

Pupil Access & Support Service
Westwood Centre
111 Newmarket Road
Norwich
Norfolk
NR2 2HT

Please ask for: Rita Adair

Tel No: 01603 455531

Fax No: 01603 501818

Please ask for: Rita Adair

Contact Number:

Your Ref:

My Ref:

Date: 5th October 2004

ANTI-BULLYING AWARENESS WEEK (22ND – 28TH November 2004)

Invitation to Anti-Bullying Training

Joint Training from EPPS/Norfolk Healthy Schools/NEAS

Dear Colleague

Following the success of our anti-bullying training we would like to invite you to an exciting training venture. PASS (Pupil Access Support Service) and NEAS staff have worked closely together to develop anti-bullying training to meet the needs of your school in developing an anti-bullying policy. This training will comprise of two days **Friday 26th November 2004 and Tuesday 15th March 2005** at the Professional Development Centre, Norwich (attendance at both sessions is necessary).

Below are some of the comments received from participants following the training in the past:

"Thanks for a brilliant, well organised day. Organise an Anti-Bullying Network Committee for those who attended the two day sessions, perhaps 1 each term – Autumn, Spring and Summer".

"Good course with a variety of strategies"

"Very valuable sessions – would love follow up sessions – Many thanks"

"I really enjoyed the day – it has made me even more enthusiastic about Anti-bullying methods etc."

"Great! Termly meetings for this group for updates, please"

Friday 26th November 2004

09:00 am – 3:30 pm at the Professional Development Centre

(Registration from 8:30)

Day 1 will focus on:

- Raising awareness of the extent of bullying in schools through recent research
- Legislative framework
- Myths about bullying
- Defining bullying
- Characteristics of bullies and victims
- The process of developing a whole school anti-bullying policy including:
 - (i) Consultation with pupils, parents, governors, staff and community;
 - (ii) Links with other policies;
 - (iii) Beginning to write a school policy;
 - (iv) Bringing back to school ideas for pupil/staff development

Tuesday 15th March 2005

09:00 am – 3:30 pm at the Professional Development Centre

Day 2 will focus on:

- Preventative approaches including:
 - (i) Curricular approaches including circle time, drama assemblies and;
 - (ii) Playground/unstructured situations including MSA training
 - (iii) Developing a 'listening school'
- Responses to bullying incidents (examples of different approaches such as peer counselling, Circles of Friends) and a recording system.
- Using drama to address bullying issues
- Dealing with parental concerns.

In between the two days there will be specific tasks to ensure your school begins the process of developing a whole school anti-bullying policy. Schools attending in the last two years have developed Playground initiatives including buddy systems, peer support addressing racist bullying, anti-bullying awareness days and MSA training. Other initiatives include working closely with parents and curricular approaches.

Each participant will take away an Anti-Bullying toolkit containing practical ideas for reducing opportunities for bullying to occur.

Following the two day training sessions, we anticipate that there will be opportunities for further consultation meetings with PASS staff to address a specific area of anti-bullying work in your school such as:

- (i) Using Circle Time to address bullying

- (ii) Developing a peer counselling/peer mediation system
- (iii) A survey to establish levels of bullying in your school
- (iv) Developing a playground policy

The Trainers include Rita Adair from Educational Psychology and Specialist Support/PASS and Rosemary Games of the Norfolk Education Advisory Service (Healthy Norfolk Schools). There will also be involvement by other members from Educational Psychology and Specialist Support/PASS.

Participants will be requested to bring along a copy of their existing anti-bullying policy to the training days (schools are now expected to have a separate anti-bullying policy – see Standards and Framework Act 1998). DfEE Guidance is free to all schools and can be obtained by telephoning 0845-602-2260 and requesting your free copy. (Reference: 0064/2002). Please bring your free copy of the DfEE Guidance to the sessions.

This two-day training course is charged at £150 per head, with lunch and refreshments included. Schools who are currently signed up to healthy Norfolk Schools, with current action plans in place, will be entitled to the training at £75 as part of the pledge to support Healthy Norfolk Schools through trainers. If you would like to attend, please complete the attached booking form. Places will be allocated on a 'first come, first served' basis.

We look forward to meeting you at the training.

Yours faithfully

Rita Adair
Senior Educational Psychologist
On behalf of PASS/NEAS



Norfolk County Council

EDUCATION DEPARTMENT

Anti Bullying Joint Training from EPPS/NEAS

Friday 26th November 2004

&

Tuesday 15th March 2005

At the Professional Development Centre

**Two Day Conference Fee: £150.00
or £75 if evidence that school belongs to Norfolk Healthy Schools.**

Application Form

Name/Job Title:.....

School/Service:.....

Contact Address:.....

Postcode.....Tele/Fax:

Dietary: Disabled access required Yes/No
(Please state) (Please circle)

We would prefer you to pay by Journal transfer (but if not possible please send your cheque made payable to Norfolk County Council to the address below).

Please transfer by Journal @ £150.00 per person or £75 if evidence that school belongs to Norfolk Healthy Schools.

Journal No: EB	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Headteachers signature:.....

I enclose a cheque made payable to Norfolk County Council ☐

Please return the completed application form by **Tuesday 16th November 2004** to:

Irene Hoare, Greenwood Centre Greenwood Road, Tuckswold, NORWICH, NR4 6BN

Any queries, please contact: Greenwood Centre 01603 458191 or Fax 01603 259466
Or email irene.hoare@norfolk.gov.uk