



2018-
2019

Plymouth CAST Training Catalogue

RAYMOND FRIEL

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Heads and Deputies Conference

Led by: Raymond Friel

Cost:

- £150 per delegate for two days including an overnights stay (£30 day rate, £20 dinner, £70 nights stay)
- £30 day rate for delegate (plus £20 if staying for dinner)
- Non- CAST Schools cost £110.00

Date	Time	Location
Thursday 27 th September 2018	09:30 arrival for 10:00 am Welcome and Prayer Approx. 5:30 finish 7:00pm Gather for Dinner 7:30pm Dinner	Mercure Exeter Southgate Hotel, Exeter, EX1 1QF
Friday 28 th September 2018	09:00 – 1pm (lunch included)	

Day 1: Plymouth CAST – our vision for the future

Audience: CAST Directors, all Head teachers and Deputy Heads from Plymouth CAST schools.

Content:

- Vision and Values for our CAST Schools,
- Non-CAST Schools have been invited and are joining at 15:30 for tea
- Paul Barber, Director of CES,

Day 2: Plymouth Diocese – working together

Audience: CAST Directors, all Head teachers and Deputy Heads from schools in the Plymouth Diocese.

Content:

- Kate Griffin – DSC update
- Christine Fischer, CES – the national picture
- Catholic Society – Caroline Hambly and Andrea Rodgers
- Dr John Patterson
- Mass

New Head Teachers to CAST

Led by: Louise Adams, Matthew Barnes and Helen Brown

Date	Time	Location
Date (tbc) Autumn Term 1 day	9:30-4:30	Northgate Buckfastleigh (tbc)
Date (tbc) Spring Term 2 days	9:30-4:30 x2 with dinner	Northgate Buckfastleigh (tbc)
Date (tbc) Summer Term 1 day	9:30 – 4:30	Northgate Buckfastleigh (tbc)

Content: Welcoming new Headteachers to CAST:

- Understanding your role and responsibilities
- Recognising why defining roles and responsibilities is crucial to school effectiveness
- Understanding school finances
- Interview and recruitment skills and employment law
- Delegation and staff development, linked to performance appraisal processes
- Getting the school to good
- Managing change
- Sustainability in the role

NQT training and accreditation (plus training for mentors)

Led by: Jo Flower and Charlotte Targett. Mary Cox to lead mentor training

Cost: £250.00 CTSA accreditation and £250.00 CAST Training

Dates	Time	Location
Wednesday 3 rd October 2018	10am – 4pm	St Lioba St Boniface House TQ13 7JL
Tuesday 11 th December 2018	10am – 4pm	
Tuesday 22 nd January 2019	10am – 4pm	
Monday 25 th March 2019	10am – 4pm	
Tuesday 7 th May 2019	10am – 4pm	
Wednesday 10 th July 2019	10am – 4 pm	

Audience: Newly qualified teachers in Plymouth CAST schools.

Content: 6 sessions with all NQTs in each of our schools:

Session 1	Mentors to attend first session for expectations and effective mentioning support <ul style="list-style-type: none">• Teaching in a Catholic School led by Raymond Friel• Managing Parents (Level 1)• Classroom routines• Behaviour Management (Level 1)
Session 2	<ul style="list-style-type: none">• Planning• Child Protection• Time management• Meeting the needs of different groups of pupils
Session 3	<ul style="list-style-type: none">• Child Protection update• Behaviour Management (Level 2)• Differentiation• Managing Parents (Level 2)
Session 4	<ul style="list-style-type: none">• Effective questioning• Marking and feedback• Teaching and Learning (observing and feedback)
Session 5	<ul style="list-style-type: none">• Behaviour management (Level 3)• Child Protection update• Wider opportunities• Subject specific information
Session 6	<ul style="list-style-type: none">• Planning ahead – What next?• Successes and challenges

There will be an opportunity to apply some learning to an action research project, which will be shared with the rest of the group. The training will allow for specific concerns to be addressed throughout the year. Some of the training will be delivered by current, experienced school practitioners.

All successful attendees will be signed off by CTSA (Catholic Teaching Schools Alliance) at the end of the year.

