

# The Learning Diamond

**2010- 2011**



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Jun 2010

Dear Colleague

The good news is that we are offering our much praised programmes at the same cost as last year. We are well aware of the financial constraints that schools are working under but also know the value of high-class CPD at affordable rates. All too often CPD is seen as an easy excision from the budget but we all know that can be a false economy and learning suffers when teaching becomes stale or outmoded.

- ◆ Buying the Learning Diamond allows access for the two most suitable members of staff per school for day courses, Leadership Academy days and three Keynote Conferences. This is more than sixty days of CPD for £2,500 at an average cost of £40 per day. Quality CPD has never been so inexpensive!
- ◆ The other aspects – WISH and internments are run at no charge.
- ◆ Any of the courses or conferences can be accessed at the County Inset rate of £140 per delegate per day, or £78 for half-day courses for those organisations choosing not to subscribe to the Learning Diamond.

If there are schools with financial concerns that wish to buy into parts of the package but not the full offer, could they please contact me to discuss possible pricing options.

Our leadership development programmes have been described by NCSL as “cutting edge” and have been branded with their “Tomorrow’s Leaders Today” award. We have very strong links with our secondary schools – together we can grow future leaders.

Norfolk Children’s Services will continue to support our schools in as many ways as possible – through tailored programmes, consultation and advice and through good CPD provision.

We look forward to working with you.

Yours faithfully



Bob Bond  
Secondary Senior Adviser

Telephone: 01603 307769  
Email: bob.bond@norfolk.gov.uk



**The  
Learning  
Diamond**

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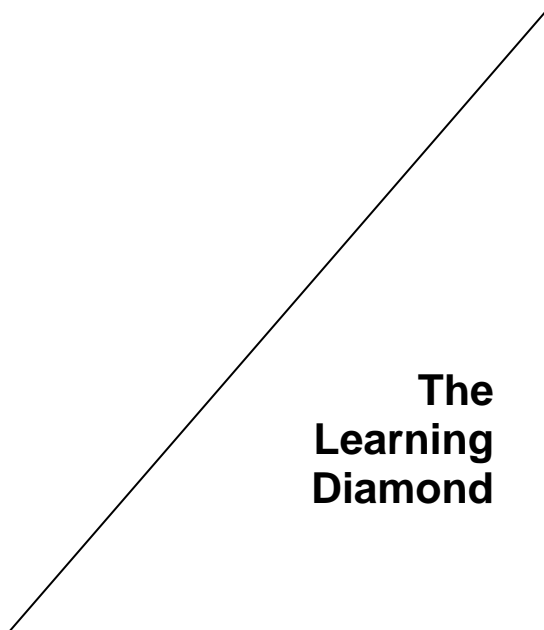
## So, what's new this year?

- We have put a greater emphasis on the development of middle leaders, acknowledging that these are the power-house of the school and the leaders of the future.
- We have a clear focus on analysis and self-evaluation – skills valued by Ofsted.
- Leadership Academy 3 is a tailored programme for new headteachers. We will meet your needs. We will also seek to use this programme to address the school's transformation agenda working with experienced headteachers.

## And, what's the same?

- Quality Some courses are being repeated this year because they were valued last year and serve an on-going purpose.
- The price We are fully aware of the financial difficulties that schools are facing at the moment and have therefore decided to maintain one global price - £2,500.
- Value for money Where else can you find more than 26 day courses, three keynote conferences and the well-regarded Leadership Academy (5 days per module) for such a low cost? Never forgetting what you are saving on travel costs for a leap in the dark when it comes to national courses. Our quality assurance is good.





- ◆ Yet again we are focussing on leadership and have arranged a comprehensive range of courses to address all aspects
  - ◆ We know that our middle leaders are the powerhouse of the school and we need to ensure they are equipped with both generic and subject specific skills and knowledge
  - ◆ Increasingly Ofsted is looking at middle leaders and they have become more accountable to Ofsted. We need to give them the confidence and self assurance to meet this challenge and to drive standards forward in their areas.
- 
- ◆ Our theme is, therefore, school improvement, with the Ofsted agenda always at the forefront of our thinking.
  - ◆ The chart on pages 10 and 11 clearly identify the purpose and target audience of each course and is a useful calendar and guide



## Leadership Academy

- ♦ **The Leadership Academy Module One** is aimed at Middle Leaders aspiring to SLT membership (over five days). Over the years numbers have grown and in 2009/10 34 delegates were enrolled. This is what they said:

*"The Leadership Academy has enabled me to seek understanding of my own areas for development and has encouraged reflection and discussion. This was an excellent opportunity and a very valuable CPD experience which will guide my future career decisions."*

**Rob Connelly – Notre Dame High School**

*"This course has really helped me to prepare me for applying for senior leadership positions. It has answered questions I didn't know I had! Meeting and talking with colleagues in a similar position has been incredibly helpful"*

**Keren Thompson – Advisory Service**

*"This has been the best CPD I have done. It has been vital to learn from Dave and Bob's experiences and have a clearer view of whole school issues."*

**Ben Player – Cliff Park High School**

*"Leadership Academy Module One was inspiring – making the prospect of being in senior leadership attractive as possible! There was clearly very careful consideration of elements included and the balance of breadth and depth. No time was unproductive or wasted"*

**Lisa Freaney – Wymondham High School**

- ♦ We aim to provide a firm grounding in the core skills of leadership and provide the knowledge necessary to be prepared to join the SLT. A high percentage of previous delegates have gained subsequent promotions. This is our programme:

Day One	22 September 2010	Vision and the Art of Leadership
Day Two	12 November 2010	Facts and Figures – Data and Finance
Day Three	9 December 2010	Curriculum and promotion
Day Four	31 January 2011	Staffing Matters and Epistles
Day Five	4 March 2011	Judging Quality and Interviews

*"An excellent course bringing a dynamic slant to leadership in schools. Every session was packed with relevant examples to implement in a school situation"*

**John Cordeaux – Sprowston High School**



To support our aspiring leaders further we also offer:

- ◆ **Internships** for the last four years in the summer term we have arranged for middle leaders to spend a week in another school, tracking, shadowing, observing, reporting back. Above all – learning. This has been hugely successful and this year we will extend the offer to current SLT members. A week may seem too short but the learning curve is steep.

