment

**Course Tutor:** Rebecca Hulsmeier

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

### Course Content

This course will cover the main elements of pay and conditions for teachers and support staff in line with School Teachers' Pay & Conditions and NJC national agreements. This will include any 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 per session (delegates only need to attend one session)

<b>Schools &amp; Academies</b>	£75
<b>Schools &amp; Academies which buy into a service level agreement with T&amp;W Human Resources</b>	£60

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/>

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Monday, November 20, 2023  
Monday, March 04, 2024  
Monday, June 17, 2024  
3pm to 5pm

## 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 per session (delegates only need to attend one session)

<b>Schools &amp; Academies</b>	£75
<b>Schools &amp; Academies which buy into a service level agreement with T&amp;W Human Resources</b>	£60

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/>

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**Wednesday, June 26, 2024** *This course has been cancelled*  
**9.15am to 12noon**

## LSAT 515

### Teaching Revision Skills at KS3 and Beyond

**Course Tutor:**

**Target Audience:** Secondary school teachers, further education tutors, SENCOs and teaching assistants

#### Course Content

This is a new course which is currently under development and more detailed content will be added as soon as it has been finalised.

In summary, the course will reflect on the importance of an individualised approach and will include effective revision techniques for pupils with SEND, including multisensory approaches, metacognitive strategies.

#### Key Outcomes

This information will be added in due course.

#### Cost per delegate

<b>T&amp;W LA Schools &amp; Academies</b>	£115
<b>Non T&amp;W Schools</b>	£138

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**Part 1 - Wednesday, September 20, 2023** *This date has been postponed*

**Part 1 – Wednesday, November 22, 2023**

**Part 2 - Wednesday, January 24, 2024**

**Part 3 - Wednesday, April 24, 2024**

**4pm to 5.30pm**

## 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.

Further details to follow - delegates should aim to attend all three sessions.

#### Key Outcomes

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

#### Cost per delegate per session (delegates are encouraged to attend all 3 sessions)

<b>T&amp;W LA Schools &amp; Academies</b>	£105
<b>Non T&amp;W Schools</b>	£126

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

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## LSAT 212

### Governors' Responsibilities for SEND

**Course Tutor:** Sarah Court

**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</b>	£115
<b>Non T&amp;W Schools</b>	£138

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

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**Part 1 - Monday, September 18, 2023** *This date has been postponed*

**Part 2 - Monday, September 25, 2023** *This date has been postponed*

**Part 1 – Monday, January 22, 2024**

**Part 2 – Monday, January 29, 2024**

**9.15am to 3.30pm**

## LSAT 302

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

**Course Tutor:** Vicky Price and Angela Denton

**Target Audience:** New SENCOs and those returning to the role

#### 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 parts)

<b>T&amp;W LA Schools &amp; Academies</b>	£348
<b>Non T&amp;W Schools</b>	£417.60

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

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**Part 1: Thursday, September 14, 2023** *This date has been postponed*

**Part 1: Thursday, November 9, 2023** *This date has been postponed*

**Part 1: Thursday, November 16, 2023**

**Part 2: Thursday, January 18, 2024**

**Part 3: Thursday, April 18, 2024**

**4pm to 5.30pm**

## LSAT 502

### Supporting SEND in the Classroom for Early Career Teachers (and those new to teaching)

**Course Tutor:** Julie Hofland

**Target Audience:** Early Career Teachers, new teachers, returning teachers

#### Course Content

This course is designed to support teachers in delivering quality first teaching to all children, including those with SEND.

It will include strategies and practical techniques that can be used on a lesson by lesson basis.

#### 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 per session (delegates are encouraged to attend all 3 sessions)

<b>T&amp;W LA Schools &amp; Academies</b>	£105
<b>Non T&amp;W Schools</b>	£126

*\* 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, June 12, 2024  
6pm to 7.30pm  
*Online via Microsoft Teams*

## LSAT 514

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

**Course Tutor:** Sarah Court

**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

Please note that Making Sense of Autism Training for the whole Governing Body can be arranged as a bespoke course – please see this [section](#) for further details.