DSL Safeguarding training – Level 3

Led by: Kim Wathen and Matthew Barnes

Cost:

50-250 pupil school	Free to two leaders
250+ pupil school	Free to three leaders
Additional staff	£150 for the two day course

Date	Area	Time	Location
8 th nd and 9 th November 2018	West	9.30 – 4.00	St Austell Business Park
24 th and 25 th January 2019	Central	9.30 – 4.00	St Nicholas Primary School Exeter
6 th and 7 th December 2018	East	9.30- 4.00	St Mary's First School Dorchester

Audience: Training for Designated Safeguarding leads, and Deputy Designated Safeguarding Leads.

Content: The training will cover all aspects of safeguarding good practice, with the intention of engendering a strong culture of safeguarding in each of our schools.

Candidates will complete the course by participating in an assessment to ensure their full understanding of their role and of safeguarding challenges.

The course will cover:

- Signs and indicators of abuse
- Specific safeguarding issues
- Safer working practices
- Legislation and guidance
- Serious case reviews
- Information sharing
- Disclosures
- Reporting concerns
- Duty to refer
- Sexual violence and sexual harassment between children, in line with DfE's updated 2018 guidance
- Definitions and language
- Minimising risk
- Understanding process and best practice

DSL/DDSL Safeguarding Refresher Course – Level 3

Led by: Kim Wathen

Cost:

50-250 pupil school	Free for two trained leads
250+ pupil school	Free for three trained leads
Additional staff	£50 for each day

Date	Area	Time	Location
Tuesday 9 th October 2018	West	10am – 2pm	St Boniface College Plymouth
Wednesday 10 th October 2018	Central	10am – 2pm	St Nicholas Primary School Exeter
Thursday 11 th October 2018	East	10am – 2pm	St Marys First School Dorchester
Tuesday 19 th March 2019	West	10am – 2pm	St Boniface College Plymouth
Wednesday 20 th March 2019	Central	10am – 2pm	St Nicholas Primary School Exeter
Thursday 21 st March 2019	East	10am – 2pm	St Marys First School Dorchester
Tuesday 9 th July 2019	West	10am – 2pm	St Boniface College Plymouth
Wednesday 10 th July 2019	Central	10am – 2pm	St Nicholas Primary School Exeter
Thursday 11 th July 2019	East	10am – 2pm	St Marys First School Dorchester

Audience: Any DSL or DDSL colleagues who are in need of bi-annual level 3 refresher course.

Content: Current legal developments, procedures and policies.

- Share current knowledge, experience, guidance and responses in relation to child abuse work, from various disciplines and agencies
- Understand the changing roles and functions of other agencies
- Consider the requirement for emotional intelligence and empathy in the process of securing accurate assessment of a child's safety.
- To be aware of the importance of sharing information about a child who may have been abused.

By the end of this course, participants will be able to understand:

- Up-dates and changes to the legal framework within which the child protection legislation lies
- Use and work effectively with in the South West Child Protection Procedures

- Know the roles and functions of the different agencies, of inter-agency working, and of the importance of sharing relevant information
- Recognise the impact of people's values and attitudes upon assessment, and the importance of anti-discriminatory practice when making judgements and decisions.

Leadership Development Course

(Please note- Leaders who are attending the Aspiring Head Teachers course do not need to attend this course)

Led by: Mary Cox and Matthew Barnes

Cost: £150 for the three day course. Please note that leaders should attend all three dates. If they cannot attend the day on their area, they can attend the same event in another area.

Date	Area	Time	Location
15 th October 2018	West	9.30am – 4pm	St Boniface College, Plymouth
16 th October 2018	Central	9.30am – 4pm	St Nicholas Primary School Exeter
18 th October 2018	East	9.30am – 4pm	St Marys First School Dorchester
29 th January 2019	West	9.30am – 4pm	St Boniface College, Plymouth
30 th January 2019	Central	9.30am – 4pm	St Nicholas Primary School Exeter
31 st January 2019	East	9.30am – 4pm	St Marys First School Dorchester
21 st May 2019	West	9.30am – 4pm	St Boniface College, Plymouth
22 nd May 2019	Central	9.30am – 4pm	St Nicholas Primary School Exeter
23 rd May 2019	East	9.30am – 4pm	St Marys First School Dorchester

Audience: Middle and senior leaders with responsibility for school improvement in a specific subject /phase or aspect of school life.