Further details will be circulated directly to schools later in the year.

- ◆ **WISH** 2008-2009 saw the creation of a WISH list (Women into Secondary Headship). Of the seven women in the first cohort, five have secured promotions. An excellent record. In 2010 – 2011 we will run one group of assistant heads and deputies to provide the final push to promotion. There will be six twilight sessions with three guest headteacher speakers.

Further details will be circulated directly to schools later in the year.



## Leadership Academy

- ◆ **The Leadership Academy Module Two** (again over five days) is for SLT members looking for promotion to headship or deputy headship. All of the days will feature a successful county head as the lead and four of the days will focus on aspects of the SEF. The fifth day will be expressly about new models of leadership and the particular skills required for the new world.
- ◆ Fourteen delegates attended this year's programme. This is how they felt about their five days:

*"It has made me challenge and clarify my educational values and beliefs. Inspirational presentations mixed with pragmatic, honest real life scenarios"*

**Jean Tillyard – Assistant Head CNS**

*"It has been very informative learning about different leadership and management styles. The honesty of all the headteachers and the strategies and structures applied has been good"*

**Lyndsay Ward – Hethersett High School**

Day One	28 September 2010	"Some of the people, some of the time"
Day Two	21 October 2010	School improvement
Day Three	14 December 2010	Leadership for change
Day Four	9 February 2011	Ethos and Culture
Day Five	9 March 2011	"There are no bad soldiers ....."

*"A fantastic course – very impressive and hugely inspiring"*

**Richard Stockings – Assistant Head Cliff Park High School**



- ◆ **Module Three** has offered a variety of activities over the years but has now found its real purpose – tailored activity for new headteachers. We will quickly ascertain individual needs and devise a series of opt-in sessions for the 2010-2011 cohort of new heads.
- ◆ We will also use Module Three to consult with our heads on the future of learning in Norfolk with transformation as our aim.

At Children's Services, we are acutely aware of our responsibilities for every child's development and the need for top-quality education. Schools need leaders and quality schools need quality leaders. All aspects of the Leadership Academy are geared to this.

*"There is no question that enrolling on the Leadership Academy was pivotal in my application for headship. Not only did it confirm my decision to become a Head, it also provided me with invaluable opportunities to listen at length to a diverse range of serving Headteachers describe their roles, challenges and successes in a very open and informative way. The dialogue and discussion matched and, in most cases, exceeded that which I had experienced on NPQH.*

*The Leadership Academy model set up in Norfolk is very highly regarded Nationally and its not hard to see why."*

Richard Cranmer, Headteacher  
Archbishop Sancroft High School  
Leadership Academy Two, 2007-2008  
and Leadership Academy Three, 2008-2009





## Keynote Conferences

- ◆ There are three Secondary Keynote Conferences - one per term – and they usually appeal to Senior Leaders and Chairs of Governors. But this is not a restriction. Schools should always send the most appropriate people.
- ◆ These conferences often feature national, high-profile speakers who focus their presentations on current issues and areas for development in schools.
- ◆ We always tackle issues of local or national importance and all are aimed at school improvement.

### **Dates for 2010/2011 conferences are:**

Autumn Term	Tuesday 9 November 2010	Norwich Professional Development Centre
Spring Term	Thursday 17 March 2011	Norwich Professional Development Centre
Summer Term	Wednesday 6 July 2011	Norwich Professional Development Centre



## The Learning Diamond

Course title and ref	Title	Headteachers	SLT	MLT	Teachers	Other staff	Governors
Tuesday 9 November 2010 Thursday 17 March 2011 Wednesday 6 July 2011	<b>Secondary Keynote Conferences</b>	✓	✓				✓
11 October 2010 <b>ESXV1/A</b>	Exploring the role of the Form Tutor			✓	✓		
13 October 2010 <b>ESXU1/A</b>	Exploring the use of Fronter and Video conferencing for teaching and learning			✓	✓		
15 October 2010 <b>ESXQ1/D</b>	Developing curriculum leaders			✓			
2 November 2010 <b>ESXW1/A</b>	D4LC – Drama for Learning and Creativity			✓	✓		
3 November 2010 <b>ESXE5/A</b>	Engaging students through ICT in foundation subjects			✓	✓		
15 November 2010 <b>ESXQ6/A</b>	Leading intervention		✓	✓			
19 November 2010 <b>ESXQ3/A</b>	Leading and managing change		✓	✓			
23 November 2010 <b>ESXE3/B</b>	Innovation in ICT – developing an exciting curriculum			✓	✓		
25 November 2010 <b>ESXU3/A</b>	Exploring the use of new technologies for teaching English			✓	✓		
29 November 2010 <b>ESXX1/A</b>	Effective use of data		✓	✓	✓	✓	
30 November 2010 <b>ESXB3/C</b>	Improving attendance in high schools			✓	✓	✓	
3 December 2010 <b>ESXW2/A</b>	Functional skills across the curriculum		✓	✓	✓	✓	



