

Unity Teaching School Alliance

Professional Development
and Training Brochure

2018 / 2019





Welcome

About Us

Unity Teaching School Alliance builds on over 20 years of partnership working between schools in the north of Solihull. Over the last five years, a group of ten primary and special schools have formalised their collaborative working relationship to directly impact on the delivery of improved outcomes for children. This has included developing teaching and learning through targeted school to school support and the provision of high quality professional learning and development and training opportunities.

On achieving Teaching School Status in 2018, via the outstanding lead teaching school Castle Bromwich Infant and Nursery School, the Alliance has now expanded its Professional Learning and Development offer to other schools in Solihull and the wider region.

Overview

The Professional Learning & Development and Training offer has been developed following extensive evaluation by schools. It is relevant to current priorities and includes development opportunities for staff members, at all stages of their career.

As we constantly review development and learning needs within schools we may update our offer to include new courses and programmes. Please visit our website for updates.



Our Offer

All of our speakers and course leaders are highly experienced and qualified in their areas of specialism and have been subject to a rigorous quality assurance process.

The facilitators on all of our leadership courses are National Professional Qualification trained and ILM approved.

All courses are priced to offer excellent value for money; we have created packages for Early Years, English, Maths and Primary Induction, to provide further savings for schools that wish to access a range of courses and support in a specific area.

Every course is evaluated and attendees will be asked to complete feedback forms. This ensures that all of our training continues to be of the highest standard and directly contributes to the development of practice in your school.

Unity Teaching School Alliance is committed to collaborative working and sharing best practice; the Alliance supports a range of networks and activities in addition to the content of this brochure:

- Further information regarding bespoke school improvement support is available on page 33.
- For further information on group projects, research projects and additional subject networks, please contact Amy Feeney on afeeney@unitytrustsolihull.org.uk.



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Early Years

Early Years Conference Day 1

Relevant to:

Early Years Leads

Overview:

Di Chilvers will be running a day of training on 'Talk for Maths Mastery - Maintaining the momentum of children's development and learning in early years'.

Content:

Talk for Maths Mastery looks at the transition of mathematical development from 2 years to Y1. The training focuses on two important questions:

- How do we make sure that we maintain the momentum of children's mathematical development and learning from 2yrs old to 6+ (Y1), building firm foundations on children's starting points?
- How do we make the links across children's mathematical development making sure that the next steps of learning and teaching support their progress from 2yrs old to Y1? All participants will also be provided with a training manual to take away, which will provide further support for Early Years teams.

Date: 13th November 2018,
9.00am to 3.30pm

Course Leader: Di Chilvers

Cost: £140; £120 for second
delegate; group rates can be
negotiated.

Venue: Fordbridge Community
Primary School

To book please email: cpdbooking@unitytrustsolihull.org.uk



Early Years

Early Years Conference Day 2

Relevant to:

Early Years Leads

Overview:

This highly practical training will enable you to support teachers with the help they need to build their students crucial **language skills** at the earliest point in their development.

Content:

National research shows that poor language and communication skills have a profound effect on the life chances of children and young people.

This training will look at the three strands of Communication and Language - Understanding, Listening and Attention and Speaking and will explore how they work together with social communication skills to support children's learning. The last part of the day will support you in establishing an early language baseline by developing an action plan and monitoring progress form which will then support schools further following the training.

Date: Spring Term - to be advised.

Course Leader: Helen Moylett

Cost: £140; £120 for second delegate; group rates can be negotiated.

Venue: Fordbridge Community Primary School

To book please email: cpdbooking@unitytrustsolihull.org.uk



Early Years

Network and Moderation

Relevant to:

Early Years Leads
Early Years Practitioners

Overview:

Early Years Networks provide an opportunity for teachers who wish to meet, network and share knowledge and best practice; promoting working together to improve outcomes.

Content:

The aim of these sessions are to bring together early years teachers and practitioners so that they can support each other with the delivery of Early Years in nursery and school settings.

Each session will start off with any relevant updates or information by our Collaborative Early Years lead followed by opportunities to promote the sharing of good practice across schools. The session will also involve bringing examples of children's work to moderate; all information of what to bring will be circulated in advance.

