

**Early Years Development & Childcare Partnership**

**Summer Term 2007**

**Training Programme**

**For**

**Early Years Practitioners**



**SureStart**

# **SUMMER TERM 2007**

## **SUPPLY COVER**

**Supply cover is available on most daytime courses. Only settings that are members of London Borough of Richmond upon Thames Early Years Development and Childcare Partnership qualify for supply cover funding.**

The amount of funding will depend on the amount of supply cover a setting applies for over the term.

Claim forms will be sent to eligible settings at the start of term. Managers should complete these to confirm that costs have been incurred in order for staff to attend training. The form can be returned at the end of the term, or when the training has been completed.

We will double check the names on the register that the trainer will take on the day.

## **NON-ATTENDANCE CHARGE**

If you are unable to attend a training course on which you have booked, please contact either Alison or Janita as soon as possible. If neither is available please contact the Early Years Training Department. A confirmation letter of cancellation will be sent to you.

We will monitor non-attendance at training and if your setting has three or more cancellations that have been made less than three days before the session, over the term we will invoice you for £75 to cover the cost of administering the cancellations.

## **REFLECTIVE ACCOUNTS**

We are very pleased with the way the Reflective Accounts are being used so far. As some settings do not have access to a photocopier we will return original forms with your certificate of Attendance and Reflection for your CPD file.

Your comments on the form are being noted and early years Advisory Teachers and Support Officers will follow up on these at their visits. Reflective Accounts should be used to demonstrate your continual professional development to your manager, Ofsted and your parents.

Those of you undertaking an NVQ can present these forms to your assessor as evidence of your knowledge and understanding.

## **Safeguarding Children**

We are in the process of organising Child Protection training with our colleagues in integrated services and will let you know when we have dates. In the meantime, Child Protection Training is available through London Borough of Richmond upon Thames Area Child Protection Committee (ACPC), Social Services and Richmond upon Thames Primary Care Trust. Please contact me if you urgently require to do this training.

# FOREWORD

Dear Colleague

## Training Programme Summer Term 2007

We have added the training that is arranged by Cluster Groups to this term's programme.

The link teacher and cluster meeting programme was developed to provide early years practitioners working in the private, voluntary and independent sector access to a qualified teacher in the maintained sector.

The aim of the programme is to develop links between all early years practitioners, provide training, share good practice and in doing so ensure high quality and continuity of experience for young children.

We currently have 3 cluster areas in the borough: Barnes, Mortlake and Sheen, Kew, Richmond, Ham and Petersham and Twickenham and Whitton supported by 10 link teachers.

The cluster meetings will now be advertised in the termly training programme and will be open to anyone who wishes to attend. However, in some cases where numbers are restricted priority will be given to those practitioners in the cluster area.

We are currently taking names for the NVQ's that will start in September. Please contact me with your details. Bursaries are available for all childcare qualifications from level 2 and above, regardless of the training provider you use. To be eligible for a bursary you have to be working or volunteering in one of our settings.

We would like to run the 'Introduction to working in a Pre-school Setting' Level 1., Please let me know if you have any new members of staff who would benefit from this one term course and I will arrange it when we have sufficient numbers.

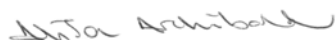
All of the training in the programme is relevant to current childcare qualifications.

Rather than stipulate the types of settings who can attend each training session, we have given each session a child age range so you can decide if it is appropriate for your setting or not.

We have renewed the subscriptions to *Practical Pre-school* for pre-school settings and Out of School providers will be receiving 6 issues of *Playwords* that we hope you will find interesting. Childminders will also be receiving copies of *Practical Professional Child Care* in the near future. Please let me know if you find these publications useful.

**Remember to sign up early for courses as they fill up really quickly and don't forget that you can also book Early Years courses on-line [www.richmond.gov.uk/earlyyearstraining](http://www.richmond.gov.uk/earlyyearstraining)**

Yours sincerely



Alison Archibald  
Training Coordinator  
[A.Archibald@richmond.gov.uk](mailto:A.Archibald@richmond.gov.uk)  
020 8891 7215

[A.Archibald@richmond.gov.uk](mailto:A.Archibald@richmond.gov.uk)

March 2007

## Every Child Matters

Every Child Matters: Change for children is a shared programme of change to improve outcomes for all children and young people. It takes forward the Government's vision of radical reform for children, young people and families.

For further information [www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk)

Set out below are the main outcomes from the Outwork Framework- Every Child Matters.

### OUTCOMES FRAMEWORK

<b>OUTCOMES</b>	<b>BE HEALTHY</b>	Children & Young People
	<b>Aims:</b>	<ul style="list-style-type: none"> <li>• physically healthy</li> <li>• mentally and emotionally healthy</li> <li>• sexually healthy</li> <li>• healthy lifestyles</li> <li>• choose not to take illegal drugs</li> </ul>
	<b>Support:</b>	Parents, carers and families promote healthy choices
<b>OUTCOMES</b>	<b>STAY SAFE</b>	Children & Young People
	<b>Aims:</b>	<ul style="list-style-type: none"> <li>• Safe from maltreatment, neglect, violence and sexual exploitation</li> <li>• Safe from accidental injury and death</li> <li>• Safe from bullying and discrimination</li> <li>• Safe from bullying and discrimination</li> <li>• Safe from crime and anti –social behaviour in and out of school</li> <li>• Have security, stability and are cared for</li> </ul>
	<b>Support:</b>	Parents, carers and families provide safe homes and stability
<b>OUTCOMES</b>	<b>ENJOY &amp; ACHIEVE</b>	Children & Young People
	<b>Aims:</b>	<ul style="list-style-type: none"> <li>• Ready for school</li> <li>• Attend and enjoy school</li> <li>• Achieve stretching national educational standards at primary school</li> <li>• Achieve personal and social development and enjoy recreation</li> <li>• Achieve stretching national educational standards at secondary school</li> </ul>
	<b>Support:</b>	Parents ,carers and families support learning
<b>OUTCOMES</b>	<b>MAKE A POSITIVE CONTRIBUTION</b>	Children & Young People
	<b>Aims:</b>	<ul style="list-style-type: none"> <li>• Engage in decision making and support the community and environment</li> <li>• Engage in law abiding and positive behaviour in and out of school</li> <li>• Develop positive relationships and chose not to bully or discriminate</li> <li>• Develop enterprising behaviour</li> </ul>
	<b>Support:</b>	Parents, carers and families promote positive behaviour
<b>OUTCOMES</b>	<b>ACHIEVE ECONOMIC WELL- BEING</b>	Children & Young People
	<b>Aims:</b>	<ul style="list-style-type: none"> <li>• Engage in further education, employment or training on leaving school</li> <li>• Ready for employment</li> <li>• Live in decent homes and sustainable communities</li> <li>• Access to transport and material goods</li> <li>• Live in households free from low income</li> </ul>
	<b>Support:</b>	Parents ,carers and families are supported to be economically active

# CONTENTS

	Page No
<b>Supply Cover</b>	2
<b>Non-attendance Fee</b>	2
<b>Foreword by Alison Archibald</b>	3
<b>Every Child Matters Framework</b>	4
<b>Contents</b>	5-6
<b>Quick Reference Guide</b>	7-8
- Core	7
- Foundation Stage	7
- SEN and Inclusion	8
- Business	8
<b>Courses in Alphabetical Order</b>	
A Positive Approach to Behaviour	21
Advice and Information on preparing for an OSFTED Combined Inspection – out of school setting	38
Allergies and Food	54
Basic Portage Workshop	
Birth to Five – The Incredible Learning Journey	53
Birth to Three in a Childminding Setting	16
Childminders are you ready for OFSTED	14,44
Confidence and Assertiveness	22
Coping with Colleagues	37
Coping with Stress	42
Cultural Awareness and Inclusive Education – Gypsies and Travellers	10
Dance in the Foundation Stage	48
Developing Gross and Fine Motor Skills	18
Developmental Movement Play Foundation	32
Early Year Conference	35
Early Years Foundation Stage Briefing Sessions	50
Every Child Matters in the Outdoors	39
Fire and Safety Training for day care settings	17
Fire and Safety Training for Childminders	40
Food and Nutrition	28
Food Safety in catering	12
French for Early Years	52
Independent Thinking - Day Conference	41
Inland Revenue Business Workshop for Childminders	29
Introduction to the Foundation Stage	15
Introducing to Playwork	49
Introduction to the Role of the SENCO Part 2	25
Introduction to the Role of the SENCO Part 3	43
Let's All Play	46
Makaton Signing for Beginners (Part 1,2 & 3)	31
Making it Better for Boys	36
Messy Play	27
Multicultural Diets and Food	55
Music Matters – 0 to Five	51
Nursery Transfer Summary	26

	<b>Page No</b>
Observation and Planning for the Foundation Stage	11,45
OFSTED Workshop Setting Self Evaluation	9,33
Over Eights Emergency First Aid Procedures	34
Paediatric First Aid	23,47
Playmania	56
Portage Training	20
Raising Attainment for Boys	13
Songs and Beyond	19
Taking the Curriculum Outside	24
Working with Children with Physical Difficulties in Early Years Setting	30
<b>Trainer Biographies</b>	<b>57-62</b>
<b>Maps and Directions</b>	
Curriculum Training Centre	63
Windham – a Partnership for Children	64
Chestnuts Pre-school	65
Pope's Grotto Hotel	66
Richmond Adult Community College	67
York House	68
Darrell Primary School	69
East Sheen Primary School	69
Richmond CVS	70
Trafalgar Early Years Centre	69
Booking and Attendance Criteria	71
Booking Forms	72-77

# QUICK REFERENCE GUIDE

## Core

<b>Name of Course</b>	<b>Page No</b>
Advice on Information on preparing for an OFSTED Combined Inspection OOS setting	38
Birth to Five – The Incredible Learning Journey	53
Fire and Safety Training for Day care settings	17
Fire and Safety Training for Childminders	40
Food Safety in catering	12
Paediatric First Aid	23

