

All Staff Teaching Trampolining

It is a requirement for all staff who teach trampolining in schools to be appropriately qualified and to have an up-to-date certificate. According to our central records, staff in your school are due for the required refresher training or may need training to the appropriate level in order to be able to teach this area of activity. We have contacted your school to check that PE staff are fully qualified before they continue to teach trampolining. Out of date qualifications and subsequent teaching has the potential to develop into a liability issue, should an incident occur whilst teaching such a high risk activity. We have written to the named staff and head of PE (from our rolling CPD programmes records) in your school and have had no response to date. This may simply be an over-sight but in order to ensure our database is accurate (and schools, staff and pupils are safe) we would like to ask for your cooperation in ensuring that the attached form is completed and returned as a matter of urgency due to the approach of expiry dates for your staff's qualification.

NCC PE, Sport and Physical Development Service have established a two year rolling programme which is fully endorsed and recognised as best practice by the Association for PE (afPE). The aim of the programme is to protect the students, staff and schools in best practice procedures, within health and safety guidelines, ensuring that staff are always able to access the appropriate training at the required level. Any member of the PE department teaching curriculum or extra curricular trampolining must hold this accredited trampolining qualification from the National Governing Body. If colleagues have done their qualification through another channel then this is perfectly acceptable but we would request this clarity so that we can amend records and write to them again when they are due to refresh their accreditation so that they remain "in qualification" and schools / colleges in Norfolk are not exposed to liability or risk.

Our County programme has a number of key dates which are part of a rolling CPD programme ensuring all candidates stay "in qualification". At the bottom of this letter is a list of our impending courses for your information and convenience. All of these courses can be booked via www.cpd.norfolk.gov.uk/sdms/ using the codes below. We thank you in advance for your help in this matter and look forward to hearing from your school at your earliest convenience.

Claire Burrows - Service Support Officer

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Email: claire.burrows@norfolk.gov.uk

Children's Services
Service Support Officer
PE, Sport and Physical Development Service
Integrated Advisory Service
Norwich Professional Development Centre
Woodside Road
Norwich
NR7 9QL

Trampolining Refresher Course Code: ECSG3 / F Date: 8 February 2011 Venue: Dereham Leisure Centre Time: 08:30 – 16:00	Trampolining Level 1 Course Code: ECSH5 / B Date: 15 & 16 June 2011 Venue: Breckland Leisure Centre Time: 08:30 – 16:00	Trampolining Level 2 Course Code: ECSH6 / C Date: 4 / 5 July 2011 Venue: Breckland Leisure Centre Time: 08:30 – 16:00
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Trampolining Qualified Teaching Staff

High School _____

Name _____

Trampolining Qualification Level _____

National Awarding Body _____

Date Achieved _____

Name _____

Trampolining Qualification Level _____

National Awarding Body _____

Date Achieved _____

Name _____

Trampolining Qualification Level _____

National Awarding Body _____

Date Achieved _____

Name: _____ School / Organisation: _____

Is your school a registered Norfolk Small School? (Y/N*) * Delete as appropriate

School DFE No. (926): _____

Address: _____

Tele (inc.STD code): _____ Date: _____ E-mail: _____

Course Code	Event Ref.	Course Title	Venue	Date (s)	Applicant (s) Name (s)		(BLOCK CAPITALS)
					Title	Forename	Surname

Does your school hold a current High Quality PE Chartermark?

Yes

No

Please delete as appropriate

Is your school engaging in a Specialist Course Package

Gym

Dance

Games

Please circle as appropriate

Please complete and fax back to: **01603 700236** or e-mail to claire.burrows@norfolk.gov.uk

Post: **PE and Sport CPD Booking, The Professional Development Centre, Woodside Road, Norwich, Norfolk. NR7 9QL**

Booking(s) authorised by:

Signature:

Position:

Cancellation Policy: for cancellations made by the school/establishment more than 28 working days prior to the course date, a £15 administration fee will be levied per person. The fee will be charged for cancellations made within 28 working days of the course date. Free courses will incur a £15 administration charge for non-attendance or if cancelled within 5 working days of the course date.