Date: 18th October, 29th November, 7th February, 28th March, 1.30pm

Course Leader: Natalie Reilly

Cost: Free to NS Collaborative; £35 to non-members for all Early Years Moderation & Networks in the year

Venue: Fordbridge Community Primary School

To book please email: cpdbooking@unitytrustsolihull.org.uk



Early Years

Early Years Package

Our Early Years Package provides an opportunity to tap in to our excellent training alongside our networks and moderation at a very reasonable cost. Please see pages 5,6 and 7 for more information, including dates.

The package includes:

Conference Day One

The training will be on 'Talk for Maths Mastery - Maintaining the momentum of children's development and learning in early years'.

All participants will receive a training manual.

Conference Day Two

The training will look at the three strands of Communication and Language - Understanding, Listening and Attention and Speaking and will explore how they work together with social communication skills to support children's learning.

Networks and Moderation

Opportunities to network and share knowledge and best practice. Participate in planned moderation.

Cost: £260 per person to access our two Early Years Conference Days; all Early Years moderation & networks (NS collaborative members)

£285 per person to access our two Early Years Conference Days; all Early Years moderation & networks (non-collaborative members)

£275 for second person to access the above (non-collaborative members)

To book please email: cpdbooking@unitytrustsolihull.org.uk



Early Years / Induction

Effective Early Years Provision

Relevant to:

Any staff new to the early years setting

Newly qualified teachers

Overview:

The aims of this whole day training session is to support any teachers new to the early years setting to gain an understanding of effective practice.

Content:

The day will include:

- Models of outstanding practice, including a school tour
- Effective teaching of early maths
- Effective examples of indoor and outdoor provision
- Developing child initiated learning

Date: 17th January 2019, 9.15am to 3.30pm

Course Leader: Natalie Reilly

Cost: £120; £100 for second delegate; group rates can be negotiated

Venue: Fordbridge Community Primary School

To book please email: cpdbooking@unitytrustsolihull.org.uk



English

English Conference Day

Relevant to:

Subject leaders
Primary practitioners

Overview:

This whole day session will focus on two core elements of the English curriculum - spelling and writing. The day will be led by Jo Upton, an experienced Teaching and Learning Consultant and SLE specialising in English.

Content:

Morning focus - **A systematic/structured approach to spelling.**
Teaching spelling through phonics. Effective Spelling strategies and structures - ensuring progress as well as coverage.
Application of spelling.

Afternoon focus - **A progressive approach to the self/peer assessment of drafting, editing and publishing writing process.**
What does this look like for Years 1/2 3/4 and 5/6? How to teach children how to complete this process effectively in order to assess writing against a criteria, to reflect and improve.

Date: 16th November 2018,
9.00am to 3.00pm

Course Leader: Jo Upton

Cost: £120; £100 for second delegate; group rates can be negotiated.

Venue: Coleshill Heath School

To book please email: cpdbooking@unitytrustsolihull.org.uk



English

English Network

Relevant to:

English subject leaders

Overview:

Network meetings for information sharing, updates and best practice. Agenda items are determined prior to each meeting in order to meet emerging school priorities and provide up to date and relevant information.

Content:

English Networks provide an opportunity for primary teachers who wish to meet, network and share knowledge to promote working together across the region. The aim of these are to bring together primary teachers so that they can support each other with the delivery of English at KS1 and KS2. Each session will start off with any relevant updates or information by our English lead followed by opportunities to promote the sharing of good practice across schools.

Date: 11th October, 14th February, TBC; 2.30pm to 4.30pm

Course Leader: Kelly Hunter

Cost: Free to NS collaborative; £25 to any non-members for all English Networks over an academic year.

Venue: Fordbridge Community Primary School

To book please email: cpdbooking@unitytrustsolihull.org.uk



English

English Package

Content:

Our English Package provides an opportunity to tap in to our excellent training alongside our networks and moderation at a very reasonable cost.

English Conference Day

- Spelling
- Drafting, Editing and Publishing (self and peer assessment) of writing

Networks

- For teachers who wish to meet to share knowledge and best practice.

Moderation

- Sessions will involve teachers bringing examples of work to be externally moderated.

Please see pages 9, 10 and 17 for further information and dates.