Course title and ref	Title	Headteachers	SLT	MLT	Teachers	Other staff	Governors
6 December 2010 <b>ESXU4/A</b>	E Safety		✓	✓			
8 December 2010 <b>ESXX2/A</b>	Developing literacy in science		✓	✓	✓	✓	
13 December 2010 <b>ESXQ4/A</b>	Line management of core subjects		✓	✓			
7 January 2011 <b>ESXK7/A</b>	Using Data when completing your SEF	✓	✓				
11 January 2011 <b>ESXQ5/A</b>	Literacy across the curriculum		✓	✓			
18 January 2011 <b>ESXK7/B</b>	SEF/Data placement		✓	✓			
24 January 2011 <b>ESXK6/A</b>	Using data analysis to raise standards in English and Maths			✓	✓		
31 January 2011 <b>ESXK4/B</b>	Using data analysis to raise standards in foundation subjects			✓	✓		
31 January 2011 <b>ESXB8/C</b>	Investigating behaviours for learning for cover supervisors					✓	
10 February 2011 <b>ESXE4/B</b>	Developing and implementing a vision for ICT		✓	✓			
11 February 2011 <b>ESXF1/F</b>	An introduction to teaching and thinking skills at KS4 and KS5			✓	✓		
16 February 2011 <b>ESXX3/A</b>	Developing exam and revision skills			✓	✓	✓	
7 March 2011 <b>ESXF1/G</b>	Thinking skills – follow-up session			✓	✓		
14 March 2011 <b>ESXU2/A</b>	Exploring the use of new technologies for teaching mathematics			✓	✓		
4 March 2010 <b>ESXM2/G</b>	Secondary Raiseonline – morning session	✓	✓	✓			



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## Exploring the Role of the Form Tutor

### (Learning Diamond course)

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Date	Time	Venue	Course Code	Event Ref.
11/10/2010	09:30 - 16:00	Norwich Professional Development Centre	ESXV1	A

**Course Context/Audience:**

This full day course will explore the role of the form tutor and its importance in promoting the academic and emotional development of pupils. It will include practical activities and group discussions designed to enhance tutor time.

**Participants will cover:**

- What is the role of the form tutor?
- The use of S.E.A.L. in tutor time
- Strategies for forming positive group dynamics
- Using data to track and monitor tutees' performance
- The impact of the form tutor on teaching and learning.
- The role of the tutor in safeguarding

**Objectives:**

The aim is, by the end of the course, participants will:

- Have practical ideas for activities to enhance tutor time and strengthen relationships.
- Be able to effectively interpret available data and use it to support learning.
- Understand the role of S.E.A.L. in underpinning pupils' development.

**Course Leader/s:** Jo Franklin, Dugald Ferguson

**Phase:** Secondary Schools

**Closing Date:** 08/10/2010

**Car Sharing:** Within the Council we are trying hard to reduce our Carbon footprint and save resources by encouraging delegates to car share wherever possible. You may also wish to visit the liftshare website ([www.liftshare.com](http://www.liftshare.com)) which is very useful for both routine and one off journeys.

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**How to book:**

To apply for a place on this activity please visit our website at:

<http://www.cpd.norfolk.gov.uk/sdms/>

or

complete a booking form and return it to:

Vanda Graff

Children's Services

Norfolk Advisory Service

Professional Development Centre

Woodside Road

Norwich, NR7 9QL

Telephone: 01603 307766 Fax: 01603 700236

Email: [vanda.graff@norfolk.gov.uk](mailto:vanda.graff@norfolk.gov.uk)



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## Exploring the Use of Fronter and Video Conferencing for Teaching and Learning

### (Learning Diamond course)

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Date	Time	Venue	Course Code	Event Ref.
13/10/2010	13:30 - 17:30	Norwich Professional Development Centre	ESXU1	A

**Course Context/Audience:**

This is a half day course for all teachers who would like to improve their knowledge and skills for using Fronter to support teaching and learning. The course will focus on the 'quick wins' that:

- Develop on-line resources to support teaching and learning in the classroom and at home.
- Support a range of more engaging and independent learning
- Assist in the management of learning.
- Developing teaching resources collaboratively

Delegates will also learn to use the Norfolk Video Conference Channel to access CPD in the future.

**Target audience:** All teachers.

**Objectives:**

By the end of the course participants will:

- Have a better understanding of the range of tools available in Fronter
- Have developed a range of practical skills to support their use of Fronter
- Know how to access CPD and work collaboratively with colleagues around the world using video conferencing.

**Course Leader/s:** Pip Cartwright

**Phase:** Secondary Schools

**Closing Date:** 10/10/2010

**Car Sharing:** Within the Council we are trying hard to reduce our Carbon footprint and save resources by encouraging delegates to car share wherever possible. You may also wish to visit the liftshare website ([www.liftshare.com](http://www.liftshare.com)) which is very useful for both routine and one off journeys.

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**Developing Curriculum Leaders****(Learning Diamond course)**

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Date	Time	Venue	Course Code	Event Ref.
15/10/2010	09:30 - 16:00	Norwich Professional Development Centre	ESXQ1	D

**Course Context/Audience:**

This course will focus on leading improvement in a subject area. This will include monitoring effectiveness, self-evaluation and building capacity.

Target audience of this course : Curriculum leaders

**Participants will cover:**

- the changing role of leadership
- strategies for monitoring and evaluating your department
- producing a departmental SEF

**Objectives:**

The aim is that by the end of the session participants will have knowledge of the nature of leadership and the current expectations of effective subject leaders and have identified some strategies for evaluating their department.

**Course Leader/s:** Bob Bond

**Phase:** Secondary Schools

**Closing Date:** 12/10/2010

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## **D4LC - Drama for Learning and Creativity** **(Learning Diamond course)**

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<b>Date</b>	<b>Time</b>	<b>Venue</b>	<b>Course Code</b>	<b>Event Ref.</b>
02/11/2010	09:00 - 16:00	Norwich Professional Development Centre	ESXW1	A

### **Course Context/Audience:**

Drama is not just a subject, it is also a powerful way of learning and teaching, that is highly motivational and can be available to all teachers. Drama across the curriculum can inspire and support creative learning and school improvement. This course focuses on how drama methodologies can be used strategically in any school by drama specialists and non specialists working together, to help achieve a range of school improvement priorities, e.g. increase pupil motivation, develop thinking skills, support inclusion and raise standards across a range of subjects. The course will be informed by evidence gathered through the successful D4LC school improvement

### **Objectives:**

By the end of the course participants will have:

- have increased their understanding as to how and why drama works as a learning and teaching medium
- learned more about the national school improvement initiative, 'D4LC'
- considered what their 'next steps' could be within their own school context to strategically link drama to school improvement priorities and strengthen provision
- have participated in, analysed and evaluated the impact and range of a practical KS3 drama session

**Course Leader/s:** Patrice Baldwin, Betsy Fowler

**Phase:** Secondary + Special

**Closing Date:** 30/10/2010

**Car Sharing:** Within the Council we are trying hard to reduce our Carbon footprint and save resources by encouraging delegates to car share wherever possible. You may also wish to visit the liftshare website ([www.liftshare.com](http://www.liftshare.com)) which is very useful for both routine and one off journeys.

