

# **School Closure Day Courses 2004/2005**

These courses have been designed to help teachers, teaching assistants and others develop their skills to make learning an enjoyable and challenging experience that engages and excites children's imagination. The courses enclosed explore learning that occurs in many different ways; out of doors, through play, through art, music and drama. They explore the use of creativity and imagination and the resources offered by new technology to engage, enthuse, challenge and support learners, and reward their effort and achievement.

These courses will help you to:

- be creative and innovative in the way you teach.
- take ownership of the curriculum, shaping it and making it your own.
- design a rich, broad curriculum, making the most of the links between different areas and providing opportunities for children to have a wide range of learning experiences.
- network with other schools, learning from others and developing good practice.

Each course is delivered by a team of highly professional and experienced specialists in education.

**We will be pleased to tailor a programme of cluster-based or school-based school improvement activities according to your specific needs.**

# IN-SERVICE TRAINING BLOCK BOOKING FORM

If the following codes apply to a course delegate please indicate the appropriate code below.

FSP - Foundation Stage Practitioners eg teachers and assistants

LSA - Learning Support Assistant/  
Classroom Assistant/  
Teaching Assistant.etc.

\*SMT Senior Management Team

\* High schools only - please indicate whether applicant is either a Head of Dept. (HoD), Deputy Head Teacher (DHT) or Senior Teacher (ST).



Name: \_\_\_\_\_ School/Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Tel (inc STD code): \_\_\_\_\_ Date: \_\_\_\_\_ School INSET Code: \_\_\_\_\_

INSET Ref No:	Course Title	Venue	Date	Applicant(s) Name(s) (BLOCK CAPITALS)			Code
				Title	Forename	Surname	
	<b>Book online at:</b>						
	<b><a href="http://advisoryserviceactive.norfolk.gov.uk/inset">http://advisoryserviceactive.norfolk.gov.uk/inset</a></b>						
	<b>• instant booking</b>						
	<b>• instant confirmation</b>						
	<b>• save the cost of a stamp</b>						

Please note that in accordance with the requirements of the Data Protection Act you may request, by ticking the box, that the delegate(s) entered above is/are not named in the lists of delegates available from the INSET Opportunities website at <http://advisoryserviceactive.norfolk.gov.uk/inset>

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**Booking(s) authorised by:**

**Signature:**

**Title:**

**Confirmation:** Confirmation of booking acceptance will be made to the named delegate in each school.

**Cancellation/Refunds:** for cancellations made by the school/establishment more than one month prior to the course date, a £10 administration fee will be levied per person. The full fee will be charged for cancellations made within one month of the course date. Free courses will incur a £10 administration fee if cancelled within 5 days of the course date.

**In exceptional circumstances,** and at the discretion of the Advisory Service or should the Advisory Service cancel the course, either the fee paid will be refunded in total, or the course will be rescheduled for a mutually convenient date. **Return to: Admin Assistant (INSET), Professional Development Centre, Woodside Road, Norwich, NR7 9QL Tel: (01603) 433276 Fax: (01603) 700236**

January 2004

## IN-SERVICE TRAINING - BLOCK BOOKING FORM

**School Use:**

**Supply cost** .....

**Travel** .....

**Subsistence** .....

<b>INSET Ref No:</b>	It is our policy to ensure that we provide access for all people. Meat and vegetarian meals come as standard. If you have any other special requirements of any kind, e.g. the Hearing Loop facility, please state below, so that we can try to help you.

We would welcome your comments and suggestions on the strengths and weaknesses of this INSET Opportunities programme:

*Thank you*

## Request for School-based Cluster Training

Providing a training service of high quality to Norfolk Schools

**Return to:**

Margaret Goddard  
Norfolk Educational Advisory Services  
Professional Development Centre  
Woodside Road  
Norwich, NR7 9QL

**From:** Name of Cluster Representative \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_

Tel. No. \_\_\_\_\_

Fax. No. \_\_\_\_\_

Preferred date/s of activity: \_\_\_\_\_

Focus: \_\_\_\_\_

Key Stages to be covered: \_\_\_\_\_

Specific Objectives: \_\_\_\_\_

Length of Activity:      one day\* / half day am\* / half day pm\*      \* please delete

How many schools will be attending the cluster training? \_\_\_\_\_

How many people could attend in total? \_\_\_\_\_ maximum

How many are teachers?    all / most\* / some\*      \*indicate role of other participants e.g. classroom assistants

How many trainers will you require for the activity?    one / two / more than two?

