



Norfolk County Council
at your service

Raising Standards Training & Development Programme

Norfolk Primary & Special Schools

Advice, Support & Training September 2010 – July 2011



every **child** matters
a brighter future for Norfolk's young people

Introduction

Training

This Training and Development programme is designed to support the continued improvement of teaching and learning in literacy and mathematics. It meets the key improvement priorities for Norfolk schools to close the attainment and achievement gaps between groups of children. All courses are open to any school, and all incur a cost. However schools in Bands 1, 2 and 3 have some entitlement to funded places on the core training and additional supply cover on attendance for other courses. Every school has received funding to enable them to buy into the training programme and I hope that you will find that the range of courses on offer is relevant to your needs.

Advice and Support

Adviser support for literacy, mathematics or data can be purchased this year. For most bands there is no entitlement to adviser support this year. As with other advice, support and training advisers can be contracted to deliver support to your school, or cluster of schools to meet your specific needs.

During the academic year 2010 to 2011 all primary schools and schools with primary age children are entitled to an additional CPD day. We have identified certain days that may be appropriate for you to use and will ensure that all Advisers are available for purchase to support or deliver training to your staff, or a cluster of schools. The dates we will prioritise for availability are:

- Friday 22nd October 2010
- Monday 1st November 2010
- Wednesday 5th January 2011
- Friday 18th February 2011
- Monday 28th February 2011
- Friday 8th April 2011
- Friday 1st July 2011

With the funding available to both schools and the local authority this year the Training and Development Programme continues to reflect the best practice for teaching literacy and mathematics. Whilst the National Strategy field force that operates regionally across the country is set to be dissolved in March 2011 the frameworks for teaching literacy and mathematics, as well as the approaches to teaching and learning that have been the focus of staff development over the last 9 years, will remain as national guidance. This will continue to support the delivery of the existing National Curriculum Programmes of Study for English and mathematics.

C. J. Snudden.

Chris Snudden
Senior Adviser – Primary School Development

Adviser Support

Literacy and / or Mathematics

What can we offer?

You can purchase a literacy or mathematics specialist adviser to provide advice, support and training in your school or to a cluster. The adviser can offer:

- Audits of learning and teaching of literacy, including paired observations;
- Work scrutiny, standardisation, moderation;
- Support for analysis of literacy or mathematics progress/ tracking data;
- Leading staff meetings;
- Support for subject leaders e.g. monitoring and evaluation, preparation for inspection, self evaluation etc;
- Whole staff training;
- Peer coaching;
- Support for NQTs, returners and overseas teachers;
- Support for individual teachers/ teaching assistants.

The focus of the advice, support and training can be negotiated to meet your individual or cluster needs. Typically we could provide:

- Support for planning for effective teaching and learning;
- Training and support for key teaching strategies e.g. guided work, whole class teaching, effective plenaries, differentiation etc;
- Teaching phonics in Early years, KS1 and KS2;
- Subject knowledge in English or mathematics;
- Support for strategic planning for intervention programmes, and specific programme delivery

Data and tracking

What can we offer?

You can purchase an adviser to work with the Headteacher, other leaders or governors on data analysis, tracking, SEF evidence, and preparation for inspection. Advisers can offer:

- Support for interpreting RAISEonline and other key data
- Understanding the gap data for your school;
- Setting up an effective tracking system;
- Analysis into action

Costs and Bookings for an individual school (costs are based on 1 Adviser)

- Whole day = £560
- Half day = £285
- Twilight = £285

The lead trainer will negotiate and set the maximum numbers for the event with the Headteacher representative. **NB.** Event numbers involving over 30 participants will incur an additional admin cost of £5.00 per head.

To book adviser support for your school, please complete and return a booking form which can be found at the back of this booklet.

Assessment for Learning - Leadership Team Briefings

Course Context

These half-day briefings continue the AfL and APP briefings that have taken place in the autumn term for the last two years. They will focus on:

- update on developments in the primary assessment agenda
- feedback from Norfolk APP moderation in the summer term 2010
- developing cross-school working through the Norfolk APP hubs and Norfolk LA organised moderation activities
- the role of the Assessment Leader in each primary school

Important Information: Schools are likely to gain most benefit from this session if all members of the Leadership Team attend the same briefing.

Aimed at: Leadership Teams (e.g. Headteacher, English and Mathematics Subject Leaders)