#### Cost per delegate

<b>T&amp;W LA Schools &amp; Academies</b>	£94
<b>Non T&amp;W Schools</b>	£112.80
<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>	

To book a place on this course, please send a completed booking form to:  
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**Part 1: Monday, November 13, 2023** *This date has been cancelled*

**Part 2: Tuesday, November 14, 2023** *This date has been cancelled*

**Part 1: Monday, February 26, 2024** *This date has been cancelled*

**Part 2: Tuesday, February 27, 2024** *This date has been cancelled*

**Part 1: Tuesday, June 18, 2024**

**Part 2: Wednesday, June 19, 2024**

**9.15am to 4pm**

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

## **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>	£348
<b>Non T&amp;W Schools</b>	£417.60

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

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**Tuesday, October 03, 2023** *This date has been cancelled*

**Tuesday, March 12, 2024**

**4pm to 5.30pm**

## **PSS 003**

### **Restorative Justice**

**Course Tutor:** Darren Lennon, Tracey Duckers

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

#### **Course Content**

Restorative justice is an approach to justice, in which the response to a crime is to organise a mediation between the victim and the offender, and sometimes with representatives of a wider community. The goal is to negotiate a resolution to the satisfaction of all participants.

#### **Key Outcomes**

Delegates will be able to manage treatment of behaviour in a 'fair' way that enables both the victim and the person causing the harm to feel that an incident has been resolved.

#### **Cost per delegate per session (delegates only need to attend one session)**

<b>T&amp;W LA Schools &amp; Academies</b>	£105
<b>Non T&amp;W Schools</b>	£126

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

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Tuesday, November 07, 2023  
Wednesday, February 28, 2024  
1.15pm to 4pm

## PSS 008

# Positive Behaviour Management in the Classroom

**Course Tutor:** Darren Lennon, 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 per session (delegates only need to attend one session)

<b>T&amp;W LA Schools &amp; Academies</b>	£115
<b>Non T&amp;W Schools</b>	£138

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

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**Wednesday, November 08, 2023** *This date has been cancelled*

**Tuesday, February 06, 2024** *This date has been cancelled*

**Tuesday, June 11, 2024**

**3.30pm to 5pm**

## PSS 010

### Cover Supervisors - Preparing for the Role

**Course Tutor:** Darren Lennon, Kim Barclay

**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 per session (delegates only need to attend one session)

<b>T&amp;W LA Schools &amp; Academies</b>	£105
<b>Non T&amp;W Schools</b>	£126

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

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**Thursday, October 05, 2023** *This date has been cancelled*  
**Thursday, November 16, 2023** *This date has been postponed*  
**Thursday, December 07, 2023** *This date has been cancelled*  
**Thursday, March 07, 2024**  
**Thursday, June 13, 2024**  
**9.15am to 12noon**

## PSS 101

### Understanding Nurture

**Course Tutor:** Clare Wilson

**Target Audience:** Inclusion Team

#### Course Content

The course will cover the principles of Nurture and how these can be embedded within schools.

#### Key Outcomes

Delegates will be able to embed the principles of Nurture throughout their setting and ensure that Nurture principles are fully understood.

#### Cost per delegate per session (delegates only need to attend one session)

<b>T&amp;W LA Schools &amp; Academies</b>	£115
<b>Non T&amp;W Schools</b>	£138

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Tuesday, November 21, 2023  
Wednesday, May 01, 2024  
4pm to 5.30pm

## PSS 104

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

**Course Tutor:** Darren Lennon, Behaviour Support Advisory Team

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

### Course Content

This course is aimed at those who work with children and young people, including teachers, teaching assistants, school support staff and other childcare professionals. It will help anyone who works closely with children. It aims to raise understanding and, more importantly, help staff to support children to improve their outcomes. As well as 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 you can use to avoid isolation and exclusion.

### Cost per delegate per session (delegates only need to attend one session)

<b>T&amp;W LA Schools &amp; Academies</b>	£105
<b>Non T&amp;W Schools</b>	£126

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Thursday, May 09, 2024  
9.30am to 11am

Thursday, February 08, 2024  
Wednesday, June 05, 2024  
1pm to 2.30pm

Wednesday, October 18, 2023 *This date has been postponed*

Thursday, October 19, 2023

Thursday, March 14, 2024

3.30pm to 5pm

## SG 101

### Raising Awareness of Prevent

**Course Tutor:** Education Safeguarding Team

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

#### Course Content

Mandatory training on the Prevent Duty to help make sure that staff have the knowledge and confidence to identify children at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimise terrorism and are shared by terrorist groups. They should know where and how to refer children and young people for further help. Prevent awareness training will be a key part of this.