Cost: £115 per person to access our English Conference Day; all English moderation for reading and writing & all English networks (North Solihull collaborative members)

£150 per person to access our English Conference Day; all English moderation for reading and writing & all English networks (non-collaborative members)

£135 for second person to access the above (non-collaborative members)

To book please email: cpdbooking@unitytrustsolihull.org.uk



Maths

Maths Conference Day 1

Relevant to:

- Subject leaders
- Primary practitioners

Overview:

The aim of this day is to enhance subject leader's knowledge on specific areas in order to feedback to staff in school. The conference will be led by Helen Hackett who is a Mastery Specialist and Maths SLE.

Content:

The day will look at how teachers develop **conceptual understanding** from early years through to year 6 developing fluency and understanding through the CPA (Concrete, Pictorial, Abstract) approach.

The morning session will focus on the Bar model as a key representation for understanding mathematical structures.

The afternoon session will focus on the teaching of Fractions for conceptual understanding.

Date: 15th October 2018,
9.00am to 3.00pm

Course Leader: Helen Hackett

Cost: £120; £100 for second delegate; group rates can be negotiated

Venue: Coleshill Heath School

To book please email: cpdbooking@unitytrustsolihull.org.uk



Maths

Maths Conference Day 2

Relevant to:

Subject leaders

Overview:

The day will look at how to question for depth and challenge within the **teaching for mastery** framework in order to stimulate real mathematical thinking.

Content:

The day will provide training for teachers on how to prepare for deeper questions and also how to support students to develop organised or systematic approaches to answer these questions. This essential training will show teachers how to embed reasoning in every part of their teaching leading to children who can make sense of and tackle a wide range problems and calculations.

Date: Spring Term - to be advised.

Course Leader: Helen Hackett

Cost: £120; £100 for second delegate; group rates can be negotiated.

Venue: To be confirmed

To book please email: cpdbooking@unitytrustsolihull.org.uk



Maths

Effective Teaching of Times Tables

Relevant to:

Subject leaders
Primary Practitioners

Overview:

From the 2019/20, schools will be required to administer an online multiplication tables check to year 4 pupils. This session will provide attendees with a toolkit to effectively teach this fundamental foundation of mathematics.

Content:

Times Tables are an essential tool for mathematical fluency and it is vital we support students to see how they are related to concepts such as multiples, factors, fractions, scaling and much more, not just stand alone facts.

This session will support teachers with a bank of ideas to develop the fluency and 'speed' of recall, alongside teaching times tables facts through engaging problem solving ideas.

Date: 15th November 2018, 9.00am to 12noon

Course Leader: Amy Feeney

Cost: £70; £60 for second delegate; group rates can be negotiated

Venue: Fordbridge Community Primary School

To book please email: cpdbooking@unitytrustsolihull.org.uk



Maths

Maths Network

Relevant to:

Maths subject leaders

Overview:

Network meetings for information sharing, updates and best practice. Agenda items are determined prior to each meeting in order to meet emerging school priorities and provide up to date and relevant information.

Content:

The Maths Networks provide an opportunity for primary teachers who wish to meet, network and share knowledge to promote working together across the region.

The aim of these are to bring together primary teachers so that they can support each other with the delivery of Maths at KS1 and KS2. Each session will start off with any relevant updates or information by our Collaborative Maths lead followed by opportunities to promote the sharing of good practice across schools.

Date: 9th October, 5th March, TBC. 2.30pm to 4.30pm

Course Leader: Joseph McCabe

Cost: Free to NS Collaborative; £25 to non-members for all Early Years Moderation & Networks in the year

Venue: Capitol House, Yorkswood Primary School

To book please email: cpdbooking@unitytrustsolihull.org.uk



Maths

Maths Package

Content:

Our Maths Package provides an opportunity to tap in to our excellent training alongside our networks and moderation at a very reasonable cost.

Two Maths Conference Days

Day 1 - Developing conceptual understanding from early years through to year 6 developing fluency and understanding through the CPA approach.

Day 2: How to question for depth and challenge within the teaching for mastery framework in order to stimulate real mathematical thinking.

Teaching of Times Tables

- how to effectively teach Multiplication Tables

Networks

- for teachers who wish to meet to share knowledge and best practice.

Moderation

- sessions will also involve teachers bringing examples of work to be externally moderated.

Please see pages 12 to 15 and 17 for further information and dates.