Names of preferred Norfolk Education Advisory Services Lead Trainers (if known) \_\_\_\_\_

Will you require an adviser to attend a planning meeting?

☐

yes

☐

no

Other details to bring to the attention of Norfolk Education Advisory Services: \_\_\_\_\_

### What happens next?

- Complete the request form and send to Norfolk Education Advisory Services.
- Within 15 days of receipt of the form Norfolk Education Advisory Services will send the Cluster Representative a quotation for approval.
- The Norfolk Education Advisory Services will send a letter of confirmation to the Cluster Representative and arrange the charging to the nominated school.
- **Please see overleaf for terms and conditions.**

## **TERMS & CONDITIONS**

1. Trainers will be supplied from Norfolk Education Advisory Services staff and consultants registered with the Norfolk Education Advisory Services. Norfolk Education Advisory Services quality assurance processes will ensure the quality of the training provided.
2. The lead trainer will negotiate and set the maximum numbers for the event with the cluster headteacher representative.
3. Once accepted, any changes or amendments to the original quotation may incur an additional charge to each school. Please discuss changes with the lead trainer or Heather Tyrrell, Senior Adviser.
4. School-based cluster training can be purchased from your school's budget or the advice and support element of your school's delegated budget.
5. Publicity for cluster activities must be discussed with the Norfolk Education Advisory Services Lead Trainer. The Norfolk Education Advisory Services do not take responsibility for the quality of the venue, catering or any other related factors unless it has provided them as part of the original contract.
6. Cluster groups wishing to use their Advice and Support Package time should nominate one school to pay from the package and then split the cost between the other cluster members. If this causes a problem please contact Margaret Goddard, Senior Admin Assistant.
7. We aim to provide high quality trainers. Comments on events should be addressed to: Heather Tyrrell, Senior Adviser, Norfolk Education Advisory Services, Professional Development Centre, Woodside Road, Norwich, NR7 9QX.

If you would like this document in large print, audio, Braille, alternative format or in a different language please contact Margaret Coard on 01603 433276, and we will do our best to help.



### Continuous Professional Development for Teaching Assistants (Numeracy)

A course for the further development of Teaching Assistants looking at the progression in calculations from Key Stage 1 and Key Stage 2. The course will enable Teaching Assistants to improve their support for children by developing their personal subject knowledge.

Course Leader: Jenny Godson

Client Group: Teaching Assistants (primary/special)

Venue	Time	Ref.No
Norwich Professional Development Centre	9.30 - 4.00	4MN011

Contact: Jenni Woodrow Tel: 01603 433276

### ICT for Teaching Assistants and other Classroom Support Staff (Primary)

After completing the course participants will have a better understanding of software used in the primary classroom. They will also have explored a range of examples of ways to support the use of ICT in the classroom.

This course is suitable for delegates who have no previous experience of using a computer to support pupils' learning in primary schools.

Please note - this course is designed for schools using Windows machines only.

Course Leader: A member of the ICT Team

Client Group: Teaching Assistants (primary)

Venue	Time	Ref.No
Norwich Professional Development Centre	9.30 - 4.30	4EN064

Contact: Anne Mitchell Tel: 01603 433276

### Citizenship in Key Stages 3 and 4

This course will offer teachers a range of ideas and suggestions on how to deliver the citizenship curriculum - from local to global issues.

The course objectives are to:

- clarify the statutory requirements for citizenship
- promote effective practice by looking at the OfSTED guidance on how to self-assess the citizenship curriculum
- feedback from the national pilot project 'Developing Citizenship' with practical examples of activities which have been conducted at local schools.