## Foundation Stage

<b>Name of course</b>	<b>Page No</b>
Advice and Information on preparing for an OFSTED combined inspection – OOS setting	38
Dance in the Foundation Stage	48
ECM – Taking 5 Outcomes Outdoors	39
Introduction to the Foundation Stage	15
Making it Better for Boys	36
Messy Play	27
Music Matters	51
Nursery Transfer Summary	26
Observation and Planning for the Foundation Stage	11,45
Songs and Beyond	19
Taking the Curriculum Outside	24

## SEN and Inclusion

<b>Name of Course</b>	<b>Page No</b>
Allergies and Food	54
Portage Training	20
Developmental Movement Foundation	32
Introduction to the Role of the SENCO (Part 2)	25
Introduction to the Role of the SENCO (Part 3)	43
Let's all Play	46
Makaton Signing for Beginners	31
Multicultural Diets and Food	55
Working with Children with Physical Difficulties in the Early Years	30

## Business

<b>Name of Course</b>	<b>Page No</b>
Confidence and Assertiveness	22
Coping with Colleagues	37
Coping with Stress	42
Inland Revenue Business Workshop for Childminders	29



# OFSTED Workshop Setting Self Evaluation

---

<b>Date</b>	Friday 20 April 2007	half day
<b>Time</b>	13:00-16:00 (registration at 12:45)	
<b>Venue</b>	Curriculum and Training centre	
<b>Target group</b>	Managers & Deputies in Private, Voluntary and Independent settings	
<b>Supply cover</b>	Yes if applicable	
<b>Trainer</b>	Francesca Rutherford and Margaret Monori	
<b>Places available</b>	30	
<b>Closing date</b>	As soon as possible	
<b>Hospitalities</b>	Refreshments will be provided	
<b>Additional requirements</b>	Please bring your current evidence for OFSTED SEF	

## Course outline:

- An overview of OFSTED inspection outcomes in Richmond
- An examination of essential policies and procedures to meet current OFSTED requirements
- Exploring effective practice of leadership and management
- Linking SEF with Early Years Foundation Stage Principles
- An opportunity to share good practice

*Relates to Every Child Matters Outcomes Framework – Be Healthy, Stay Safe, Enjoy & Achieve, Make a Positive Contribution and Achieve Economic Well-Being*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team, 2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Cultural Awareness and Inclusive Education – Gypsies and Travellers

---

<b>Date</b>	Wednesday 25 April 2007	2 hours
<b>Time options</b>	<ul style="list-style-type: none"><li>• 15:30-17:30 (registration at 15:15)</li><li>• 18:30-20:30 (registration at 18:15)</li></ul>	
<b>Venue</b>	Pope's Grotto Hotel	
<b>Target group</b>	Professional, Managers and Practitioners involved in Early Years	
<b>Supply cover</b>	Not applicable	
<b>Trainer</b>	Kelly Griffiths - Save the Children	
<b>Places available</b>	20	
<b>Closing date</b>	As soon as possible	
<b>Hospitalities</b>	Refreshments will be provided	
<b>Additional requirements</b>	N/A	

## Course outline:

- Cultural : What is life like for Gypsies/Roma and Travellers now?
- History: How has the way of life changed over the centuries?
- How did Gypsies/Roma and Travellers come to be in England?
- The legal duty of settings: Why do I need to represent Gypsies/Roma Travellers in my setting
- Inclusive Early Years Resources: What resources are available and where do I buy reflective resources?
- Impact of evictions on attendance and attainment: Why do families get evicted and how will this impact on a child attending a setting?

*Relates to Every Child Matters Outcomes Framework – Be Healthy, Stay Safe, Enjoy & Achieve, Make a Positive Contribution and Achieve Economic Well-Being*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team, 2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Observation and Planning for the Foundation Stage

---

<b>Date</b>	Friday 27 April 2007	1/2 day
<b>Time</b>	13:30-16:00 (registration at 13:15)	
<b>Venue</b>	Windham, a Partnership for Children	
<b>Target ages</b>	<b>3 - 5</b>	
<b>Supply cover</b>	Yes if applicable	
<b>Trainers</b>	Early Years Advisory Teachers	
<b>Places available</b>	15	
<b>Closing date</b>	Friday 30 March 2007	
<b>Hospitalities</b>	Refreshments will be provided	
<b>Additional requirements</b>	N/A	

## **Course outline:**

An examination of the principles in the Curriculum guidance for the Foundation Stage and how these inform observation and planning.

What is best practice in observation and planning? We will include:

- Every Child Matters
- Starting from observations
- Meeting individual children's needs
- OFSTED requirements

*Relates to Every Child Matters Outcomes Framework –  
Enjoy & Achieve, Make a Positive Contribution, Be Healthy, Stay Safe and Achieve  
Economic Well-being*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team,  
2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Food Safety in Catering

---

<b>Date</b>	Saturday 28 April 2007	1 day
<b>Time</b>	09:30-16:30 (registration at 09:15)	
<b>Venue</b>	Curriculum and Training Centre	
<b>Target ages</b>	All children	
<b>Supply cover</b>	Not applicable	
<b>Trainer</b>	Health Development Team	
<b>Places available</b>	24	
<b>Closing date</b>	As soon as possible	
<b>Hospitalities</b>	Refreshments will be provided including a buffet lunch	
<b>Additional requirements</b>	<ul style="list-style-type: none"><li>• This certified course requires a compulsory payment of £35</li><li>• Cheques to be made payable to London Borough of Richmond upon Thames</li></ul>	

<p><b>Course outline:</b> Information on basic food hygiene, covering areas such as:</p> <ul style="list-style-type: none"><li>• Food Storage</li><li>• Personal hygiene</li><li>• Cleaning legislation</li><li>• Cross contamination</li><li>• Food poisoning</li><li>• Measuring temperatures</li><li>• Legal side</li></ul>
--

*Relates to Every Child Matters Outcomes Framework – Be Healthy and Stay Safe*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team, 2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Raising Attainment for Boys

---

<b>Date</b>	Tuesday 01 May 2007	1 hour 45
<b>Time</b>	16:00- 17:45 (registration at 15:45)	
<b>Venue</b>	Darrell Primary School - Richmond	
<b>Target group</b>	Private, Voluntary and Independent Nursery Teachers and Foundation Stage Teachers	
<b>Supply cover</b>	Not applicable	
<b>Trainer</b>	Annabelle Narey	
<b>Closing date</b>	As soon as possible	
<b>Hospitalities</b>	Refreshments will be provided	
<b>Additional requirements</b>	Priority will be given to delegates in the Central Cluster (Kew, Richmond, Ham & Petersham)	

**Course outline:**

Understanding why boys and girls learn to behave differently, leading to greater confidence in supporting boys behaviour and learning at school

*Relates to Every Child Matters Outcomes Framework –  
Enjoy & Achieve, Make a Positive Contribution*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team,  
2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Childminders are you ready for OFSTED

---

<b>Date</b>	Thursday 03 May 2007	Evening
<b>Time</b>	19:00-21:00 (registration at 18:45)	
<b>Venue</b>	Pope's Grotto Hotel	
<b>Target group</b>	All Childminders	
<b>Supply cover</b>	Not applicable	
<b>Trainer</b>	Margaret Monori	
<b>Places available</b>	24	
<b>Closing date</b>	As soon as possible	
<b>Hospitalities</b>	Refreshments will be provided	
<b>Additional requirements</b>	<ul style="list-style-type: none"><li>• Please bring a large clipper file and file dividers</li><li>• Any policies, procedures and documentation you have written relating to your service</li></ul>	

**At this workshop you will build a portfolio that relates to:**

- The 14 national standards and guidance
- Outcomes for children
- Birth to Three

**Course outline:**

- An update on OFSTED inspections
- Preparing for no-notice inspections
- Completing the self-evaluation form (SEF)
- Question and Answer session

*Relates to Every Child Matters Outcomes Framework – Be Healthy, Stay Safe, Enjoy & Achieve, Make a Positive Contribution and Achieve Economic Well-Being*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team, 2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Introduction to the Foundation Stage

---

<b>Date</b>	Friday 04 and Friday 18 May 2007	2 day
<b>Time</b>	09:30 – 15:30 (registration at 09:15)	
<b>Venue</b>	Windham, a Partnership for Children	
<b>Target ages</b>	<b>3 – 5</b>	
<b>Supply cover</b>	Yes if applicable	
<b>Trainer</b>	Early Years Advisory Teachers	
<b>Places available</b>	15	
<b>Closing date</b>	Thursday 05 April 2007	
<b>Hospitalities</b>	Refreshments will be provided including a buffet lunch	
<b>Additional requirements</b>	<ul style="list-style-type: none"><li>• <b>Please bring a copy of Curriculum Guidance for the Foundation Stage.</b></li><li>• Practitioners will need to attend both days.</li><li>• Certificates will be given on completion of both days.</li></ul>	

## Course outline:

- An examination of the principles and practice outlined in the Curriculum Guidance for the Foundation stage
- Learning and Teaching in the Foundation stage
- The Learning environment and the role of the practitioner
- Observation, Planning and Assessment

*Relates to Every Child Matters Outcomes Framework – Be Healthy, Stay Safe, Achieve Economic Well-being, Enjoy & Achieve and Make a Positive Contribution*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team, 2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Birth to Three in a Childminding Setting

---

<b>Date</b>	Saturday 05 May 2007	1 day
<b>Time</b>	09:30 – 15:00 (registration at 09:15)	
<b>Venue</b>	Curriculum and Training Centre	
<b>Target ages</b>	<b>Birth – 3</b>	
<b>Supply cover</b>	Not applicable	
<b>Trainer</b>	Cheryl Brockbank	
<b>Places available</b>	24	
<b>Closing date</b>	Thursday 05 April 2007	
<b>Hospitalities</b>	Refreshments will be provided including a buffet lunch	
<b>Additional requirements</b>	N/A	

## Course outline:

- Introduction to the framework
- How the aspects of the framework relate to current Childminding good practice
- How the framework meets the needs of the children in a Childminding setting
- How Childminders can use observations that can link to the framework
- How to demonstrate the use of the framework within a childminding setting to OFSTED