Cost: £295 per person to access our two Maths Conference Days;

Times Table Training; all Maths moderation and networks (North Solihull collaborative members)

£320 per person to access our two Maths Conference Days; Times Table Training; all Maths moderation and networks (non-collaborative members)

£310 for second person to access the above (non-collaborative members)

To book please email: cpdbooking@unitytrustsolihull.org.uk



Moderation

English and Maths Moderation

Relevant to:

All relevant teaching staff
Year groups 1 to 6

Overview:

An opportunity to have work externally moderated for reading, writing and maths.

Content:

All paperwork will be circulated in advance and each day will cover all year groups, from one to six.

Dates:

Reading:

22nd November 1.30pm to 4pm

Writing:

25th October 1.30pm to 4pm

Maths:

19th March 3.30pm to 5.30pm

Course Leaders: Kelly Hunter and Joseph McCabe

Cost: Free to NS Collaborative; £15 to non-members for the day, £35 for all Moderation events in the year

Venue: English: Fordbridge Primary School, Maths: Castle Bromwich Infant School

To book please email: cpdbooking@unitytrustsolihull.org.uk



Science

Bringing Science Alive in the Primary Classroom

Relevant to:

Science subject leaders
Primary practitioners

Overview:

An interactive and practical session designed to improve the teaching of science in the primary classroom.

Content:

The National Curriculum states that children “should be equipped with the scientific knowledge required to understand the uses and implications of science, today and for the future.”

This training session will provide practical ideas and strategies for primary teachers to use in the classroom to engage pupils, ensuring that pupils of all abilities make progress. To include first Science Network.

Date: 15th November 2018,
12.00pm to 5.00pm

Course Leader: Debbe Reilly

Cost: £45; £35 for a second delegate

Venue: Coleshill Heath School

To book please email: cpdbooking@unitytrustsolihull.org.uk



Science

Science Network

Relevant to:

Science subject leaders
Key Stage 1
Key Stage 2

Overview:

XXX network meetings. Information sharing and best practice. Agenda items are determined prior to each meeting in order to meet emerging school priorities and provide up to date and relevant information.

Content:

Science Networks provide an opportunity for primary teachers who wish to meet, network and share knowledge to promote working together across the region. The aim of these are to bring together primary teachers so that they can support each other with the delivery of Science at KS1 and KS2. Each session will start off with any relevant updates or information by our Collaborative Science lead followed by opportunities to promote the sharing of good practice across schools.

Date: 15th November, 7th February, TBC; 3.30pm to 5pm

Course Leader: Debbe Reilly

Cost: Free to NS collaborative; £25 to any non-members for all English Networks over an academic year.

Venue: Coleshill Heath School

To book please email: cpdbooking@unitytrustsolihull.org.uk



Professional Development

Understanding Your School Data

Relevant to:

Head Teacher
Deputy Head Teacher
Assessment Leads

Overview:

A focus on the meaningful interpretation of data. The session will be led by James Pembroke who has over 10 years experience as a Data Analysis and Advisor across all phases of education.

Content:

Getting to grips with the Ofsted Inspection Dashboard: dissect strengths and weaknesses, understand statistical significance and impact of outliers on overall results and progress, identify hidden issues before anyone else does, and learn how to rewrite strengths for your SEF to present your school in best possible light.

Date: 4th December 2018, 9am to 12noon

Course Leader: James Pembroke

Cost: £75; £60 for second delegate; group rates can be negotiated.

Venue: Fordbridge Community Primary School

To book please email: cpdbooking@unitytrustsolihull.org.uk



Professional Development

Holding Others to Account

Relevant to:

Subject Leaders
Assistant Head Teachers
Staff responsible for leading others

Overview:

This course will provide new and middle leaders the essential skills and techniques to hold staff to account and maintain strong relationships. The course involves a one day face to face session and in school support follow up session.

Content:

During the training session leaders will:

- Learn how to have the conversation to address behaviours or attitudes that need to change
- Identify when feedback is no longer appropriate, and the right time and place for holding staff to account
- End the conversation with an enriched relationship amidst a difficult topic or situation

Date: 25th October 2018, 9.00am to 3.00pm

Course Leader: Debbe Reilly

Cost: £120; £100 for second delegate; group rates can be negotiated

Venue: Coleshill Heath School

To book please email: cpdbooking@unitytrustsolihull.org.uk



Professional Development

Senior Leaders Briefings

Relevant to:

Head Teacher
Deputy Head Teacher

Overview:

Briefings for senior leaders on all the 'need to know' information, updates and emerging issues in education.