Limited to: 3 delegates per school

Date	Time	Venue	Course Code	Event Ref.
28 th September 2010	09:00 - 12:00	West Norfolk PDC	EPMN9	A
28 th September 2010	13:00 - 16:00	West Norfolk PDC	EPMN9	B
11 th October 2010	09:00 - 12:00	Norwich PDC	EPMN9	C
11 th October 2010	13:00 - 16:00	Norwich PDC	EPMN9	D
12 th October 2010	09:00 - 12:00	Norwich PDC	EPMN9	E
12 th October 2010	13:00 - 16:00	Norwich PDC	EPMN9	F
18 th October 2010	09:00 - 12:00	Norwich PDC	EPMN9	G
18 th October 2010	13:00 - 16:00	Norwich PDC	EPMN9	H
19 th October 2010	09:00 - 12:00	Norwich PDC	EPMN9	J
19 th October 2010	13:00 - 16:00	Norwich PDC	EPMN9	K
21 st October 2010	09:00 - 12:00	Norwich PDC	EPMN9	L
21 st October 2010	13:00 - 16:00	Norwich PDC	EPMN9	M
3 rd November 2010	09:00 - 12:00	West Norfolk PDC	EPMN9	N
3 rd November 2010	13:00 - 16:00	West Norfolk PDC	EPMN9	P
10 th November 2010	09:00 - 12:00	West Norfolk PDC	EPMN9	Q
10 th November 2010	13:00 - 16:00	West Norfolk PDC	EPMN9	R

Offer to Small Schools (NOR <100): We realise that for some smaller schools it is difficult to enable more than one member of staff to be released simultaneously. Therefore we are offering schools with NOR <100 the opportunity to attend the Assessment for Learning and Subject Leader briefings on the same day (course ref EPMN8 – see page 5).

APP Moderation

This will take place later in the spring term 2011 using the same model as in previous years. Dates and venues will be published in the autumn term.

Small Schools Offer (NOR <100)

Assessment for Learning Leadership Team and Maths and English Subject Leader Briefings

Course Context:

This is an opportunity for small schools to attend the AfL and Subject Leader briefings in one day. Half of the day will be for the AfL Leadership Team briefing and the other half-day will be for English and Mathematics Subject Leader briefings.

These dates are identified in the school calendar as potential school training days. If you have not already identified the focus of training on these days you may wish to consider using one day for this activity.

Course Leader/s:

Important Information: These dates are open to schools with Number on Roll of 100 or less.

Aimed at: Leadership Teams (e.g. Headteacher, English and Mathematics Subject Leaders)

Date	Time	Venue	Course Code	Event Ref.
02/09/2010	09:00 - 16:00	West Norfolk PDC	EPMN8	A
03/09/2010	09:00 - 16:00	Norwich PDC	EPMN8	B

Alternatively schools may wish to book on the sessions that are open to all schools; Assessment for Learning (course ref EPMN9, page 4), Mathematics Subject Leader Briefings (course ref EPMP4, page 6) and English Subject Leaders Briefings (course ref EPCQ1, page 7)

Primary Mathematics Subject Leader Briefings 2010

Course Context

These half-day briefings will provide an opportunity for Mathematics Subject Leaders to consider subject specific issues including continuing to embed the effective use of the primary framework, improving learning and teaching, developing AfL within their subject and narrowing the attainment gap for the children who are in danger of falling behind their peers.

Course Leader/s: Micky Harcourt-Heath

Important Information:

Limited to: 1 delegate per school

Date	Time	Venue	Course Code	Event Ref.
16 th September 2010	09:00 - 12:00	Norwich PDC	EPMP4	A
16 th September 2010	13:00 - 16:00	Norwich PDC	EPMP4	B
20 th September 2010	09:00 - 12:00	Norwich PDC	EPMP4	C
20 th September 2010	13:00 - 16:00	Norwich PDC	EPMP4	D
24 th September 2010	09:00 - 12:00	Norwich PDC	EPMP4	E
24 th September 2010	13:00 - 16:00	Norwich PDC	EPMP4	F
6 th October 2010	09:00 - 12:00	West Norfolk PDC	EPMP4	G
6 th October 2010	13:00 - 16:00	West Norfolk PDC	EPMP4	H
13 th October 2010	09:00 - 12:00	West Norfolk PDC	EPMP4	J
13 th October 2010	13:00 - 16:00	West Norfolk PDC	EPMP4	K

Offer to Small Schools (NOR <100): We realise that for some smaller schools it is difficult to enable more than one member of staff to be released simultaneously. Therefore we are offering schools with NOR <100 the opportunity to attend the Assessment for Learning and Subject Leader briefings on the same day (course ref EPMN8 – see page 5).

Primary English Subject Leader Briefing 2010

These half-day briefings will provide an opportunity for English Subject Leaders to consider subject specific issues including continuing to embed the effective use of the primary framework, improving learning and teaching, developing AfL within their subject and narrowing the attainment gap for the children who are in danger of falling behind their peers.

Please note that the four sessions marked * are differentiated. These sessions are particularly aimed at Subject Leaders of schools which had delegate(s) on Core Literacy Training 2009 – 2010 (course code EPCL9).

