



Telford & Wrekin
Co-operative Council

Protect, care and invest
to create a better borough



Continuing professional development for schools

Course booklet 2025/26

Welcome

Who we are

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

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

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

How to use the course document

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

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



Where we hold our training

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

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

Relevant courses

Highly trained staff

Central Telford hotel location

Refreshments included



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

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

Improving progress for all pupils in mathematics conference

CPD

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

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

Primary Science Subject Leaders Termly Network

CPD



Email booking form



Check confirmation



Get joining instructions



Attend

Course booking information

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

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 504	Preparing for Statutory Assessment at the End of KS2
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CPD 533	Tackling Racist Bullying Effectively
CPD 601	EAL and SEND
CPD 603	Teaching the Language of Maths for EAL Learners
CPD 606	Cultural Diversity and Equality of Opportunity in EYFS
CPD 616	EAL Leadership Development
CPD 701	Assessing and Monitoring Progress in EAL
CPD 710	Effective EAL Management in Early Years Settings
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HR Course	Accredited Safer Recruitment Refresher Training
HR Course	Employee Investigations Training
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EY 008	Supporting Sustained Shared Thinking and Scaffolding Play in the EYFS
EY 009	Meeting the Statutory Safeguarding and Welfare Requirements of the EYFS
EY 015	Annual Early Years Conference - schools
EY 023	Listen with Lucy
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EY 346	Using Work Reward Task Baskets - as part of a structured teaching approach in EYFS
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<i>For additional early years and childcare training opportunities, please see the Talking Childcare training schedule, which is updated each term</i> https://www.telford.gov.uk/info/20391/working_in_childcare/795/talking_training <i>To book a place on our Talking Training courses please email talkingchildcare@telford.gov.uk</i>	
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CPD 717	Identifying Governors' Statutory Duties for Equalities and Diversity
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CPD 726	Supporting Early Career Teachers with EAL Learners
CPD 727	Enhancing Writing Skills for EAL Learners
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SG 101	Raising Awareness of Prevent
SG 102	Newly Appointed Designated Safeguarding Leads' Training (Level 3) (2 days)
SG 103	Safeguarding Induction Training for Governors
SG 104	Governors' Responsibilities for Exclusions
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SG 203	Child Protection Supervision
SG 204	Keeping Children Safe in Education (KSCIE) Webinar
SG 209	Raising Awareness of Online Safety
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SG 211	Schools' Role in the Safeguarding Legal Process
SG 213	Annual Safeguarding in Education Conference
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SIS 002	The Hearing Impaired Child in your Class
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LSAT 502	Supporting SEND in the Classroom for Early Career Teachers
LSAT 510	Talk Boost KS1
LSAT 511	Talk Boost KS2
LSAT 514	AET Making Sense of Autism – an Introduction to Autism for Governors
LSAT 517	Literacy Pathway Intervention Training for Teaching Assistants
LSAT 518	SEND Maths: Transitioning from KS2 to KS3
LSAT 519	Autism and Complex Needs
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BSAT 212	Safety Intervention Refresher Training (formerly MAPA Refresher Training) - CPI accredited
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BSAT 401	Training with PRIDE - Accredited Safety Intervention Training
CPD 620	Virtual School Conference for Designated Teachers and Nominated Governors for Children in Care
CPD 623	Kinship Care: The role of the school in supporting children & young people in line with the new statutory guidance
CPD 624	VoiceAbility – Helping Young People Tackle Anxiety through Self-Advocacy
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GO 503	Designated Teachers & Governors for Children in Care Network (compulsory school age)
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Training with Pride	

Health and Safety
Severn Training and Schools Alliance
Telford & Wrekin Safeguarding Partnership
Health and Wellbeing

CPD Booking Form

School: _____

Course Code	Course Title	Course Date/s	Full name of delegate	Delegate email address	Please tick if a governor	Course cost

Please use supplementary sheet/s for all additional bookings

Authorised by:

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

A charge of 35% (*) will normally be incurred if a delegate place is cancelled within 5 working days of the course date, with the full course fee being charged for any delegate who does not arrive for a course for which a place has been booked and not cancelled. In exceptional circumstances, where a course is running again within the same academic year, we will do our best to move delegates across to the next course date. However, where notification of non-attendance is received on the day of a face to face course, a £20 flat fee will be charged to cover the cost of refreshments, the venue and administration; this will be in addition to the full course fee when the delegate next attends that particular course.

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

Whilst we will make every effort, we cannot guarantee to accommodate delegates on a course for which they have not booked a place.

In the event that a course has to be cancelled, we will endeavour to give 5 working days' notice of cancellation. Other than in the case of extreme adverse weather conditions, if a course is cancelled within 24 hours of the course start time, we will refund any supply costs incurred. Any claims must be made in writing and must be accompanied by full documentary evidence.

Personal Data: Telford & Wrekin Council collects your personal data to enable you to be able to complete eLearning and face to face training to support your role under Article 6(1)(b) of the General Data Protection Regulations 2018 or equivalent United Kingdom legislation. Telford & Wrekin Council will not share any of your personal data with external organisations, unless required to do so by law, or to enable you to be invited to Virtual Training through Microsoft Teams. For further details on the council's privacy arrangements please view the privacy page on the council's [website page](#).

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

School:

Course Code	Course Title	Course Date/s	Full name of delegate	Delegate email address	Please tick if a governor	Course cost

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Course Calendar

September 2025			
SG 108	Raising Awareness of Child Protection (Level 1)	Monday, September 01, 2025	10am to 11.30am
SG 108	Raising Awareness of Child Protection (Level 1) this date has been cancelled	Tuesday, September 02, 2025	3.30pm to 5pm
SG 102	Newly Appointed Designated Safeguarding Leads' Training (Level 3) (2 days) - part 1 this date has been cancelled	Wednesday, September 03, 2025	9.15am to 4pm
BSAT 201	Safety Intervention Training (formerly MAPA training) - Part 1 - CPI accredited this date has been cancelled	Wednesday, September 03, 2025	9am to 4pm
SG 102	Newly Appointed Designated Safeguarding Leads' Training (Level 3) (2 days) - part 2 this date has been cancelled	Thursday, September 04, 2025	9.15am to 4pm
BSAT 201	Safety Intervention Training (formerly MAPA training) - Part 2 - CPI accredited this date has been cancelled	Thursday, September 04, 2025	9am to 11.30am
BSAT 212	Safety Intervention Refresher Training (formerly MAPA Refresher Training) - CPI accredited	Thursday, September 04, 2025	1pm to 3.30pm
SG 204	Keeping Children Safe in Education (KSCIE) Webinar	Friday, September 05, 2025	9.30am to 10.30am
BSAT 401	Training with PRIDE - Accredited Safety Intervention Training - Part 1 this date has been cancelled	Wednesday, September 10, 2025	9am to 4pm
SG 204	Keeping Children Safe in Education (KSCIE) Webinar this date has been cancelled	Wednesday, September 10, 2025	1pm to 2pm
HR Course	Accredited Safer Recruitment Refresher Training	Thursday, September 11, 2025	9am to 1pm
BSAT 401	Training with PRIDE - Accredited Safety Intervention Training - Part 2	Thursday, September 11, 2025	9am to 11.30am
SG 108	Raising Awareness of Child Protection (Level 1)	Thursday, September 11, 2025	1.30pm to 3pm
SG 108	Raising Awareness of Child Protection (Level 1)	Thursday, September 11, 2025	3.30pm to 5pm
SG 204	Keeping Children Safe in Education (KSCIE) Webinar	Tuesday, September 16, 2025	5pm to 6pm
AST 006	Red Book Training - guidance for referrals for attendance related legal interventions	Wednesday, September 17, 2025	8.45am to 3.45pm
EPS 004	ELSA - Part 1	Wednesday, September 17, 2025	9am to 3pm
LSAT 517	Literacy Pathway Intervention training for Teaching Assistants (part 1)	Wednesday, September 17, 2025	9.15am to 12noon
HR Course	Absence Management of Employees	Thursday, September 18, 2025	2pm to 5pm
CPD 721	Pupil Premium Network Meeting	Thursday, September 18, 2025	4pm to 5.30pm
OES 01	Educational Visits Coordinator Training and Refresher	Friday, September 19, 2025	9.30am to 3.30pm
GO 508	Understanding School Finance this date has been cancelled	Tuesday, September 23, 2025	9.15am to 12noon

CPD 526	EAL Network Meeting	Tuesday, September 23, 2025	3.30pm to 4.30pm
EY201	Forest School and Outdoor Learning for Practitioners Working within EYFS	Tuesday, September 23, 2025	4pm to 5.30pm
EPS 004	ELSA - Part 2	Wednesday, September 24, 2025	9am to 3pm
BSAT 302	<i>Behaviour Support Intervention Refresher Training - Non-accredited this date has been cancelled</i>	<i>Wednesday, September 24, 2025</i>	<i>10am to 2pm</i>
SG 101	Raising Awareness of Prevent	Wednesday, September 24, 2025	3.30pm to 5pm
SG 211	Schools' Role in the Safeguarding Legal Process	Thursday, September 25, 2025	1pm to 3pm
SIS 002	The Hearing Impaired Child in your Class	Thursday, September 25, 2025	8.30am to 3.30pm
AST 005	School Attendance Surgery	Friday, September 26, 2025	10am to 12noon
PSS 014	<i>Building Confidence & Self-Esteem for Students this date has been cancelled</i>	<i>Friday, September 26, 2025</i>	<i>9.30am to 11am</i>
AST 007	Preparing a Referral for a Robust Interview Under Caution (and completing a section 9 - witness statement)	Tuesday, September 30, 2025	9.15am to 12noon
EY 346	<i>Using Work Reward Task Baskets - as part of a structured teaching approach in EYFS this date has been cancelled</i>	<i>Tuesday, September 30, 2025</i>	<i>4pm to 5.30pm</i>
n/a	Designated Teacher for Children in Care Network Meeting (Post 16)	Tuesday, September 30, 2025	4pm to 5.30pm
October 2025			
EPS 004	ELSA - Part 3	Wednesday, October 01, 2025	9am to 3pm
SG 107	Designated Safeguarding Leads Refresher	Wednesday, October 01, 2025	9.15am to 4pm
CPD 731	Oracy for EAL Learners in the Primary School	Wednesday, October 01, 2025	1.15pm to 3.30pm
EY 001	An Introduction to the Early Years Foundation Stage	Thursday, October 02, 2025	4pm to 5.30pm
HR Course	Accredited Safer Recruitment Training	Thursday, October 02, 2025	9am to 4.30pm
LSAT 502	Supporting SEND in the Classroom for Early Career Teachers - part 1	Friday, October 03, 2025	9.15am to 12.30pm
PSS 019	Maximising the Impact of Teaching Assistants with Behaviour Management	Friday, October 03, 2025	1pm to 3pm
PSS 026	The Importance of Play in Primary including Sand Based Resources	Friday, October 03, 2025	9am to 12noon
SIS 001	The Visually Impaired Child in Your Class	Tuesday, October 07, 2025	9.15am to 3.30pm
EY 104	Best practice in your breakfast, after-school and holiday provision	Tuesday, October 07, 2025	9.15am to 12noon
SG 108	Raising Awareness of Child Protection (Level 1)	Tuesday, October 07, 2025	3.30pm to 5pm
EPS 004	ELSA - Part 4	Wednesday, October 08, 2025	9am to 3pm
GO 502	Induction Training for New Governors	Wednesday, October 08, 2025	9.30am to 3.30pm
SG 108	Raising Awareness of Child Protection (Level 1)	Wednesday, October 08, 2025	1.30pm to 3pm

EY 346	Using Work Reward Task Baskets - as part of a structured teaching approach in EYFS	Wednesday, October 08, 2025	4pm to 5.30pm
CPD 701	Assessing and Monitoring Progress in EAL	Thursday, October 09, 2025	1.15pm to 3.30pm
PSS 021	Supporting and Developing the Role of Lunchtime Supervisors and Behaviour	Friday, October 10, 2025	9am to 11am
PSS 018	Managing Anxiety in Children	Friday, October 10, 2025	11.30am to 3.30pm
LSAT 511	Talk Boost KS2	Monday, October 13, 2025	9.30am to 3pm
EPS 004	ELSA - Part 5	Wednesday, October 15, 2025	9am to 3pm
LSAT 517	Literacy Pathway Intervention training for Teaching Assistants (part 2)	Wednesday, October 15, 2025	9.15am to 12noon
SG 210	Raising Awareness of Contextual Safeguarding (previously Child-on-Child Abuse)	Wednesday, October 15, 2025	3.30pm to 5pm
OES 05	Emergency First Aid - Part 1	Thursday, October 16, 2025	9.30am to 5pm
EY 009	Meeting the Statutory Safeguarding and Welfare Requirements of the EYFS	Thursday, October 16, 2025	4pm to 5.30pm
SG 106	Designated Safeguarding Leads' and Safeguarding Governors' Termly Update	Thursday, October 16, 2025	4pm to 5.30pm
LSAT 514	AET Making Sense of Autism – an Introduction to Autism for Governors	Thursday, October 16, 2025	5.30pm to 7pm
PSS 008	Positive Behaviour Management in the Classroom	Friday, October 17, 2025	9am to 11.30am
OES 05	Emergency First Aid - Part 2	Friday, October 17, 2025	9.30am to 5pm
PSS 025	Using Trauma Informed Practice to Develop Change for All Learners	Friday, October 17, 2025	1pm to 3.30pm
EPS 004	ELSA - Part 6	Wednesday, October 22, 2025	9am to 3pm
OES 02	Educational Visits Coordinator Termly Updates	Wednesday, October 22, 2025	1pm to 3pm
CPD 700	Annual Telford Education Strategic Partnership Board Leadership Conference	Wednesday, October 22, 2025	9am to 1pm
CPD 533	Tackling Racist Bullying Effectively	Wednesday, October 22, 2025	1.15pm to 3.30pm
HR Course	Safer Recruitment Administration	Wednesday, October 22, 2025	2pm to 5pm
SG 108	Raising Awareness of Child Protection (Level 1)	Wednesday, October 22, 2025	3.30pm to 5pm
AST 004	School Attendance Briefing Termly Update	Wednesday, October 22, 2025	4pm to 5.30pm
SG 110	Webinar session: Ensuring the Quality of Safeguarding Records	Thursday, October 23, 2025	3.30pm to 5pm
PSS 028	Restorative Practice	Thursday, October 23, 2025	9.30am to 11am
CPD 623	Kinship Care: The role of the school in supporting children & young people in line with the new statutory guidance	Thursday, October 23, 2025	4pm to 5.30pm