Content:

The DRB briefings are ran for senior leaders in order to share important updates from Ofsted, HMI and the Department for Education. This is an opportunity to hear first-hand from highly experienced professionals the latest developments in education.

Delegates will not only hear what to expect from current and proposed education initiatives but the briefings provide excellent opportunities for attendees to ask questions about their own specific schools and issues.

Date: 27th November, 13th March, 6th June, 8.30am to 12pm

Course Leader: Helen Morrison, DRB Ignite

Cost: Please contact Lisa Harrison on 0121 779 8071 or via email (below) for the availability of places and cost

Venue: Renewal Christian Centre, Lode Lane

To book please email: cpdbooking@unitytrustsolihull.org.uk



Primary Induction

Teaching, Learning and Assessment

Relevant to:

New or recently qualified teachers in a primary or early years setting

Overview:

With a focus on English and Maths the day will explore and demonstrate effective teaching, learning and assessment practices.

Content:

- Outstanding practice, including lesson observations
- Assessment For Learning (AfL)
- Identifying learner progress
- Developing confident readers and writers
- Effective teaching of maths

The day will be led by outstanding practitioners including National and Specialist Leaders of Education.

Date: 6th December 2018,
9.15am to 3.30pm

Course Leader: Various

Cost: £120 per delegate

Venue: Fordbridge Community
Primary School

To book please email: cpdbooking@unitytrustsolihull.org.uk



Primary Induction

Behaviour Management and Pupil Engagement

Relevant to:

New or recently qualified teachers in a primary or early years setting

Overview:

Available as half day or whole day session. The morning will focus on effective behaviour management and the afternoon will provide a more detailed focus on strategies for pupil engagement.

Content:

Morning session - **Behaviour Management**
Afternoon session - **Pupil Engagement**

To include:

- Classroom management
- The learning environment
- Tackling challenging behaviour
- Anti-bullying
- Promoting pupil engagement in lessons

Date: 14th February 2019,
9.15am-12pm / 12.30pm-3.30pm

Course Leader: Amy Feeney

Cost: £120 for the whole day;
£70 for a half day, per delegate

Venue: Capitol House,
Yorkswold Primary School

To book please email: cpdbooking@unitytrustsolihull.org.uk



Primary Induction

Supporting Pupils with Additional Needs

Relevant to:

New or recently qualified teachers in a primary or early years setting

Overview:

This half day session will explore and demonstrate effective teaching and learning strategies for pupils with additional needs. The course will be held in a special school setting.

Content:

To include:

- Strategies to support children with SEN
- Models of outstanding practice including a school tour
- Inclusivity and Diversity: addressing the needs of vulnerable groups / learners

The session will be led by outstanding practitioners and Specialist Leaders in Education

Date: 13th March 2019, 9.15am to 12noon

Course Leader: Amanda Mordey

Cost: £70 per delegate

Venue: Forest Oak School

To book please email: cpdbooking@unitytrustsolihull.org.uk



Primary Induction

NQT Twilight Sessions

Relevant to:

New or recently qualified teachers in a primary or early years setting

Overview:

An opportunity to develop teaching practice with other newly qualified teachers.

Additional reading resources will also be provided.

Content:

- Session 1 - Growth mindset and challenge
- Session 2 - Clear explanation to develop understanding
- Session 3 - Effective modelling
- Session 4 - Pedagogy
- Session 5 - Effective questioning
- Session 6 - Effective Feedback & celebration

Dates:

All sessions: 3.45pm to 5.00pm
17th October 2018
27th November 2018
14th January 2019
12th March 2019
22nd May 2019
26th June 2019

Course Leader: Amy Feeney

Additional support and coaching for NQTs is available on request.

Cost: £40 for all six sessions.

Cost for additional support / coaching is subject to requirements.

Venue: Fordbridge Community Primary School

To book please email: cpdbooking@unitytrustsolihull.org.uk



Primary Induction

Primary Induction Package

Content:

Our Primary Induction Package provides an opportunity to tap in to our excellent training and twilight sessions for newly or recently qualified teachers at a very reasonable cost.