#### Key Outcomes

Delegates will:

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

#### Cost per delegate per session (delegates only need to attend one session)

T&W LA Schools & Academies	£105
Non T&W Schools	£126

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

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**Part 2: Thursday, September 28, 2023**

**Part 1: Wednesday, January 24, 2024**

**Part 2: Thursday, January 25, 2024**

**Part 1: Wednesday, May 01, 2024**

**Part 2: Thursday, May 02, 2024**

**9.15am to 4pm**

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

## 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)

<b>T&amp;W LA Schools &amp; Academies</b>	£348
<b>Non T&amp;W Schools</b>	£417.60

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

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Part 2 - Wednesday, November 15, 2023  
Part 1 - Thursday, February 08, 2024  
Part 2 - Wednesday, February 28, 2024  
Part 1 - Wednesday, May 22, 2024  
Part 2 - Thursday, June 13, 2024  
5.30pm to 7.30pm

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

## 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)

<b>T&amp;W LA Schools &amp; Academies</b>	£174
<b>Non T&amp;W Schools</b>	£208.80

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

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Wednesday, December 06, 2023

Wednesday, June 19, 2024

5pm to 7pm

## SG 104

### Governors' Responsibilities for Exclusions

**Course Tutor:** Andy Cooke, SDM Alternative Provision and Children in Care

**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 that they 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 (delegates only need to attend one session)

<b>T&amp;W LA Schools &amp; Academies</b>	£115
<b>Non T&amp;W Schools</b>	£138

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

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Wednesday, November 08, 2023

Wednesday, February 21, 2024

Wednesday, June 05, 2024

4pm to 5.30pm

*Online via Microsoft Teams*

## SG 106

# Designated Safeguarding Leads' and Safeguarding Governors' Termly Update

**Course Tutor:** Education Safeguarding Team

**Target Audience:** Designated Safeguarding Leads

### 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 per session (delegates are encouraged to attend termly)

<b>T&amp;W LA Schools &amp; Academies</b>	£94
<b>Non T&amp;W Schools</b>	£112.80

*\* 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 11, 2023  
Thursday, March 21, 2024  
Thursday, June 27, 2024  
9.15am to 4pm

## 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. 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 per session (delegates only need to attend one session)

<b>T&amp;W LA Schools &amp; Academies</b>	£174
<b>Non T&amp;W Schools</b>	£208.80
<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 29, 2024  
Thursday, June 06, 2024  
9.30am to 11am

Thursday, September 14, 2023  
Thursday, January 11, 2024  
Wednesday, May 08, 2024  
3.30pm to 5pm

**Online via Microsoft Teams**

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

#### Key Outcomes

**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 per session (delegates only need to attend one session)

T&W LA Schools & Academies	£94
Non T&W Schools	£112.80

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**Thursday, November 30, 2023** *This date has been postponed – replacement date to follow*

**9.30am to 12.30pm**

## 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>	£115
<b>Non T&amp;W Schools</b>	£138

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

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Wednesday, September 06, 2023

10.45am to 11.45am

3.30pm to 4.30pm

5.15pm to 6.15pm

Monday, October 23, 2023

5pm to 6pm

## 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 2021' 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 2021 and the impact this has on schools
- be aware of important changes to other safeguarding guidance and legislation, including Ofsted Inspecting Safeguarding and Managing Sexual Violence and Sexual Harassment between children
- 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 2021

### Cost per delegate per session (delegates only need to attend one session)

<b>T&amp;W LA Schools &amp; Academies</b>	£94
<b>Non T&amp;W Schools</b>	£112.80

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

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Wednesday, March 06, 2024  
5.30pm to 7.30pm

## 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 2022.

#### Key Outcomes

All governors are required to attend safeguarding refresher training annually in line with the Government's updated KCSIE (Sept 2022)

#### Cost per delegate

<b>T&amp;W LA Schools &amp; Academies</b>	£115
<b>Non T&amp;W Schools</b>	£138

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## 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

#### Course Content

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

The course includes information on:

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

#### Cost per delegate

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

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

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Thursday, September 28, 2023  
8.30am to 4pm

## SIS 002

### The Hearing Impaired Child in your Class

**Course Tutor:** Hazel Snape

**Target Audience:** This event is by invitation only

#### Course Content

The event will focus on the following.