November 2025

SG 102	Newly Appointed Designated Safeguarding Leads' Training (Level 3) (2 days) - part 1	Tuesday, November 04, 2025	9.15am to 4pm
CPD 502	Assessment Update	Tuesday, November 04, 2025	9.15am to 10.45am
SG 102	Newly Appointed Designated Safeguarding Leads' Training (Level 3) (2 days) - part 2	Wednesday, November 05, 2025	9.15am to 4pm
EY 008	Supporting Sustained Shared Thinking and Scaffolding Play in the EYFS	Wednesday, November 05, 2025	1.15pm to 4pm
HR Course	Employee Investigations Training	Thursday, November 06, 2025	2pm to 5pm
GO 603	The Importance of the Early Years Foundation Stage in Schools	Thursday, November 06, 2025	5.30pm to 7pm
CPD 624	VoiceAbility – Helping Young People Tackle Anxiety through Self-Advocacy	Thursday, November 06, 2025	9am to 4pm
EY 015	Annual Early Years Conference - schools	Friday, November 07, 2025	9.30am to 4pm
SG 108	Raising Awareness of Child Protection (Level 1)	Monday, November 10, 2025	9am to 11am
LSAT 519	Autism and Complex Needs	Tuesday, November 11, 2025	9.15am to 3.30pm
BSAT 201	Safety Intervention Training (formerly MAPA training) - Part 1 - CPI accredited	Wednesday, November 12, 2025	9am to 4pm
CPD 616	EAL Leadership Development	Wednesday, November 12, 2025	1.15pm to 3.30pm
SG 101	Raising Awareness of Prevent	Wednesday, November 12, 2025	3.30pm to 5pm
BSAT 201	Safety Intervention Training (formerly MAPA training) - Part 2 - CPI accredited	Thursday, November 13, 2025	9am to 11.30am
BSAT 212	Safety Intervention Refresher Training (formerly MAPA Refresher Training) - CPI accredited	Thursday, November 13, 2025	1pm to 3.30pm
SG 209	Raising Awareness of Online Safety	Thursday, November 13, 2025	3.30pm to 5pm
GO 503	Designated Teachers & Governors for Children in Care Network (compulsory school age)	Thursday, November 13, 2025	3.45pm to 5.15pm
EY 347	Using Visuals to Support all Children in Early Years Provision	Thursday, November 13, 2025	4pm to 5.30pm
LSAT 212	Governors' Responsibilities for SEND	Thursday, November 13, 2025	5pm to 6.30pm
OES 03	Educational Visits Leader Training	Friday, November 14, 2025	9.30am to 3.30pm
GO 508	Understanding School Finance	Tuesday, November 18, 2025	9.15am to 12noon
CPD 717	Identifying Governors' Statutory Duties for Equalities and Diversity	Tuesday, November 18, 2025	6pm to 8pm
BSAT 401	Training with PRIDE - Accredited Safety Intervention Training - Part 1	Wednesday, November 19, 2025	9am to 4pm
SG 107	Designated Safeguarding Leads Refresher	Wednesday, November 19, 2025	9.15am to 4pm
EY 023	Listen with Lucy	Wednesday, November 19, 2025	1.15pm to 4pm

BSAT 401	Training with PRIDE - Accredited Safety Intervention Training - Part 2	Thursday, November 20, 2025	9am to 11.30am
EY 303	Bright Ideas and Inspiration - for your breakfast, holiday and out of school provision	Thursday, November 20, 2025	9.15am to 12noon
OES 05	Emergency First Aid - Part 1	Thursday, November 20, 2025	9.30am to 5pm
OES 05	Emergency First Aid - Part 2	Friday, November 21, 2025	9.30am to 5pm
CPD 710	Effective EAL Management in Early Years Settings	Thursday, November 27, 2025	1.15pm to 3.30pm
EY 007	Early Years Coordinators' Termly Update	Thursday, November 27, 2025	4pm to 5.30pm
PSS 012	Adapting High Quality Teaching for SEMH	Friday, November 28, 2025	9am to 11.30am
AST 005	School Attendance Surgery	Friday, November 28, 2025	10am to 12noon
PSS 020	Secure Attachment in Schools	Friday, November 28, 2025	12noon to 3.30pm
December 2025			
PSS 001	Youth Mental Health First Aid (part 1)	Wednesday, December 03, 2025	8.30am to 4pm
LSAT 520	Meeting the Needs of Pupils with ADHD in the Mainstream School	Wednesday, December 03, 2025	1.15pm to 4pm
SG 108	Raising Awareness of Child Protection (Level 1)	Wednesday, December 03, 2025	3.30pm to 5pm
PSS 001	Youth Mental Health First Aid (part 2)	Thursday, December 04, 2025	8.30am to 4pm
BSAT 302	Behaviour Support Intervention Refresher Training - Non-accredited	Thursday, December 04, 2025	10am to 2pm
HR Course	Accredited Safer Recruitment Training	Thursday, December 04, 2025	9am to 4.30pm
CPD 603	Teaching the Language of Maths for EAL Learners	Thursday, December 04, 2025	1.15pm to 3.30pm
SG 104	Governors' Responsibilities for Exclusions	Thursday, December 04, 2025	5pm to 7pm
PSS 022	Supporting Emotional Needs of Learners	Friday, December 05, 2025	9.30am to 11am
SG 212	Prevent Leads Termly Network	Wednesday, December 10, 2025	2pm to 3pm
BSAT 203	Lego Build to Express	Thursday, December 11, 2025	9am to 12noon
SG 108	Raising Awareness of Child Protection (Level 1)	Thursday, December 11, 2025	1.30pm to 3pm
BSAT 203	Lego Build to Express	Thursday, December 11, 2025	1pm to 4pm
January 2026			
SG 108	Raising Awareness of Child Protection (Level 1)	Wednesday, January 07, 2026	9.30am to 11am
SG 102	Newly Appointed Designated Safeguarding Leads' Training (Level 3) (2 days) - part 1	Wednesday, January 07, 2026	9.15am to 4pm
BSAT 201	Safety Intervention Training (formerly MAPA training) - Part 1 - CPI accredited	Wednesday, January 07, 2026	9am to 4pm
BSAT 201	Safety Intervention Training (formerly MAPA training) - Part 2 - CPI accredited	Thursday, January 08, 2026	9am to 11.30am

SG 102	Newly Appointed Designated Safeguarding Leads' Training (Level 3) (2 days) - part 2	Thursday, January 08, 2026	9.15am to 4pm
BSAT 212	Safety Intervention Refresher Training (formerly MAPA Refresher Training) - CPI accredited	Thursday, January 08, 2026	1pm to 3.30pm
EY 001	An Introduction to the Early Years Foundation Stage	Monday, January 12, 2026	4pm to 5.30pm
SG 101	Raising Awareness of Prevent	Tuesday, January 13, 2026	3.30pm to 5pm
BSAT 401	Training with PRIDE - Accredited Safety Intervention Training - Part 1	Wednesday, January 14, 2026	9am to 4pm
BSAT 401	Training with PRIDE - Accredited Safety Intervention Training - Part 2	Thursday, January 15, 2026	9am to 11.30am
OES 05	Emergency First Aid - Part 1	Thursday, January 15, 2026	9.30am to 5pm
CPD 726	Supporting Early Career Teachers with EAL Learners	Thursday, January 15, 2026	1.15pm to 3.30pm
HR Course	Managing Employee Capability (Performance Management)	Thursday, January 15, 2026	2pm to 5pm
OES 05	Emergency First Aid - Part 2	Friday, January 16, 2026	9.30am to 5pm
SG 210	Raising Awareness of Contextual Safeguarding (previously Child-on-Child Abuse)	Wednesday, January 21, 2026	3.30pm to 5pm
SG 103	Safeguarding Induction Training for Governors	Thursday, January 22, 2026	9.30am to 2pm
CPD 526	EAL Network Meeting	Thursday, January 22, 2026	3.30pm to 4.30pm
GO 504	Taking the Chair - part 1	Thursday, January 22, 2026	4.30pm to 6.30pm
PSS 010	Cover Supervisors - preparing for the role	Friday, January 23, 2026	9am to 11.30am
PSS 013	Behaviour as Communication	Friday, January 23, 2026	12noon to 3.30pm
OES 01	Educational Visits Coordinator Training and Refresher	Friday, January 23, 2026	9.30am to 3.30pm
AST 005	School Attendance Surgery	Friday, January 23, 2026	10am to 12noon
EY 349	Support and Supervision in the EYFS	Monday, January 26, 2026	4pm to 5.30pm
LSAT 510	Talk Boost KS1	Tuesday, January 27, 2026	9am to 3pm
OES 02	Educational Visits Coordinator Termly Updates	Tuesday, January 27, 2026	1pm to 3pm
n/a	Designated Teacher for Children in Care Network Meeting (Post 16)	Tuesday, January 27, 2026	4pm to 5.30pm
EY 345	Universal Offer - Getting it Right for All Children in the EYFS Environment	Wednesday, January 28, 2026	9.15am to 12noon
BSAT 302	Behaviour Support Intervention Refresher Training - Non-accredited	Wednesday, January 28, 2026	10am to 2pm
HR Course	Accredited Safer Recruitment Training	Thursday, January 29, 2026	9am to 4.30pm
SG 107	Designated Safeguarding Leads Refresher	Thursday, January 29, 2026	9.15am to 4pm
February 2026			
SG 108	Raising Awareness of Child Protection (Level 1)	Tuesday, February 03, 2026	3.30pm to 5pm

CPD 714	Reading for Meaning: Strategies for EAL Learners	Wednesday, February 04, 2026	1.15pm to 3.30pm
GO 603	The Importance of the Early Years Foundation Stage in Schools	Wednesday, February 04, 2026	5.30pm to 7pm
CPD 504	Preparing for Statutory Assessment at the End of KS2	Wednesday, February 04, 2026	9am to 12.30pm
EY 009	Meeting the Statutory Safeguarding and Welfare Requirements of the EYFS	Thursday, February 05, 2026	4pm to 5.30pm
GO 504	Taking the Chair - part 2	Thursday, February 05, 2026	4.30pm to 6.30pm
CPD 733	Identifying Language Proficiency in EAL Learners in EYFS	Wednesday, February 11, 2026	1pm to 3pm
SG 213	Annual Safeguarding in Education Conference	Thursday, February 12, 2026	9.15am to 3pm
PSS 015	Creating a Behaviour Curriculum	Friday, February 13, 2026	9am to 12noon
PSS 016	Creating an Outstanding Behaviour Policy	Friday, February 13, 2026	12.30pm to 3.30pm
SG 108	Raising Awareness of Child Protection (Level 1)	Tuesday, February 24, 2026	1.30pm to 3pm
EY 346	Using Work Reward Task Baskets - as part of a structured teaching approach in EYFS	Tuesday, February 24, 2026	4pm to 5.30pm
SG 108	Raising Awareness of Child Protection (Level 1)	Wednesday, February 25, 2026	9am to 11am
BSAT 201	Safety Intervention Training (formerly MAPA training) - Part 1 - CPI accredited	Wednesday, February 25, 2026	9am to 4pm
SG 106	Designated Safeguarding Leads' and Safeguarding Governors' Termly Update	Wednesday, February 25, 2026	4pm to 5.30pm
CPD 623	Kinship Care: The role of the school in supporting children & young people in line with the new statutory guidance	Thursday, February 26, 2026	4pm to 5.30pm
BSAT 201	Safety Intervention Training (formerly MAPA training) - Part 2 - CPI accredited	Thursday, February 26, 2026	9am to 11.30am
BSAT 212	Safety Intervention Refresher Training (formerly MAPA Refresher Training) - CPI accredited	Thursday, February 26, 2026	1pm to 3.30pm
SG 101	Raising Awareness of Prevent	Thursday, February 26, 2026	3.30pm to 5pm
GO 504	Taking the Chair - part 3	Thursday, February 26, 2026	4.30pm to 6.30pm
March 2026			
GO 502	Induction Training for New Governors	Wednesday, March 04, 2026	9.30am to 3.30pm
BSAT 401	Training with PRIDE - Accredited Safety Intervention Training - Part 1	Wednesday, March 04, 2026	9am to 4pm
SG 209	Raising Awareness of Online Safety	Wednesday, March 04, 2026	3.30pm to 5pm
LSAT 502	Supporting SEND in the Classroom for Early Career Teachers - part 2	Wednesday, March 04, 2026	3.30pm to 5pm
HR Course	Accredited Safer Recruitment Training	Thursday, March 05, 2026	9am to 4.30pm
BSAT 401	Training with PRIDE - Accredited Safety Intervention Training - Part 2	Thursday, March 05, 2026	9am to 11.30am

OES 05	Emergency First Aid - Part 1	Thursday, March 05, 2026	9.30am to 5pm
CPD 721	Pupil Premium Network Meeting	Thursday, March 05, 2026	4pm to 5.30pm
PSS 024	The Impact of FASD on Behaviour	Friday, March 06, 2026	9.15am to 12noon
OES 05	Emergency First Aid - Part 2	Friday, March 06, 2026	9.30am to 5pm
OES 03	Educational Visits Leader Training	Friday, March 06, 2026	9.30am to 3.30pm
PSS 023	Supporting Pupils with Down Syndrome and Behaviour Challenges	Friday, March 06, 2026	12.30pm to 3pm
GO 503	Designated Teachers & Governors for Children in Care Network (compulsory school age)	Tuesday, March 10, 2026	3.45pm to 5.15pm
SG 107	Designated Safeguarding Leads Refresher	Wednesday, March 11, 2026	9.15am to 4pm
AST 004	School Attendance Briefing Termly Update	Wednesday, March 11, 2026	4pm to 5.30pm
CPD 606	Cultural Diversity and Equality of Opportunity in EYFS	Thursday, March 12, 2026	1.15pm to 3.30pm
HR Course	Absence Management of Employees	Thursday, March 12, 2026	2pm to 5pm
EY 007	Early Years Coordinators' Termly Update	Thursday, March 12, 2026	4pm to 5.30pm
GO 504	Taking the Chair - part 4	Thursday, March 12, 2026	4.30pm to 6.30pm
BSAT 302	Behaviour Support Intervention Refresher Training - Non-accredited	Wednesday, March 18, 2026	10am to 2pm
BSAT 203	Lego Build to Express	Thursday, March 19, 2026	9am to 12noon
BSAT 203	Lego Build to Express	Thursday, March 19, 2026	1pm to 4pm
EY 349	Support and Supervision in the EYFS	Thursday, March 19, 2026	4pm to 5.30pm
PSS 101	Understanding Nurture	Friday, March 20, 2026	9am to 3.30pm
AST 005	School Attendance Surgery	Friday, March 20, 2026	10am to 12noon
EY 347	Using Visuals to Support all Children in Early Years Provision	Monday, March 23, 2026	4pm to 5.30pm
CPD 601	EAL and SEND	Tuesday, March 24, 2026	1.15pm to 4pm
SG 212	Prevent Leads Termly Network	Wednesday, March 25, 2026	2pm to 3pm
EY 201	Forest School and Outdoor Learning for Practitioners Working within EYFS	Wednesday, March 25, 2026	4pm to 5.30pm
SG 108	Raising Awareness of Child Protection (Level 1)	Thursday, March 26, 2026	3.30pm to 5pm
April 2026			
SG 102	Newly Appointed Designated Safeguarding Leads' Training (Level 3) (2 days) - part 1	Wednesday, April 15, 2026	9.15am to 4pm
CPD 732	Working with Refugee Children and their Families in Schools	Wednesday, April 15, 2026	1.15pm to 2.45pm
SG 102	Newly Appointed Designated Safeguarding Leads' Training (Level 3) (2 days) - part 2	Thursday, April 16, 2026	9.15am to 4pm
PSS 104	Supporting Behaviour and Learning - Children with ADHD / Oppositional Defiance Disorder (ODD) & Conduct Disorder (CD)	Friday, April 17, 2026	9am to 12noon