Course Leaders: Christine Woods

Client Group: Classroom Teachers

Venue	Time	Ref.No
Norwich Professional Development Centre	9.30 - 4.00	4GN001

Contact: Cindy Burton Tel: 01603 433276

## The Wonderful World of Make Believe (Primary)

This course will consider ways in which role play can be used to enhance children's learning.

The day will be split into four sessions.

Session 1 - Theory with video - how role play can enhance learning.

Session 2 - Planning opportunities - groups to plan role play to reflect different areas of learning or topics.

Session 3 - Use of resources - working in groups with puppets to plan a presentation.

Session 4 - Group presentations and planning the next steps in school.

Course Leader: Constance Tyce

Client Group: Classroom Assistants (Primary/Foundation/Nursery)

Venue	Time	Ref.No
Norwich Professional Development Centre	9.30 - 4.00	4PN191

Contact: Lisa Poploski Tel: 01603 433276

**Fees: £115 per person per course**

**JANUARY 4TH 2005**

## Improving Performance of the More Able Pupil in English, Maths and Science (Primary)

The course will focus on strategies for developing the skills of more able pupils.

The objectives of the course are to:

- be able to plan creatively and effectively appropriate outcomes for more able pupils
- identify the skills needed to achieve Level 5 in English, maths and science by the end of Year 6
- develop a range of teaching strategies that will promote creative learning opportunities to achieve these outcomes.

Course Leaders: Steve Cumberworth, Mary-Jane Edwards and Robin Ings

Client Group: Subject Leader, Classroom Teacher, NQT

Venue	Time	Ref.No
Norwich Professional Development Centre	9.30 - 4.00	4SN050

Contact: Joy Smiley Tel: 01603 433276



## Introduction to Assessment for Learning in the Foundation Subjects (Primary and Secondary)

This is an introductory course for clusters of schools wishing to develop continuity and progression in teaching and learning styles across Key Stages 1, 2 and 3.

The programme will focus on Assessment for Learning and cover:

- key research findings and principles
- practical strategies for getting started
- pupil involvement in their learning
- feedback for improvement.

Course Leaders: Sue Cosson, Sandie Sykes, Rob Lodge, Anne Roe

Client Group: Head of Dept, Classroom Assistant, Subject Leader, Classroom Teacher, NQT

Venue	Time	Ref.No
Norwich Professional Development Centre	9.30 - 4.00	4YN040

Contact: Elizabeth Philpot Tel: 01603 433276

## Excellence and Enjoyment in Physical Education (Primary and Secondary)

A day looking at promoting physical activity, healthy lifestyles and learning through PE and school sport. The course will investigate the place for creativity and thinking skills within PE and look at how high quality PE and school sport can contribute to this.

Course Leader: Martin Radmore

Client Group: Head of Dept, Subject Leader, Classroom Teacher

Venue	Time	Ref.No
Norwich Professional Development Centre	9.30 – 4.00	4UN001

Contact: Kim Read Tel: 01603 433276

## Playing It Right - Leading the Foundation Stage in the Small Primary School

This course will include:

- an examination of recent documents and initiatives, for example, 'Excellence and Enjoyment'
- using the foundation stage principles to develop a curriculum suitable for a mixed-age class
- exploring networking opportunities.

The objectives of the course are:

- to clarify the new national requirements for the Foundation Stage and to outline expected developments
- to understand ways in which teaching a mixed-age class may be based on foundation stage principles
- to secure a better understanding of how to network with other practitioners.

Please bring along: 'Excellence and Enjoyment' (a DfES document published in 2003).

Course Leader: Fiona Musters and John Harris

Client Group: Subject Leader, Classroom Teachers

Venue	Time	Ref.No
West Norfolk Professional Development Centre	9.30 - 4.00	4PN139

Contact: Rebecca Ward Tel: 01603 433276

## Instrumental Music Conference (Primary) – Creating the Vision

The objectives for this Primary Instrumental Music Conference are to:

- address the purpose and place of instrumental teaching in school in the 21st Century
- discuss the results of the widening opportunity pilot and the implications for Norfolk
- identify the range of options available for music in our schools.