##### Hearing and Hearing Aids

The course will provide 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
-------------------------------------------------

£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)

☎ Tel: 01952 382465

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**Tuesday, February 06, 2024** *This date has been postponed*

**Tuesday, March 12, 2024**

**1.15pm to 3.30pm**

**Online via Microsoft Teams**

## CPD 727

# Improving EAL Pupils' Writing through Oracy, Grammar and Tier 2/3 Vocabulary Acquisition

**Course Tutor:** Kirsty Holden, Qamar Maqsood

**Target Audience:** EAL Co-ordinates 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 focus on:

- explore the potential barriers to successful writing for EAL learners
- provide guidance on successful strategies to support the development of writing
- 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>	£99
<b>Non T&amp;W Schools</b>	£118.80

*\* 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)

☎ Tel: 01952 382465

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Tuesday, May 07, 2024

1.15pm to 4pm

*Online via Microsoft Teams*

## CPD 728

# Equality & Diversity: Meeting the OFSTED Requirements of Teaching of Protected Characteristics

**Course Tutor:** Kirsty Holden, Qamar Maqsood

**Target Audience:** Headteachers, EAL Co-ordinates 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 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:

- how inspectors will gather evidence on the promotion of equality and pupils' understanding of the protected characteristics
- the protected characteristics
- practical ways to meet all schools' duties eliminate discrimination, promote equality of opportunity and foster good relation 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>	£99
<b>Non T&amp;W Schools</b>	£118.80

*\* 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)

☎ Tel: 01952 382465

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Tuesday, June 04, 2024  
1.15pm to 3.30pm  
*Online via Microsoft Teams*

## CPD 730

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

**Course Tutor:** Kirsty Holden, Qamar Maqsood

**Target Audience:** EAL Co-ordinators 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>	£99
<b>Non T&amp;W Schools</b>	£118.80

*\* 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)

☎ Tel: 01952 382465

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Tuesday, May 21, 2024  
1.15pm to 3.30pm  
*Online via Microsoft Teams*

## CPD 729

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

**Course Tutor:** Kirsty Holden, Qamar Maqsood

**Target Audience:** EAL Co-ordinators and class teachers

### Course Content

The 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>	£99
<b>Non T&amp;W Schools</b>	£118.80

*\* 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)

☎ Tel: 01952 382465

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Thursday, September 21, 2023  
1pm to 4pm

## 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>	£115
<b>Non T&amp;W Schools</b>	£138

*\* 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)*

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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Thursday, September 21, 2023  
Thursday, January 11, 2024  
Thursday, March 21, 2024  
Thursday, June 13, 2024  
4pm to 5.30pm

## SENCO Network

**Course Tutor:** SEND and Inclusion Team

**Target Audience:** SENCo's, senior and middle leaders (cross phase)

### Course Content

SENCo Network Meetings provide an opportunity for SENCo's, senior and middle leaders from primary, secondary and specialist schools, along with early years settings and post 16 providers, to share collaborative working, best practice, policy changes and good news stories to make a difference for children & young people living in Telford & Wrekin.

Invitations will be sent to all SENCo's a week before the SENCo Network Meetings or Workshops.

If you are new to your role working in a school, early years setting or post 16 provider and would like to attend the SENCo Network Meetings, please request an invitation by sending an email containing your name, position and school to [SENDandInclusion@telford.gov.uk](mailto:SENDandInclusion@telford.gov.uk)

If you are a professional who would like to attend the SENCo Network Meetings, please contact us by email, sending your name, position and service area to: [SENDandInclusion@telford.gov.uk](mailto:SENDandInclusion@telford.gov.uk)

### Cost per delegate

<b>T&amp;W LA Schools &amp; Academies</b>	£0
<b>Non T&amp;W Schools</b>	£0

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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Tuesday, September 19, 2023  
Tuesday, September 26, 2023  
Thursday, February 01, 2024  
Wednesday, June 12, 2024  
4pm to 5.30pm

Monday, March 11, 2024  
1.30pm to 3pm

Monday, April 29, 2024  
10am to 11.30am  
*Online via Microsoft Teams*

## SG 207

### SOS+ Criminal Exploitation Training for Education Professionals

**Course Tutor:** St Giles Education Trust in partnership with Education Safeguarding  
**Target Audience:** All school staff, including headteachers, senior and middle leaders and governors (*cross phase*)

#### Course Content and Key Outcomes

Each event will consist of a 60 minute presentation, followed by a 30-minute Q&A session.