SG 108	Raising Awareness of Child Protection (Level 1) <i>(may be subject to change for SLA 2026/27 financial year)</i>	Monday, April 20, 2026	3.30pm to 5pm
CPD 729	Meeting the Needs of Pupils at Early Stages of English as an Additional Language	Tuesday, April 21, 2026	1.15pm to 3.30pm
HR Course	Safer Recruitment Administration	Tuesday, April 21, 2026	2pm to 5pm
BSAT 201	Safety Intervention Training (formerly MAPA training) - Part 1 - CPI accredited	Wednesday, April 22, 2026	9am to 4pm
BSAT 201	Safety Intervention Training (formerly MAPA training) - Part 2 - CPI accredited	Thursday, April 23, 2026	9am to 11.30am
BSAT 212	Safety Intervention Refresher Training (formerly MAPA Refresher Training) - CPI accredited	Thursday, April 23, 2026	1pm to 3.30pm
SG 103	Safeguarding Induction Training for Governors - part 1	Tuesday, April 28, 2026	5.30pm to 7.30pm
BSAT 401	Training with PRIDE - Accredited Safety Intervention Training - Part 1	Wednesday, April 29, 2026	9am to 4pm
BSAT 401	Training with PRIDE - Accredited Safety Intervention Training - Part 2	Thursday, April 30, 2026	9am to 11.30am
CPD 727	Enhancing Writing Skills for EAL Learners	Thursday, April 30, 2026	1.15pm to 3.30pm
SG 210	Raising Awareness of Contextual Safeguarding (previously Child-on-Child Abuse) <i>(may be subject to change for SLA 2026/27 financial year)</i>	Thursday, April 30, 2026	3.30pm to 5pm
May 2026			
AST 005	School Attendance Surgery	Friday, May 01, 2026	10am to 12noon
SG 103	Safeguarding Induction Training for Governors - part 2	Tuesday, May 05, 2026	5.30pm to 7.30pm
CPD 715	Strategies to Support EAL Learners in EYFS	Tuesday, May 05, 2026	1.15pm to 3.30pm
SG 107	Designated Safeguarding Leads Refresher	Thursday, May 07, 2026	9.15am to 4pm
EY 104	Best practice in your breakfast, after-school and holiday provision	Thursday, May 07, 2026	9.15am to 12noon
SG 101	Raising Awareness of Prevent <i>(may be subject to change for SLA 2026/27 financial year)</i>	Monday, May 11, 2026	3.30pm to 5pm
EY 023	Listen with Lucy	Wednesday, May 13, 2026	1.15pm to 4pm
CPD 526	EAL Network Meeting	Wednesday, May 13, 2026	3.30pm to 4.30pm
BSAT 302	Behaviour Support Intervention Refresher Training - Non-accredited	Thursday, May 14, 2026	10am to 2pm
HR Course	Accredited Safer Recruitment Training	Thursday, May 14, 2026	9am to 4.30pm
GO 603	The Importance of the Early Years Foundation Stage in Schools	Monday, May 18, 2026	5.30pm to 7pm
SG 108	Raising Awareness of Child Protection (Level 1) <i>(may be subject to change for SLA 2026/27 financial year)</i>	Tuesday, May 19, 2026	9.30am to 11am
LSAT 518	SEND Maths: Transitioning from KS2 to KS3	Wednesday, May 20, 2026	9.15am to 12noon

OES 02	Educational Visits Coordinator Termly Updates	Wednesday, May 20, 2026	1pm to 3pm
SG 203	Child Protection Supervision	Thursday, May 21, 2026	9am to 1pm
PSS 014	Building Confidence & Self-Esteem for Students	Friday, May 29, 2025	9.30am to 11am
June 2026			
CPD 728	Understanding and Promoting the Protected Characteristics in School	Wednesday, June 03, 2026	1.15pm to 3.30pm
SG 108	Raising Awareness of Child Protection (Level 1) <i>(may be subject to change for SLA 2026/27 financial year)</i>	Wednesday, June 03, 2026	3.30pm to 5pm
SG 106	Designated Safeguarding Leads' and Safeguarding Governors' Termly Update	Wednesday, June 03, 2026	4pm to 5.30pm
CPD 620	Virtual School Conference for Designated Teachers and Nominated Governors for Children in Care	Friday, June 05, 2026	8.30am to 4pm
CPD 730	Improving the Attainment of Advanced Learners of English as an Additional Language	Tuesday, June 09, 2026	1.15pm to 3.30pm
EY 008	Supporting Sustained Shared Thinking and Scaffolding Play in the EYFS	Tuesday, June 09, 2026	1.15pm to 4pm
AST 006	Red Book Training - guidance for referrals for attendance related legal interventions	Wednesday, June 10, 2026	8.45am to 3.45pm
BSAT 201	Safety Intervention Training (formerly MAPA training) - Part 1 - CPI accredited	Wednesday, June 10, 2026	9am to 4pm
LSAT 514	AET Making Sense of Autism – an Introduction to Autism for Governors	Thursday, June 11, 2026	5.30pm to 7pm
BSAT 201	Safety Intervention Training (formerly MAPA training) - Part 2 - CPI accredited	Thursday, June 11, 2026	9am to 11.30am
EY 345	Universal Offer - Getting it Right for All Children in the EYFS Environment	Thursday, June 11, 2026	9.15am to 12noon
BSAT 212	Safety Intervention Refresher Training (formerly MAPA Refresher Training) - CPI accredited	Thursday, June 11, 2026	1pm to 3.30pm
SG 209	Raising Awareness of Online Safety <i>(may be subject to change for SLA 2026/27 financial year)</i>	Thursday, June 11, 2026	3.30pm to 5pm
PSS 001	Youth Mental Health First Aid (part 1)	Monday, June 15, 2026	8.30am to 4pm
PSS 001	Youth Mental Health First Aid (part 2)	Tuesday, June 16, 2026	8.30am to 4pm
BSAT 401	Training with PRIDE - Accredited Safety Intervention Training - Part 1	Wednesday, June 17, 2026	9am to 4pm
BSAT 401	Training with PRIDE - Accredited Safety Intervention Training - Part 2	Thursday, June 18, 2026	9am to 11.30am
SG 104	Governors' Responsibilities for Exclusions	Thursday, June 18, 2026	5pm to 7pm

EY 201	Forest School and Outdoor Learning for Practitioners Working within EYFS	Thursday, June 18, 2026	4pm to 5.30pm
CPD 623	Kinship Care: The role of the school in supporting children & young people in line with the new statutory guidance	Thursday, June 18, 2026	4pm to 5.30pm
OES 01	Educational Visits Coordinator Training and Refresher	Friday, June 19, 2026	9.30am to 3.30pm
AST 004	School Attendance Briefing Update	Wednesday, June 24, 2026	4pm to 5.30pm
EY 303	Bright Ideas and Inspiration - for your breakfast, holiday and out of school provision	Thursday, June 25, 2026	9.15am to 12noon
GO 502	Induction Training for New Governors	Thursday, June 25, 2026	9.30am to 3.30pm
EY 007	Early Years Coordinators' Termly Update	Thursday, June 25, 2026	4pm to 5.30pm
SG 101	Raising Awareness of Prevent <i>(may be subject to change for SLA 2026/27 financial year)</i>	Tuesday, June 30, 2026	3.30pm to 5pm
July 2026			
BSAT 302	Behaviour Support Intervention Refresher Training - Non-accredited	Wednesday, July 01, 2026	10am to 2pm
BSAT 203	Lego Build to Express	Thursday, July 02, 2026	9am to 12noon
SG 108	Raising Awareness of Child Protection (Level 1) <i>(may be subject to change for SLA 2026/27 financial year)</i>	Thursday, July 02, 2026	9am to 11am
BSAT 203	Lego Build to Express	Thursday, July 02, 2026	1pm to 4pm
CPD 721	Pupil Premium Network Meeting	Thursday, July 02, 2026	4pm to 5.30pm
OES 03	Educational Visits Leader Training	Friday, July 03, 2026	9.30am to 3.30pm
AST 005	School Attendance Surgery	Friday, July 03, 2026	10am to 12noon
SG 107	Designated Safeguarding Leads Refresher	Wednesday, July 08, 2026	9.15am to 4pm
SG 212	Prevent Leads Termly Network	Thursday, July 09, 2026	3.30pm to 4.30pm

Wednesday, October 22, 2025

Wednesday, March 11, 2026

Wednesday, June 24, 2026

4pm to 5.30pm

Online via Microsoft Teams

Course code AST 004

School Attendance Briefing Termly Updates

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

Target Audience: Headteachers, education welfare officers, senior leaders with school attendance responsibility (cross phase)

Course Content

An opportunity to join a termly briefing related to school attendance.

Key Outcomes

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

Cost per delegate

T&W LA Schools & Academies	£0.00
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To book a place on this course, please send a completed booking form to:

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

☎ Tel: 01952 382465

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Friday, September 26, 2025
Friday, November 28, 2025
Friday, January 23, 2026
Friday, March 20, 2026
Friday, May 01, 2026
Friday, July 03, 2026
10am to 12noon

Online via Microsoft Teams

Course code AST 005

School Attendance Surgery

Course Tutor: Kay Burford, Zoe McLaughlin, Jo Antenbring and Karen Parkinson

Target Audience: Senior leaders with school attendance responsibility, education welfare officers, strengthening families practitioners, social workers (cross phase)

Course Content

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

Key Outcomes

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

Cost per delegate

T&W LA Schools & Academies	£0.00
Non T&W Schools	£0.00

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☎ Tel: 01952 382465

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Wednesday, 17 September, 2025

Wednesday, June 10, 2026

8.45am to 3.45pm

Face to Face

Course code AST 006

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

Course Tutor: Kay Burford, Jo Antenbring and Karen Parkinson

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

Course Content

This course will:

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

Cost per delegate

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

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

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

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Tuesday, September 30, 2025

9.15am to 12noon

Face to Face

Course code AST 007

Preparing a Referral for a Robust Interview Under Caution (and completing a section 9 - witness statement)

Course Tutor: Kay Burford, Jo Antenbring and Karen Parkinson

Target Audience: Any school staff with an attendance responsibility, including education welfare officers and pastoral leads (cross phase)

Course Content

This course aims to coach school staff with an attendance responsibility in preparing to refer to the Attendance Support Team (AST) for an Interview Under Caution, which leads to legal intervention for parents of children who have poor school attendance.

The referral is the process of telling the story and providing the evidence of all the support offered to the pupil and parents where there is still no improvement in the pupil's attendance. AST will share their knowledge and experience with delegates of what is required to have a successful and robust case in readiness for the hearing in the Magistrates Court.

AST will guide school staff through completing a factual and appropriate witness statement (Section 9) to complete the IUC referral.

Key Outcomes

Attendance related staff will feel confident in preparing a case for legal intervention.

Cost per delegate

T&W LA Schools & Academies	£127.00
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** 10% discount per delegate for two or more bookings on the same course from the same school*

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

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

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Part 1: Wednesday, September 03, 2025 *this date has been cancelled*

Part 1: Wednesday, November 12, 2025
Part 1: Wednesday, January 07, 2026
Part 1: Wednesday, February 25, 2026
Part 1: Wednesday, April 22, 2026
Part 1: Wednesday, June 10, 2026
9am to 4pm

Part 2: Thursday, September 04, 2025 *this date has been cancelled*

Part 2: Thursday, November 13, 2025
Part 2: Thursday, January 08, 2026
Part 2: Thursday, February 26, 2026
Part 2: Thursday, April 23, 2026
Part 2: Thursday, June 11, 2026
9am to 11.30am

Face to Face

Course code BSAT 201

Safety Intervention Training (formerly MAPA training) - CPI accredited

Course Tutor: Clare Wilson and Claire Hughes

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

Course Content

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

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

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

Key Outcomes

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

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

Please note that both parts must be completed within no more than 6 weeks of each other. To maintain your licence, a refresher must be attended every 12 months (BSAT 212).

Cost per delegate

T&W LA Schools & Academies	£191.00
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Please note: All stated delegate fees are for face to face courses; however, where a course is delivered virtually, a lower delegate fee will be charged to reflect any savings made on venue costs – please contact the CPD Team for details via cpdschoolimprovement@telford.gov.uk

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

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

☎ Tel: 01952 382465

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Thursday, December 11, 2025
Thursday, March 19, 2026
Thursday, July 02, 2026
9am to 12noon

Thursday, December 11, 2025
Thursday, March 19, 2026
Thursday, July 02, 2026
1pm to 4pm
Face to Face

Course code BSAT 203

Lego Build to Express

Course Tutor: Claire Hughes and Clare Wilson

Target Audience: Individuals working in schools or children's services supporting young people's SEMH needs.

Course Content

Delegates will learn how to facilitate sessions for individuals or small groups. Course leaders will demonstrate how to keep individuals emotionally safe and create an environment where young people feel safe enough to express themselves using specially designed Lego kits.

The course is recommended for individuals who have previously completed the training and would like a refresher. Equally, the course will be beneficial for anyone who has no previous knowledge/training of Lego Build to Express.

Key Outcomes

Delegates will understand the process and feel confident using Lego Build to Express within their settings.

Cost per delegate

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

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

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Thursday, September 04, 2025

Thursday, November 13, 2025

Thursday, January 08, 2026

Thursday, February 26, 2026

Thursday, April 23, 2026

Thursday, June 11, 2026

1pm to 3.30pm

Face to Face

Course code BSAT 212

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

Course Tutor: Clare Wilson and Claire Hughes

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

Course Content

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

Refresher training builds on the foundation established in the CPI Safety Intervention Training programme. The training process provides staff with the opportunity to develop a more meaningful understanding of how programme concepts apply to their work within education settings. Over time staff build confidence in their ability to apply training concepts effectively and safely as they face various and ever-changing realities.

Key Outcomes

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

- regularly and formally assessing staff competence and proficiency in the intervention strategies taught in the CPI Safety Intervention Training programme
- assessing team member strength areas and areas requiring improvement relating to crisis prevention and intervention

Cost per delegate

T&W LA Schools & Academies	£127.00
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Please note: All stated delegate fees are for face to face courses; however, where a course is delivered virtually, a lower delegate fee will be charged to reflect any savings made on venue costs – please contact the CPD Team for details via cpdschoolimprovement@telford.gov.uk

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

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Wednesday, September 24, 2025 *this date has been cancelled*

Thursday, December 04, 2025

Wednesday, January 28, 2026

Wednesday, March 18, 2026

Thursday, May 14, 2026

Wednesday, July 01, 2026

10am to 2pm

Face to Face

Course code BSAT 302

Behaviour Support Intervention Refresher Training - Non-accredited

Course Tutor: Clare Wilson and Claire Hughes

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

Course Content

This course will provide a refresher on the following topics:

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

Key Outcomes

Delegates will refresh their knowledge and understanding in terms of:

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

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

Cost per delegate

T&W LA Schools & Academies	£102.00
Non T&W Schools	£122.40

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

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

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

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Part 1: Wednesday, September 10, 2025
this date has been cancelled

Part 1: Wednesday, November 19, 2025
Part 1: Wednesday, January 14, 2026
Part 1: Wednesday, March 04, 2026
Part 1: Wednesday, April 29, 2026
Part 1: Wednesday, June 17, 2026
9am to 4pm

Part 2: Thursday, September 11, 2025 **this date has been cancelled**

Part 2: Thursday, November 20, 2025
Part 2: Thursday, January 15, 2026
Part 2: Thursday, March 05, 2026
Part 2: Thursday, April 30, 2026
Part 2: Thursday, June 18, 2026
9am to 11.30am

Face to Face

Course code BSAT 401

New for 2025-26!