Course Leader/s: Primary Strategy Advisers

Important Information:

Limited to: 1 delegate per school

Date	Time	Venue	Course Code	Event Ref.
27 th September 2010 *	09:00 - 12:00	Norwich PDC	EPCQ1	A
27 th September 2010 *	13:00 - 16:00	Norwich PDC	EPCQ1	B
1 st October 2010	09:00 - 12:00	Norwich PDC	EPCQ1	C
1 st October 2010	13:00 - 16:00	Norwich PDC	EPCQ1	D
4 th October 2010	09:00 - 12:00	Norwich PDC	EPCQ1	E
4 th October 2010	13:00 - 16:00	Norwich PDC	EPCQ1	F
5 th October 2010 *	09:00 - 12:00	West Norfolk PDC	EPCQ1	G
5 th October 2010 *	13:00 - 16:00	West Norfolk PDC	EPCQ1	H
12 th October 2010	09:00 - 12:00	West Norfolk PDC	EPCQ1	J
12 th October 2010	13:00 - 16:00	West Norfolk PDC	EPCQ1	K

Offer to Small Schools (NOR <100): We realise that for some smaller schools it is difficult to enable more than one member of staff to be released simultaneously. Therefore we are offering schools with NOR <100 the opportunity to attend the Assessment for Learning and Subject Leader briefings on the same day (course ref EPMN8 – see page 5).

Leading Improvement Seminars for Headteachers

Course Context:

These meetings for Headteachers take place in the autumn and summer term each year. This year we have added a spring term briefing for Headteachers. They provide an opportunity to discuss and clarify developments in Government Policy and DfE expectations, recently published support materials and initiatives, renewed Inspection procedures and the support and training available through the Norfolk Primary Team.

Course Leader/s:

Chris Snudden (Senior Primary Adviser) and Robin Ings (Primary Adviser)

Important Information:

The autumn term agenda will include any significant changes in national policy and priorities. This session will ensure that head teachers are keep informed about Norfolk's programme of school based-support and training and associated funding.

The agenda for the spring and summers terms will cover significant national and local issues.

Headteachers should book to attend one session in each of the autumn, spring and summer terms.

Autumn Term 2010

Date	Time	Venue	Course Code	Event Ref.
10 th November 2010	09:00 - 12:00	Norwich PDC	EPMP1	A
10 th November 2010	13:00 - 16:00	Norwich PDC	EPMP1	B
17 th November 2010	09:00 - 12:00	West Norfolk PDC	EPMP1	C
17 th November 2010	13:00 - 16:00	West Norfolk PDC	EPMP1	D
19 th November 2010	09:00 - 12:00	Norwich PDC	EPMP1	E
19 th November 2010	13:00 - 16:00	Norwich PDC	EPMP1	F
24 th November 2010	09:00 - 12:00	West Norfolk PDC	EPMP1	G
24 th November 2010	13:00 - 16:00	West Norfolk PDC	EPMP1	H
26 th November 2010	09:00 - 12:00	Norwich PDC	EPMP1	J
26 th November 2010	13:00 - 16:00	Norwich PDC	EPMP1	K

Continued: spring term and summer term dates can be found on the following page

Continuation of dates for EPMP1
 'Leading Improvement Seminars for Headteachers' (Page 8)

Spring Term 2011

Date	Time	Venue	Course Code	Event Ref.
10 th March 2011	09:00 - 12:00	West Norfolk PDC	EPMP2	A
10 th March 2011	13:00 - 16:00	West Norfolk PDC	EPMP2	B
11 th March 2011	09:00 - 12:00	Norwich PDC	EPMP2	C
11 th March 2011	13:00 - 16:00	Norwich PDC	EPMP2	D
17 th March 2011	09:00 - 12:00	West Norfolk PDC	EPMP2	E
17 th March 2011	13:00 - 16:00	West Norfolk PDC	EPMP2	F
18 th March 2011	09:00 - 12:00	Norwich PDC	EPMP2	G
18 th March 2011	13:00 - 16:00	Norwich PDC	EPMP2	H
23 rd March 2011	09:00 - 12:00	Norwich PDC	EPMP2	J
23 rd March 2011	13:00 - 16:00	Norwich PDC	EPMP2	K

Summer Term 2011

Date	Time	Venue	Course Code	Event Ref.
9 th June 2011	09:00 - 12:00	West Norfolk PDC	EPMP3	A
9 th June 2011	13:00 - 16:00	West Norfolk PDC	EPMP3	B
10 th June 2011	09:00 - 12:00	Norwich PDC	EPMP3	C
10 th June 2011	13:00 - 16:00	Norwich PDC	EPMP3	D
16 th June 2011	09:00 - 12:00	West Norfolk PDC	EPMP3	E
16 th June 2011	13:00 - 16:00	West Norfolk PDC	EPMP3	F
22 nd June 2011	09:00 - 12:00	Norwich PDC	EPMP3	G
22 nd June 2011	13:00 - 16:00	Norwich PDC	EPMP3	H
29 th June 2011	09:00 - 12:00	Norwich PDC	EPMP3	J
29 th June 2011	13:00 - 16:00	Norwich PDC	EPMP3	K

Primary Mathematics Core Subject Focused Training (3 Training Days)

Course Context/Audience:

This course is designed to develop and embed practice in mathematics across the school. Delegates will experience the course content through a mixture of practical activities and some relevant theory, and will be enabled to develop their own subject knowledge. Throughout the course, links are made between mathematics planning and assessment for learning processes.