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## **Engaging Students through ICT in Foundation Subjects** **(Learning Diamond course)**

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<b>Date</b>	<b>Time</b>	<b>Venue</b>	<b>Course Code</b>	<b>Event Ref.</b>
03/11/2010	09:30 - 16:00	Norwich Professional Development Centre	ESXE5	A

**Course Context/Audience:**

This is a 1 day course for all teachers in Foundation Subjects who would like to improve their knowledge and skills for using ICT to support teaching and learning. The course will focus on the main ICT support software and resources available to all.

Participants will cover:

- Use of on-line resources, interactive white boards and student response systems to support teaching and learning in the classroom and at home.
- VLE based tools and resources that support the development of a range of more engaging and independent learning

**Target audience:** All teachers in Foundation subjects

**Objectives:**

The aim is that, at the end of the course, participants will:

- Have a better understanding of the range of tools available in on-line resources, interactive white boards and student response systems
- Have created a selection of interactive learning resources
- Have developed a range of practical skills in VLE use

**Course Leader/s:** Johannes Ahrenfelt

**Phase:** Secondary Schools

**Closing Date:** 31/10/2010

**Car Sharing:** Within the Council we are trying hard to reduce our Carbon footprint and save resources by encouraging delegates to car share wherever possible. You may also wish to visit the liftshare website ([www.liftshare.com](http://www.liftshare.com)) which is very useful for both routine and one off journeys.

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**Leading Intervention****(Learning Diamond course)**

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Date	Time	Venue	Course Code	Event Ref.
15/11/2010	09:30 - 16:00	Norwich Professional Development Centre	ESXQ6	A

**Course Context/Audience:**

Intervention programmes are an increasingly important part of school provision. A school model which includes an intervention team has been shown to be successful. The course sets out to ensure that intervention programmes in schools are coherent, integrated, evaluated and managed effectively

**Participants will cover:**

- Identification and profiling of pupils participating in intervention programmes
- Meeting the needs of individual students
- Working within the school's context
- Monitoring and evaluating
- Training and resources

**Target audience:**

- Senior leaders with responsibility for whole-school intervention
- Middle leaders with an interest in whole-school intervention

**Objectives:**

The aim is that, at the end of the course, participants will:

- Have a strategic understanding of how best to organise and manage intervention within their school

**Course Leader/s:** Betsy Fowler and John Woodhouse

**Phase:** Secondary Schools

**Closing Date:** 12/11/2010

**Car Sharing:** Within the Council we are trying hard to reduce our Carbon footprint and save resources by encouraging delegates to car share wherever possible. You may also wish to visit the liftshare website ([www.liftshare.com](http://www.liftshare.com)) which is very useful for both routine and one off journeys.

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**Leading and Managing Change****(Learning Diamond course)**

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Date	Time	Venue	Course Code	Event Ref.
19/11/2010	09:30 - 16:00	Norwich Professional Development Centre	ESXQ3	A

**Course Context/Audience:**

Even the most brilliant initiatives can flounder on the rock of human frailty. Successful change is dependent on the capacity of individuals and teams to manage themselves, their feelings and their relationships through the process. This course will consider the inter-personal and emotional elements of leadership and management.

**Participants will cover:**

- Creating the climate in which effective change, and hence improvement, can happen
- Supporting teacher learning
- 'Doing a few things well'
- Developing shared ownership and accountability

**Target audience:**

Senior and Middle leaders

**Objectives:**

The aim is that, at the end of the course, participants will:

- have explored the human factors involved in leadership and management
- have thought about their own context
- have developed strategies to address a pending change and development within their school

**Course Leader/s:** Adam Cooke and John Woodhouse

**Phase:** Secondary Schools

**Closing Date:** 16/11/2010

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## **Innovation in ICT - developing an exciting curriculum (Learning Diamond course)**

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<b>Date</b>	<b>Time</b>	<b>Venue</b>	<b>Course Code</b>	<b>Event Ref.</b>
23/11/2010	09:30 - 16:00	Norwich Professional Development Centre	ESXE3	B

**Course Context/Audience:**

A course to provide ICT subject leaders and teachers with an opportunity to develop their ideas and practice to build an exciting, engaging and innovative curriculum for ICT. Although there will be some reference to ICTAC, this course is not designed to address the issue of managing ICT across the curriculum (whole school).

**Participants will cover:**

- the new secondary curriculum and framework for ICT
- tools to evaluate the quality of the curriculum

**Target audience:** ICT Subject Leaders and ICT Teachers

**Objectives:**

The aim is that, building on the new Framework for the ICT Curriculum, this course will enable participants to:

- understand the principles of curriculum development
- have learned from case studies of outstanding curriculum provision in ICT
- have shared ideas and evaluated their own SoW

**Course Leader/s:** Pip Cartwright and the ICT team

**Phase:** Secondary Schools

**Closing Date:** 20/11/2010

**Car Sharing:** Within the Council we are trying hard to reduce our Carbon footprint and save resources by encouraging delegates to car share wherever possible. You may also wish to visit the liftshare website ([www.liftshare.com](http://www.liftshare.com)) which is very useful for both routine and one off journeys.

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## Exploring the Use of New Technologies for Teaching English (Learning Diamond Course)

Date	Time	Venue	Course Code	Event Ref.
25/11/2010	09:30 - 16:00	Norwich Professional Development Centre	ESXU3	A

### Course Context/Audience:

This is a one day course, followed by an on-line twilight session using video conferencing. It will provide practical experience of using a range of new technologies to support classroom teaching and self supported learning.