*Relates to Every Child Matters Outcomes Framework – Enjoy & Achieve, Be Healthy, Stay Safe and Make a Positive Contribution*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team, 2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394



# Fire and Safety Training for Day Care Settings

---

<b>Date</b>	Saturday 05 May 2007	2 hours
<b>Time</b>	10:00-12:00 (registration at 09:45)	
<b>Venue</b>	Chestnuts	
<b>Target ages</b>	All Children	
<b>Supply cover</b>	Not applicable	
<b>Trainer</b>	Independent Fire and Safety Training	
<b>Places available</b>	20	
<b>Closing date</b>	Friday 06 April 2007	
<b>Hospitalities</b>	Refreshments will be provided	
<b>Additional requirements</b>	You will need to wear comfortable clothing and bring a jumper and jacket for the outside activity	

## Course outline:

- Fire procedures
- Theory of fire and a live demonstration
- Opportunity to use an extinguisher under supervision on a small fire
- The most popular aspect of the course is that it allows staff to gain confidence

*Relates to Every Child Matters Outcomes Framework – Stay Safe*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team, 2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Developing Gross and Fine Motor Skills

---

<b>Date</b>	Tuesday 08 May 2007	1 hour 45 mins
<b>Time</b>	16:15 – 17:45 (registration at 16:00)	
<b>Venue</b>	East Sheen Primary School	
<b>Target ages</b>	3-5	
<b>Supply cover</b>	Not applicable	
<b>Trainer</b>	Emily Hills – Children’s Occupational Therapist	
<b>Places available</b>	20	
<b>Closing date</b>	As soon as possible	
<b>Hospitalities</b>	Refreshments will be provided	
<b>Additional requirements</b>	Priority will be given to the Sheen, Mortlake and Barnes Cluster	

**Course outline:**

- Early identification of children with problems with gross and fine motor skills – how to support and help them
- Supporting children with handwriting difficulties

*Relates to Every Child Matters Outcomes Framework –  
Be Healthy and Enjoy and Achieve*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team, 2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Songs and Beyond

## Bringing Singing alive with Young Children

---

<b>Date</b>	Tuesday 08 May 2007	1 day
<b>Time</b>	09:30 – 15:00 (registration at 09:15)	
<b>Venue</b>	Curriculum and Training Centre	
<b>Target group</b>	All practitioners working in Early Years and Childcare	
<b>Supply cover</b>	Yes if applicable	
<b>Trainer</b>	Ali McClure	
<b>Places available</b>	24	
<b>Closing date</b>	Tuesday 10 April 2007	
<b>Hospitalities</b>	Refreshments will be provided including a buffet lunch	
<b>Additional requirements</b>	N/A	

### Course outline:

To promote enthusiasm and skills in teaching fabulous singing to groups of young children

- A range of skills to teach great quality singing to young children
- Inspiring ways to make singing and music games relevant, fun and an integral part of cross-curricular learning
- Strategies from singing and music games to support classroom management
- Increased confidence in one's own ability to teach singing, motivate and inspire their children

*Relates to Every Child Matters Outcomes Framework – Enjoy & Achieve*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team, 2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Portage Training

---

<b>Date</b>	Wednesday 09, Thursday 10 & Friday 11 May 2007	3 days
<b>Time</b>	09:30 – 16:30 (registration at 09:15)	
<b>Venue</b>	Curriculum and Training Centre	
<b>Target group</b>	All SENCO's, including experienced SENCOs who wish to enhance their SEN practice	
<b>Supply cover</b>	Yes if applicable	
<b>Trainer</b>	Bonnie Robinson	
<b>Places available</b>	20	
<b>Closing date</b>	As soon as possible	
<b>Hospitalities</b>	Refreshments will be provided including a buffet lunch	
<b>Additional requirements</b>	N/A	

**Course outline:**

- Identifying the elements of the portage model
- How Portage works in Partnership with Parents and Carers
- Developing strategies for helping children to learn
- How Portage works in collaboration with other agencies and Professionals

*Relates to Every Child Matters Outcomes Framework –  
Be Healthy, Stay Safe, Enjoy & Achieve and Make a Positive Contribution*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team,  
2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# A Positive Approach to Behaviour

---

<b>Date</b>	Saturday 12 May 2007	1 day
<b>Time</b>	09:30 – 16:30 (registration at 09:15)	
<b>Venue</b>	Curriculum and Training Centre	
<b>Target Ages</b>	<b>5 - 14</b>	
<b>Supply cover</b>	Not applicable	
<b>Trainer</b>	Common Threads	
<b>Places available</b>	16	
<b>Closing date</b>	Friday 13 April 2007	
<b>Hospitalities</b>	Refreshments will be provided including a buffet lunch	
<b>Additional requirements</b>	N/A	

## Course outline:

This course looks at the way that adults act and re-act to all sorts of children's behaviour. It encourages participants to reflect on the ways that they approach the whole issue of 'behaviour' and to develop the way that they deal with 'behaviour' in their settings.

**The course is a nationally recognised qualification at Level 2 and includes an assessment. Participants who successfully complete their assessment will receive a SkillsActive endorsed certificate**

*Relates to Every Child Matters Outcomes Framework – Enjoy & Achieve*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team, 2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Confidence and Assertiveness

---

<b>Date</b>	Saturday 19 May 2007	1 day
<b>Time</b>	09:30 – 15:30 (registration at 09:15)	
<b>Venue</b>	Curriculum and Training Centre	
<b>Target group</b>	All Early Years Practitioners	
<b>Supply cover</b>	Not applicable	
<b>Trainer</b>	Eva Tutchell and Jane Whitworth	
<b>Places available</b>	24	
<b>Closing date</b>	As soon as possible	
<b>Hospitalities</b>	Refreshments will be provided including a buffet lunch	
<b>Additional requirements</b>	N/A	

## Course outline:

To boost the confidence of all participants. You will face new people and situations with increased purpose and vigour.

The aim to help you develop confidence in defining and achieving these objectives. A practical course in a non-threatening atmosphere with experienced tutors.

- Informal discussion on problems with assertiveness
- Practical examples of assertive behaviour
- Having some fun!

*Relates to Every Child Matters Outcomes Framework – Enjoy & Achieve, Make a Positive Contribution, Achieve Economic Well-being*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team, 2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Paediatric First Aid

---

<b>Date</b>	Saturday 19 & Sunday 20 May 2007	2 days
<b>Time</b>	10:00 – 16:00 (registration at 09:45)	
<b>Venue</b>	Pope's Grotto Hotel	
<b>Target ages</b>	<b>Birth - 8</b>	
<b>Supply cover</b>	Not applicable	
<b>Trainer</b>	Ian Chamberlain	
<b>Places available</b>	16	
<b>Closing date</b>	As soon as possible	
<b>Hospitalities</b>	Refreshments will be provided including a buffet lunch	
<b>Additional requirements</b>	<ul style="list-style-type: none"><li>• This certificated course requires a compulsory payment of £35, and includes a pocket book and resuscitation pack.</li><li>• Cheques to be made payable to London Borough of Richmond Upon Thames</li></ul>	
<b>Comment</b>	'excellent'	

## Course outline:

Training in life saving techniques:

- Resuscitation
- Control of bleeding
- Unconscious patient and other conditions
- Paediatric First Aid

**First Aid Certificate valid for three years.**

**Course validated by NCMA and Pre-school Learning Alliance.**

*Relates to Every Child Matters Outcomes Framework –  
Stay Safe*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team,  
2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Taking the curriculum outside

---

<b>Date</b>	Tuesday 22 May 2007	½ day
<b>Time options</b>	09:00 –11:30 (registration at 08:45) OR 13:00 – 15:30 (registration at 12:45)	
<b>Venue</b>	Windham, a Partnership for Children	
<b>Target group</b>	All practitioners working in the Foundation Stage	
<b>Supply cover</b>	Yes if applicable	
<b>Trainer</b>	Sara Bromfield	
<b>Places available</b>	8	
<b>Closing date</b>	Tuesday 24 April 2007	
<b>Hospitalities</b>	Refreshments will be provided	
<b>Additional requirements</b>	Bring a camera!	

**Course outline:**

- This is a practical course encouraging practitioners to mirror their curriculum provision inside the nursery in their outside space
- There will be an opportunity to observe Windham Nursery for approximately 1 hour
- A question and answer session and opportunities to experiment with resources

*Relates to Every Child Matters Outcomes Framework – Enjoy & Achieve*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team, 2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394



# Introduction to the Role of the SENCO

## Part 2

---

<b>Date</b>	Wednesday 23 May 2007	1 day
<b>Time</b>	09:30 – 15:00 (registration at 09:15)	
<b>Venue</b>	Curriculum and Training Centre	
<b>Target group</b>	All SENCOs, compulsory for new SENCO's	
<b>Supply cover</b>	Yes if applicable	
<b>Trainer</b>	Jonathan Rourke and Maggie Stovold	
<b>Places available</b>	30	
<b>Closing date</b>	Tuesday 24 April 2007	
<b>Hospitalities</b>	Refreshments will be provided including a buffet lunch	
<b>Additional requirements</b>	N/A	

Course outline:

- IEPs – How, why and when to write them – SMART targets
- Using IEP Writer 3 (A copy of the programme will be issued to each setting, (one per setting) if the setting has not previously received a copy)
- Breaking tasks down into 'small steps'
- Working in Partnership with parents and external agencies
- A visit from the LBRUT Parent Partnership Worker

**Please note:** It is expected that all new SENCO's will complete the 3 elements of this course within 2 years of taking up the post. The 3 elements do not need to be attended in order.

*Relates to Every Child Matters Outcomes Framework –  
Be Healthy, Stay Safe, Enjoy & Achieve and Make a Positive Contribution*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team,  
2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Nursery Transfer Summary

---

<b>Date</b>	Thursday 24 May 2007	1/2 day
<b>Time</b>	14:00 – 16:00 (registration time 1:45)	
<b>Venue</b>	Windham, A partnership for children	
<b>Target group</b>	Foundation Stage Practitioners new to using the summary	
<b>Supply cover</b>	Not applicable	
<b>Trainer</b>	Early Years Advisory Teachers	
<b>Places available</b>	15	
<b>Closing date</b>	Thursday 26 April 2007	
<b>Hospitalities</b>	Refreshments will be provided	
<b>Additional requirements</b>	Please bring your observations on one child who is due to leave your setting- you will have the opportunity to try out the Nursery Transfer Summary.	