This course is designed to support whole school development in mathematics as well as individuals' subject knowledge and practice. It is important that the delegate selected to attend feels confident to share practice with colleagues through in-school CPD.

PLEASE NOTE: The content of the course will be similar to that of the 2009-10 Core Subject Focused Training for Mathematics (Ref: EPMK4). Therefore, this course should NOT be accessed by the same member(s) of staff that attended EPMK4, however it is appropriate for different members of staff within the same school.

Objectives:

This course aims to:

- Further develop subject knowledge, including knowledge of progression, within a number of key areas of mathematics
- Explore how mathematics can be taught through a context and how a sequence of teaching can be created to support this
- To consider how a range of pedagogies can be used to support and develop children's mathematical understanding
- Develop strategies to embed the development of mental skills, reasoning and communication throughout teaching and learning

Course Leader/s: Primary Strategy Advisers

Important Information:

- The same teacher(s) should attend all three training days.
- Subject Leaders will be provided with information about this training at their autumn term briefing.

Limited to: 2 delegates per school

Course fee: £420 per delegate

Continued: Dates can be found on Page 11
(Course Ref: EPMP5)

Continuation of dates for
Primary Mathematics Core Subject Focused Training

Day	Date	Time	Venue	Course Code	Event Ref.
Day 1 Day 2 Day 3	19 th October 2010 19 th January 2011 17 th May 2011	09:00 - 15:30	West Norfolk PDC	EPMP5	A
Day 1 Day 2 Day 3	5 th November 2010 14 th March 2011 24 th May 2011	09:00 - 15:30	Norwich PDC	EPMP5	B
Day 1 Day 2 Day 3	15 th November 2010 18 th March 2011 9 th June 2011	09:00 - 15:30	Norwich PDC	EPMP5	C
Day 1 Day 2 Day 3	18 th November 2010 25 th March 2011 20 th June 2011	09:00 - 15:30	Norwich PDC	EPMP5	D
Day 1 Day 2 Day 3	22 nd November 2010 12 th January 2011 9 th May 2011	09:00 - 15:30	West Norfolk PDC	EPMP5	E
Day 1 Day 2 Day 3	7 th December 2010 28 th March 2011 21 st June 2011	09:00 - 15:30	Norwich PDC	EPMP5	F

Primary Literacy Core Subject Focused Training 2010-2011 (3 Training Days)

Course Context/Audience:

This course is designed to develop and embed practice in literacy across the school. Delegates will experience the course content through practical activities, and will see how creative stimulus can sit at the centre of literacy planning. Throughout the course, links are made between literacy planning and assessment for learning processes.

This course is designed to support whole school development in literacy. It is important that the delegate selected to attend feels confident to share practice with colleagues through in-school CPD.

English subject leaders will receive a full overview of the training when they attend their Subject Leader briefing session.

PLEASE NOTE: Course content is the same as that used in Core Literacy Training 2009 – 2010 (course ref: EPCL9). Schools which had delegates on last year's training will have access to 'Take one ...' literacy events; details of these events can be found in this brochure. **There is no need to** book training places on Core Literacy Training 2010 – 2011 if your school accessed a place last year, and you feel that whole school development has been sufficiently supported by the training your representative teachers received.

Course Aims:

- Provide practical teaching and learning activities from a creative stimulus
- Put framework resources including Talk for Writing in the context of a sequence of work
- Investigate how the teaching sequence can be used to support APP assessment in reading writing
- Reinforce progression in writing across the primary age range
- To support whole school dissemination of training content through encouraging collaborative

Course Leader/s: Primary Strategy Advisers

Important Information:

- The same teacher(s) should attend all three training days.
- Delegates will need secure literacy subject knowledge.
- Delegates need to be confident to share practice with colleagues in school.

Limited to: 2 delegates per school

Course fee: £420 per delegate

Continued: Dates can be found on Page 13
(Course Ref: EPCQ1)

**Continuation of dates for
Primary Literacy Core Subject Focused Training**

Day	Date	Time	Venue	Course Code	Event Ref.
Day 1 Day 2 Day 3	21 st October 2010 25 th January 2011 19 th May 2011	09:00 - 15:30	West Norfolk PDC	EPCQ2	A
Day 1 Day 2 Day 3	2 nd November 2010 1 st February 2011 24 th May 2011	09:00 - 15:30	West Norfolk PDC	EPCQ2	B
Day 1 Day 2 Day 3	12 th November 2010 15 th March 2011 23 rd May 2011	09:00 - 15:30	Norwich PDC	EPCQ2	C
Day 1 Day 2 Day 3	22 nd November 2010 21 st March 2011 7 th June 2011	09:00 - 15:30	Norwich PDC	EPCQ2	D
Day 1 Day 2 Day 3	25 th November 2010 29 th March 2011 13 th June 2011	09:00 - 15:30	Norwich PDC	EPCQ2	E
Day 1 Day 2 Day 3	8 th December 2010 30 th March 2011 23 rd June 2011	09:00 - 15:30	Norwich PDC	EPCQ2	F

Numbers and Patterns

Course Context/Audience:

This course will allow teachers of Foundation Stage and Year 1 to engage with the recently produced Numbers and Patterns materials. Numbers and Patterns is a programme from the Primary National Strategies designed to help practitioners and teachers lay the foundations of early calculation through high quality teaching of number words and numerals, counting and pattern.