The technologies will include:

- Software for developing English skills
- The Norfolk Learning Platform, including Fronter
- Free on-line resources
- How to access CPD using the Norfolk Video Conference Channel
- Collaborative on-line spaces for Norfolk English teachers.

Discussions will cover

- Broadening the range of pedagogies used in teaching English
- Increasing engagement
- Supporting independent learning, including homework
- Assisting in the day to day management of learning
- Supporting AfL

**Target audience:** English teachers and subject leaders

### Objectives:

By the end of the course participants will:

- Have a better understanding of the range of technologies available for teaching and learning in their subject
- Have developed their understanding of how to apply new technologies to teaching and learning
- Increased their confidence in using some technologies
- Learned to use a video conference system to join in CPD conversations with other teachers around the county.
- Know where to find further support and guidance

**Course Leader/s:** Pip Cartwright

**Phase:** Secondary Schools

**Closing Date:** 22/11/2010

**Car Sharing:** Within the Council we are trying hard to reduce our Carbon footprint and save resources by encouraging delegates to car share wherever possible. You may also wish to visit the liftshare website ([www.liftshare.com](http://www.liftshare.com)) which is very useful for both routine and one off journeys.

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**Effective use of Data****(Learning Diamond course)**

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Date	Time	Venue	Course Code	Event Ref.
29/11/2010	09:15 - 16:00	Norwich Professional Development Centre	ESXX1	A

**Course Context/Audience:**

The course will examine the range of data available to schools and how this can be used to inform target setting, curriculum planning, intervention and in analysis of school and departmental effectiveness. The course will be 'hands on' using your existing school data and participants will be expected to share the practice in their schools.

**Participants will cover:**

- Available sources of data
- Data at school and departmental level
- Analysis of retrospective data to inform planning
- Use of forecasting tools for target setting
- Using pupil profiles to identify appropriate intervention
- The virtual class

**Target audience:** Senior leaders, Middle leaders, Intervention coordinators, Teachers

**Objectives:**

The aim is that, at the end of the course, participants will:

- Be familiar with all the data sources available to schools
- Be familiar with the analytical options available to them
- Have gained additional skills relating to their role in school

**Course Leader/s:** Adrian Tebbutt, David Glenn

**Phase:** Secondary Schools

**Closing Date:** 26/11/2010

**Car Sharing:** Within the Council we are trying hard to reduce our Carbon footprint and save resources by encouraging delegates to car share wherever possible. You may also wish to visit the liftshare website ([www.liftshare.com](http://www.liftshare.com)) which is very useful for both routine and one off journeys.

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## **Improving Attendance in High Schools** **(Learning Diamond course)**

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<b>Date</b>	<b>Time</b>	<b>Venue</b>	<b>Course Code</b>	<b>Event Ref.</b>
30/11/2010	09:30 - 13:00	Norwich Professional Development Centre	ESXB3	C

### **Course Context/Audience:**

This half-day course will discuss attendance issues including persistent absence. Practical activities and group discussions will be included which will be designed to enable staff responsible for attendance to improve their practice.

### **Participants will cover:**

- consideration of roles and responsibilities
- data management
- persistent absence (PA) analysis
- effective attendance strategies.

### **Objectives:**

The aim is that, at the end of the course, participants will:

- understand the changing focus of attendance from unauthorised to persistent absence
- describe what an overall attendance strategy looks like
- explain how PA data is collected, collated and analysed
- be able to use the PA RAG as a tool to develop practice
- describe good practice in tackling PA in high schools.

### **Target audience :**

Attendance Leaders, Heads of House, Attendance Administrators and Attendance Workers

**Course Leader/s:** Joanna Franklin, Val Creasy

**Phase:** Secondary Schools

**Closing Date:** 27/11/2010

**Car Sharing:** Within the Council we are trying hard to reduce our Carbon footprint and save resources by encouraging delegates to car share wherever possible. You may also wish to visit the liftshare website ([www.liftshare.com](http://www.liftshare.com)) which is very useful for both routine and one off journeys.

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## **Functional Skills Across the Curriculum**

### **(Learning Diamond Course)**

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<b>Date</b>	<b>Time</b>	<b>Venue</b>	<b>Course Code</b>	<b>Event Ref.</b>
03/12/2010	09:30 - 16:00	Norwich Professional Development Centre	ESXW2	A

**Course Context/Audience:**

Introducing and embedding Functional Skills into the secondary curriculum

**Participants will cover:**

- Introduction to Functional Skills
- How Functional Skills fits into the KS3/4 programmes of study
- Applications of Functional Skills across the curriculum
- Models for introducing and co-ordinating Functional Skills across the curriculum

**Target audience:**

Functional Skills Lead, Strategy Managers, Teaching and Learning Co-ordinator, Senior Leadership

**Objectives:**

The aim is that, at the end of the course, participants will:

- Understand the expectations of Functional Skills within the core subjects and the rest of the curriculum
- Be able to embed Functional Skills across their school curriculum

**Course Leader/s:** Rose Keating, Sue Smith

**Phase:** Secondary Schools

**Closing Date:** 30/11/2010

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## E Safety

## (Learning Diamond Course)

Date	Time	Venue	Course Code	Event Ref.
06/12/2010	09:30 - 16:00	Norwich Professional Development Centre	ESXU4	A

### Course Context/Audience:

This is a one day course for senior leaders with responsibility for safeguarding and e-safety. Attendees will independently access on-line support materials during the day, as well as taking part in discussions led by a range of experts in different aspects of e-safety. Based around the Norfolk E-Safety Toolkit, the day will take a comprehensive look at achieving safe schools by considering the following headings as a framework:

**Ethos** - making sure everybody understands how they are expected to behave when using school equipment

**Education** - making sure pupils and professionals know how to stay safe

**Environment** - making sure the Internet is filtered and deciding who makes decisions about what is filtered

**Enforcement** - developing consistent processes, routines and sanctions for dealing with people who do not keep to the school's ethos

**Target audience:** Senior leaders with responsibility for co-ordinating e-safety.

### Objectives:

By the end of the course participants will:

- Have a better understanding of the range of activities a school should engage with, in order to ensure their pupils and employees lead e-safe lives.
- Have a better understanding the roles and responsibilities played by different staff in developing an e-safe school
- Understand how to use the Norfolk E-Safety toolkit to develop policies and procedures and have the opportunity to develop these further during the day.
- Understand how the inspection framework assesses e-safety.