Training with PRIDE Accredited Safety Intervention Training

Course Tutor: Claire Hughes and Clare Wilson

Target Audience: Headteachers, senior leaders, pastoral support, support assistants, HLTA's or any adult working directly with children

This training is accessible to all organisations, including LA maintained schools, academies and other non-school organisations, in any local authority area.

Course Content

Training with PRIDE accredited training has been designed to enhance your understanding and management of disruptive, aggressive or and/or violent behaviour. The course aims to inspire a culture of care with safer outcomes for all- the course closely follows PRIDE standards to Protect, Respect, Individuality, Dignity, Empowerment as PRIDES underpinning philosophy.

The course will be delivered within a legal and professional framework consistent with current national standards.

Please note that both parts must be completed within no more than 6 weeks of each other.
To maintain your licence, a refresher must be attended every 12 months.

Key Outcomes

By the end of the course, you will have explored and developed a range of physiological and psychological responses to behaviour that will enable you to minimise potential harm, disruptive, aggressive and/or violent behaviour. The ultimate focus is to ensure that you gain essential knowledge, skills and confidence to prevent and de-escalate potential crisis situations. Additionally, this programme will ensure that you have the necessary foundation skills to reduce the likelihood of risky or dangerous behaviours 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 that you continue to work hard to establish with individuals in your care.

Cost per delegate

T&W LA Schools & Academies	£191.00
Non T&W Schools and other organisations	£229.20

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

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

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

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Tuesday, November 04, 2025

9.15am to 10.45am

Face to Face

Course code CPD 502

Assessment Update

Course Tutor: Rebecca Carey

Target Audience: Senior and middle leaders, assessment leads (primary phase)

Course Content

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

The meeting includes:

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

Key Outcomes

Delegates will:

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

Cost per delegate

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

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

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

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

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Wednesday, February 04, 2026

9am to 12.30pm

Face to Face

Course code CPD 504

Preparing for Statutory Assessment at the End of KS2

Course Tutor: Rebecca Carey

Target Audience: Year 6 Teachers

Course Content

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

Key Outcomes

Delegates will be prepared for statutory KS2 assessments for 2026.

Cost per delegate

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

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

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Tuesday, September 23, 2025
Thursday, January 22, 2026
Wednesday, May 13, 2026
3.30pm to 4.30pm
Online via Microsoft Teams

Course code CPD 526

EAL Network Meeting

Course Tutor: Kirsty Holden and Qamar Maqsood

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

Course Content

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

Key Outcomes

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

Cost per delegate

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

Notes:

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

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

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

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Wednesday, October 22, 2025

1.15pm to 3.30pm

Online via Microsoft Teams

Course code CPD 533

Tackling Racist Bullying Effectively

Course Tutor: Qamar Maqsood

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

Course Content

The session will provide an opportunity for participants to:

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

Key Outcomes

Delegates will be able to:

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

Cost per delegate

T&W LA Schools & Academies	£109.00
Non T&W Schools	£130.80
<i>* 10% discount per delegate for two or more bookings on the same course from the same school</i> <i>As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs</i>	

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

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Tuesday, March 24, 2026

1.15pm to 4pm

Online via Microsoft Teams

Course code CPD 601

EAL and SEND

Course Tutor: MDT Team and SEND Team

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

Course Content

This course will be run by the Multicultural Development Team and the Learning Support Advisory Team and will focus on pupils learning EAL who may also have SEND.

The course will:

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

Key Outcomes

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

Cost per delegate

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

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

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

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

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Thursday, December 04, 2025

1.15pm to 3.30pm

Online via Microsoft Teams

Course code CPD 603

Teaching the Language of Maths for EAL Learners

Course Tutor: Qamar Maqsood

Target Audience: Staff with responsibility for EAL and classroom teachers

Course Content

This course will:

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

Key Outcomes

Delegates will:

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

Cost per delegate

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

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

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

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

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

☎ Tel: 01952 382465

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Thursday, March 12, 2026
1.15pm to 3.30pm
Online via Microsoft Teams

Course code CPD 606

Cultural Diversity and Equality of Opportunity in EYFS

Course Tutor: Kirsty Holden

Target Audience: Teaching and support staff working in the EYFS

Course Content

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

The course will also provide:

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

Key Outcomes

Delegates will:

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

Cost per delegate

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

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

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

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

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

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Wednesday, November 12, 2025

1.15pm to 3.30pm

Online via Microsoft Teams

Course code CPD 616

EAL Leadership Development

Course Tutor: Qamar Maqsood

Target Audience: Staff members with the responsibility for EAL

Course Content

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

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

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

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

Key Outcomes

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

Cost per delegate

T&W LA Schools & Academies	£109.00
Non T&W Schools	£130.80
<i>* 10% discount per delegate for two or more bookings on the same course from the same school As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs</i>	

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

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Friday, June 05, 2026

8.30am to 4pm

Face to Face

Course code CPD 620

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

Course Tutor: Virtual School

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

Course Content

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

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

Educational outcomes for children in care and children in need are a key priority for Ofsted in the West Midlands Region and inspectors have told us that they will be looking closely at how a school prioritises work with children in care and vulnerable learners when making inspection judgements.

Key Outcomes

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

The conference will provide:

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

Cost per delegate

T&W LA Schools & Academies	£150 for the first delegate, £100 for the second and £75 for each additional delegates (up to a total of 4 per school) from the same school or setting. Early bird discount of £20 per delegate if booked on or before 28 February 2026 .
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To book a place on this course, please send a completed booking form to:

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

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Thursday, October 23, 2025
Thursday, February 26, 2026
Thursday, June 18, 2026
4pm to 5.30pm
Online via Microsoft Teams

Course code CPD 623

Kinship Care: The role of the school in supporting children & young people in line with the new statutory guidance

Course Tutor: Zoe McLaughlin and Suzy Rogers

Target Audience: Designated Teachers, Designated Safeguarding Leads, pastoral leaders, phase leaders, senior leaders, pupil premium leads

Course Content

This training will look at the new Kinship Care Statutory Guidance for Local Authorities and what this means for education settings. It will explain the routes by which children leave care through Adoption, Special Guardianship Orders and Child Arrangement Orders, and are designated as Previously Looked After Children (PLAC), alongside other young people who may not live with their birth family e.g. private fostering and Kinship Care.

The course will explore effective, evidence-based interventions for professionals to utilise Pupil Premium Plus funding in order to support these children and close the attainment gap, ensuring positive educational outcomes.

Key Outcomes

By the end of this course, delegates will:

- understand what the new Kinship Care Statutory Guidance will mean for education settings
- be able to apply this guidance to inform policy and practice in their education settings
- develop their understanding of evidence-based interventions to support young people in their settings

Cost per delegate

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

To book a place on this course, please send a completed booking form to:
School Improvement ✉ Email: cpdschoolimprovement@telford.gov.uk
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Thursday, November 06, 2025

9am to 4pm

Face to Face

Course code CPD 624

VoiceAbility – Helping Young People Tackle Anxiety through Self-Advocacy

Course Tutor: Delivered by VoiceAbility in collaboration with Telford & Wrekin Virtual School Team and the Severn Training and Schools Alliance (STSA)

Target Audience: Staff delivering mental health or pastoral support in mainstream secondary schools (3 per school)

Course Content

This social value initiative from VoiceAbility complements Telford's *Future in Mind* programme, which equips schools with the training they need to better support the emotional wellbeing of children and their families.

VoiceAbility's contribution focuses on enabling school staff to deliver a one-hour session that can help young people aged 11+ explore and talk about anxiety, with a strong emphasis on building self-advocacy skills.

VoiceAbility's train the trainer session for staff will enable colleagues in all Telford & Wrekin mainstream secondary schools to provide young people with tools and the confidence to understand, manage, and speak up about their mental health needs, specifically to anxiety.

Cost per delegate

T&W LA Schools & Academies	Free to T&W secondary schools as part of the T&W VoiceAbility Service Level Agreement
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To book a place on this course, please send a completed booking form to:

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

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Wednesday, October 22, 2025
9am to 1pm (followed by a light lunch)
Face to Face

Course code CPD 700

Annual Telford Education Strategic Partnership Board Leadership Conference

Target Audience: Headteachers and Principals, CEO's of Academy Trusts

The Partnership Board's Leadership Conference takes place each year in the Autumn Term and is for Telford & Wrekin Headteachers, Principals and CEO's. There is also some space for Deputy Headteachers to attend too, but we ask that they only attend alongside their Headteacher, and not as a replacement.

The focus of the conference is inspiring leadership and will build on the success of last year's event, which was attended by virtually all schools in Telford & Wrekin.

This year, we are delighted to announce details of our key note speaker – [Richard Gerver](#) – one of the world's leading thinkers on human leadership and organisational transformation. Richard Gerver came to prominence when, as a headteacher he turned around a failing school in the UK in under two years. Winning plaudits globally, Richard was referred to as "The Walt Disney of The Classroom" by the UK media, and went on to win a multitude of international awards including a UNESCO award for leadership and innovation, Global Gurus Top 30 Thinker, and The National Teaching Awards, Headteacher of the Year.

The event will also provide an opportunity to share data on the performance of our schools across the borough, comparing to regional and national data, looking at trends over time and identifying hot issues. The presentation will include school performance data, SEND, CiC, Fairshare, attendance, exclusions and suspensions and will help to focus strategic networking discussions on the range of issues challenging our schools.

The conference will end with a light lunch which will provide delegates with a further networking opportunity with their colleagues.

Cost

T&W LA Schools & Academies	£70 per delegate £120 per school for two delegates from the same school
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To book your place, please send a completed booking form to:
School Improvement ✉ Email: cpdschoolimprovement@telford.gov.uk
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Thursday, October 09, 2025

1.15pm to 3.30pm

Online via Microsoft Teams

Course code CPD 701

Identifying EAL and Ethnic Minority Pupils Progress in Schools

Course Tutor: Qamar Maqsood

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

Course Content

This course will explore how schools can:

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

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

Key Outcomes

Delegates will be able to:

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

Cost per delegate

T&W LA Schools & Academies	£109.00
Non T&W Schools	£130.80
<i>* 10% discount per delegate for two or more bookings on the same course from the same school</i>	
<i>As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs</i>	

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

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

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Thursday, November 27, 2025

1.15pm to 3.30pm

Online via Microsoft Teams

Course code CPD 710

Effective EAL Management in Early Years Settings

Course Tutor: Kirsty Holden

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

Course Content

The course will provide:

- an overview of good practice in EAL provision
- an audit tool that can be used in delegates' own settings
- sample EAL/ language policies
- information on assessment of EAL learners through gathering information on skills in first language and monitoring progress in English language acquisition
- knowledge on using the monitoring process to identify targets and next steps in language learning

Key Outcomes

Delegates will be able to:

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

Cost per delegate

T&W LA Schools & Academies	£109.00
Non T&W Schools	£130.80
<i>* 10% discount per delegate for two or more bookings on the same course from the same school As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs</i>	

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

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Wednesday, February 04, 2026

1.15pm to 3.30pm

Online via Microsoft Teams

Course code CPD 714

Reading for Meaning: Strategies for EAL Learners

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 the slowest progress at KS2 and where the attainment gap is greatest.

This course will:

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

Key Outcomes

Delegates will explore:

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

Cost per delegate

T&W LA Schools & Academies	£109.00
Non T&W Schools	£130.80
<i>* 10% discount per delegate for two or more bookings on the same course from the same school</i> <i>As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs</i>	

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

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

☎ Tel: 01952 382465

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Tuesday, May 05, 2026
1.15pm to 3.30pm
Online via Microsoft Teams

Course code CPD 715

Strategies to Support EAL Learners in EYFS

Course Tutor: Kirsty Holden

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

Course Content

This course focuses on:

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

Key Outcomes

Delegates will explore:

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

Cost per delegate

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

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

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

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Tuesday, November 18, 2025

6pm to 8pm

Online via Microsoft Teams

Course code CPD 717

Identifying Governors' Statutory Duties for Equalities and Diversity

Course Tutor: Kirsty Holden and Qamar Maqsood

Target Audience: Governors

Course Content

This course will:

- consider the key OFSTED and national legislations (including the Equality Act 2010) and guidelines (SMSC, PREVENT etc.) relating to equality and diversity in schools
- develop an understanding of governors' roles and responsibilities in relation to equality and diversity and the promotion of fundamental British Values
- look at why issues around equality and diversity need to be central to the ethos of a school
- explore ways of promoting positive approaches to equalities and diversity

Key Outcomes

Delegates will gain an understanding of:

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

Cost per delegate

T&W LA Schools & Academies	£109.00
Non T&W Schools	£130.80
<i>* 10% discount per delegate for two or more bookings on the same course from the same school</i> <i>As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs</i>	

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Tuesday, September 18, 2025
Thursday, March 05, 2026
Thursday, July 02, 2026
4pm to 5.30pm
Face to Face

Course code CPD 721

Pupil Premium Network Meeting

Course Tutor: Senior Officer from Achievement and Enrichment

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

Course Content

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

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

Key Outcomes

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

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

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

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

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

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

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Thursday, January 15, 2026

1.15pm to 3.30pm

Online via Microsoft Teams

Course code CPD 726

Supporting Early Career Teachers with EAL Learners

Course Tutor: Qamar Maqsood

Target Audience: Staff new to teaching, early career teacher

Course Content

This course provides:

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

Key Outcomes

Delegates will:

- examine 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 EAL learners
- understand the needs of their EAL pupils and how to plan appropriately for them
- develop a range of practical approaches and resources which will enhance the development of English as an Additional Language

Cost per delegate

T&W LA Schools & Academies	£109.00
Non T&W Schools	£130.80
<i>* 10% discount per delegate for two or more bookings on the same course from the same school</i> <i>As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs</i>	

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Thursday, April 30, 2026
1.15pm to 3.30pm
Online via Microsoft Teams

Course code CPD 727

Enhancing Writing Skills for EAL Learners

Course Tutor: Kirsty Holden and Qamar Maqsood

Target Audience: EAL coordinators and class teachers

Course Content

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

This course will:

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

Key Outcomes

Delegates will explore:

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

Cost per delegate

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

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

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

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

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Wednesday, June 03, 2026
1.15pm to 3.30pm
Online via Microsoft Teams

Course code CPD 728

Understanding & Promoting the Protected Characteristics in School

Course Tutor: Kirsty Holden, Qamar Maqsood

Target Audience: Headteachers, EAL coordinators and class teachers

Course Content

This course will:

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

Key Outcomes

Delegates will explore:

- the protected characteristics
- how inspectors will gather evidence on the promotion of equality and pupils' understanding of the protected characteristics
- practical ways to meet all schools' duties - to eliminate discrimination, promote equality of opportunity and foster good relations between pupils - as outlined in key legislations
- how embedding equality 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 a wider approach to equality and diversity
- embedding British Values within individual schools

Cost per delegate

T&W LA Schools & Academies	£109.00
Non T&W Schools	£130.80
<i>* 10% discount per delegate for two or more bookings on the same course from the same school As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs</i>	

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

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Tuesday, April 21, 2026

1.15pm to 3.30pm

Online via Microsoft Teams

Course code CPD 729

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

Course Tutor: Qamar Maqsood

Target Audience: EAL coordinators and class teachers

Course Content

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

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

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

Key Outcomes

Participants will:

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

Cost per delegate

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

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

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

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

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Tuesday, June 09, 2026

1.15pm to 3.30pm

Online via Microsoft Teams

Course code CPD 730

Improving the Attainment of Advanced Learners of English as an Additional Language

Course Tutor: Kirsty Holden, Qamar Maqsood

Target Audience: EAL coordinators and class teachers

Course Content

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

The course covers:

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

Key Outcomes

Participants will be enabled to:

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

Cost per delegate

T&W LA Schools & Academies	£109.00
Non T&W Schools	£130.80
<i>* 10% discount per delegate for two or more bookings on the same course from the same school</i> <i>As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs</i>	

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Wednesday, October 01, 2025

1.15pm to 3.30pm

Online via Microsoft Teams

Course code CPD 731

Oracy for EAL Learners in the Primary School

Course Tutor: Kirsty Holden and Qamar Maqsood

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

Course Content

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

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

Key Outcomes

Participants will be enabled to:

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

Cost per delegate

T&W LA Schools & Academies	£109.00
Non T&W Schools	£130.80
<i>* 10% discount per delegate for two or more bookings on the same course from the same school</i> <i>As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs</i>	

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Wednesday, April 15, 2026
1.15pm to 2.45pm
Online via Microsoft Teams

Course code CPD 732

Working with Refugee Children and their Families in Schools

Course Tutor: Kirsty Holden and Qamar Maqsood

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

Course Content

The session will provide information on:

- patterns of migration and living / working in the UK
- key issues pupil may experience in relation to barriers to learning
- key strategies to support learning, induction and social/ emotional issues
- identifying EAL/ SEND in refugee pupils and pathway to support

Key Outcomes

Delegates will:

- have a greater awareness of barriers to learning and emotional factors
- be able to build positive relationships with parents of refugee pupils
- be able to create an inclusive classroom environment, especially for those pupils with SEND
- develop a range of key strategies to engage pupils in learning to support their academic needs and ensure their wellbeing

Cost per delegate

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

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

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Wednesday, February 11, 2026

1pm to 3pm

Online via Microsoft Teams

Course code CPD 733

Identifying Language Proficiency in EAL Learners in EYFS

Course Tutor: Kirsty Holden and Qamar Maqsood

Target Audience: Teaching and support staff working in the EYFS

Course Content

This course will identify the requirements for EAL learners within the EYFS setting, as outlined in the EYFS profile and will focus on:

- identifying language proficiency starting points using induction
- assessing language proficiency of EAL learners in EYFS, using a range of assessment tools to identify best practice for individual settings
- using the assessment to identify next step targets and key strategies to support language development through speaking, listening, early reading and writing

Key Outcomes

Delegates will:

- learn effective assessment techniques for EAL learners
- identify and use best practice and key strategies for EAL children's inclusion
- be able to ensure your setting promotes and provides language development opportunities to support speaking, listening, early reading and writing

Cost per delegate

T&W LA Schools & Academies	£109.00
Non T&W Schools	£130.80
<i>* 10% discount per delegate for two or more bookings on the same course from the same school</i> <i>As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs</i>	

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Part 1: Wednesday, September 17, 2025

Part 2: Wednesday, September 24, 2025

Part 3: Wednesday, October 01, 2025

Part 4: Wednesday, October 08, 2025

Part 5: Wednesday, October 15, 2025

Part 6: Wednesday, October 22, 2025

9am to 3pm

Face to Face

Course code EPS 004

ELSA Training

Course Tutor: Dr Jane Park and 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.

The training includes the first year of ELSA supervision sessions, which are held half termly and will start from Spring 2026, once the training has been completed. From the second year onwards, the cost for supervision is £45 a session. Please note that in order to practice as an ELSA, attendance at Supervision sessions is necessary.

For details of course content, please contact the ELSA Inbox on ELSA@telford.gov.uk.

Cost per delegate (for the whole course)

T&W LA Schools & Academies	£750.00
Non T&W Schools	£900.00

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

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Thursday, October 2, 2025
Monday, January 12, 2026
4pm to 5.30pm
Face to Face

Course code EY 001

An Introduction to the Early Years Foundation Stage

Course Tutor: Early Years Team

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

Course Content

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

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

Key Outcomes

Participants will:

- become acquainted with the Early Years Foundation Stage Curriculum and Statutory Safeguarding and Welfare Requirements
- be familiar with the key documents relating to the EYFS
- reflect on the importance of meeting the statutory safeguarding and welfare requirements
- be able to identify the themes and principles of the EYFS
- gain an understanding of the Prime and Specific Areas of Learning and Development, including the 7 areas of learning and development
- be able to identify the characteristics of effective teaching and learning

Cost per delegate

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

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

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

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Thursday, November 27, 2025

Thursday, March 12, 2026

Thursday, June 25, 2026

4pm to 5.30pm

Face to Face

Course code EY 007

Early Years Coordinators' Termly Update

Course Tutor: Early Years Team

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

Course Content

This termly meeting will provide an update on:

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

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

Cost per delegate

T&W LA Schools & Academies	£116.00
Non T&W Schools	£139.80

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

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Wednesday, November 05, 2025

Tuesday, June 09, 2026

1.15pm to 4pm

Face to Face

Course code EY 008

Supporting Sustained Shared Thinking and Scaffolding Play in the EYFS

Course Tutor: Natasha Locklin

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

Course Content

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

Key Outcomes

Delegates will explore and understand:

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

Cost per delegate

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

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

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

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Thursday, October 16
, 2025
Thursday, February 05, 2026
4pm to 5.30pm
Face to Face

Course code EY 009

Meeting the Statutory Safeguarding and Welfare Requirements of the EYFS

Course Tutor: Early Years Team

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

Course Content

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

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

This course will support the completion of education safeguarding audits conducted by the Local Authority.

Key Outcomes

Delegates will:

- gain a greater understanding of the Safeguarding and Welfare requirements, as set out in the EYFS Statutory Framework 2017
- be able to ensure that the school is meeting EYFS statutory requirements
- review policy, procedures and routines in line with the EYFS
- identify any gaps and action plan to develop practice further

Cost per delegate

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

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

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

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Friday, November 07, 2025

9.30pm to 4pm

Face to Face

Course code EY 015

Annual Early Years Conference

Course Tutor: Early Years Team

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

Course Content

This is an annual full day conference event which is historically led by two high profile key note presenters. Further information will follow once the programme has been finalised.

Cost per delegate

T&W LA Schools & Academies	£191.00
Non T&W Schools	£229.20
<i>* 10% discount per delegate for two or more bookings on the same course from the same school</i> <i>Please note: All stated delegate fees are for face to face courses; however, where a course is delivered virtually, a lower delegate fee will be charged to reflect any savings made on venue costs – please contact the CPD Team for details via cpdschoolimprovement@telford.gov.uk</i>	

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Wednesday, November 19, 2025

Wednesday, May 13, 2026

1.15pm to 4pm

Face to Face

Course code EY 023

Listen with Lucy

Course Tutor: Early Years Team

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

Course Content

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

Key Outcomes

Delegates will be provided with:

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

Cost per delegate

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

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

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Tuesday, October 07, 2025

Thursday, May 07, 2026

9.15am to 12noon

Face to Face

Course code EY 104

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

Course Tutor: Early Years Team

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

Course Content

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

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

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

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

Delegates will:

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

Cost per delegate

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

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Tuesday, September 23, 2025

Wednesday, March 25, 2026

Thursday, June 18, 2026

4pm to 5.30pm **Face to Face**

Course code EY 201

Forest School and Outdoor Learning for Practitioners Working within EYFS

Course Tutor: Early Years Team

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

Course Content

The sessions will vary each term with a focus on the different areas of the EYFS learning and development.

Content will be shared prior to the joining instructions.

Key Outcomes

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

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

Through the continuous professional development training we deliver for Qualified Forest School Leaders, early years practitioners, teachers and teaching assistants, we aim to:

- support you in developing and enhancing your Forest School and outdoor learning areas
- provide you with fresh inspiring ideas and activities to stimulate children and young people's learning and development in a natural environment
- leave you inspired with lots of practical and theoretical tools that link to an educational / learning based setting

Cost per delegate

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

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

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Thursday, November 20, 2025

Thursday, June 25, 2026

9.15am to 12noon

Face to Face

Course code EY 303

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

Course Tutor: Early Years Team

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

Course Content

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

Key Outcomes

Delegates will:

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

Cost per delegate

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

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

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Wednesday, January 28, 2026

Thursday, June 11, 2026

9.15am to 12noon

Face to Face

Course code EY 345

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

Course Tutor: Sarah Worrall

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

please note: a pre-requisite of this course is that delegates need to be directly working with children

Course Content

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

Key Outcomes

Attendees will be able to:

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

Cost per delegate

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

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

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

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Tuesday, September 30, 2025

Wednesday, October 08, 2025 *this date has been cancelled*

Tuesday, February 24, 2026

4pm to 5.30pm

Face to Face

Course code EY 346

Using Work Reward Task Baskets - as part of a structured teaching approach in EYFS

Course Tutor: Sam Evans and Donna Gray

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

Course Content

This course will support delegates in:

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

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

Cost per delegate

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

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

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Thursday, November 13, 2025
Monday, March 23, 2026
4pm to 5.30pm
Face to Face

Course code EY 347

Using Visuals to Support all Children in Early Years Provision

Course Tutor: Sarah Worrall

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

Course Content

This course will focus on:

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

Cost per delegate

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

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

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

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Monday, January 26, 2026
Thursday, March 19, 2026
4pm to 5.30pm
Face to Face

Course code EY 349

Support and Supervision in the EYFS

Course Tutor: Lisa Seymour and Louise Dutton

Target Audience: Teachers in nursery and reception, EYFS coordinators

Course Content

The premise of this course is to ensure that school based settings meet the statutory safeguarding and welfare requirements of the EYFS 'Supervision of staff'.

Key Outcomes

Delegates will:

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

Cost per delegate

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

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

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

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Wednesday, October 08, 2025

Wednesday, March 04, 2026

Thursday, June 25, 2026

9.30am to 3.30pm

Face to Face

Course code GO 502

Induction Training for New Governors

Course Tutor: Rebecca Carey

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

Course Content

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

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

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

Key Outcomes

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

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

Cost per delegate

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

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

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

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Thursday, November 13, 2025

Tuesday, March 10, 2026

3.45pm to 5.15pm

Online via Microsoft Teams

Course code GO 503

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

Course Tutor: Virtual School Team

Target Audience: Designated Teachers & Governors for Children in Care

Course Content

For Designated Teachers & Governors to fully understand their role with regard to children in care and keep up to date with their responsibilities.

Key Outcomes

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

Cost per delegate

T&W LA Schools & Academies	£0
Non T&W Schools	£0

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

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Part 1: Thursday, January 22, 2026
Part 2: Thursday, February 05, 2026
Part 3: Thursday, February 26, 2026
Part 4: Thursday, March 12, 2026
4.30pm to 6.30pm

Online via Microsoft Teams

Course code GO 504

Taking the Chair

Course Tutor: Rebecca Carey

Target Audience: Prospective and new chairs of governors who wish to develop their confidence and skills, and experienced chairs keen to review their effectiveness in the role; this course is also appropriate for those governors chairing sub committees (cross phase)

Course Content

Session 1: roles and relationships - working with the headteacher and the governors
Session 2: leading and managing the work of the governing body
Session 3: the chair's role in supporting strategic leadership
Session 4: the chair's role in ensuring accountability

Key Outcomes

The programme will:

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

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

T&W LA schools & academies and non T&W schools which subscribe to the T&W School Governance Service Level Agreement	£109.00
Other non T&W Schools	£130.80

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

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

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

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Tuesday, September 23, 2025 *this date has been cancelled*

Tuesday, November 18, 2025

9.15am to 12noon

Face to Face

Course code GO 508

Understanding School Finance

Course Tutor: Tim Davis and Rebecca Carey

Target Audience: Governors, school leaders and finance staff

Course Content

This course will help delegates to:

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

Key Outcomes

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

Cost per delegate

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

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

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Thursday, November 06, 2026
Wednesday, February 04, 2026
Monday, May 18, 2026
5.30pm to 7pm
Online via Microsoft Teams

Course code GO 603

The Importance of the Early Years Foundation Stage in Schools

Course Tutor: Early Years Team

Target Audience: Governors in EYFS and primary schools

Course Content

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

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

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

Key Outcomes

Delegates will:

- have a good understanding of the importance of the EYFS in schools
- be familiar with the EYFS documentation and the three sections - a) the learning and development requirements; b) assessment; c) the safeguarding and welfare requirements
- understand the importance of the underpinning themes and the principles of the EYFS
- recognise the importance of play within the EYFS curriculum
- consider the importance of appropriately trained staff working with children in the EYFS
- appreciate the importance of partnership working to improve outcomes for children

Cost per delegate

T&W LA schools & academies and for non T&W schools which subscribe to the T&W School Governance Service Level Agreement	£103.00
Other non T&W Schools	£123.60

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

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

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

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Thursday, September 18, 2025

Thursday, March 12, 2026

2pm to 5pm

Face to Face

Absence Management of Employees

Course Tutor: Human Resources Advisory Team representative

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

Course Content

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

This will include:

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

Learning will be reinforced through practical case studies.

Key Outcomes

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

Cost per delegate

Schools & Academies which subscribe to a service level agreement with T&W Human Resources	£68.00
Schools & Academies	£78.00

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

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Thursday, September 11, 2026

9am to 1pm

Face to Face

Accredited Safer Recruitment Refresher Training

Course Tutor: Human Resources Advisory Team representative and Education Safeguarding Team

Target Audience: All those staff and governors involved in recruitment in school and childcare settings

Course Content

All organisations in England, who work with or provide services for children and young people, have a duty to safeguard and promote their welfare.

In schools, regulations require one member of any recruitment panel to have undertaken Safer Recruitment training, however best practice is for all those involved in recruitment to undertake this training.

Although there is no requirement for refresher training this is offered for those of you who feel you need to be updated, having undertaken the full day Safer Recruitment Accredited course some time ago.

At least one of our trainers will be fully accredited by the Safer Recruitment Consortium.

Please note to be able to undertake this course you will need to have undertaken the Accredited Safer Recruitment Full Day Course, you will be contacted to provide proof of attendance prior to attending.