Objectives:

This course aims to:

- Consider the underlying principles and practice of high quality mathematics teaching
- Examine the 'Primary National Strategy' document 'Numbers and Patterns'
- Demonstrate and examine a range of practical activities to support the development of children's mathematical understanding

Course Leader/s: Jenny Godson / Alison Borthwick / Jeanette Smith

Important Information:

- Delegates **must** bring a copy of Numbers and Patterns with them to training as it will be used for reference throughout the session

Course fee: £78 per delegate

Date	Time	Venue	Course Code	Event Ref.
17 th January 2011	09:00 - 12:00	Norwich PDC	EPMP8	A
17 th January 2011	13:00 - 16:00	Norwich PDC	EPMP8	B
15 th March 2011	09:00 - 12:00	West Norfolk PDC	EPMP8	C
15 th March 2011	13:00 - 16:00	West Norfolk PDC	EPMP8	D

Letters and Sounds

Course Context/Audience: These courses are designed for teachers previously untrained in the Letters and Sounds phonics resource.

Objectives for Year R:

- To consider the underlying principles and practice of high quality, effective phonics teaching.
- To consider the key aspects of speaking and listening and reading and writing within an effective learning environment to promote effective outcomes

By the end of the session teachers should be able to:

- Understand how to ensure effective early literacy provision whilst taking account of transitions, learning and teaching and the learning environment specifically for EYFS children

Objectives for Year 1 and Year 2:

- To consider the underlying principles and practice of high quality, effective phonics teaching.
- To consider the key aspects of speaking and listening and reading and writing within an effective learning environment to promote effective outcomes

By the end of the session teachers should be able to:

- Understand how to ensure effective early literacy provision whilst taking account of transitions, learning and teaching and the learning environment specifically for KS1 pupils

Course Leader/s: Elizabeth Pitcher / Amanda Lowe / Cheryl Kirby

Important Information:

- Delegates **must** bring a copy of Letters and Sounds with them to training as it will be used for reference throughout the day.

Course Fee: £140 per delegate

Course for YR Teachers

Date	Time	Venue	Course Code	Event Ref.
15 th September 2010	09:00 - 15:30	Norwich PDC	EPCQ4	A
28 th September 2010	09:00 - 15:30	West Norfolk PDC	EPCQ4	B

Course for Y1 & Y2 Teachers

Date	Time	Venue	Course Code	Event Ref.
20 th September 2010	09:00 - 15:30	Norwich PDC	EPCQ5	A
29 th September 2010	09:00 - 15:30	West Norfolk PDC	EPCQ5	B

Mathematics Teaching Assistants

Topic Specific Sessions

Course Context/Audience:

These courses aim to develop Teaching Assistants' mathematical subject knowledge. They are suitable for Teaching Assistants from Foundation Stage, Key Stage 1 and Key Stage 2. Attendance at individual events or a combination of any/all is possible.

Objectives:

These courses aim to:

- Develop personal subject knowledge through consideration of key mathematical concepts
- Focus on the links between areas of mathematics
- Consider the role of the teaching assistant in using their knowledge of progression in key mathematical areas to impact on children's learning
- Engage in the use of ICT to enhance understanding

Course Leader/s: Sue Robinson / Jenny Godson

Important Information:

- If delegates select a morning and afternoon session on the same day, lunch will be provided.

Cost: £78 per delegate, per session

Session 1 – Numbers and the Number System The Use of Calculators

Date	Time	Venue	Course Code	Event Ref.
15 th November 2010	09:00 – 12:00	West Norfolk PDC	EPMP6	A
31 st January 2011	09:00 – 12:00	Norwich PDC	EPMP6	B

Session 2 – Data Handling Fractions, Decimals, Percentages, Ratio and Proportion

Date	Time	Venue	Course Code	Event Ref.
15 th November 2010	13:00 – 16:00	West Norfolk PDC	EPMR1	A
31 st January 2011	13:00 – 16:00	Norwich PDC	EPMR1	B

Continued: Details and dates for Sessions 3 and 4 can be found on Page 16

Continuation of dates for
Mathematics Teaching Assistants Topic Specific Sessions

**Session 3 –
Addition and Subtraction
Multiplication and Division**

Date	Time	Venue	Course Code	Event Ref.
8 th December 2010	09:00 – 12:00	West Norfolk PDC	EPMR2	A
18 th February 2011	09:00 – 12:00	Norwich PDC	EPMR2	B

**Session 4 –
Algebra
Shape and Space**

Date	Time	Venue	Course Code	Event Ref.
8 th December 2010	13:00 – 16:00	West Norfolk PDC	EPMR3	A
18 th February 2011	13:00 – 16:00	Norwich PDC	EPMR3	B

Literacy Teaching Assistants

Topic Specific Sessions

Course Context/Audience:

These courses (except Early Literacy Support Programme course (ELS) *) are designed to support TA subject knowledge in literacy. TAs accessing these courses should have already completed TA Induction Training, and will have indicated that they need to build their knowledge and confidence in literacy. The level at which the content is delivered makes it unsuitable for TAs who have a good English subject knowledge.