## Course outline:

- Continuity and progression across the Foundation Stage
- Good practice guidelines for summary records on children
- An examination of the Richmond Transfer Summary

*Relates to Every Child Matters Outcomes Framework –Be Healthy and Stay Safe*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team, 2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Messy Play Workshop

---

<b>Date</b>	Thursday 24 May 2007	1 hour 45 mins
<b>Time</b>	16:00 – 17:45 (registration at 15:45)	
<b>Venue</b>	Trafalgar Early Years Centre – Meadway Twickenham	
<b>Target group</b>	All practitioners in the Foundation Stage	
<b>Supply cover</b>	Not if applicable	
<b>Trainer</b>	Sue Slater and Mandy Howarth	
<b>Places available</b>	40	
<b>Closing date</b>	Thursday 26 April 2007	
<b>Hospitalities</b>	Refreshments will be provided	
<b>Additional requirements</b>	<ul style="list-style-type: none"><li>• Priority will be given to the West Twickenham &amp; Whitton cluster</li><li>• Each setting will receive a 'goodie bag' to take back and use in their setting (1 goodie bag per setting only)</li></ul>	

## Course outline:

This is an Interactive workshop exploring messy play, covering all areas of the Early Years Curriculum with 15 activities to explore.

*Relates to Every Child Matters Outcomes Framework – Enjoy and Achieve*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team, 2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Food and Nutrition

---

<b>Date</b>	Thursday 24 May 2007	Evening
<b>Time</b>	18:30 - 20:30 (registration at 18:15)	
<b>Venue</b>	Curriculum and Training Centre	
<b>Target ages</b>	<b>All children</b>	
<b>Supply cover</b>	Not applicable	
<b>Trainer</b>	Pippa Burge – Public Health Dietician	
<b>Places available</b>	24	
<b>Closing date</b>	Thursday 26 April 2007	
<b>Hospitalities</b>	Refreshments will be provided	
<b>Additional requirements</b>	N/A	

**Course outline:** this workshop will:

- Provide an exciting and interactive workshop to give practitioners sources of useful information and curriculum activities across the six areas of learning
- Promote food and nutrition education
- Support practitioners in developing a food policy for their setting
- Meet the 'being healthy' outcomes in Every Child Matters
- Refer to 'Healthy Child' (Birth to Three) and NS 7 Health, NS 8 Food and Drink

*Relates to Every Child Matters Outcomes Framework – Be Healthy*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team, 2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Inland Revenue Business Workshop

---

<b>Date</b>	Tuesday 05 June 2007	2 hours
<b>Time</b>	19:30-21:30 (registration at 19:15)	
<b>Venue</b>	Curriculum and Training Centre	
<b>Target group</b>	Childminders	
<b>Supply cover</b>	Not applicable	
<b>Trainer</b>	Inland Revenue Business Support Team	
<b>Places available</b>	24	
<b>Closing date</b>	Tuesday 08 May 2007	
<b>Hospitalities</b>	Refreshments will be provided	
<b>Additional requirements</b>	'this made a scary subject much less scary'  For new childminders and a refresher if required for established childminders	

## **Course outline:**

This workshop will be run by a member of the Business Support Team from the Inland Revenue, who will answer any questions you have.

- Self Assessment
- Completing Tax Returns
- National Insurance
- Tax and Expenses
- Record Keeping
- This is vital information for all self-employed childminders. Not to be missed!

*Relates to Every Child Matters Outcomes Framework –  
Achieve Economic Well-Being*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team,  
2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Working with Children with Physical Difficulties in the Early Years

---

<b>Date</b>	Tuesday 05 June 2007	1/2 day
<b>Time</b>	09:30 – 12:30 (registration at 09:15)	
<b>Venue</b>	Council for voluntary services - Richmond	
<b>Target group</b>	Early Years Practitioners working with children with physical difficulties	
<b>Supply cover</b>	Yes if applicable	
<b>Trainer</b>	Anita Coppola	
<b>Places available</b>	16	
<b>Closing date</b>	Tuesday 08 May 2007	
<b>Hospitalities</b>	Refreshments will be provided	
<b>Additional requirements</b>	N/A	

## Course outline:

- Problem solving and strategies for working with a child with physical disabilities
- What is Cerebral Palsy?
- Issues affecting children with Cerebral Palsy or other similar motor impairments
- Multi-sensory activity ideas
- Play and communicate

*Relates to Every Child Matters Outcomes Framework – Be Healthy, Stay Safe, Enjoy & Achieve and Make a Positive Contribution*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team, 2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Makaton Signing for Beginners

---

<b>Date</b>	Wednesday 06, 13 & 20 June 2007	3 sessions
<b>Time</b>	18:00 – 20:00 (registration at 17:45)	
<b>Venue</b>	Windham, a Partnership for Children	
<b>Target group</b>	All staff working to support children with Special Needs	
<b>Supply cover</b>	Not applicable	
<b>Trainer</b>	Kim Johnston/Katie Knight	
<b>Places available</b>	15	
<b>Closing date</b>	Wednesday 09 May 2007	
<b>Hospitalities</b>	Refreshments will be provided	
<b>Additional requirements</b>	N/A	

## Course outline:

- Opportunity to learn Basic Makaton Signs from levels 1-4 the Makaton Core Vocabulary
- The course will take place over three evenings, certificates will only be issued to those practitioners who attend all three sessions

## Please note:

Preference will be offered to staff in settings where supporting evidence from an outside professional can be supplied that indicates that a specific child will benefit from staff attendance on the course. If the course is full a maximum of 2 places per setting will be allowed to attend

*Relates to Every Child Matters Outcomes Framework –  
Enjoy & Achieve and Make a Positive Contribution*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team, 2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Developmental Movement Play Foundation

---

<b>Date</b>	Thursday 07 June & Friday 08 June 2007	2 day
<b>Time</b>	10:00 – 16:00 (registration at 09:45)	
<b>Venue</b>	To be advised	
<b>Target Ages</b>	<b>Birth to Six</b>	
<b>Supply cover</b>	Yes if applicable	
<b>Trainer</b>	Jabedo	
<b>Places available</b>	20	
<b>Closing date</b>	Thursday 10 May 2007	
<b>Hospitalities</b>	Refreshments will be provided including a buffet lunch	
<b>Additional requirements</b>	Please wear comfortable clothing	

## Course outline:

- Aims to show how movement play supports children's all round development
- Uses a simple theoretical framework explaining why babies and children move as they do
- Draws clear links between movement play and development
- Developing child centred movement play across your setting
- Supporting movement play
- Demonstrating ways to give babies and children the opportunities they need to move
- Explores five kinds of movement that are developmentally significant

*Relates to Every Child Matters Outcomes Framework – Be Healthy, Stay Safe, Enjoy & Achieve and Make a Positive Contribution and Achieve Economic Well Being*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team, 2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394



# OFSTED Workshop Setting Self Evaluation

---

<b>Date</b>	Friday 08 June 2007	half day
<b>Time</b>	13:00-16:00 (registration at 12:45)	
<b>Venue</b>	Curriculum and Training centre	
<b>Target group</b>	Managers & Deputies in Private, Voluntary and Independent settings	
<b>Supply cover</b>	Yes if applicable	
<b>Trainer</b>	Francesca Rutherford and Margaret Monori	
<b>Places available</b>	30	
<b>Closing date</b>	Friday 11 May 2007	
<b>Hospitalities</b>	Refreshments will be provided	
<b>Additional requirements</b>	Please bring your current evidence for OFSTED SEF	

## Course outline:

- An overview of OFSTED inspection outcomes in Richmond
- An examination of essential policies and procedures to meet current OFSTED requirements
- Exploring effective practice of leadership and management
- Linking SEF with Early Years Foundation Stage Principles
- An opportunity to share good practice

*Relates to Every Child Matters Outcomes Framework – Be Healthy, Stay Safe, Enjoy & Achieve, Make a Positive Contribution and Achieve Economic Well-Being*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team, 2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Early Years Conference

---

<b>Date</b>	Saturday 09 June 2007	1 day
<b>Time</b>	09:30-16:00 (registration between 08:45-09:15)	
<b>Venue</b>	Lady Eleanor Hollis School - Hampton	
<b>Target group</b>	All Early Years Practitioners	
<b>Supply cover</b>	Not applicable	
<b>Hospitalities</b>	Refreshments will be provided including a buffet lunch	
<b>Additional requirements</b>	<ul style="list-style-type: none"><li>• A separate Early Years conference booking form needs to be filled out and returned in advance to guarantee your place.</li><li>• The booking form is attached to the Early Years conference letter enclosed with the training programme</li></ul>	

**Course outline:**

We are delighted to tell you that the speakers will be Neil Griffiths, creator of the internationally acclaimed Storysacks concept and Professor Aline-Wendy Dunlop, a leading authority on early education, transitions and autism.

Please see enclosed letter for further details.

**Please return the Early Years Conference booking form to:** Alison Archibald, Early Years Conference Booking, Early Years & Childcare Team, 2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Over Eights Emergency First Aid Procedures

---

<b>Date</b>	Tuesday 12 June 2007	evening
<b>Time</b>	19:30 – 21:30 (registration at 19:15)	
<b>Venue</b>	Curriculum and Training Centre	
<b>Target group</b>	All practitioners in Out of School Provision and Holiday Play-Schemes	
<b>Supply cover</b>	Not applicable	
<b>Trainer</b>	Ian Chamberlain	
<b>Places available</b>	16	
<b>Closing date</b>	As soon as possible	
<b>Hospitalities</b>	Refreshments will be provided	

## Course outline:

Life saving techniques in Resuscitation and Choking for children over eight.