Content: A series of sessions for middle leaders to enable them to further develop their skills and understanding of:

- Planning for improvement and making it happen
- Identifying own specific areas for improvement and planning how to develop yourself
- Recognising what is impact and how can you show you have improved the school
- Considering when and how you should you use mentoring, modelling and coaching
- Identifying and overcoming barriers to the programme?
- Using data to drive improvement
- Understanding Ofsted in the context of your role.

Aspiring Heads Programme

Led by: Raymond Friel and Louise Adams

Cost: Free for CAST Schools
£750.00 to Non-CAST Schools

Date	Time	Location
Tuesday 9 th Oct 18 Wednesday 10 th Oct 18	Two day residential 09:30 – 19:00 09:00 – 15:00	Mercure Hotel, Exeter, EX1 1QF
Thursday 14 th Mar 19 Friday 15 th Mar 19	Two day residential retreat 09:30 – 19:00 09:00 – 15:00	Northgate, Buckfast Abbey
Thursday 6 th Jun 19 Friday 7 th Jun 19	Two day residential 09:30 – 19:00 09:00 – 15:00	Northgate, Buckfast Abbey

Audience: Staff who have been identified as future leaders for CAST schools by their Headteachers, should complete the application for this course.

Content: The course is designed to help you develop skills to prepare for taking on headship, in the next few years.

- Identifying your understanding of the mission of a Catholic school
- Challenges and useful knowledge for leading a Catholic School
- Identifying and developing effective leadership skills
- Planning and implementing robust school improvement processes
- Analysing own strengths and areas of development, linked to the Headteachers' Standards
- Planning own development and training required to enable you to lead a Catholic school

RE leaders in Plymouth CAST Schools

Led by: Raymond Friel/Steering group

Cost: Tbc

Date	Area	Time	Location
26 th November 2018	Central	9.30am – 4 pm	St Lioba, St Boniface House, TQ13 7JL
27 th November 2019	West	9.30am – 4 pm	St Lioba, St Boniface House, TQ13 7JL
29 th November 2019	East	9.30am – 4 pm	Weymouth Parish Hall

Secondary R.E training days: TBC

Audience: All RE leads from Plymouth CAST

Content: tbc

RE Leaders Writers Group

Conference for RE Leaders, Writers and Chaplains	Location
Thursday 21 st and Friday 22 nd March 2019	tbc

Primary Writing Project (PWP)

Led by: Mary Cox

Cost: agreed last year based on NOR

Date	Attending	Time	Location
11 th September 2018	Project teams	9.30am - 3.30pm	St Nicholas Primary School Exeter
9 th November 2018 <i>(please note change)</i>	Big Day 3 – all teaching staff	9.30am - 3.30pm	St Nicholas Primary Exeter
28 th February 2019	Project teams – celebration event	9.30am - 3.30pm	tbc

Audience:

Project team days – up to 3 members of staff, to include the Head teacher from each of the Central area schools

Big day 3 – all teaching and leadership staff from all of the Central area schools

Project team day –final – invited audience of governors and leaders from CAST

Content: Continuing in Year two of the PWP programme, for improvements in teaching writing, literacy and reading. Project team days are to train in the next phase, which is disseminated back in school. The Big Day is the last full day of training in T4W for all teaching staff.

Governor training (Induction)

Led by: Raymond Friel

Cost: None

Date	Area	Time	Location
Wednesday 14 th November 2018	Cornwall	16:30 – 17:15	St Marys Bodmin
Monday 19 th November 2018	West	16:30 – 17:15	St Pauls Plymouth
Tuesday 20 th November 2018	Central	16:30 – 17:15	St Nicholas Exeter
Wednesday 21 st November 2018	East	16:30 – 17:15	St Marys Dorchester
Tuesday 26 th February 2019	Cornwall	16:30 – 17:15	St Marys Penzance (TBC)
Monday 4 th March 2019	West	16:30 – 17:15	St Pauls Plymouth
Tuesday 5 th March 2019	Central	16:30 – 17:15	St Nicholas Exeter
Wednesday 6 th March 2019	East	16:30 – 17:15	St Marys Dorchester
Tuesday 11 th June 2019	Cornwall	16:30 – 17:15	St Johns Camborne
Monday 17 th June 2019	West	16:30 – 17:15	St Pauls Plymouth
Tuesday 18 th June 2019	Central	16:30 – 17:15	St Nicholas Exeter
Wednesday 19 th June 2019	East	16:30 – 17:15	St Marys Dorchester