The package includes attendance at two or three full days and one half day of training, plus attendance at six NQT Twilight sessions.

Teaching, Learning and Assessment

Behaviour Management

Pupil Engagement

Effective Early Years Provision (optional)

Supporting Pupils with Additional Needs

Twilight sessions: Growth mindset and challenge; clear explanation to develop understanding; Effective modelling; Pedagogy; Effective questioning and Effective feedback.

Please see pages 8 and 23-26 for further information and dates.

Cost:

The package will cost £440 including Effective Early Years Provision

The package will cost £320 excluding Effective Early Years Provision

To book please email: cpdbooking@unitytrustsolihull.org.uk



Leadership

NPQ for Senior Leadership

Relevant to:

A current, or aspiring to be, senior leader with the responsibility for leading a team, for example: Deputy Head Teacher, Assistant Head Teacher, an experienced middle leader, other senior staff

Overview:

This accredited course is designed to develop the skills, knowledge and behaviours that you need to be a high-performing senior leader in an education setting. The course will comprise a variety of learning methods and a school-based project.

Content:

Sessions will include developing knowledge and skills across the following six content areas:

- strategy and improvement
- teaching and curriculum excellence
- leading with impact
- working in partnership managing
- resources and risks

Dates:

5th October, 9am to 12pm

9am – 3pm:
7th December
1st February
7th March

Drop in session: 4th April

Course Leader: Various Speakers. Unity Teaching School Alliance is a delivery partner of Leadership Live. Leadership Live are an accredited provider of the National Professional Qualifications.

Cost: £850 per delegate, to include externally verified assessment and 360 diagnostic

Venue: Coleshill Heath School and Fordbridge Community Primary School

To book please email: cpdbooking@unitytrustsolihull.org.uk



Leadership

Level 3 Leadership and Management

Relevant to:

The course is suitable for both teaching and **non-teaching staff** with management responsibilities. For example: Subject Leaders, Office Managers, Inclusion Leads, or staff seeking to take on additional leadership and management duties.

Overview:

The ILM Level 3 qualification is designed for staff with management responsibilities but no formal training or those wishing to develop core leadership and management skills.

Content:

The units in this qualification cover a wide range of skills, knowledge and understanding. Including:

- Core management skills
- Ability to perform management tasks
- Leadership and team leadership
- Change and innovation
- Communications skills
- Managing people & relationships

Dates:

4.00pm – 6.00pm:

- 16th October
- 20th November
- 11th December
- 22nd January
- 12th February
- 19th March
- 7th May (Drop in session)

Course Leader: Amy Feeney

Cost: £395, including verified assessment

Venue: Coleshill Heath School

To book please email: cpdbooking@unitytrustsolihull.org.uk



Core Skills

Team Teach

Relevant to:

Aimed at low risk service settings: Local Authority Mainstream Secondary, Primary Schools and Nurseries.

Overview:

A 6 hour Foundation courses are designed to meet specific workplace behavioural safety needs.

Content:

This course covers: personal safety, team building, non verbal and verbal de-escalation communication strategies, some positive handling techniques, together with documentation and legal guidance, listening and learning, recording, reporting and

Dates:

24th November 2018
1st March 2019
15th May 2019
9.00am to 3.30pm

Course Leader: Amanda Mordey

Cost: Please contact Lisa Harrison on 0121 779 8071 or via email (below) for the availability of places and cost

Venue: Merstone School

To book please email: cpdbooking@unitytrustsolihull.org.uk



Core Skills

Makaton

Relevant to:

All staff

Overview:

Makaton is used for teaching communication, language and literacy skills to children and adults who are at an early stage of communication and language development. This structured approach can also help people who are learning English as an additional language.

Content:

During the two day course participants will learn stages one to four of the Makaton core vocabulary this will involve all signs and symbols and they will also gain an in-depth knowledge of who uses Makaton, how we can use Makaton to support our pupils and why it works when speech alone has not.