This is an add-on training session for those who have already completed Paediatric First Aid training.

As there are restrictions on course numbers all places are allocated on a first come first served basis.

*Relates to Every Child Matters Outcomes Framework – Achieve Economic Well-being and Enjoy & Achieve*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team, 2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Making it Better for Boys

---

<b>Date</b>	Tuesday 12 June 2007	1 day
<b>Time</b>	09:15 – 15:00 (registration at 09:00)	
<b>Venue</b>	Pope's Grotto Hotel	
<b>Target group</b>	All practitioners working in Early Years and Childcare	
<b>Supply cover</b>	Yes if applicable	
<b>Trainer</b>	Ali McClure	
<b>Places available</b>	24	
<b>Closing date</b>	Tuesday 15 May 2007	
<b>Hospitalities</b>	Refreshments will be provided including a buffet lunch	
<b>Comments</b>	'Fantastic! Really inspiring and thought provoking'	

**Course outline:**

This informal workshop will help participants gain a deeper understanding of the boys in their care. It looks at areas such as brain wiring, testosterone triggers and the effects of centuries of traditional expectations. Communication skills and the use of language are key aspects in this programme as is special needs with specific reference to the needs of boys.

**The programme includes:**

- An understanding of why boys and girls learn and behave differently
- Enhanced skills in communication with boys
- An increased insight into why more boys have special needs
- Confidence and skills to support boys in their behaviour, education and life in school

*Relates to Every Child Matters Outcomes Framework –  
Enjoy & Achieve and Make a Positive Contribution*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team,  
2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Coping with Colleagues

---

<b>Date</b>	Wednesday 13 June 2007	daytime
<b>Time</b>	09:30 - 12:30 (registration at 09:15)	
<b>Venue</b>	Curriculum and Training Centre	
<b>Target group</b>	All Early Years practitioners	
<b>Supply cover</b>	Yes if applicable	
<b>Trainer</b>	Wendy Gregory	
<b>Places available</b>	24	
<b>Closing date</b>	Wednesday 16 May 2007	
<b>Hospitalities</b>	Refreshments will be provided	
<b>Additional requirements</b>	N/A	

## Course outline:

- This is a workshop for all those who feel that relationships between staff could be better!
- You will learn practical ways to enhance communication and strengthen teams, leading to improved morale and a more harmonious working atmosphere.

*Relates to Every Child Matters Outcomes Framework – Achieve Economic Well-being and Enjoy & Achieve*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team, 2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Advice and Information on preparing for an OFSTED inspection – for Out of School settings

---

<b>Date</b>	Thursday 14 June 2007	Evening
<b>Time</b>	19:00–21:00 (registration at 18:45)	
<b>Venue</b>	Pope's Grotto Hotel	
<b>Target group</b>	Managers, Co-ordinators and Deputy's in Out of School settings	
<b>Supply cover</b>	Not applicable	
<b>Trainers</b>	Barbara Morton	
<b>Places available</b>	24	
<b>Closing date</b>	Thursday 17 May 2007	
<b>Hospitalities</b>	Refreshments will be provided	
<b>Additional requirements</b>	Please bring your OFSTED self evaluation form	

## Course outline:

- An update on OFSTED inspections
- Preparing for no notice inspections
- Reviewing all documentation
- Completing self evaluation
- Question and answer session

*Relates to Every Child Matters Outcomes Framework – Be Healthy, Stay Safe, Enjoy & Achieve, Make a positive Contribution and Achieve Economic Well-Being*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team, 2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Every Child Matters in the Outdoors

---

<b>Date</b>	Friday 15 June 2007	½ day
<b>Time</b>	13:00 - 15:30 (registration at 12:45)	
<b>Venue</b>	Windham, a partnership for children	
<b>Target ages</b>	<b>3 - 5</b>	
<b>Supply cover</b>	Yes if applicable	
<b>Trainer</b>	Early Years Advisory Teachers	
<b>Places available</b>	15	
<b>Closing date</b>	Friday 18 May 2007	
<b>Hospitalities</b>	Refreshments will be provided	
<b>Additional requirements</b>	N/A	

## Course outline:

In this workshop we will look at the Five Outcomes of Every Child Matters and how they can be addressed in the outdoors. We will look at the development of the outdoor area and provide simple and practical activities to do outside.

*Relates to Every Child Matters Outcomes Framework enjoy & Achieve, Be Healthy, Stay Safe, Make a Positive Contribution and Achieve Economic Well-being*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team, 2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Fire and Safety Training For Childminders

---

<b>Date</b>	Saturday 16 June 2007	2 hours
<b>Time</b>	10:00-12:00 (registration at 09:15)	
<b>Venue</b>	Chestnuts	
<b>Target group</b>	Childminders	
<b>Supply cover</b>	Not applicable	
<b>Trainer</b>	Independent Fire & Safety Training	
<b>Places available</b>	20	
<b>Closing date</b>	Friday 18 May 2007	
<b>Hospitalities</b>	Refreshments will be provided	
<b>Additional requirements</b>	You will need to wear comfortable clothing and bring a jumper and jacket for the outside activity	

**Course outline:**

- Personalised around home fire safety
- The practical session involves the use of a fire blanket
- Everyone is invited to use a fire blanket on a live controlled fire under supervision.
- The most popular & beneficial part of the course as most Childminders have never been shown how to use a fire blanket safely.

*Relates to Every Child Matters Outcomes Framework – Stay Safe*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team,  
2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394



# Independent Thinking Conference (Happy creative children who matter or how to raise well-behaved adults)

---

<b>Date</b>	Saturday 16 June 2007	half day
<b>Time</b>	10:00-13:30 (registration at 09:45)	
<b>Venue</b>	York House - Twickenham	
<b>Target group</b>	Parents/Carers/Childcare & Education Workers/Students	
<b>Supply cover</b>	Not applicable	
<b>Trainers</b>	Ian Gilmour and Simon Cooper-Hind	
<b>Places available</b>	Restricted places	
<b>Closing date</b>	As soon as possible	
<b>Hospitalities</b>	Refreshments will be provided	
<b>Additional requirements</b>	<ul style="list-style-type: none"><li>• <b>Booking Essential with returnable deposit of £20 through Playgroup Network Richmond</b></li><li>• <b>Cheques payable to: Playgroup Network Richmond</b></li></ul>	

## Course outline:

Lessons from Nero Science:

- Language, Learning and Thinking Skills

To help bring the best out of all young children in your care.

*Relates to Every Child Matters Outcomes Framework – Be Healthy, Stay Safe, Enjoy & Achieve, Make a Positive Contribution and Achieve Economic Well-Being*

**Please return booking form to:** Training Bookings, Playgroup Network Richmond,  
55 Heath Road, Twickenham, TW1 4AW. Tel: 020 8891 3882  
E-mail: [admin@playrichmond.co.uk](mailto:admin@playrichmond.co.uk)

# Coping with Stress

---

<b>Date</b>	Monday 18 June 2007	Evening
<b>Time</b>	18:30 - 21:00 (registration at 18:15)	
<b>Venue</b>	Pope's Grotto Hotel	
<b>Target group</b>	All Early Years Practitioners	
<b>Supply cover</b>	Yes, if applicable	
<b>Trainer</b>	Wendy Gregory	
<b>Places available</b>	24	
<b>Closing date</b>	Monday 21 May 2007	
<b>Hospitalities</b>	Refreshments will be provided	
<b>Additional requirements</b>	N/A	

## Course outline:

- This workshop aims to raise awareness and understanding of what good staff support systems mean and to enable you to recognise signs of stress overload in staff.
- You will learn how to identify and support the mental and emotional health needs of staff and be able to deal more effectively with conflict or complaints.

*Relates to Every Child Matters Outcomes Framework – Achieve Economic Well-being and Enjoy & Achieve*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team, 2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Introduction to the Role of the SENCO

## Part 3

---

<b>Date</b>	Wednesday 20 June 2007	1 day
<b>Time</b>	09:30 – 15:00 (registration at 09:15)	
<b>Venue</b>	Curriculum and Training Centre	
<b>Target group</b>	All SENCO's, compulsory for new SENCO's	
<b>Supply cover</b>	Yes if applicable	
<b>Trainer</b>	Jonathan Rourke and Maggie Stovold	
<b>Places available</b>	30	
<b>Closing date</b>	Wednesday 23 May 2007	
<b>Hospitalities</b>	Refreshments will be provided including lunch	
<b>Additional requirements</b>	N/A	

**Course outline:**

- Practical ideas for supporting and helping to develop language and communication for all children within early years settings.
- Strategies to support and include children with SEN
- How to run a small group and use a visual timetable
- Opportunities to create resources to keep and use in your setting

Please note: It is expected that all new SENCO's will complete the 3 elements of this course within 2 years of taking up the post. The 3 elements do not need to be attended in order.