The course does not cover specific SEN literacy issues or behavioural issues.

Before handing these details to the TAs who will be attending, please check that they match the intended course delegate profile, and that the course objectives will meet their needs.

* Early Literacy Support Programme session. This is training for any TA, who is previously untrained and about to run the programme with Y1 or Y2 pupils.)

Objectives:

Phonics subject knowledge

This course aims to:

- Consider the principles and practice of effective synthetic phonics teaching.
- Understand the skills of blending and segmenting.
- Demonstrate and examine a range of practical activities to support the development of children's phonological knowledge and skills, throughout Phases 1 – 6.

Please bring a copy of Letters and Sounds with you to this training

Early Literacy Support (ELS intervention programme)

This course aims to:

- Familiarise participants with the revised ELS intervention programme.
- Provide additional subject knowledge to support delivery of each of the elements of ELS – particularly the systematic teaching of phonics.
- Enable participants to confidently deliver the materials.

*Please bring a copy of the **revised** ELS programme with you to this training.*

Speaking and Listening, Questioning and Drama

This course aims to:

- Support participants to effectively develop pupils' speaking and listening skills.
- Understand the principles of questioning to support learning.
- Demonstrate how drama techniques can be used to support speaking and listening.

Playing with sentences and stories

This course aims to:

- Provide subject knowledge support for English grammar, particularly sentence construction.
- Demonstrate how stories and techniques in storytelling can support the teaching and learning of grammar, both in fiction and non-fiction.

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Course Leader/s: Primary Strategy advisers

Important Information:

- Phonics course – please bring a copy of Letters and Sounds (as this will be used as an example of a synthetic phonics programme)
- ELS course – please bring a copy of the **revised** ELS intervention programme materials.

Cost: £78 per delegate, per session

Phonics subject knowledge (KS1 and KS2 TAs)

Date	Time	Venue	Course Code	Event Ref.
29 th November 2010	09:00 – 12:00	Norwich PDC	EPCQ3	A
18 th January 2011	09:00 – 12:00	West Norfolk PDC	EPCQ3	B

Early Literacy Support Intervention Programme (KS1 TAs only)

Date	Time	Venue	Course Code	Event Ref.
29 th November 2010	13:00 – 16:00	Norwich PDC	EPCQ8	A
18 th January 2011	13:00 – 16:00	West Norfolk PDC	EPCQ8	B

Speaking and Listening, Questioning and Drama (KS1 and KS2 TAs)

Date	Time	Venue	Course Code	Event Ref.
13 th December 2010	09:00 – 12:00	Norwich PDC	EPCQ9	A
8 th February 2011	09:00 – 12:00	West Norfolk PDC	EPCQ9	B

Playing with sentences and stories (KS1 and KS2 TAs)

Date	Time	Venue	Course Code	Event Ref.
13 th December 2010	13:00 – 16:00	Norwich PDC	EPCR1	A
8 th February 2011	13:00 – 16:00	West Norfolk PDC	EPCR2	B

Mathematics Newly and Recently Qualified Teachers Topic Specific Sessions

Course Context/Audience:

These courses aim to develop Newly and Recently Qualified Teachers' mathematical subject knowledge. They are suitable for NQTs and recently qualified teachers working within Key Stages 1 and 2. Although not specifically aimed at teachers of Foundation Stage, at this early stage in their teaching career much of the content would be relevant. Attendance at either or both events is possible.

Objectives:

These courses aim to:

- Develop personal subject knowledge through consideration of key mathematical concepts
- Focus on the links between areas of mathematics
- Consider knowledge of progression in key mathematical areas
- Engage with aspects of pedagogy which enhance teaching and learning

Course Leader/s: Jenny Godson / Sue Robinson

Important Information:

Cost: £140 per delegate

Day 1 (Short-term planning, assessment, numbers and the number system and the use of calculators)

Date	Time	Venue	Course Code	Event Ref.
3 rd February 2011	09:00 – 15:30	West Norfolk PDC	EPMP7	A
3 rd March 2011	09:00 – 15:30	Hethel Engineering Centre	EPMP7	B

Day 2 (Mental and written calculations, talk for mathematics and guided group work)

Date	Time	Venue	Course Code	Event Ref.
19 th May 2011	09:00 – 15:30	West Norfolk PDC	EPMR4	A
23 rd May 2011	09:00 – 15:30	Hethel Engineering Centre	EPMR4	B

Literacy Newly Qualified Teachers Focus Specific Sessions

Course Context/Audience:

Principles and practice in the teaching of reading

This course will explore the theory of teaching reading effectively, and will cover both pedagogy to support decoding and comprehension, including the structure and running of guided reading sessions.