Cost per delegate

Schools & Academies which subscribe to a service level agreement with T&W Human Resources	£127
All other schools, including out of area and Early Years providers & Childcare settings	£152.40

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

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Thursday, October 02, 2025
Thursday, December 04, 2025
Thursday, January 29, 2026
Thursday, March 05, 2026
Thursday, May 14, 2026
9am to 4.30pm
Face to Face

Accredited Safer Recruitment Training

Course Tutor: HR Advisory Team representative and Education Safeguarding Team

Target Audience: All staff/Governors who work within a school or early years/childcare setting that are involved in the recruitment of staff

Course Content

All organisations in England who work with or provide services for children and young people have a duty to safeguard and promote their welfare. **In schools, regulations require one member of any recruitment panel to have undertaken Safer Recruitment training.**

This training looks at best practice that should be adopted when recruiting and selecting adults to work with children and young people. It sets out procedures and strategies to help those involved in the recruitment process to deter, identify and reject applicants who are unsuitable to work with children and young people. It also seeks to strengthen safeguards by helping to deter and prevent abuse, with the aim of creating an environment where concerns can be raised on poor or unsafe practice.

The purpose of this training is to give employers the information and knowledge to recruit safely.

Key Outcomes

Delegates will:

- gain an awareness and understanding of offender behaviour
- be aware of the key features of staff recruitment, which help deter or prevent the appointment of unsuitable people
- be able to adopt recruitment policies and practices which minimise opportunities for abuse or ensure its prompt reporting
- be able to 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

Additional information

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. At least one of our trainers will be 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.

Cost per delegate

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

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

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Thursday, November 06, 2025
2pm to 5pm
Face to Face

Employee Investigations Training

Course Tutor: Human Resources Advisory Team representative

Target Audience: Senior leaders, governors (cross phase)

Course Content

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

This will cover:

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

Learning will be reinforced through practical case studies.

Key Outcomes

Delegates will be able to:

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

Cost per delegate

Schools & Academies which subscribe to a service level agreement with T&W Human Resources	£68.00
Schools & Academies	£78.00

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

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Thursday, January 15, 2026

2pm to 5pm

Face to Face

Managing Employee Capability (Performance Management)

Course Tutor: HR Advisory Team representative

Target Audience: Senior leaders, governors (cross phase)

Course Content

The course will include:

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

Learning will be reinforced through practical case studies.

Key Outcomes

Delegates will:

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

Cost per delegate

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

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

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Wednesday, October 22, 2025

Tuesday, April 21, 2026

2pm to 5pm

Online via Microsoft Teams

Safer Recruitment Administration

Course Tutor: HR Advisory Team representative

Target Audience: Governors, senior leaders and senior administrators

Course Content

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

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

Key Outcomes

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

Cost per delegate

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

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

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Thursday, November 13, 2025

5pm to 6.30pm

Face to Face

Course code LSAT 212

Governors' Responsibilities for SEND

Course Tutor: Angela Denton

Target Audience: Governors with responsibility for SEND

Course Content

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

This course will help governors to:

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

Cost per delegate

T&W LA schools & academies and for non T&W schools which subscribe to the T&W School Governance Service Level Agreement	£116.00
Other non T&W Schools	£139.20

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

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

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Part 1: 9.15am to 12.30pm on Friday, October 03, 2025

Part 2: 3.30pm to 5pm on Wednesday, March 04, 2026

Face to Face

Course code LSAT 502

Supporting SEND in the Classroom for Early Career Teachers

Course Tutor: Julie Hofland

Target Audience: Early Career Teachers

Course Content

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

Cost per delegate (for both parts)

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

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

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Tuesday, January 27, 2026
9am to 3pm
Online via Microsoft Teams

Course code LSAT 510

Talk Boost KS1

Course Tutor: Learning Support Advisory Team

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

Course Content

Participants will be able to:

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

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

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

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

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

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Monday, October 13, 2025
9.30am to 3pm
Online via Microsoft Teams

Course code LSAT 511

Talk Boost KS2

Course Tutor: Learning Support Advisory Team

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

Course Content

Participants will be able to:

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

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

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

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

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

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

☎ Tel: 01952 382465

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Thursday, October 16, 2025

Thursday, June 11, 2026

5.30pm to 7pm

Online via Microsoft Teams

Course code LSAT 514

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

Course Tutor: Angela Denton

Target Audience: All governors

Course Content

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

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

Key Outcomes

Delegates will:

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

Cost per delegate

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

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Part 1: Wednesday, September 17, 2025

Part 2: Wednesday, October 15, 2025

9.15am to 12noon

Face to Face

Course code LSAT 517

Literacy Pathway Intervention training for Teaching Assistants

Course Tutor: Angela Denton

Target Audience: HLTAs, teaching assistants and SENCOs

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

Course Content

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

Key Outcomes

Delegates will be able to:

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

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

T&W LA Schools & Academies	£191.00 (for both parts)
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** 10% discount per delegate for two or more bookings on the same course from the same school*

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

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

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Wednesday, May 20, 2026

9.15am to 12noon

Face to Face

Course code LSAT 518

SEND Maths: Transitioning from KS2 to KS3

Course Tutor: Ceri Hurst, Jess Bussey

Target Audience: Y7 maths teachers, maths leads, SENCos

Course Content

This course will:

- support schools in raising the standards in the teaching of maths in year 7 for pupils with SEND
- reflect on good practice to support learning in maths through QFT and adaptive teaching

The course will include:

- multisensory approaches
- using games as an approach
- the language of maths
- reasoning and generalisation
- addressing maths anxiety

Cost per delegate

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

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

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

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Tuesday, November 11, 2025

9.15am to 3.30pm

Face to Face

Course code LSAT 519

Autism and Complex Needs

Course Tutor: Julie Hofland and Belinda Sherlock

Target Audience: SENDCos, inclusion leads, senior leaders, class teachers

Course Content

This training is aimed at staff who support pupils with autism and complex needs.

The purpose is intended to deepen participants' understanding of autism and complex needs and the ways in which they can develop their practice to support pupils effectively.

Key Outcomes

The course will:

- enable practitioners to extend their understanding of autism in relation to pupils with complex needs
- provide practical strategies to support practitioners as they develop their knowledge, skills and understanding of effective autism practice

Cost per delegate

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

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

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

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Wednesday, December 03, 2025

1.15pm to 4pm

Face to Face

Course code LSAT 520

Meeting the Needs of Pupils with ADHD in the Mainstream School

Course Tutor: Julie Hofland

Target Audience: Teachers, teaching assistants, SENCos

Course Content

This course aims to support delegates in gaining a greater understanding of ADHD, including:

- how ADHD affects brain function and development
- how ADHD is diagnosed and the importance of early identification
- techniques for managing inattention, hyperactivity, and impulsivity in the classroom
- behaviour management strategies
- how to adjust your communication skills to support young people with ADHD
- how to provide social and emotional support

Key Outcomes

This course will equip teaching staff with the knowledge and skills they need to effectively support students with ADHD in their classrooms.

Delegates will:

- know the symptoms and behaviours associated with ADHD
- be able to identify the differences and similarities between ADHD and other similar conditions
- understand how ADHD affects brain function and development, for example, the impact of ADHD on executive functions such as memory, organisation, and time management
- know how to create an ADHD-friendly classroom environment (e.g., seating arrangements, minimising distractions)

Cost per delegate

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

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

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

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Friday, September 19, 2025
Friday, January 23, 2026
Friday, June 19, 2026
9.30am to 3.30pm
Face to Face

Course code OES 01

Educational Visits Coordinator Training and Refresher

Course Tutor: Alan Braybrooke, Outdoor Education

Target Audience: Education Visits Coordinator

Course Content

Introduction

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

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

Course Content

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

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

Key Outcomes

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

Cost per delegate

Schools & Academies which subscribe to a service level agreement with the Telford & Wrekin Outdoor Education Service	£0.00
Schools & Academies which do not subscribe to the SLA	£185

To book a place on this course, please contact:

✉ Email: edvisits@telford.gov.uk

☎ Tel: 01952 387378

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Wednesday, October 22, 2025

Tuesday, January 27, 2026

Wednesday, May 20, 2026

1pm to 3pm

Face to Face

Course code OES 02

Educational Visits Coordinator Termly Updates

Course Tutor: Alan Braybrooke, Outdoor Education

Target Audience: Education Visits Coordinator (EVCs)

Venue: Wellington Town Council Chamber (*accessed through the Library at Wellington Leisure Centre*)

Content

This termly update will:

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

A typical agenda is as follows:

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

Cost per delegate

Schools & Academies which subscribe to a service level agreement with the Telford & Wrekin Outdoor Education Service	£0.00
Schools & Academies which do not subscribe to the SLA	£110.00

Booking Information

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

If you are in receipt of the information but are no longer an EVC please send an email to EdVisits@telford.gov.uk

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Friday, November 14, 2025
Friday, March 06, 2026
Friday, July 03, 2026
9.30am to 3.30pm
Face to Face

Course code OES 03

Educational Visits Leader Training

Course Tutor: Alan Braybrooke, Outdoor Education

Target Audience: Education Visits Coordinators (EVCs)

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

Course Content

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

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

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

Key Outcomes

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

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

Cost per delegate

Schools & Academies which subscribe to a service level agreement with the Telford & Wrekin Outdoor Education Service	£88.00
Schools & Academies which do not subscribe to the SLA	£165.00

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

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

☎ Tel: 01952 382465

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Part 1: Thursday, October 16, 2025
 Part 1: Thursday, November 20, 2025
 Part 1: Thursday, January 15, 2026
 Part 1: Thursday, March 05, 2026

Part 2: Friday, October 17, 2025
 Part 2: Friday, November 21, 2025
 Part 2: Friday, January 16, 2026
 Part 2: Friday, March 06, 2026

9.30am to 5pm

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

Face to Face

Course code OES 05

Emergency First Aid

Course Content

What's Different?	This is a triple certificated first aid course suitable for all settings, outdoors, in work and with young people. It will meet your organisation's statutory requirements, minimising costs and time, whilst maximising best value.
Certification 	The course certification is through Rescue & Emergency Care (REC) and you will receive the following certificates on successful completion of the course: a) REC – Emergency Outdoor First Aid b) REC - Emergency First Aid at Work (EFAW), and c) REC – 12 hour Paediatric First Aid
Course Content	Over the two days we will look at: • Being Safe – best practice & prevention of cross-infection • Vital Signs – temperature, colour, pulse, breathing, level of response • Incident Handling – a systematic approach to decision making • Unconsciousness – causes & safe airway • CPR & Choking – dealing with the non-breathing casualty • Bleeding – external & internal bleeding and shock • Major Injuries – treating head, spine, chest, abdomen, pelvis, leg & arm injuries • Soft Tissue Injuries - to muscles & joints including dislocations • Monitoring – Casualty cards & monitoring & effective hand overs • Remote Issues – improvisation when you have nothing else available! • Cold and Heat – dealing with hypothermia, hyperthermia and burns • Medical Emergencies – angina, heart attack, stroke, asthma, diabetes, epilepsy, bites, stings and anaphylaxis • First Aid Regulations – an overview & first aid kits
Assessment	You will be continuously assessed throughout the course and there will be two multi choice question papers for you to complete.

Cost per delegate

All Schools & Academies	£150.00
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To book a place on this course, please contact:

✉ Email: edvisits@telford.gov.uk

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Part 1: Wednesday, December 03, 2025

Part 2: Thursday, December 04, 2025

Part 1: Monday, June 15, 2026

Part 2: Tuesday, June 16, 2026

8.30am to 4pm

Face to Face

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

Course code PSS 001

Youth Mental Health First Aid

Course Tutor: Darren Lennon and Michelle Salter

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.

Please note: delegates need to attend both part 1 and part 2 in order to gain the qualification.

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

T&W LA Schools & Academies	£383.00
Non T&W Schools	£459.60
<i>* 10% discount per delegate for two or more bookings on the same course from the same school</i> <i>Please note: All stated delegate fees are for face to face courses; however, where a course is delivered virtually, a lower delegate fee will be charged to reflect any savings made on venue costs – please contact the CPD Team for details via cpdschoolimprovement@telford.gov.uk</i>	

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

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Friday, October 17, 2025

9am to 11.30am

Online via Microsoft Teams

Course code PSS 008

Positive Behaviour Management in the Classroom

Course Tutor: Claire Hughes and Clare Wilson

Target Audience: All school staff

Course Content

This course will:

- provide delegates with the knowledge they need to respond appropriately to a child's challenging behaviour
- teach delegates how to communicate with children effectively and help them to deal with any issues
- explore how to improve children's behaviour in a confident and constructive manner using a range of child behaviour management techniques

Key Outcomes

Delegates will understand:

- what challenging behaviour is, and how it is defined in your setting
- what might cause difficult behaviour and how to build positive relationships with children
- the different strategies and techniques for managing and responding to difficult behaviour
- how incentives and rewards can be used to motivate change
- how to communicate clearly with children in order to set limits and boundaries and help the child to learn what is appropriate behaviour
- how to deal with non-compliance

Cost per delegate

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

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

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

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Friday, January 23, 2026

9am to 11.30am

Face to Face

Course code PSS 010

Cover Supervisors - preparing for the role

Course Tutor: Darren Lennon and Claire Hughes

Target Audience: Cover supervisors

Course Content

This course will:

- explore the role of a cover supervisor
- prepare delegates for the role
- enable delegates to gain a better understanding of the duties and responsibilities and how they can help learners thrive whilst being supported

Key Outcomes

Delegates will feel supported to undertake the role of cover supervisor within school and will be prepared for the role.