*Relates to Every Child Matters Outcomes Framework –  
Be Healthy, Stay Safe, Enjoy & Achieve and Make a Positive Contribution*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team,  
2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Childminders are you ready for OFSTED

---

<b>Date</b>	Thursday 21 June 2007	Evening
<b>Time</b>	19:00-21:00 (registration at 18:45)	
<b>Venue</b>	Pope's Grotto Hotel	
<b>Target group</b>	All Childminders	
<b>Supply cover</b>	Not applicable	
<b>Trainer</b>	Margaret Monori	
<b>Places available</b>	24	
<b>Closing date</b>	Thursday 24 May 2007	
<b>Hospitalities</b>	Refreshments will be provided	
<b>Additional requirements</b>	<ul style="list-style-type: none"><li>• Please bring a large clipper file and file dividers</li><li>• Any policies, procedures and documentation you have written relating to your service</li></ul>	

**At this workshop you will build a portfolio that relates to:**

- The 14 national standards and guidance
- Outcomes for children
- Birth to Three

**Course outline:**

- An update on OFSTED inspections
- Preparing for no-notice inspections
- Completing the self-evaluation form (SEF)
- Question and Answer session

*Relates to Every Child Matters Outcomes Framework – Be Healthy, Stay Safe, Enjoy & Achieve, Make a Positive Contribution and Achieve Economic Well-Being*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team, 2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Observation and Planning for the Foundation Stage

---

<b>Date</b>	Thursday 21 June 2007	1/2 day
<b>Time</b>	13:30-16:00 (registration at 13:15)	
<b>Venue</b>	Windham, a Partnership for Children	
<b>Target ages</b>	3 - 5	
<b>Supply cover</b>	Yes if applicable	
<b>Trainers</b>	Early Years Advisory Teachers	
<b>Places available</b>	15	
<b>Closing date</b>	Thursday 24 May 2007	
<b>Hospitalities</b>	Refreshments will be provided	
<b>Additional requirements</b>	N/A	

## **Course outline:**

An examination of the principles in Birth to Three Matters and The Curriculum guidance for the Foundation Stage and how these inform observation and planning. What is best practice in observation and planning? We will include:

- Every Child Matters
- Starting from observations
- Meeting individual children's needs
- OFSTED requirements

*Relates to Every Child Matters Outcomes Framework –  
Enjoy & Achieve, Make a Positive Contribution, Be Healthy, Stay Safe and Achieve  
Economic Well-being*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team,  
2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Let's All Play

---

<b>Date</b>	Saturday 23 June 2007	1 day
<b>Time</b>	09:30 – 15:30 (registration at 09:15)	
<b>Venue</b>	Curriculum & Training Centre	
<b>Target group</b>	Staff in all settings particularly targeted to those working in Out of School Clubs and Holiday Play schemes	
<b>Supply cover</b>	Not applicable	
<b>Trainer</b>	Kidsactive Training Services	
<b>Places available</b>	16	
<b>Closing date</b>	Friday 25 May 2007	
<b>Hospitalities</b>	Refreshments will be provided including a buffet lunch	
<b>Additional requirements</b>	N/A	

## Course outline:

This course looks at the social model of disability, the assumption and values of play, legislation and language and explores ways to overcome possible barriers to inclusion through games. It includes confidence building for new and inexperienced playworkers as well as team building for organisations who seek to include disabled children in their settings.

*Relates to Every Child Matters Outcomes Framework –  
Enjoy & Achieve, Make a Positive Contribution*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team,  
2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Paediatric First Aid

---

<b>Date</b>	Saturday 23 & Sunday 24 June 2007	2 days
<b>Time</b>	10:00 – 16:00 (registration at 09:45)	
<b>Venue</b>	Curriculum and Training Centre – 23 June only Pope's Grotto Hotel – 24 June only	
<b>Target ages</b>	<b>Birth - 8</b>	
<b>Supply cover</b>	Not applicable	
<b>Trainer</b>	Ian Chamberlain	
<b>Places available</b>	16	
<b>Closing date</b>	Friday 25 May 2007	
<b>Hospitalities</b>	Refreshments will be provided including a buffet lunch	
<b>Additional requirements</b>	<ul style="list-style-type: none"><li>• This certificated course requires a compulsory payment of £35, and includes a pocket book and resuscitation pack.</li><li>• Cheques to made payable to London Borough of Richmond upon Thames</li></ul>	

## **Course outline:**

Training in life saving techniques:

- Resuscitation
- Control of bleeding
- Unconscious patient and other conditions
- Paediatric First Aid

**First Aid Certificate valid for three years.**

**Course validated by NCMA and Pre-school Learning Alliance.**

*Relates to Every Child Matters Outcomes Framework – Be Healthy and Stay Safe*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team,  
2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

## Dance in the Foundation Stage

---

<b>Date</b>	Monday 25 June 2007	½ day
<b>Time</b>	13:00-16:00 (registration at 12:45)	
<b>Venue</b>	To be advised	
<b>Target group</b>	All Practitioners in Early Years and Childcare	
<b>Supply cover</b>	Yes if applicable	
<b>Trainer</b>	Denise Casanova	
<b>Places available</b>	24	
<b>Closing date</b>	Friday 25 May 2007	
<b>Hospitalities</b>	Refreshments will be provided	
<b>Additional requirements</b>	N/A	

### Course outline:

- The value of dance as opposed to merely physical activity in young children's experience
- The significance of stories as a basis for dance making
- Good material appropriate for dance making
- Resources and techniques to make practitioners feel confident in their approach to dance

*Relates to Every Child Matters Outcomes Framework –  
Enjoy & Achieve and Make a Positive Contribution*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team,  
2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394



# Introducing Playwork

---

<b>Date</b>	Saturday 30 June, Saturday 07 and Saturday 14 July 2007	3 day
<b>Time</b>	10:00 – 15:00 (registration at 09:45)	
<b>Venue</b>	Curriculum & Training Centre	
<b>Target group</b>	Play Scheme Play workers working in Out of School and Holiday Play Scheme Provisions	
<b>Supply cover</b>	Not applicable	
<b>Trainer</b>	Crechendo	
<b>Places available</b>	24	
<b>Closing date</b>	Friday 25 May 2007	
<b>Hospitalities</b>	Refreshments will be provided including a buffet lunch.	

## Course outline:

### **This course will give delegates the first steps towards a level 2 qualification**

This course is certified and endorsed by Skills Active and includes the Playwork Induction Standard.

- Increasing knowledge and confidence in working with children
- An early understanding of the value of play work and the rewards of a career in childcare
- Fair play – finding out about good relationships and behaviour
- Safe play – finding out about health and safety
- Child protection – keeping children safe
- Play work – a job worth doing

Full attendance at this training will ensure 100% bursary to any delegate enrolling on the NVQ Level 2 Playwork in September 2007.

To receive final certification the trainee must:

- Attend 80% of the sessions. (This is 12.5 of the 15 hours training)
- Complete health & safety risk assessment at the setting
- Demonstrate an increased knowledge of assumptions and values of playwork
- Evidence of 10 hours play work practice signed by supervisor at the setting and the tutor

*Relates to Every Child Matters Outcomes Framework –Enjoy & Achieve, Make a Positive Contribution*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team, 2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Early Years Foundation Stage (EYFS) Briefing sessions

---

<b>Date</b>	Monday 02 July 2007	4 sessions
<b>Time options</b>	09:00 – 11:30, 12:30 – 15:00, 15:30 – 18:00, 18:30 – 21: 00	
<b>Venue</b>	Curriculum and Training Centre	
<b>Target group</b>	All Head Teachers, Managers of Private Voluntary and Independent Settings, Nursery and Reception teachers, Childminders.	
<b>Supply cover</b>	Not applicable	
<b>Trainer</b>	Clare Catt (Independent Education Consultant) and EYATs	
<b>Places available</b>	45 per session	
<b>Closing date</b>	As soon as possible	
<b>Hospitalities</b>	Refreshments will be provided	
<b>Additional requirements</b>	At least one person per setting must attend	

## Course outline:

- Briefing session for the new Early Years Foundation Stage framework.
- Attendees will have an opportunity to view materials.
- Each setting will receive a copy of the new document at this session.

*Relates to Every Child Matters Outcomes Framework –  
Be healthy, Stay Safe, Enjoy & Achieve and Make a Positive Contribution*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team,  
2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Music Matters

---

<b>Date</b>	Tuesday 03 July 2007	Evening
<b>Time</b>	18:30 - 21:00 (registration at 18:15)	
<b>Venue</b>	Curriculum and Training Centre	
<b>Target ages</b>	<b>Birth -5</b>	
<b>Supply cover</b>	Not applicable	
<b>Trainer</b>	Nicola Burke	
<b>Places available</b>	24	
<b>Closing date</b>	Tuesday 05 June 2007	
<b>Hospitalities</b>	Refreshments will be provided	
<b>Additional requirements</b>	N/A	

## Course outline:

This *Music Matters 0-5* course supports both the Birth to Three Matters Framework and the Foundation Stage demonstrating how the Framework and the Curriculum Guidance for the Foundation Stage can be implemented using music.

Songs and musical activities are taught which specifically relate to the four Aspects of the Framework and the six Areas of Learning of the Foundation Stage. No previous musical experience or knowledge is required. The session is workshop style, fun and informative and demonstrates how easily music can be incorporated into Early Years settings.

*Relates to Every Child Matters Outcomes Framework – Enjoy & Achieve, Be Safe, Be Healthy, Make a Positive Contribution and Achieve Economic Well-being*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team, 2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# French for Early Years

---

<b>Date</b>	Wednesday 04 July 2007	1 hour 45
<b>Time</b>	16:00-17:45 (registration at 15:45)	
<b>Venue</b>	Marshgate Primary School	
<b>Target group</b>	Private, Voluntary and Independent Nursery Teachers and Foundation Stage Teachers	
<b>Supply cover</b>	Not applicable	
<b>Trainer</b>	Rebecca Cohen	
<b>Closing date</b>	Wednesday 06 June 2007	
<b>Hospitalities</b>	Refreshments will be provided	
<b>Additional requirements</b>	Priority will be given to delegates in the Central Cluster (Kew, Richmond, Ham & Petersham)	

**Course outline:**

A taster session introducing the 'Hocus & Lotus' system which aims to immerse children in French story telling

*Relates to Every Child Matters Outcomes Framework –  
Enjoy & Achieve*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team, 2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Birth to Five

## The Incredible Learning Journey

---

<b>Date options</b>	<ul style="list-style-type: none"><li>• Thursday 05 July 2007</li><li>• Friday 06 July 2007</li></ul>	1 day
<b>Time</b>	10:00 – 16:00 (registration at 09:45)	
<b>Venue</b>	Curriculum and Training Centre	
<b>Target ages</b>	<b>Birth - 5</b>	
<b>Supply cover</b>	Yes if applicable	
<b>Trainer</b>	Katharine Finkill	
<b>Places available</b>	24	
<b>Closing date</b>	Thursday 07 June 2007	
<b>Hospitalities</b>	Refreshments will be provided including a buffet lunch	
<b>Additional Information</b>	Please bring a selection of creative materials with you	

### Course outline:

This interactive course supports sections 3,4 & 5 of Quality Counts, but can also be delivered to settings not working towards accreditation and explores:

- The importance of spontaneous and planned play in the early years
- Why creativity, exploration and experiential learning are important to the child
- Ways in which supporting adults can engage in children's play, including role of the key person
- How to offer a rich variety of developmentally appropriate, flexible play experiences and resources to meet the needs of young children
- Practical play experiences linking children's learning to play in both indoor and outdoor environments, including supporting children's maths and literacy skills
- Observation, evaluation and reflective practice.