Guest speakers to be arranged.

Course Leaders: Maureen Hanke

Client Group: Subject Leader, Classroom Teacher, Peri-Music Teacher

Venue	Time	Ref.No
Norwich Professional Development Centre	9.30 - 4.00	4AN001

Contact: Diane Leamon Tel: 01603 433276

## Subject Leadership - Generic Course (Primary)

This course will help develop generic subject leadership skills, which can then be applied to any subject or aspect of school life. The core of the material is based firmly on the standards for subject leaders laid down by the TTA and supports the National College for Leadership initiative 'Leading from the Middle'.

Course Leader: Dave Elliott

Client Group: Subject Leaders

Venue	Time	Ref.No
West Norfolk Professional Development Centre	9.30 - 4.00	4RN055

Contact: Carol Burgess Tel: 01603 433276

## Refresh your French: a course for non-specialist teachers of Primary Modern Languages

To support the move nationally towards providing an entitlement for all KS2 children to experience learning one or more modern languages, this one-day course is for KS2 teachers who already have some (perhaps limited) knowledge of French, but who would like an opportunity to refresh aspects of their language skills. More specifically, the course will cover some basic pronunciation and grammar rules, and a variety of opportunities to practise and use the spoken language in structured, enjoyable activities.

The content, approaches and methods used during the course will be chosen to reflect good practice that can be easily transferred or adapted for use with KS2 learners of French.

Please bring along a willingness and desire to increase confidence, improve knowledge and have fun! Participants may also bring any resources or ideas they have, but which they are not sure how to use effectively within their own PMFL teaching. Further details will be circulated nearer the time.

Course Leaders: Julia Stephens

Client Group: Classroom Teachers

Venue	Time	Ref.No
West Norfolk Professional Development Centre	9.30 - 4.00	4QN005

Contact: Margaret Goddard Tel: 01603 433276

## Thinking Allowed: Sharing Good Practice and Thinking Skills (Primary)

This spring term conference builds on the work carried out by the schools in the Thinking Schools: Thinking Children Learning Community.

It will include:

- what makes a thinking school - the infusion of thinking skills throughout the curriculum
- building the thinking classroom - examples of successful practice
- extending your strategies for developing thinking for learning
- understanding how children think - recognising and developing skilful thinking.

This conference will include an address by a national speaker and draw on current research and work being carried out in Key Stage 1 and 2 in Norfolk schools.

Course Leader: Roger Eagle

Client Group: Headteachers, Deputy Heads, Classroom Teachers

Venue	Time	Ref.No
TBC	9.30 - 4.00	4RN001

Contact: Elizabeth Philpot Tel: 01603 433276

## Deputy Headteachers' Conference (Primary)

This conference aims to:

- raise the profile of the important role of Deputy Headteachers within the LEA
- provide Deputy Headteachers with the opportunity to listen to a keynote speaker of national repute
- give Deputy Headteachers the opportunity to meet together and share good practice
- enhance the knowledge and skills of Deputy Headteachers in relation to school improvement.

Course Leaders: Ralph Cross/Tim Strugnell

Client Group: Deputy Headteachers

Venue	Time	Ref.No
Barnham Broom Hotel and Country Club	9.30 - 4.00	4RN010

Contact: Lisa Poploski Tel: 01603 433276

**Fees: £115 per person per course**

**Details and bookings can be made on-line via our website:  
<http://advisoryserviceactive.norfolk.gov.uk/inset>**

Norfolk Education Advisory Services  
Professional Development Centre  
Woodside Road, Norwich, NR7 9QL  
Tel: 01603 433276 Fax: 01603 700236  
e.mail: [advisory.service@norfolk.gov.uk](mailto:advisory.service@norfolk.gov.uk)  
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