Audience: New governors in schools within CAST. **Please note this session is followed by the termly governor briefings, led by Raymond Friel.**

Content: A short introductory session on the role of governors in a multi academy trust. The session covers

- Role of governors and the governing body
- Being a parent in the school
- Getting started
- Key documentation
- Responsibilities and accountabilities
- Managing parents

Governor consultation

Led by: Raymond Friel

Cost: None

Date	Area	Time	Location
Monday 1 st October 2018	East	tbc	Venue tbc
Wednesday 3 rd October 2018	Central	tbc	Venue tbc
Thursday 4 th October 2018	West	tbc	Venue tbc

Audience: Governors from CAST schools

Content: Consultation meeting on the proposals for restructuring Plymouth CAST leadership and governance structures.

Governor Briefings

Date	Area	Time	Location
Wednesday 14 th November 2018	Cornwall	17:30-19:30	St Marys Bodmin
Monday 19 th November 2018	West	17:30-19:30	St Pauls Plymouth
Tuesday 20 th November 2018	Central	17:30-19:30	St Nicholas Exeter
Wednesday 21 st November 2018	East	17:30-19:30	St Marys Dorchester
Tuesday 26 th February 2019	Cornwall	17:30-19:30	St Marys Penzance (TBC)
Monday 4 th March 2019	West	17:30-19:30	St Pauls Plymouth
Tuesday 5 th March 2019	Central	17:30-19:30	St Nicholas Exeter
Wednesday 6 th March 2019	East	17:30-19:30	St Marys Dorchester
Tuesday 11 th June 2019	Cornwall	17:30-19:30	St Johns Camborne
Monday 17 th June 2019	West	17:30-19:30	St Pauls Plymouth
Tuesday 18 th June 2019	Central	17:30-19:30	St Nicholas Exeter
Wednesday 19 th June 2019	East	17:30-19:30	St Marys Dorchester

Content: A short introductory session on the role of governors in a multi-academy trust. The sessions cover:

- Role of governors and the governing body
- Being a parent in the school
- Getting started
- Key documentation
- Responsibilities and accountabilities
- Managing parents

Pupil premium conference

Led by: Helen Brown

Cost: Free to the Headteacher, one senior leader and one governor.

Additional attendees will be charged £100

Please note it is mandatory to attend this event.

Date	Time	Location
Wednesday 3 rd July 2019	09:30 – 16:00	tbc

Audience: Head teachers, Pupil premium leads, governors with responsibility for Pupil premium

Content: A day focussed on supporting schools to continue to diminish the difference in outcomes for pupils from disadvantaged backgrounds, through a series of keynote speakers, workshops, sharing of good practice and planning opportunities.

How do I book?

A few things to think about when booking:

- Links to Eventbrite will be available 6 weeks before an event and all attendees must book using the online system
- Standard events will close one working week before the scheduled event.
- Larger events such as conferences will close two working weeks before the scheduled event.

Please make note of these booking points, as time scales are important to ensure the information is gathered in enough time to make sure the event runs smoothly.

How to book an event?

1. Visit Plymouth CAST website, calendar, and find your event.
<http://www.plymouthcast.org.uk/web/calendar/273068>
2. Click on the event you wish to attend. It will redirect you to the relevant Eventbrite booking page.
3. You need to click register, it will then ask for your details to book the event. Please note you are not registering with Eventbrite you are just registering your booking confirmation with the website.
4. Enter your details as directed.
5. You will receive an email confirmation confirming your place, and will be reminded of the date nearer the time.
6. If you are unable to attend, please cancel through Eventbrite, if the event is closed, please let the lead of the training know and Karen Grute at St Boniface House
karen.grute@plymouthcast.org.uk as soon as possible. Charges may occur.