*Relates to Every Child Matters Outcomes Framework – Be Healthy, Stay Safe, Enjoy & Achieve, Make a Positive Contribution and Achieve Economic Well-being*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team, 2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Allergies and Food

---

<b>Date</b>	Saturday 07 July 2007	½ day
<b>Time</b>	09:30 – 11:30 (registration at 09:15)	
<b>Venue</b>	Curriculum and Training Centre	
<b>Target ages</b>	All children	
<b>Supply cover</b>	Not applicable	
<b>Trainer</b>	FutureWorks	
<b>Places available</b>	24	
<b>Closing date</b>	Friday 08 June 2007	
<b>Hospitalities</b>	Refreshments will be provided	
<b>Additional requirements</b>	N/A	

## Course outline:

Join this session and we will consider the differences between allergies and intolerances:

- We will consider the 3 main food intolerances, wheat, milk and egg
- In partnership with parents we will consider how to meet the needs of children with in
- We will also explore menu ideas

If you have a child with a food intolerance who does not fit into the above categories, call Alison on 020 8891 7215 and the trainer will accommodate this in the session

*Relates to Every Child Matters Outcomes Framework – Be Healthy and Stay Safe*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team, 2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Multicultural Diets and Food

---

<b>Date</b>	Saturday 07 July 2007	½ day
<b>Time</b>	12:00 - 14:00 (registration at 11:45)	
<b>Venue</b>	Curriculum and Training Centre	
<b>Target ages</b>	All children	
<b>Supply cover</b>	Not applicable	
<b>Trainer</b>	FutureWorks	
<b>Places available</b>	24	
<b>Closing date</b>	As soon as possible	
<b>Hospitalities</b>	Refreshments will be provided	
<b>Additional requirements</b>	This course is one of three modules around "Food". You can enrol on all three or on each individually	

## Course outline:

- We will consider the importance of food in a multicultural society
- We will look at the important role parents can play in providing menu idea, cooking tips and cultural guidance
- Includes parent guest speaker

*Relates to Every Child Matters Outcomes Framework – Be Healthy, Enjoy & Achieve and Make a Positive Contribution*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team, 2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394

# Playmania

---

<b>Date</b>	Saturday 14 July 2007	1 day
<b>Time</b>	09:30 – 16:30 (registration at 09:15)	
<b>Venue</b>	Curriculum and Training Centre	
<b>Target ages</b>	<b>5 - 14</b>	
<b>Supply cover</b>	Not applicable	
<b>Trainer</b>	Common Threads	
<b>Places available</b>	30	
<b>Closing date</b>	Friday 15 June 2007	
<b>Hospitalities</b>	Refreshments will be provided including a buffet lunch	
<b>Additional requirements</b>	N/A	

## Course outline:

**Playmania** is a fun-packed day of trying out new 'arts & crafts' type of activities – but be prepared for some surprises! There are plenty of things that go 'fizz bang', such as bottle rockets and exploding canisters, plus loads of paper plate ideas, things to make and do with a global theme and kitchen crafts. Activities covered are more suited to children over 5 though many of the ideas can be adapted for younger children. Each setting that attends will be given a **free** copy each of **Activities on a Plate and Global Glue** – more details on [www.commonthreads.org.uk](http://www.commonthreads.org.uk)

*Relates to Every Child Matters Outcomes Framework – Enjoy & Achieve*

**Please return booking form to:** Training Bookings, Early Years & Childcare Team, 2<sup>nd</sup> Floor, Regal House, London Road, Twickenham, TW1 3QB. Tel: 020 8831 6394



## **Trainer Biographies**

### **ALI MCCLURE**

Ali McClure has been working in Education for many years, mostly in the Primary age range and Early Years. Ali spends much of her time in schools and nurseries. She trains teachers and runs workshops in Surrey, Richmond, Merton and for Kingston University. Her years in the classroom focused on her specialist subjects of Music and French. In Deputy Headship she became passionately involved in supporting children with challenging behaviour and their families. Ali is now applying this passion to the Extended Schools Project. With a young family of her own, Ali continues to learn from them every day!

Ali writes and runs original workshops in many aspects of Education including Music, Behaviour Management and Parenting. Her portfolio encompasses subjects from 'Behaviour, Consequences and Discipline' through to 'Positive Power', 'The Language of Good Behaviour' and 'Music from Storybooks'. Ali's work on 'Making it Better for Boys', has been enthusiastically received in conferences and workshops by teachers, out of school networks, nursery settings, childminders and parents alike. With her children's songs now published, the next challenge for Ali is to write the books to accompany her workshops.

Ali's work inspires and empowers those who care about children, emphasising enjoyment and positive relationships for their learning and their future.

### **CHERYL BROCKBANK**

I qualified in 1996 with my NNEB then my ADCE in 2001. I started my childcare career by working for two families as a nanny for four years. I then moved to a Family Centre in Redhill where I worked as a family support worker, my main focus was working with children who had been abused in one way or another and I carried out programmes of play therapy with them.

I then worked in a Family centre in Richmond as a key worker to many children within the nursery who had been referred for various reason. I worked on assessment reports and parenting programmes, some of which contributed to Social Worker reports for court proceedings.

For the last three years I have been a Senior childminding Support Officer for the London Borough of Merton. I support childminders through Quality Assurance. I am a qualified teacher of adult education.

### **CHERRY BAKER**

Cherry Baker is an experienced early years teacher and was an Early Years Advisory Teacher in Richmond for 5 years. She is currently Deputy Head of the nursery school in Richmond's Early Excellence Centre, Windham a Partnership for Children. Cherry regularly contributes to local foundation stage training programmes, is a guest lecturer on early years subjects at Roehampton and Brunel universities, and an NVQ Assessor. She believes that learning in the early years should be active, interesting and fun for children and adults alike.

## **CHRIS RIPLEY**

I am Chris Ripley and have been tutoring childcare courses since 1997. I have the PCET certificate in Education for post 16's. I have been a registered childminder for 23 years and have also worked for the National Childminding Association in Surrey for 9½ years. I am a great believer that training and qualifications have gone a long way to improving the quality of childcare and have worked hard to establish a training programme which supports childcare practitioners, and is offered at times and localities which suit their working arrangements. I am currently teaching the new Diploma in Home-based Childcare course at Guildford College alongside this programme.

## **COMMON THREADS**

Has been supporting people who work in children's play for 12 years. The name 'Common Threads' refers to the links between childhood and adulthood, between play, development and therapeutic benefits, and also to the links between the different types of settings in which adults and children spend leisure time together.

The Common Threads team is made up of a great range of people who believe passionately in the importance of play in children's lives.

- Courses are developed in order to *meet the needs of the sector* by experienced practitioners (basically if we haven't done it ourselves, we ain't training it!)
- We recruit our trainers as much for their *passion for play* as their ability to communicate it

All of our training is developed and evaluated on 5 consistent objectives. Whatever the level, all of our courses aim to help participants to;

- Develop their *skills*
- Improve their *knowledge*
- Examine their *attitudes*
- Develop their *reflective practice*
- Increase their *confidence*

This means that by the end of our courses, participants should be able to leave with new techniques for achieving good practice underpinned by the theory to explain why it works. They should also feel good about themselves and the training course!

## **EVA TUTCHELL**

Eva Tutchell had many years' experience as a teacher and Head of Department before the post she held for 13 years as advisory teacher for staff development and equal opportunities in Berkshire. She also spent 4 years at Southampton University where she was responsible for setting up and running the Gender Module on the MA Ed course.

Eva now works as a freelance consultant, providing courses on managing behaviour, citizenship, stories in the early years and managing the workload. Her main commitment is supporting Advanced Skills Teachers in three local authorities.

## **IAN CHAMBERLAIN**

I was born to a family of two brothers and one sister in a small mining village called Huthwaite in Nottinghamshire, near junction 28 of the M1, my Father a coal miner and my Mother a shop worker, part-time and full time mum. I left school at 16 and followed in my Fathers footsteps and became a Coal Miner starting work as an apprentice at Welbeck Colliery in North Nottinghamshire. I took my full first aid qualification here at 16 and have held this ever since without break, not realising that at the time it would come in useful later and also the link into the fact that the award was via St John.

Left the coal mines in 1994 and started to work in leisure, gyms and pools, I started teaching here, first leisure then lifesaving and then lifeguarding. I went on to supervisor level and then moved to London in 2000 to take a position as a facility manager for Hammersmith and Fulham council. It was here I started to teach first aid after taking my instructor award, firstly teaching to the lifeguards then teaching paediatric first aid to the councils early years department. It was here that a contact was made to Richmond and the courses started around four years ago, firstly under Debbie's contact. I have also since taken several courses too for Hounslow NCMA at Feltham.

I left leisure in 2003 after a short spell for Aquaterra in North London, taking the plunge into full time teaching, firstly for myself only then joining St John, London District (Prince of Wales). I taught first aid as well as health & safety for two year, I took my first professional H&S qualification here and left here in 2005 after having to use my holidays to take my exams!

I now teach for HSS hire shops as the southern regional trainer, training staff and customers in scaffolding, abrasive wheels, steps and ladders, etc and importantly first aid which is St John franchised.

I have had real life experience in first aid, some of which in the coal mines would make your hair curl! But as I always say to all on the course all I ever ask is that you try to help, it will always make a difference. During teaching we always have a laugh and this helps the time go faster, even I get a little tired of working at weekends sometimes! The weirdest question I was asked was while teaching for St John, two hairdressers that were on a one day first aid course asked when they were going to get chance to use their scissors to perform a tracheotomy!! They had seen this on ER or Casualty and had even brought their scissors so they could practice!! What is it they say about hair dressers?