**Course Leader/s:** Pip Cartwright

**Closing Date:** 03/12/2010

**Phase:** All Schools

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## Developing Literacy in Science

(Learning Diamond course)

Date	Time	Venue	Course Code	Event Ref.
08/12/2010	09:15 - 16:00	Norwich Professional Development Centre	ESXX2	A

### Course Context/Audience:

This is an opportunity to develop cross-curricular and subject specific understanding of literacy issues centred around the science curriculum. Science has a large subject-specific vocabulary with a range of 'everyday' words that have very specific meanings, plus a specific vocabulary linked to data and graphical knowledge and understanding. In addition there is a significant emphasis on communication skills identified in the programme of study and in the APP criteria. Successful development of these literacy skills, in both generic and specialist contexts is a major contributing factor to improved rates of progression.

### Participants will cover:

- Introducing new words
- Suffix and prefix skills
- Structuring writing:
  - Description    ◦ Conclusions
  - Evaluations    ◦ Argument
  - Explanation    ◦ Planning
- in a range of contexts and formats appropriate for purpose
- Identifying pupil skills and accelerating progress
- EAL
- 'examination literacy'
- Cross curricular links and opportunities

**Target audience:** Science Line managers, Subject leaders, Literacy coordinators, Science teachers, English teachers, HLTAs

### Objectives:

The aim is that, at the end of the course, participants will:

- Have a clear understanding of the literacy demands of science
- Have a range of resources and strategies to use to enhance the literacy skills of students in both subject specific and cross curricular dimensions
- Have produced an action plan for implementing the strategies within the department/school

**Course Leader/s:** Adrian Tebbutt, David Glenn

**Phase:** Secondary Schools

**Closing Date:** 05/12/2010

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**Line Management of Core Subjects****(Learning Diamond course)**

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Date	Time	Venue	Course Code	Event Ref.
13/12/2010	09:30 - 16:00	Norwich Professional Development Centre	ESXQ4	A

**Course Context/Audience:**

The role of the line-manager of core subjects is increasingly important in school improvement. Recent and on-going school initiatives and priorities make the role of core subject line-manager increasingly complex and demanding. This course will consider how schools are responding to current issues and how to develop effective practice.

**Participants will cover:**

- The role and purpose of line management
- Issues facing core subject leaders
- Building capacity and accountability
- Monitoring - evaluating improvement

**Target audience:**

- senior leaders who line-manage a core subject
- faculty heads who line-manage a core subject
- aspiring senior leaders with curriculum interest

**Objectives:**

The aim is that, at the end of the course, participants will:

- have a clear, shared view of the role of line managers of core subjects
- understand how they can best support improvement in the core subjects

**Course Leader/s:** Sue Homer and John Woodhouse

**Phase:** Secondary Schools

**Closing Date:** 10/12/2010

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## Using Data when completing your SEF (Learning Diamond course)

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Date	Time	Venue	Course Code	Event Ref.
07/01/2011	09:30 - 16:00	Norwich Professional Development Centre	ESXK7	A
18/01/2011	09:30 - 16:00	Norwich Professional Development Centre	ESXK7	B

**Course Context/Audience:**

A 'hands-on' course providing an opportunity for the Headteacher or Senior Leader, ideally working alongside the Data Manager, to delve into on-line performance data sources to identify information and evidence for your SEF.

**Participants will cover:**

- What is required in the SEF
- How Ofsted makes judgments
- Gathering information and evidence from:
  - RAISEonline
  - FFTLive
  - EPAS
  - Norfolk Schools website
- Completing a 'SEF placemat'

**Target audience:** Headteacher or Senior Leader, with the Data Manager

**Objectives:**

The aim is that, at the end of the course, participants will:

- Have completed a 'SEF placemat' specifying both positive and negative issues, and where the evidence can be found, for the data section of your SEF.

**Course Leader/s:** Chris Jackson, Sue Smith

**Phase:** Secondary Schools

**Closing Date:** 04/01/2011

**Car Sharing:** Within the Council we are trying hard to reduce our Carbon footprint and save resources by encouraging delegates to car share wherever possible. You may also wish to visit the liftshare website ([www.liftshare.com](http://www.liftshare.com)) which is very useful for both routine and one off journeys.

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**Literacy Across the Curriculum****(Learning Diamond course)**

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Date	Time	Venue	Course Code	Event Ref.
11/01/2011	09:30 - 16:00	Norwich Professional Development Centre	ESXQ5	A

**Course Context/Audience:**

Language capacity is a significant indicator of future economic success. Schools where literacy development is embedded across the curriculum have the capacity to raise standards. This course sets out to ensure that cross-curricular literacy activities are effective, efficient and meet the needs of individual learners.

**Participants will cover:**

- The principles of whole-school literacy
- Developing a literacy policy for your school
- Developing an action plan for your school
- Developing staff confidence in supporting literacy

**Target audience:**

- Literacy co-ordinators
- Those with a whole school literacy responsibility

**Objectives:**

The aim is that, at the end of the course, participants will:

- Have developed the knowledge and skills necessary to lead the improvement of whole-school literacy

**Course Leader/s:** Betsy Fowler and John Woodhouse

**Phase:** Secondary Schools

**Closing Date:** 08/01/2011

**Car Sharing:** Within the Council we are trying hard to reduce our Carbon footprint and save resources by encouraging delegates to car share wherever possible. You may also wish to visit the liftshare website ([www.liftshare.com](http://www.liftshare.com)) which is very useful for both routine and one off journeys.