Dates:

14th and 28th November 2018
or
21st January and 4th February 2019

Please note you are required to attend both sessions

Course Leader: Amanda Mordey

Cost: Please contact Lisa Harrison on 0121 779 8071 or via email (below) for the availability of places and cost

Venue: Forest Oak School / Merstone School

To book please email: cpdbooking@unitytrustsolihull.org.uk



Additional Courses

The following courses will also be available in the Spring Term:

Challenging Learning

Managing Attendance

Safeguarding

First Aid

It is possible to reserve a place on these courses now. All dates and venues will confirmed by Autumn Half-term.

Leadership Courses

Please note - additional cohorts of the following leadership training may also be available, subject to demand:

National Professional Qualification for Middle Leaders

National Professional Qualification for Senior Leaders

New to Leadership

Level 5 Leadership and Management

For further information please call 0121 779 8071
or email cpdbooking@unitytrustsolihull.org.uk



Bespoke Support

Unity Teaching School Alliance is committed to the principles of a self-improving school system and offers a range of bespoke school improvement support to schools and education settings.

Specialist support from National Leaders of Education (NLE), Local Leaders of Education (LLE) and Specialist Leaders of Education (SLE) is available to provide in-school support, advice, training, peer reviews and subject/area specific audits.

For further information please contact Amy Feeney on 0121 779 8071 or by email: afeeney@unitytrustsolihull.org.uk

Booking Terms & Conditions

Terms and conditions for professional development activities organised and run through the Unity Teaching School Alliance (UTSA).

1. Introduction

These terms and conditions apply to the booking of all UTSA CPD courses.

2. Bookings & Confirmation

Courses should be booked by either completing the relevant booking form or by contacting the bookings team on cpdbooking@unitytrustsolihull.org.uk

Any booking remains provisional until the participant has received the confirmation email.

The person making the booking will receive confirmation of the booking by email within 3 working days.

3. Payment Terms

Fees can be paid in a number of ways depending upon the programme you are attending:

- Payment in full at the time of booking.
- Following the CPD activity your school/academy or organisation will be invoiced accordingly.
- The appropriate method of payment will be confirmed at the time of booking.

4. Fees/Pricing

Details of fees are provided in our brochure and CPLD programme – please refer to the appropriate CPD activity for costs.

The costs quoted on the website or publicity material is exclusive of any applicable VAT.

5. Cancelling or changing your booking

We understand that cancellations by delegates are sometimes unavoidable.

If you need to cancel your booking please inform us by email: cpdbookings@unitytrustsolihull.org.uk

Please note that seven days' notice of cancellation is required.

A substitute delegate may attend instead at no extra charge (see also item 7 below: Transfers).

If you do not attend the event and have not informed us, the full fee will be payable

In the event of a cancellation the following terms will be applied:

- Cancellations 2 weeks before the event: No charge
- Cancellations between 1 and 2 weeks before the event: 50% charge
- Cancellations 1 day – 7 days before the event: 75% charge
- No shows (without cancellation): 100% charge

UTSA reserve the right to waive cancellation charges under exceptional circumstances.

6. Cancellations (by UTSA)

UTSA reserves the right to cancel any course / programme if there are insufficient numbers to make it viable or in the unlikely event that a presenter or venue become unavailable due to circumstances beyond our control. In such circumstances you will be given as much notice as possible and the offer of a free transfer to another course or programme date, or a full refund of fees paid as per below. We also reserve the right to amend or alter programmes, trainers or charges, without liability.

In the event of cancellation, participants will be offered an alternative date for the same CPD activity, an alternative CPD activity, a credit note or a full refund. It is important that we are able to contact delegates / schools to advise of any changes so please ensure that you supply an up-to-date email address and phone number that you will check regularly and notify us if this changes.

7. Transfers

There will be no charge to replace the participant with a substitute. Please inform Unity Trust booking admin of the substitute's details.

If you wish to transfer a booking to an alternative date for the same CPD activity or to an alternative activity, a request must be made Unity Trust booking admin. If the request is accepted, there will be no charge other than any additional cost of the alternative activity above that of the original CPD activity.

Please note that all requests to transfer bookings are entirely at the discretion of UTSA.

8. Data

We are committed to protecting your personal information. Where CPD is delivered by a third party we will only share the information required to complete your CPD activity booking. For further details of the UTSA privacy please see the Unity TSA website.

9. General

Unity Teaching School Alliance reserves the right to amend these Terms and Conditions at any time.

These terms and conditions were correct as of September 2018.