Principles and practice in the teaching of writing

This course will explore how to plan using the sequence for teaching writing, using experience of text and shared writing. It will support the development of units for teaching writing, within a creative approach to content and outcome. We will explore the teaching of writing through images, drama, film, music and text.

Objectives:

Principles and practice in the teaching of reading

- Understand the skills required for effective decoding of text;
- Explore the principles for teaching comprehension skills;
- Consider the structure and running of guided reading sessions;
- Develop knowledge of the range of resources for teaching reading.

Principles and practice in the teaching of writing

- Develop experience in planning to teach writing using the sequence for teaching writing.
- Understand the importance of progression of skills in the teaching of writing.
- Explore creative approaches to teaching writing.

Course Leader/s: Primary Strategy Advisers

Cost: £140 per delegate

Principles and practice in the teaching of reading

Date	Time	Venue	Course Code	Event Ref.
18 th October 2010	09:00 – 15:30	West Norfolk PDC	EPCR2	A
19 th October 2010	09:00 – 15:30	Norwich PDC	EPCR2	B

Principles and practice in the teaching of writing

Date	Time	Venue	Course Code	Event Ref.
9 th February 2011	09:00 – 15:30	Norwich PDC	EPCR3	A
16 th February 2011	09:00 – 15:30	West Norfolk PDC	EPCR3	B

Mathematics: Specific Topic Sessions

Course Context/Audience:

These courses are designed to develop subject knowledge through consideration of key mathematical concepts. Elements relating to progression, the use of models and images, assessment for learning and contexts through which to teach each of the key concepts will be included. Attendance at individual events or a combination of any/all is possible.

Objectives:

These courses aim to:

- Develop personal subject knowledge through consideration of key mathematical concepts
- Focus on the links between areas of mathematics
- Consider knowledge of progression in and assessment of key mathematical ideas
- Consider appropriate models and images to support the understanding of key mathematical concepts
- Consider planning for the teaching and learning of each concept through appropriate contexts

Course Leader/s: Primary Strategy Advisers

Important information:

- Content of these sessions is likely to be similar to some of the content in the core subject focused training so please DO NOT book the same members of staff onto both
- Where delegates attend a morning and afternoon session, lunch will be provided

Cost: £78 per delegate, per session

Topic 1 – Mental Mathematics

Date	Time	Venue	Course Code	Event Ref.
4 th November 2010	09:00 – 12:00	Hethel Engineering Centre	EPMR5	A
11 th November 2010	09:00 – 12:00	West Norfolk PDC	EPMR5	B

Topic 2 – Fractions, Decimals, Percentages, Ratio and Proportion

Date	Time	Venue	Course Code	Event Ref.
4 th November 2010	13:00 – 16:00	Hethel Engineering Centre	EPMR6	A
11 th November 2010	13:00 – 16:00	West Norfolk PDC	EPMR6	B

Topic 3 – Written Calculations

Date	Time	Venue	Course Code	Event Ref.
24 th November 2010	09:00 – 12:00	Hethel Engineering Centre	EPMR7	A
16 th November 2010	09:00 – 12:00	West Norfolk PDC	EPMR7	B

Continued: Details and dates for Sessions 4, 5 & 6 can be found on Page 23

**Continuation of dates for
Mathematics: Specific Topic Sessions**

Topic 4 – Shape and Space

Date	Time	Venue	Course Code	Event Ref.
24 th November 2010	13:00 – 16:00	Hethel Engineering Centre	EPMS1	A
16 th November 2010	13:00 – 16:00	West Norfolk PDC	EPMS1	B

Topic 5 – Using and Applying Mathematics

Date	Time	Venue	Course Code	Event Ref.
1 st February 2011	09:00 – 12:00	Norwich PDC	EPMR8	A
4 th February 2011	09:00 – 12:00	West Norfolk PDC	EPMR8	B

Topic 6 – Number and Algebra

Date	Time	Venue	Course Code	Event Ref.
1 st February 2011	13:00 – 16:00	Norwich PDC	EPMR9	A
4 th February 2011	13:00 – 16:00	West Norfolk PDC	EPMR9	B

Literacy: Specific Topic Sessions: 'Take One....'

Course Context/Audience:

Course content:

These '**Take One ...**' courses develop a range of themes to support class teachers or subject leaders to widen literacy experience beyond the boundaries of text and classrooms. These courses are designed to follow on from the Core Literacy training delivered in 2009 – 2010, **BUT** would be a useful addition for schools embarking on Core Literacy Training during 2010 – 2011.

'Take One ... Day' – uses the Everybody Writes materials (and more) to develop whole class or whole school literacy focused contexts and experiences, aimed at giving children a real purpose for writing. Mysterious objects, strange sightings and recipes may all feature in this session!

'Take One ... Author' – sets out to help teachers explore themselves as writers and to help them make connections between their own writing experiences and teaching children to write. Just bring something to write with ...