Delegates will leave the sessions able to:

- understand how county lines are set up
- understand how young people are groomed, recruited and exploited; specifically exploring examples that involve educational settings
- recognise key signs and indicators that children and young people are being exploited or at risk of county lines involvement by unpacking what this looks like within an educational setting
- understand how school exclusions can increase the risk of students on the periphery
- recognise how to mitigate risks practically when considering exclusions learning from successful examples
- understand the perspective of an expert witness who is a survivor and/or perpetrator of a county lines operation, including how county lines operations use girls and young women
- develop initial interventions and long-term strategies to prevent and reduce the risk of students of criminal exploitation, and gang and county lines involvement within educational settings

#### Cost per delegate

T&W LA Schools & Academies	£0
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This course is being provided free of charge and there is no limit to the number of delegates from each school

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 [Return to Index](#)

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# Bespoke Autism Education Training

The courses detailed below are available on a bespoke basis i.e. whole school / academy / post 16 setting, or for a pre-determined group of delegates. Enquiries should be made in the first instance via [cpdschoolimprovement@telford.gov.uk](mailto:cpdschoolimprovement@telford.gov.uk)

## Good Autism Practice (GAP) – pre 16 / post 16

### Who is this module for?

Practitioners and staff working in a range of settings, including mainstream and special schools, sixth form and further education colleges, work-based learning providers and adult and community learning providers.

### This course aims to:

- enable delegates to appreciate the strengths and learning needs of autistic learners
- improve the ways you support the autistic learner to communicate their future aspirations
- equip you to work in partnership with the autistic learner to co-create goals for their education
- improve your practice in supporting the autistic learner

### Learning objectives

After completing this module delegates will be able to:

- reflect on, develop and improve you own knowledge, understanding and practice in working with autistic learners
- consider some approaches, strategies, and adaptations you can implement to remove barriers to participation and learning for autistic learners you work with

**Duration:** 3 hours

**Cost:** £300 per setting\*

\*an additional 20% is charged for settings outside Telford & Wrekin in line with our pricing policy

## Making Sense of Autism (MSA) for schools

### Who is this module for?

This module is an awareness-raising module for all staff in a school community, whether they be teachers, learning support assistants, school meals supervisors, or taxi drivers. The module provides an introduction to autism and the reasonable adjustments that need to be considered when working with autistic pupils.

### This course aims to:

- enhance your understanding and awareness of autism and the three areas of difference that affect autistic pupils
- equip you with the knowledge you need to begin to make reasonable adjustments in the way you support autistic pupils

### Learning objectives

After completing this module delegates will be able to:

- understand the importance of getting to know the pupil as an individual
- approach autism as a difference rather than as a disorder or impairment
- understand the importance of identifying the strengths and needs of autistic pupils
- know how three areas of difference can affect autistic pupils
- appreciate how important it is to listen to and learn from the perspectives of autistic pupils
- reflect on and implement reasonable adjustments to support autistic pupils you work with

**Duration:** 90 minutes

**Cost:** £100 for TAW schools/settings\*

\*an additional 20% is charged for settings outside Telford & Wrekin in line with our pricing policy



## Making Sense of Autism (MSA) – post 16

### Who is this module for?

For everyone involved in the Post-16 sector who would benefit from having an understanding of autism. This includes teaching and support staff, office staff, caterers, transport staff, governors, employers and careers advisers.

### This course aims to:

- enhance your understanding and awareness of autism and the three areas of difference that affect autistic learners
- equip you with the knowledge you need to begin to make reasonable adjustments in the way you support autistic learners

### Learning objectives

After completing this module delegates will be able to:

- approach autism as a difference and celebrate the strengths of the learner
- understand how three areas of difference can affect autistic learners
- appreciate how important it is to learn from the perspectives of autistic learners and to get to know the learner as an individual
- reflect upon, and implement, reasonable adjustments to support autistic learners you work with

**Duration:** 90 minutes

**Cost:** £100 per setting\*

\*an additional 20% is charged for settings outside Telford & Wrekin in line with our pricing policy

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 – pricing information and bespoke training request form

Academic Year 2023-24

**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>	£157 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>	£104 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*

### 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 2023-24**

<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 (where applicable)</b>	
<b>Date</b>	

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

Academic Year 2023-24

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>	£125 per person *	£150 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>	£83 per person *	£99.60 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 available on request*

**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 2023-24

**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> ( <i>usually the school</i> )			
<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> ( <i>where applicable</i> )	
<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.