Cost per delegate

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

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

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

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Friday, November 28, 2025
9am to 11.30am
Online via Microsoft Teams

Course code PSS 012

Adapting High Quality Teaching for SEMH

Course Tutor: Darren Lennon and Claire Hughes

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

Course Content

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

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

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

Key Outcomes

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

Cost per delegate

T&W LA Schools & Academies	£109.00
Non T&W Schools	£130.80
<i>* 10% discount per delegate for two or more bookings on the same course from the same school As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs</i>	

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Friday, January 23, 2026

12noon to 3.30pm

Face to Face

Course code PSS 013

Behaviour as Communication

Course Tutor: Darren Lennon and Claire Hughes

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

Course Content

This course will:

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

Key Outcomes

Delegates will:

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

Cost per delegate

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

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

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Friday, September 26, 2025 *this date has been cancelled*

Friday, May 29, 2025

9.30am to 11am

Face to Face

Course code PSS 014

Building Confidence & Self-Esteem for Students

Course Tutor: Claire Hughes

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

Course Content

This course will:

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

Key Outcomes

Delegates will:

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

Cost per delegate

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

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

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Friday, February 13, 2026
9am to 12noon
Face to Face

Course code PSS 015

Creating a Behaviour Curriculum

Course Tutor: Darren Lennon and Claire Hughes

Target Audience: All teaching staff

Course Content

Delegates will:

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

Cost per delegate

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

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

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Friday, February 13, 2026
12.30pm to 3.30pm
Face to Face

Course code PSS 016

Creating an Outstanding Behaviour Policy

Course Tutor: Darren Lennon and Claire Hughes

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

Course Content

This course will:

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

Key Outcomes

Delegates will:

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

Cost per delegate

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

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

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Friday, October 10, 2025

11.30am to 3.30pm

Face to Face

Course code PSS 018

Managing Anxiety in Children

Course Tutor: Darren Lennon and Claire Hughes

Target Audience: All colleagues in primary and secondary schools

Course Content

This course will:

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

Key Outcomes

Delegates will:

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

Cost per delegate

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

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

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

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Friday, October 03, 2025

1pm to 3pm

Face to Face

Course code PSS 019

Maximising the Impact of Teaching Assistants with Behaviour Management

Course Tutor: Darren Lennon and Claire Hughes

Target Audience: Teaching Assistants

Course Content

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

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

- conduct behaviour
- emotional behaviour
- inclusion
- reflective responses

Key Outcomes

Delegates will:

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

Cost per delegate

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

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

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

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

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Friday, November 28, 2025
12noon to 3.30pm
Face to Face

Course code PSS 020

Secure Attachment in Schools

Course Tutor: Darren Lennon and Claire Hughes

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

Course Content

Delegates will:

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

Cost per delegate

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

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

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

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

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Friday, October 10, 2025

9am to 11am

Face to Face

Course code PSS 021

Supporting and Developing the Role of Lunchtime Supervisors and Behaviour

Course Tutor: Darren Lennon and Claire Hughes

Target Audience: Lunchtime Supervisors

Course Content

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

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

The course includes:

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

Key Outcomes

Delegates will understand:

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

Cost per delegate

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

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

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

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Friday, December 5, 2025

9.30am to 11am

Face to Face

Course code PSS 022

Supporting Emotional Needs of Learners

Course Tutor: Darren Lennon and Claire Hughes

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

Course Content

This course will:

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

Key Outcomes

Delegates will:

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

Cost per delegate

T&W LA Schools & Academies	£116.00
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Non T&W Schools	£139.20
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** 10% discount per delegate for two or more bookings on the same course from the same school*

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

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Friday, March 06, 2026
12.30pm to 3pm
Face to Face

Course code PSS 023

Supporting Pupils with Down Syndrome and Behaviour Challenges

Course Tutor: Darren Lennon and Claire Hughes

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

Course Content

This course will provide delegates with:

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

Key Outcomes

Delegates will:

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

Cost per delegate

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

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

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Friday, March 06, 2026

9.15am to 12noon

Face to Face

Course code PSS 024

The Impact of FASD on Behaviour

Course Tutor: Darren Lennon and Claire Hughes

Target Audience: All colleagues from primary and secondary schools

Course Content

This course will:

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

Key Outcomes

Delegates will:

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

Cost per delegate

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

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

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Friday, October 17, 2025

1pm to 3.30pm

Face to Face

Course code PSS 025

Using Trauma Informed Practice to Develop Change for All Learners

Course Tutor: Darren Lennon and Claire Hughes

Target Audience: All school based staff

Course Content

This course will:

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

Key Outcomes

Delegates will:

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

Cost per delegate

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

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Friday, October 03, 2025

9am to 12noon

Face to Face

Course code PSS 026

The Importance of Play in Primary including Sand Based Resources

Course Tutor: Darren Lennon and Claire Hughes

Target Audience: Primary school staff, teachers and teaching assistants

Course Content

This course will:

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

Key Outcomes

Delegates will:

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

Cost per delegate

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

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

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Thursday, October 23, 2025

9.30am to 11am

Face to Face

Course code PSS 028

Restorative Practice

Course Tutor: Darren Lennon and Claire Hughes

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

Course Content

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

Key Outcomes

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

Cost per delegate

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

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

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

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Friday, March 20, 2026
9am to 3.30pm
Face to Face

Course code PSS 101

Understanding Nurture

Course Tutor: Darren Lennon and Claire Hughes

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

Course Content

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

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

Key Outcomes

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

Cost per delegate

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

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

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

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Friday, April 17, 2026

9am to 12noon

Online via Microsoft Teams

Course code PSS 104

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

Course Tutor: Darren Lennon and Claire Hughes

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

Course Content

This course will raise understanding and, more importantly, help staff to support children to improve their outcomes.

In addition to ADHD, the course will examine Oppositional Defiance Disorder (ODD) and Conduct Disorder (CD).

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

Cost per delegate

T&W LA Schools & Academies	£109.00
Non T&W Schools	£130.80
<i>* 10% discount per delegate for two or more bookings on the same course from the same school</i> <i>As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs</i>	

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

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Wednesday, September 24, 2025

Wednesday, November 12, 2025

Tuesday, January 13, 2026

Thursday, February 26, 2026

Monday, May 11, 2026 *(may be subject to change for SLA 2026/27 financial year)*

Tuesday, June 30, 2026 *(may be subject to change for SLA 2026/27 financial year)*

3.30pm to 5pm

Online via Microsoft Teams

Course code SG 101

Raising Awareness of Prevent

Course Tutor: Education Safeguarding Team

Target Audience: All front line school staff, school governors

Course Content

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

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

Key Outcomes

Delegates will understand:

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

For whole school bookings – please complete the booking form with the course details and attach a separate word or excel document (not pdf) with all delegate names and email addresses.

Cost per delegate

Telford & Wrekin state-funded schools (maintained schools and academies) and schools and colleges which subscribe to the training element (option 2a) of the 2025-26 Education Safeguarding SLA	£0
Telford & Wrekin non state funded schools (i.e. independent schools) and colleges, or non TW schools and colleges, which purchase any of the 2025-26 Education Safeguarding SLA options	£109
Non T&W schools, colleges and any other non-school organisations	£130.80

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

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

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

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Part 1: Wednesday, September 03, 2025 *this date has been cancelled*

Part 2: Thursday, September 04, 2025 *this date has been cancelled*

Part 1: Tuesday, November 04, 2005

Part 2: Wednesday, November 05, 2025

Part 1: Wednesday, January 07, 2026

Part 2: Thursday, January 08, 2026

Part 1: Wednesday, April 15, 2026

Part 2: Thursday, April 16, 2026

9.15am to 4pm

Face to Face

Course code SG 102

Newly Appointed Designated Safeguarding Leads' Training (Level 3)

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

Please note: to maintain currency as a DSL, Refresher training (SG 107) must be attended within two years of the newly appointed Designated Safeguarding Leads' training (SG 102) and every other year thereafter.

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

T&W LA Schools & Academies and non T&W schools which subscribe to the Education Safeguarding Team's Service Level Agreement	£382.00
Other non T&W Schools	£458.40

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

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

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

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

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Thursday, January 22, 2026

9.30am to 2pm (face to face)

or

Part 1: Tuesday, April 28, 2026

Part 2: Tuesday, May 05, 2026

5.30pm to 7.30pm (online)

Course code SG 103

Safeguarding Induction Training for Governors

Course Tutor: Education Safeguarding Team

Target Audience: New governors

Course Content

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

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

Key Outcomes

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

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

Please note: all new governors will need to attend either the full day course, or, if opting for twilights, will need to attend both parts.

Cost per delegate

T&W LA Schools & Academies and non T&W schools which subscribe to either the Education Safeguarding Team or School Governance Service Level Agreement	£191.00 (face to face) £164.00 (online via Microsoft Teams)
Other non T&W Schools	£229.20 (face to face) £196.80 (online via Microsoft Teams)

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

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

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Thursday, December 04, 2025

Thursday, June 18, 2026

5pm to 7pm

Online via Microsoft Teams

Course code SG 104

Governors' Responsibilities for Exclusions

Course Tutor: Andy Cooke, Service Delivery Manager

Target Audience: Governors with responsibility for exclusions

Course Content

This course will:

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

Key Outcomes

Delegates will have a clear understanding of:

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

Cost per delegate

T&W LA Schools & Academies	£109.00
Non T&W Schools	£130.80
<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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Thursday, October 16, 2025
Wednesday, February 25, 2026
Wednesday, June 03, 2026
4pm to 5.30pm
Online via Microsoft Teams

Course code SG 106

Designated Safeguarding Leads' and Safeguarding Governors' Termly Update

Course Tutor: Education Safeguarding Team

Target Audience: Designated Safeguarding Leads and governors with safeguarding responsibility

Course Content

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

Key Outcomes

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

Please note: 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'.

Cost per delegate

T&W LA Schools & Academies & non T&W schools which subscribe to either the Education Safeguarding Team or the School Governance Service Level Agreement	£103.00
Other non T&W Schools	£123.60
<i>* 10% discount per delegate for two or more bookings on the same course from the same school As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs</i>	

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

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Wednesday, October 01, 2025
Wednesday, November 19, 2025
Thursday, January 29, 2026
Wednesday, March 11, 2026
Thursday, May 07, 2026
Wednesday, July 08, 2026
9.15am to 4pm
Face to Face

Course code SG 107

Designated Safeguarding Leads Refresher

Course Tutor: Education Safeguarding Team

Target Audience: Existing DSLs in need of refresher training

Please note: This training must be attended within two years of the newly appointed Designated Safeguarding Leads' training (SG 102) and every other year thereafter.

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 enables Designated Safeguarding Leads to meet the requirements of (paragraph 64) 'Keeping Children Safe in Education'.

Delegates will:

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

Cost per delegate

T&W LA Schools & Academies and non-T&W schools which subscribe to the Education Safeguarding Team's Service Level of Agreement	£191.00
Other non T&W Schools	£229.20
<i>* 10% discount per delegate for two or more bookings on the same course from the same school</i> <i>Please note: All stated delegate fees are for face to face courses; however, where a course is delivered virtually, a lower delegate fee will be charged to reflect any savings made on venue costs – please contact the CPD Team for details via cpdschoolimprovement@telford.gov.uk</i>	

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9am to 11am – face to face

Monday, November 10, 2025

Wednesday, February 25, 2026

Thursday, July 02, 2026 *(may be subject to change for SLA 2026/27 financial year)*

9.30am to 11am - Online

Wednesday, January 07, 2026

Tuesday, May 19, 2026 *(may be subject to change for SLA 2026/27 financial year)*

10am to 11.30am - Online

Monday, September 01, 2025

1.30pm to 3pm – Online

Thursday, September 11, 2025

Wednesday, October 08, 2025

Thursday, December 11, 2025

Tuesday, February 24, 2026

3.30pm to 5pm - Online

Tuesday, September 02, 2025 *this date has been cancelled*

Thursday, September 11, 2025

Tuesday, October 07, 2025

Wednesday, October 22, 2025

Wednesday, December 03, 2025

Tuesday, February 03, 2026

Thursday, March 26, 2026

Monday, April 20, 2026 *(may be subject to change for SLA 2026/27 financial year)*

Wednesday, June 03, 2026 *(may be subject to change for SLA 2026/27 financial year)*

Course code SG 108

Raising Awareness of Child Protection (Level 1)

Course Tutor: Education Safeguarding Team

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

Course Content

This course will:

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

Key Outcomes

By the end of the session delegates will:

- be more aware of the different categories of child abuse and contextual safeguarding issues
- understand how child development may be impacted on by abuse (ACEs)

- be clear about their own safeguarding roles and responsibilities and the importance of working together to identify, assess, and meet the needs of children where there are safeguarding concerns
- be clear about what to do if they are concerned about a child and who to speak to
- be clear about how to respond to a child who tells them about possible abuse and how to record and share information, and
- understand the importance of safe working practice

For whole school bookings – please complete the booking form with the course details and attach a separate word or excel document (not pdf) with all delegate names and email addresses.

Cost per delegate	
Telford & Wrekin state-funded schools (maintained schools and academies) and schools and colleges which subscribe to the training element (option 2a) of the 2025-26 Education Safeguarding SLA	£0
Telford & Wrekin non state funded schools (i.e. independent schools) and colleges, or non TW schools and colleges, which purchase any of the 2025-26 Education Safeguarding SLA options	£103
Non T&W schools, colleges and any other non-school organisations	£123.60
<i>* 10% discount per delegate for two or more bookings on the same course from the same school As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs</i>	

To book a place on this course, please send a completed booking form to:
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Thursday, October 23, 2025
3.30pm to 5pm
Online via Microsoft Teams

Course code SG 110

Webinar session: Ensuring the Quality of Safeguarding Records

Course Tutor: Education Safeguarding Team

Target Audience: All staff working in schools and colleges

Course Content

We are pleased to present a webinar which will:

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

Key Outcomes

Delegates will:

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

For whole school bookings – please complete the booking form with the course details and attach a separate word or excel document (not pdf) with all delegate names and email addresses.

Cost per delegate

Telford & Wrekin state-funded schools (maintained schools and academies) and schools and colleges which subscribe to the training element (option 2a) of the 2025-26 Education Safeguarding SLA	£0
Telford & Wrekin non state funded schools (i.e. independent schools) and colleges, or non TW schools and colleges, which purchase any of the 2025-26 Education Safeguarding SLA options	£103
Non T&W schools, colleges and any other non-school organisations	£123.60

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

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

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

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Thursday, May 21, 2026

9am to 1pm

Face to Face

Course code SG 203

Child Protection Supervision

Course Tutor: Education Safeguarding Team and Early Years & Childcare

Target Audience: Designated Safeguarding Leads, senior leaders

Course Content

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

This half day course will explore:

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

Key Outcomes

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

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

Cost per delegate

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

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

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

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

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Friday, September 05, 2025
9.30am to 10.30am

Wednesday, September 10, 2025 *this date has been cancelled*
1pm to 2pm

Tuesday, September 16, 2025
5pm to 6pm
Online via Microsoft Teams

Course code SG 204

Keeping Children Safe in Education (KSCIE) Webinar

Course Tutor: Education Safeguarding Team

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

Course Content

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

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

Key Outcomes

Delegates will:

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

Cost for 2 delegates

T&W LA Schools & Academies	£50 (for 2 delegates from the same school)
Non T&W Schools	£50 (for 2 delegates 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

☎ Tel: 01952 382465

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Thursday, November 13, 2025

Wednesday, March 04, 2026

Thursday, June 11, 2026 (may be subject to change for SLA 2026/27 financial year)

3.30pm to 5pm

[Online via Microsoft Teams](#)

Course code SG 209

Raising Awareness of Online Safety

Course Tutor: Education Safeguarding Team

Target Audience: All staff working in schools and colleges

Course Content

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

The course will include:

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

Key Outcomes

Delegates will:

- understand the unique risks associated with online safety
- have knowledge of how to keep children safe while they are online at school or college
- understand the approach to teaching online safety
- know about the lived experience of children and adults and the role of internet use in everyday life
- understand the implications for the online safety curriculum and associated safeguarding policies
- understand roles and responsibilities in developing safe use of the internet for children in school and outside of school
- understand the requirements of meeting the filtering and monitoring standards

For whole school bookings – please complete the booking form with the course details and attach a separate word or excel document (not pdf) with all delegate names and email addresses.