'Take One ... Image' – uses a range of images to stimulate fiction, non-fiction and poetry writing. Whether colour, black and white, photographs or paintings this course will support techniques for using images in the classroom.

'Take One ... Film' – takes moving image and film making as its theme, and sets out to support teachers to develop storytelling and non-fiction communication through film and animation.

'Take One ... Environment' – puts literacy into the 'great outdoors'. This course will be at an outdoor venue and details of the venues will be sent with the further course details.

'Take One – Classroom Environment' – focuses on bringing contexts into the classroom, through the creation of role play areas. For KS1 AND KS2!

Audience: KS1 teachers, KS2 teachers, English Subject leaders, Special schools

Important Information: These courses are designed to follow on from the Core Literacy training delivered in 2009 – 2010, **BUT** would be a useful addition for schools embarking on Core Literacy Training during 2010 – 2011.

Course Leader/s: Primary Strategy advisers

Cost: £78 per delegate, per session

Continued: Dates can be found on Page 25

Continuation of Literacy: Specific Topic Sessions
'Take One....'

Take One ... Day.

Date	Time	Venue	Course Code	Event Ref.
30 th November 2010	09:00 – 12:00	Norwich PDC	EPCR4	A
1 st December 2010	09:00 – 12:00	West Norfolk PDC	EPCR4	B

Take One ... Author

Date	Time	Venue	Course Code	Event Ref.
30 th November 2010	13:00 – 16:00	Norwich PDC	EPCR5	A
1 st December 2010	13:00 – 16:00	West Norfolk PDC	EPCR5	B

Take One ... Image

Date	Time	Venue	Course Code	Event Ref.
19 th January 2011	09:00 – 12:00	West Norfolk PDC	EPCR6	A
7 th February 2011	09:00 – 12:00	Norwich PDC	EPCR6	B

Take One ... Film

Date	Time	Venue	Course Code	Event Ref.
19 th January 2011	13:00 – 16:00	West Norfolk PDC	EPCR7	A
7 th February 2011	13:00 – 16:00	Norwich PDC	EPCR7	B

Take One ... Environment

Date	Time	Venue	Course Code	Event Ref.
4 th March 2011	09:00 – 12:00	Hethel Engineering Centre	EPCR8	A
24 th March 2011	09:00 – 12:00	West Norfolk PDC	EPCR8	B

Take One ... Classroom Environment

Date	Time	Venue	Course Code	Event Ref.
4 th March 2011	13:00 – 16:00	Hethel Engineering Centre	EPCR9	A
24 th March 2011	13:00 – 16:00	West Norfolk PDC	EPCR9	B

Early Literacy Lead Teacher

Course Context/Audience: These courses are designed for any teachers who have a lead role across CLLD within EYFS and literacy within KS1.

The course will provide an overview of the roles and responsibilities of an Early Literacy Lead including:

- strategies to monitor the teaching and learning of discrete phonic sessions,
- advice on monitoring the application into reading and writing, including using the learning environment to promote effective outcomes

Course Leader/s: Elizabeth Pitcher / Amanda Lowe / Cheryl Kirby

Cost: £78

Date	Time	Venue	Course Code	Event Ref.
13 th September 2010	09:00 – 12.00	West Norfolk PDC	EPCQ6	A
13 th September 2010	13.00 – 16.00	West Norfolk PDC	EPCQ6	B
30 th September 2010	09.00 – 12.00	Norwich PDC	EPCQ6	C
30 th September 2010	13.00 – 12.00	Norwich PDC	EPCQ6	D

Adviser Support Booking Form 2010/11

Name of School:

Contact Name:

We would like to book School-Based Advice and Support time, as follows

(Please complete one form per activity/support session request):

ONLY Bands 1, 2 & 3 Schools:

- I wish to purchase this instead of taking the 6 days allocated to the school for Core Training
(**NB:** You are only able to select this option if you returned the 'Alternative Offer' form and this was confirmed by Danielle Youngs)

Time required: Whole Day Half Day Twilight Staff Meeting

Please note a twilight or staff meeting will be charged at the half day rate

Date A&S required: / / 20.....

or

- Summer 2010 Autumn 2011 Spring 2011 **on a**
 Monday Tuesday Wednesday Thursday Friday

Who will be involved:

- Head Deputy Subject Leader Teachers Teaching Assistants
 Admin Staff Governors Parents

Total Number of People Involved:

Title of the Advice & Support activity:

Aim of the session(s):

Why have you chosen this Advice & Support activity?

What do you want the outcomes to be from this activity?

Return to: Lisa Battle, Fax: 01603 700236

All courses can be booked via:
<http://www.cpd.norfolk.gov.uk/sdms/>

or

Return a booking form to:

Danielle Youngs
Norfolk Education Advisory Service
Norwich Professional Development Centre
Woodside Road
Norwich
NR7 9QL

Fax: 01603 700236

Please note that we are unable to take course bookings by telephone, however should you have a query please contact us on 01603 433276