We have a **\*NEW\*** [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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# Educational Visits Advisory Service Information Page

Telford & Wrekin Council offers training to assist educational establishments in discharging their duties with regards to educational visits and journeys and to support quality of learning. These courses are offered as open courses for individuals, or as school/group dedicated training.

**Educational Visits Co-ordinator (EVC):** ALL EVCs must hold a current Outdoor Education Advisors' Panel (OEAP) EVC training certificate (valid for 3 years). We provide a 6 hour OEAP accredited initial and revalidation training for Educational Visits Coordinators on a termly basis, together with termly Network Meetings for EVCs as part of a core package. Attendance at these meetings can be used for revalidation, rather than repeat attendance at EVC training (minimum attendance of 1 meeting per school year will be required). A certificate is issued by TWC and a record of EVC course attendance is kept.

**Visit Leader Training:** We offer OEAP accredited Visit Leader Training (theory only or theory and practical combined) as a recommended option for EVCs and staff leading and/or taking a key role on an Educational Visit.

**Management of Visit Emergencies:** We also offer the OEAP accredited Management of Visit Emergencies (MOVE) 3 hour scenario based course for EVCs and Managers. This is an expanded section of the EVC Training course.

## Visit Leader - Additional Outdoor Education Courses

**Outdoor Emergency First Aid:** This 16 hour first aid course, accredited by Immediate Temporary Care or Rescue Emergency Care, has an emphasis on outdoor settings. The course is hands-on and as practical as possible, with medical jargon and knowledge kept to a minimum. Teaching is through demonstrations, presentations, discussions and lots of practice, including mock scenarios.

**Lowland Leader (replaces Shropshire Hills Leader):** Designed for people who wish to lead groups on day walks in lowland countryside and woodland in summer conditions. The majority of the UK and Ireland is made up of this type of terrain, so you'll never be short of places to go walking. It is ideal for Duke of Edinburgh Expedition Leaders at Bronze and Silver. It is also useful for Educational Visit Leaders who lead their own countryside walks.

**Mountain Leader (Summer) Award:** The Mountain Leader scheme offers the opportunity to gain technical competence in leading walkers in the hills and mountains. It is the combination of technical skills, wide experience and personal leadership qualities, which form the basis for effective group management, and the scheme assesses all these aspects. The term 'summer' is used to exclude any conditions when snow and ice prevail or are forecast.

**John Muir Award:** Attending training **is not a requirement** to be able to run the John Muir Award; however training courses are available to help leaders to find out more about the ethos of the John Muir Award and practicalities of delivering it.

**Shropshire and T&W Outdoor Learning Scheme for Schools:** A scheme to support outdoor learning in school grounds and forest school settings.

There are three levels:

1. 'Learning Outside the Classroom Practitioner' (delivered by Arthog Outreach)
2. Forest Skills Leader (delivered by Judie Udale of Wrekin Forest School)
3. Forest Schools Leader (OCN L3) (External Providers). Ceris Williams-Turner continues as the Forest Schools Technical Advisor to T&WC and SCC.

For more information on any of the courses please email: [EdVisits@telford.gov.uk](mailto:EdVisits@telford.gov.uk) or visit: [Educational Visits \(Guidance, Training, Events and Resources\)](#)

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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.

# 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 is received.

A charge of 35%\* will normally be incurred if a delegate place is cancelled within five 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.

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 five 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, 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.

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; and
- 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 1 - If you have a complaint or cause for concern, please contact Liz Smith, Service Delivery Manager, as soon as possible.  
email: [elisabeth.smith@telford.gov.uk](mailto:elisabeth.smith@telford.gov.uk) or tel: 01952 380895

We aim to respond fully to complaints within 10 working days. If for some reason this is not possible, we will contact you to explain the reasons for the delay and let you know when you can expect a response. Most complaints will be quickly and successfully resolved at this stage.

Stage 2 - 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.welman@telford.gov.uk](mailto:simon.welman@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 3 - If you still feel your complaint remains unresolved, please refer to the Council's Complaints procedure – which can be found on the Telford & Wrekin Council website: <http://www.telford.gov.uk/info/20077/complaints/34/the-complaints-process>



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# School professional development



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**Contact us**

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

**tel:** 01952 382465