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## Using Data when completing your SEF (Learning Diamond course)

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Date	Time	Venue	Course Code	Event Ref.
07/01/2011	09:30 - 16:00	Norwich Professional Development Centre	ESXK7	A
18/01/2011	09:30 - 16:00	Norwich Professional Development Centre	ESXK7	B

### Course Context/Audience:

A 'hands-on' course providing an opportunity for the Headteacher or Senior Leader, ideally working alongside the Data Manager, to delve into on-line performance data sources to identify information and evidence for your SEF.

### Participants will cover:

- What is required in the SEF
- How Ofsted makes judgments
- Gathering information and evidence from:
  - RAISEonline
  - FFTLive
  - EPAS
  - Norfolk Schools website
- Completing a 'SEF placemat'

**Target audience:** Headteacher or Senior Leader, with the Data Manager

### Objectives:

The aim is that, at the end of the course, participants will:

- Have completed a 'SEF placemat' specifying both positive and negative issues, and where the evidence can be found, for the data section of your SEF.

**Course Leader/s:** Chris Jackson, Sue Smith

**Phase:** Secondary Schools

**Closing Date:** 04/01/2011

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## Using data analysis to raise standards in English and maths (Learning Diamond course)

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Date	Time	Venue	Course Code	Event Ref.
24/01/2011	09:30 - 16:00	Norwich Professional Development Centre	ESXK6	A

**Course Context/Audience:**

A 'hands-on' course to support middle leaders in English or mathematics who wish to use data more effectively to ensure departmental progress.

**Participants will cover:**

- overview of data currently available to schools
- using RAISEonline and FFTLive
- awareness of data provided by Norfolk Schools website and NCER
- how to use the data for self-evaluation and departmental improvement

Target audience: Middle leaders in English or mathematics

**Objectives:**

The aim is that, at the end of the course, participants will:

- be aware of different data sets that are available and how to use them
- be more confident in their own ability to use these data sets effectively to support departmental progress

**Course Leader/s:** Chris Jackson, Sue Homer

**Phase:** Secondary Schools

**Closing Date:** 21/01/2011

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## Using data analysis to raise standards in foundation subjects (Learning Diamond course)

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Date	Time	Venue	Course Code	Event Ref.
31/01/2011	09:30 - 16:00	Norwich Professional Development Centre	ESXK4	B

**Course Context/Audience:**

A 'hands-on' course to support middle leaders in foundation subjects who wish to use data more effectively to ensure departmental progress.

**Participants will cover:**

- overview of data currently available to schools
- using RAISEonline and FFTLive
- awareness of data provided by Norfolk Schools website and NCER
- how to use the data for self-evaluation and departmental improvement

Target audience: Middle leaders in foundation subjects

**Objectives:**

The aim is that, at the end of the course, participants will:

- be aware of different data sets that are available and how to use them
- - be more confident in their own ability to use these data sets effectively to support departmental progress

**Course Leader/s:** Chris Jackson, Sue Homer

**Phase:** Secondary Schools

**Closing Date:** 28/01/2011

**Car Sharing:** Within the Council we are trying hard to reduce our Carbon footprint and save resources by encouraging delegates to car share wherever possible. You may also wish to visit the liftshare website ([www.liftshare.com](http://www.liftshare.com)) which is very useful for both routine and one off journeys.

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## **Investigating Behaviours for Learning for Cover Supervisors** **(Learning Diamond course)**

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<b>Date</b>	<b>Time</b>	<b>Venue</b>	<b>Course Code</b>	<b>Event Ref.</b>
31/01/2011	09:30 - 16:00	Norwich Professional Development Centre	ESXB8	C

**Course Context/Audience:**

The course will introduce Behaviours for Learning and how to create a positive climate for learning in the classroom. Also included will be practical activities and group discussions designed to enable cover supervisors to share practice and gain new skills.

**Participants will cover:**

- consideration of roles and responsibilities
- consideration of some of the theories underpinning Behavioural, Educational and Social Difficulties (BESD)
- developing skills and techniques which can be used in the classroom including using positive language.

**Target audience :** Cover supervisors

**Objectives:**

The aim is that, at the end of the course, participants will:

- have gained some knowledge about the causes of social, emotional and behavioural difficulties
- have an understanding what Behaviours for Learning are
- gained additional skills to use every day in and outside the classroom.

**Course Leader/s:** Dugald Ferguson

**Phase:** Secondary Schools

**Closing Date:** 28/01/2011

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## **Developing and implementing a vision for ICT**

### **(Learning Diamond course)**

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<b>Date</b>	<b>Time</b>	<b>Venue</b>	<b>Course Code</b>	<b>Event Ref.</b>
10/02/2011	09:30 - 16:00	Norwich Professional Development Centre	ESXE4	B

**Course Context/Audience:**

This course is designed to provide a personalised learning experience to enable school leaders to incorporate ICT into the vision for their school. As well as considering key initiatives and drivers, there will be time to evaluate and apply self-evaluation tools, such as the BECTA Self-review Framework.

**Participants will cover:**

- visioning - learning and ICT technologies
- key National developments and drivers for ICT
- tools for leading ICT development (self-evaluation, planning tools)
- milestones from 'Satisfactory' to 'Good' to 'Outstanding'

**Target audience:** School leaders and those with responsibility for leading whole-school ICT. This course will not cover ICT subject training or subject development

**Objectives:**

The aim is that, at the end of the course, participants will

- have increased their knowledge of key ICT initiatives and developments
- have identified key processes, which will help them to develop a common vision for ICT in their own school
- have a personalised toolkit to help implement and develop ICT

**Course Leader/s:** Pip Cartwright

**Closing Date:** 07/02/2011

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## **An Introduction to teaching Thinking Skills at KS4 and KS5** (Learning Diamond course)

<b>Date</b>	<b>Time</b>	<b>Venue</b>	<b>Course Code</b>	<b>Event Ref.</b>
11/02/2011	09:30 - 16:00	Norwich Professional Development Centre	ESXF1	F
07/03/2011	13:00 – 16:30	Norwich Professional Development Centre	ESXF1	G

### **Course Context/Audience:**

This course is workshop-based with an opportunity for the participants to focus on a range of thinking skills and thinking skill strategies. We will work with the Leading in Learning National Strategy whole-school initiative resources. These focus on supporting independent learning approaches for students. The Thinking skills are reasoning, evaluation and creative thinking and the Thinking skill strategies would include reading images, living graphs, concept mapping and collective memory. There will be opportunities to discuss the evaluative impact both for students and wider within the school. At least one High school will share their positive experiences of working in this area.