Cost per delegate

Telford & Wrekin state-funded schools (maintained schools and academies) and schools and colleges which subscribe to the training element (option 2a) of the 2025-26 Education Safeguarding SLA	£0
Telford & Wrekin non state funded schools (i.e. independent schools) and colleges, or non TW schools and colleges, which purchase any of the 2025-26 Education Safeguarding SLA options	£109
Non T&W schools, colleges and any other non-school organisations	£130.80
<i>* 10% discount per delegate for two or more bookings on the same course from the same school As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs</i>	

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

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

☎ Tel: 01952 382465

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Wednesday, October 15, 2025

Wednesday, January 21, 2026

Thursday, April 30, 2026 *(may be subject to change for SLA 2026/27 financial year)*

3.30pm to 5pm

Online via Microsoft Teams

Course code SG 210

Raising Awareness of Contextual Safeguarding (previously Child-on-Child Abuse)

Course Tutor: Education Safeguarding Team

Target Audience: All staff working in schools and colleges

Course Content

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

This course will include:

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

Key Outcomes

Delegates will:

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

For whole school bookings – please complete the booking form with the course details and attach a separate word or excel document (not pdf) with all delegate names and email addresses.

Cost per delegate

Telford & Wrekin state-funded schools (maintained schools and academies) and schools and colleges which subscribe to the training element (option 2a) of the 2025-26 Education Safeguarding SLA	£0
Telford & Wrekin non state funded schools (i.e. independent schools) and colleges, or non TW schools and colleges, which purchase any of the 2025-26 Education Safeguarding SLA options	£109
Non T&W schools, colleges and any other non-school organisations	£130.80
<i>* 10% discount per delegate for two or more bookings on the same course from the same school As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs</i>	

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

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Thursday, September 25, 2025

1pm to 3pm

Face to Face

Course code SG 211

Schools' Role in the Safeguarding Legal Process

Course Tutor: Education Safeguarding Team and Legal Services

Target Audience: DSLs, headteachers, senior leaders from schools

Course Content

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

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

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

Key Aims

This course will help delegates to:

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

Cost per delegate

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

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

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

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

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

☎ Tel: 01952 382465

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Wednesday, December 10, 2025

Wednesday, March 25, 2026

2pm to 3pm

Thursday, July 09, 2026

3.30pm to 4.30pm

Online via Microsoft Teams

Course code SG 212

Prevent Leads Termly Network

Course Tutor: Education Safeguarding Team

Target Audience: Prevent Leads

Course Content

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

Key aims

These sessions will enable Prevent Leads to:

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

Cost per delegate

Telford & Wrekin state-funded schools (maintained schools and academies) and schools and colleges which subscribe to the training element (option 2a) of the 2025-26 Education Safeguarding SLA	£0
Telford & Wrekin non state funded schools (i.e. independent schools) and colleges, or non TW schools and colleges, which purchase any of the 2025-26 Education Safeguarding SLA options	£103
Non T&W schools, colleges and any other non-school organisations	£123.60
<i>* 10% discount per delegate for two or more bookings on the same course from the same school As this course is being delivered online the standard delegate fee has been reduced to reflect savings made on venue costs</i>	

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

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

☎ Tel: 01952 382465

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Thursday, February 12, 2026

9.15am to 3pm

Face to Face

Course code SG 213

Annual Safeguarding in Education Conference

Course Tutor: Education Safeguarding Team personnel

Target Audience: To be advised

Course Content

This is a new event for 2025-26 and is envisaged to become an annual conference event, which will be focused on all aspects of Education Safeguarding.

Further detail will be added to this page once confirmed.

Cost per delegate

T&W LA Schools & Academies	Price to follow
Non T&W Schools	Price to follow
<i>* discount details where appropriate</i>	

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

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

☎ Tel: 01952 382465

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Tuesday, October 07, 2025
9.15am to 3.30pm
Face to Face

Course code SIS 001

The Visually Impaired Child in Your Class

Course Tutor: Sensory Inclusion Service

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

Course Content

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

The course will include 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

☎ Tel: 01952 382465

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Thursday, September 25, 2025

8.30am to 3.30pm

Face to Face

Course code SIS 002

The Hearing Impaired Child in your Class

Course Tutor: Hazel Snape

Target Audience: Teachers and staff in settings who work with children and young people who have a hearing impairment

(please note: this event is by invitation only)

Course Content

Hearing and Hearing Aids

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

Language Development and Curriculum Access

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

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

Cost per delegate

T&W LA Schools & Academies – by invitation only

£65

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

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

☎ Tel: 01952 382465

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CPI Accredited Safety Intervention Training
Pricing information and bespoke training request form

Academic Year 2025-26

CPI Accredited Safety Intervention Training (formerly known as MAPA Training) is only 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](https://www.telford.gov.uk/education-services)

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

Bespoke training

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

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

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

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

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

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

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

Notes:

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

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

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

Request Form for Bespoke Training
Academic Year 2025-26

Section 1:

To be completed by the Headteacher or School Business Manager of the school requesting bespoke CPI Safety Intervention Training and sent to cpdschoolimprovement@telford.gov.uk via email

School Name			
Course name (please tick ✓)	Full CPI Accredited Safety Intervention Training	CPI Accredited Refresher Training	Verbal Intervention Training
Preferred date/s <i>note: for Full Safety Intervention Training, two dates are needed, a full day for part one and half day for part two</i>			
Preferred start and finish time/s			
Venue for training (usually the school site)			
Approximate number of staff to be trained			
Will there be anyone in attendance from any other school/s?	Yes / No		
Please use the space to make any special requests			

Section 2:

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

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

Section 3:

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

Declaration

I understand and agree that:

- on completion of the work, T&W LA may journal transfer the agreed cost from the school's cost code, detailed below
- once booked, a cancellation fee of 35% per delegate applies within 5 days of the course; non-arrivals on the day without prior cancellation are charged at 100% of the cost (unless re-arranged dates are agreed)

Headteacher name / signature	
Cost code	
Date	

NEW for 2025-26!
Training with Pride Accredited Safety Intervention Training
Pricing information and bespoke training request form

Academic Year 2025-26

Training with Pride Accredited Safety Intervention Training is NEW for 2025-26 and is accessible to **all** organisations, including LA maintained schools, academies and other non-school organisations, **in any local authority area** – either through places booked on a centrally held course, or by requesting a bespoke session for a group of staff or whole-school.

Please note: To maintain your licence, Training with Pride Refresher Training must be attended every 12 months. As Training with Pride is new in 2025-26, Training with Pride Refresher Training will be introduced in 2026-27.

Centrally held training

Details of all **centrally held Accredited Safety Intervention Training** can be found in the CPD Booklet on the [Telford Education Services website](https://www.telford.gov.uk/education-services)

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

Bespoke training

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

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

Full Training with Pride Safety Intervention Training (1.5 days) <i>Normally a minimum of 10 delegates but a maximum of 15 delegates for one trainer</i>	£172 per person *
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*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*

Notes:

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

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

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NEW for 2025-26!
Training with Pride Accredited Safety Intervention Training
Request Form for Bespoke Training

Academic Year 2025-26

Section 1: <i>To be completed by the Headteacher, School Business Manager or Manager of the school or organisation requesting bespoke Training with Pride Accredited Safety Intervention Training and sent via email to cpdschoolimprovement@telford.gov.uk</i>	
Name of school or organisation	
Address (If not a T&W school)	
Preferred date/s <i>Please note: two dates are needed, a full day for part one and a half day for part two</i>	
Preferred start and finish time/s	
Venue for training	
Approximate number of staff to be trained	
Will there be anyone in attendance from any other school/s or other organisations?	Yes / No If yes, please provide details:
Please use the space to make any special requests	

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

Section 3: <i>To be completed by the Headteacher, School Business Manager, or if a non-school organisation, the Manager or Finance Officer, and returned to cpdschoolimprovement@telford.gov.uk</i>	
Declaration <i>I understand and agree that:</i> - on completion of the work, T&W LA will charge the school or organisation the agreed cost - 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)	
Name / signature	
Cost code (where applicable – only for T&W LA Maintained schools)	
Date	

Please complete this form and return to cpdschoolimprovement@telford.gov.uk

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

Academic Year 2025-26

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

Centrally held training

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

Bespoke training

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

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

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

Note:

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

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

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

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

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

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

Notes:

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

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

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Non-accredited Behaviour Support Intervention Training

Request Form for Bespoke Training Academic Year 2025-26

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

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

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

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

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

Declaration

I understand and agree that:

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

Headteacher name / signature	
Cost code (where applicable)	
Date	

Please complete this form and return to cpdschoolimprovement@telford.gov.uk

Health and Safety Information Page

As part of the Health Protection Team, our Health & Safety Advisers are here to provide advice, guidance and support by:

- Monitoring standards for H&S management and building safety within an educational setting
- Supporting compliance with OFSTED, the Department of Education and health and safety legislation
- Help to identify any training needs and access to a full range of H&S training courses
- Provide advice on health & safety issues for the school environment.
- Site visits
- Offer bespoke H&S solutions

The [Health and Safety SharePoint site](#) which allows you access to a suite of comprehensive policies, procedures and guidance on health and safety issues. It also hosts any council safety alerts and notifications, Health and safety updates on legislation and key safety information, 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 H&S_helpdesk@telford.gov.uk .

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The Severn Training & Schools Alliance



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. STSA work very closely with Telford & Wrekin Local Authority and offer a complimentary CPD programme, which includes headteacher workshops, deputy/assistant heads network, courses and network meetings for English, Maths, History, PSHEE, Geography, Art, D&T and MFL. STSA also offer bespoke support and training sessions to schools. These can be delivered as one to one sessions or staff meetings. STSA have good links with the DfE curriculum hubs, including the Language, Maths, Science and Computing hubs.

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. They also lead the PINS (Partnership for Inclusion of Neurodiversity in Schools) Project for Shropshire/Telford & Wrekin.

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

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

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The Telford and Wrekin Safeguarding Partnership (TWSP) has a range of multi-agency training courses, resources, and learning briefings which are available for schools, colleges, early years and childcare providers to attend.

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

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

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Health and Wellbeing

Health and Wellbeing Toolkit

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

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

The resources found here will also help schools meet requirements for the Relationship, Health and Sex Education (RHSE) curriculum and obtain a Healthy Schools Rating as part of the Active Lives Survey organised by Sport England.

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

How to talk to children and families about weight

Children sometimes start conversations about their weight and it is best to be prepared to have these conversations either with children or their parents. The University of Bath has created an e-learning module and guidance booklet to support parents to talk to their children about weight in a positive way. [Online Training Module](#) [Guidance Booklet](#)

Free Ollie Training

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

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

[Healthy Lifestyles for All](#)

[MindED](#)

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

School Food Standards

Understanding the School Food Standards is a simple way of ensuring children are eating a balanced diet during the school day, from the food provided during your wrap around provision to school lunches.

To understand the full standards, head teachers check list or to create a culture of healthy eating visit the GOV.UK website to access 'School food standards: resources for schools'.

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

The [Healthy Telford blog](#) details some resources we have created to help support your school to meet the School Food Standards across the whole school day. These include some checklists to help you audit your current provision and top tips posters for food ideas that comply with the standards for all potential meals. We have also pre-recorded a webinar providing an overview of the standards and the local offer which can also be found on the blog

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

Health & Wellbeing Audits

Do you find that you're not sure where the gaps are in your health and wellbeing offer? Or are you struggling for ideas on what you should focus on next?

We have created an audit for primary and secondary schools to complete to identify the areas you are covering well in health and wellbeing and also where there may be some gaps or areas for development in your offer. The items on the audit cover the topics of physical activity, food & nutrition and school ethos & culture.

When you access the audit, you will also be given access to a shared folder with the team so that we are able provide you with resources and tools to help you in the areas you may not currently have provision for. The audit will be a live document that you can start and come back to and you will have continued access to, to be able to update the work you are doing in school. You are also able to have multiple members of staff have access to the folder so it doesn't have to be the responsibility of just one person.

If you would like to access the audit please get in contact with us at healthimprovement@telford.gov.uk using "School Audit" in the subject line as well as confirming the school that you work in and your role within the school in the email, so we are able to assign you a shared folder.

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Terms and conditions

CANCELLATION POLICY

All cancellations of course bookings must be made via email. Unfortunately a phone call cannot be accepted as a means of cancellation. All bookings will remain on our system until written confirmation of cancellation is received.

A charge of 35% (*) will be incurred if a delegate place is cancelled within 5 working days of the course date. The full course fee will be charged for any delegate who does not arrive for a course for which a place has been booked and not cancelled. In the case of extreme adverse weather conditions delegates who cancel their place via email before the course ends will not be charged.

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

All delegates will be required to sign the course register on arrival. Whilst we will make every effort, we cannot guarantee to accommodate delegates on a course for which they have not booked a place.

In the event that a course has to be cancelled, we will endeavour to give 5 working days' notice of cancellation. Other than in the case of extreme adverse weather conditions, if a course is cancelled within 24 hours of the course start time, we will refund any supply costs incurred. Any claims must be made in writing and must be accompanied by full documentary evidence.

Courses offered to schools by other teams are also advertised within this booklet. Where booking procedures and contact details are different for these courses, this information is contained at the bottom of the course page.

NOTES

Delegate Fees: Whilst we will make every effort not to do so, we reserve the right to increase the delegate fees during the year to reflect any inflationary price increases in either room hire and / or catering.

Where courses indicate that there will be a 10% discount per delegate for two or more bookings on the same course, this refers to multiple bookings on the same date or session (by two or more delegates from the same school)

(*) for courses which are free of charge, or inclusive within a service level agreement (i.e. the ECT Support Package or the Safeguarding SLA), the charge for any delegate failing to attend, and not cancelling their place in advance, will be £10 to cover administration and refreshment costs.

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

Telford & Wrekin Council will not share any of your personal data with external organisations, unless required to do so by law or to enable you to be invited to Virtual Training through Microsoft Teams. For further details on the council's privacy arrangements please [view the privacy page on the council's website](#).

COMPLAINTS PROCEDURE

We provide a range of services to schools, including:

- bespoke consultancy support and bespoke training
- continuing professional development courses
- packages of support via service level agreements

As a service we are committed to:

- dealing with complaints and concerns quickly and effectively, and
- using the information received to review and improve our services

Sometimes we do make mistakes - if you are not happy with the service you have received from us we want to know. In most instances we would hope that any concerns can be resolved at the time - with the provider of that service. If, having done this, you still have cause for concern, please follow the steps below.

The formal complaints procedure has three stages:

Stage One - If you have a complaint or cause for concern, please contact Rebecca Carey, Service Delivery Manager, as soon as possible.

email: rebecca.carey@telford.gov.uk

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

Stage Two - In the unlikely event that you feel your complaint has not been successfully resolved we would ask you to contact our Director of Education and Skills, Simon Wellman.

email: simon.wellman@telford.gov.uk or tel: 01952 380800

We aim to respond to a Stage 2 complaint within 25 working days. If it is not possible to respond within 25 working days, we will write to you explaining the reasons for the delay and let you know when you can expect a response.

Stage Three - If you still feel your complaint remains unresolved, please refer to the Council's Complaints Procedure – which can be found on the Telford & Wrekin Council website:

<http://www.telford.gov.uk/info/20077/complaints/34/the-complaints-process>





Telford & Wrekin
Co-operative Council

Protect, care and invest
to create a better borough



School Professional Development



THINK - don't print!

Contact us

email: cpdschoolimprovement@telford.gov.uk

tel: 01952 382465