**Target audience: Teachers of KS4 and KS5, Key Stage 4 and Key Stage 5 Leaders and Faculty Leaders**

### **Objectives:**

Participants will cover activities which will be designed to enhance lesson planning that incorporates metacognition (thinking about thinking) approaches. The aim is to teach strategies which will promote the bridging of thinking skills across the curriculum. The course is also aimed to both develop capacity and sustainability within the school.

The aim is that, at the end of the course, participants will:

- Feel confident to be able to use a variety of thinking skill and thinking skill strategies.
- Ensure that the students' learning outcomes will support them as independent thinkers for controlled assessments, extended writing and revision.

**Delegates will be expected to attend the half-day follow-up session for weeks after the course date on 7<sup>th</sup> March 2011.** This will be an opportunity for colleagues to share some of the classroom outcomes from the course and also to enhance some further Thinking Skills strategies.

**Course Leader/s:** Rob Lodge

**Phase:** Secondary + Special

**Closing Date:** 08/02/2011

**Car Sharing:** Within the Council we are trying hard to reduce our Carbon footprint and save resources by encouraging delegates to car share wherever possible. You may also wish to visit the liftshare website ([www.liftshare.com](http://www.liftshare.com)) which is very useful for both routine and one off journeys.

### **How to book:**

To apply for a place on this activity please visit our website at:

<http://www.cpd.norfolk.gov.uk/sdms/>

or

complete a booking form and return it to:

Vanda Graff

Children's Services

Norfolk Advisory Service

Professional Development Centre

Woodside Road

Norwich, NR7 9QL

Telephone: 01603 307766 Fax: 01603 700236

Email: [vanda.graff@norfolk.gov.uk](mailto:vanda.graff@norfolk.gov.uk)



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## **Developing Exam and Revision Skills**

### **(Learning Diamond course)**

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<b>Date</b>	<b>Time</b>	<b>Venue</b>	<b>Course Code</b>	<b>Event Ref.</b>
16/02/2011	09:15 - 16:00	Norwich Professional Development Centre	ESXX3	A

**Course Context/Audience:**

Improving written-paper exam success for Y10 and 11 Sciences GCSE

**Participants will cover:**

- Revision techniques for home and school
- Booster and intervention activities
- Effective use of sample materials and past papers
- Exam technique and exam-specific literacy issues in science

**Target audience:** Teachers of science, Science HLTAs and TAs

**Objectives:**

The aim is that, at the end of the course, participants will:

- Have improved their skills to more fully support students with exam preparation
- Have access to resources and strategies to make revision more effective and Stimulating
- Have developed a plan to support the intervention role within their department

**Course Leader/s:** Mike Land, David Glenn

**Phase:** Secondary Schools

**Closing Date:** 13/02/2011

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## Exploring the use of new Technologies for Teaching mathematics

(Learning Diamond course)

Date	Time	Venue	Course Code	Event Ref.
14/03/2011	13:00 - 16:30	Norwich Professional Development Centre	ESXU2	A

### Course Context/Audience:

This is a half day course, followed by an on-line twilight session using video conferencing. It will provide practical experience of using a range of new technologies to support classroom teaching and self supported learning.

The technologies will include:

- Software for developing mathematical skills
- The Norfolk Learning Platform, including Fronter
- Free on-line resources
- How to access CPD using the Norfolk Video Conference Channel
- Collaborative on-line spaces for Norfolk mathematics teachers.

Discussions will cover

- Broadening the range of pedagogies used in teaching mathematics
- Increasing engagement
- Supporting independent learning, including homework
- Assisting in the day to day management of learning
- Supporting AfL

**Target audience:** Mathematics teachers and subject leaders

### Objectives:

By the end of the course participants will:

- Have a better understanding of the range of technologies available for teaching and learning in their subject
- Have developed their understanding of how to apply new technologies to teaching and learning
- Increased their confidence in using some technologies
- Learned to use a video conference system to join in CPD conversations with other teachers around the county.
- Know where to find further support and guidance

**Course Leader/s:** Pip Cartwright, Rose Keating

**Phase:** Secondary Schools

**Closing Date:** 11/03/2011

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**Secondary Raiseonline****(Learning Diamond course)**

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Date	Time	Venue	Course Code	Event Ref.
01/03/2011	09:30 - 12:30	Norwich Professional Development Centre	ESXM2	G

**Course Context/Audience:**

An opportunity for 'hands-on' familiarisation of the Ofsted/DfE online system for analysing and reporting school and pupil performance data.

**Participants will cover:**

- producing and interpreting your school's 'Full Report'
- using the online system interactively for further analysis of school and pupil performance
- analysing the data by specific groups of pupils
- exporting information to use in other systems

Target audience: Senior leaders with responsibility for data analysis

**Objectives:**

The aim is that, at the end of the course, participants will:  
be sufficiently familiar with RAISEonline to be able to use it for reporting and analysis in support of self-evaluation and school improvement.

**Course Leader/s:** Chris Jackson, Sue Homer

**Phase:** Secondary Schools

**Closing Date:** 26/02/2011

**Car Sharing:** Within the Council we are trying hard to reduce our Carbon footprint and save resources by encouraging delegates to car share wherever possible. You may also wish to visit the liftshare website ([www.liftshare.com](http://www.liftshare.com)) which is very useful for both routine and one off journeys.

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