Hope to see you all soon.

### **JANE WHITWORTH**

I have a diploma from the Drama Centre, London and worked for many years as the Head of Acting and Productions in a drama school and also taught elsewhere in FE. I have run my own drama and music groups for children from two years upwards. I worked with an LEA in primary schools to develop a TIE programme investigating various anti-social problems, eg racism, stealing, bullying and graffiti.

I work as an educational consultant for various LEA's running inset days for teachers and other professionals. My areas of expertise are creative learning, bringing stories to life and the use of drama techniques including puppets, in personal and social education.

I run workshops for educational professionals on self development and stress management and have recently been involved in a longer term project addressing particular relationship problems within a school.

### **JASMINE PACH**

I provide inspiration through training days and workplace support so that adults free up their thinking around children and play. I provide practical ideas that can be easily implemented indoors and out, at school and at home.

I help families to make sense of spontaneous play in the home and understand the value of it, particularly rough and tumble play and how this supports bonding and development. I look at the ways adults might inadvertently get in the way or shut the process down.

### **JULIE HOGBIN**

Julie trains in all areas of management development. She works with new managers to increase their confidence and awareness and also enjoys working with experienced managers to enhance existing skills. Julie trains a range of management topics including appraisal interviewing, supervision skills, managing change, coaching and managing conflict.

Working in a consultancy role, Julie supports organisations with team development and works with individuals to increase personal awareness and efficiency through coaching.

Julie joined us in March 2004. She is an experienced management development specialist who has worked within training in both the public and private sectors for the previous 13 years. The three years before joining LEVELheaded were spent as an independent trainer working with organisations such as The Co-operative Group, Pricewaterhouse Coopers and The Department of Work and Pensions

### **NICOLA BURKE**

Nicola Burke is an Early Years Music Specialist and has written and delivered *Music Matters* courses for various networks of the National Childminding Association and for various Early Years and Childcare Services across the country. The *Music Matters* courses support both the Birth to Three Matters Framework and the Foundation Stage; demonstrating how the Framework and the Curriculum Guidance for the Foundation Stage can be implemented using music. They also demonstrate how music can encourage all aspects of child development.

Nicola studied Theatre, including Theatre in Education at Royal Holloway University of London. Nicola plays the piano, keyboard and trumpet and has performed in various orchestras and bands both nationally and internationally. Nicola has been

teaching music since 1998 and in 2002 she began instrumental teaching at a special needs school and worked with a pre-school music company delivering music sessions for early years aged children.

Nicola has been working for Music Fusion, a Youth Music Action Zone since 2003 as an Early Years Music Leader, Trainer, Composer, Writer and Researcher. Music Fusion commissioned Nicola and two other Early Years Music Leaders to write an accredited course in Music for Early Years. The commission also involved the writing of a book titled *The Guide to Music for 0-3 Years* which comes with an accompanying CD.

### **PHILLIPA BURGE**

Pippa is a Dietician and Registered Nutritionist employed by Kingston Hospital and works across both local boroughs of Kingston and Richmond. One of her many roles is to provide training to Kingston, Merton and Richmond Healthy Schools Scheme and advise on the nutritional quality and monitoring of school meals. She produced the Food and Nutrition Guide for primary schools with support from local teachers and parents. On a freelance basis Pippa has provided training to Wandsworth Early Years and Childcare Service as well as Kingston's Early Years Conference.

### **WENDY GREGORY**

Wendy Gregory is a counselling psychologist with several years teaching experience. She offers counselling services in a number of schools, as well as a range of one day training workshops which she has delivered through schools, local authorities and educational companies. She can design training on practically any aspect of psychology, mental health or child development.

### **CRECHENDO PLAYWORK TRAINERS**

Crechendo trainers are all occupationally competent, all still have an active input in playwork schemes either after school or holiday schemes, all have Level 2 and 3 playwork qualifications. Crechendo Training as an organisation who only employ occupationally competent trainers.

### **DENISE CASANOVA**

After primary teaching and advisory work in primary & arts education, Denise Casanova moved to the USA for 8 years, where she continued to provide scripts for BBC Radio Dance programmes for the primary age range, including EAL and Early Years.

In the USA she was appointed to the Roster of Artists for the Texas Commission on the Arts (equivalent to UK Arts Council), and served as Artist -Educator at the San Antonio Museum of Art.

In the USA she provided teacher in-service training and outreach to schools, and worked as a freelance artist/educator/researcher for a number of San Antonio arts organisations, including researching the state of arts education in San Antonio schools, publishing a report: 'The Arts Dynamic' (Casanova & Merriam, 2002). On returning to the UK in 2002 she took horticulture and garden design training, with a view to supporting schools to develop their outdoor learning potential, in addition to providing arts inset.

She co-authored 'First Hand Experience: What Matters to Children' (2005: Rich, Casanova, Dixon, Drummond, Durrant, & Myer), which was in The Times Educational Supplement Book of the Week, June 05, and with her co-authors provides conferences to authorities and schools.

She is currently the Artist-Educator at the Fitzwilliam Museum, University of Cambridge, where she teaches people of all ages. She is passionate that, like Matisse, '...we have to nourish our feeling, and can only do so with materials derived from the world around us....' especially if we are to be imaginative, creative individuals.

## **BONNY ROBINSON**

Bonny Robinson is a Senior Accredited Portage Trainer with the National Portage Association (NPA) and had been delivering Portage training to early years groups and parents for many years. She is a senior trainer with the NPA on their Training for Trainers Course and was part of the team which wrote the original Portage Basic Workshop Course and in 2004, the team which reviewed and updated the same course. Her background is in early years education, initially in main stream settings, but since the late 70s her focus has been on working with families with pre school children with additional educational needs and/or disabilities.

She has set up/supported the development of many Portage services up and down the country, both as an independent Consultant and currently, in her role as Portage Development Consultant for the NPA/DfES Project. Portage Home Visiting has always been Bonny's first love and she is fortunate that she is still able to undertake this role with one family on a voluntary basis with a local Portage Service. Bonny has also worked with Unicef, Save the Children and VSO as a Consultant to Early Years' Projects in Lithuania, Latvia, Macedonia, Belarus, Moscow and Eastern Russia.

**Curriculum and Teachers' Centre  
Location and Directions**

Address: Clifden Road, Twickenham, TW1 4LT  
Telephone: 020 8831 6370 Fax: 020 8831 6383

The Curriculum and Teachers' Centre is located in central Twickenham, within easy walking distance of Twickenham mainline railway station. It is half a mile from the A316, which connects to the M3 and is 10 miles from M25. We are close to Richmond town centre and the River Thames.



[Location map](#) (from Multimap.com)

There are 'Pay and Display' parking facilities at Holly Road and meters in Clifden Road and Cophall Gardens. There is limited parking available at the centre.

Twickenham Railway Station is about ten minutes' walk away, offering direct access to and from Waterloo Station.

Bus services to Twickenham from:

Richmond	90	H22	R70	290	33	490
Hampton	R70					
Kingston	281					
Hounslow	110	281				
Staines	290					
Chiswick	267					



Travel Information for Visitors to

## WINDHAM — A PARTNERSHIP FOR CHILDREN

### Richmond's Early Excellence Centre

**Address:** Windham Road, Richmond Surrey TW9 2HP

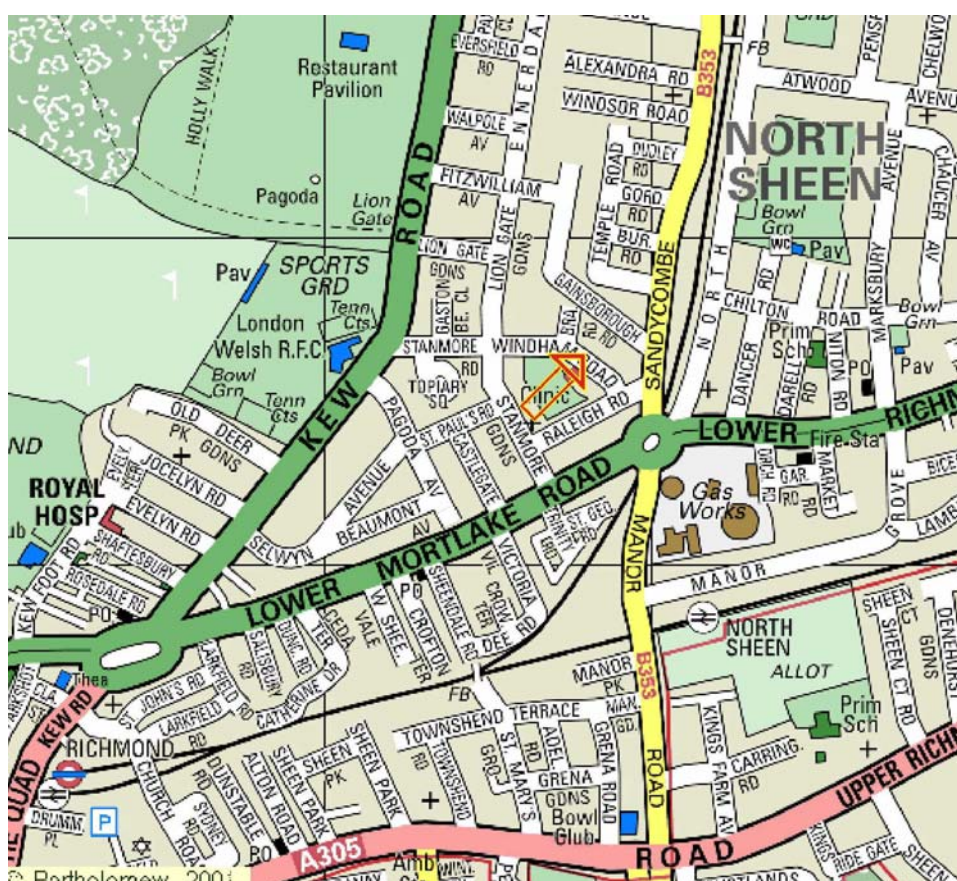
**Telephone:** 020 8831 6060 **Fax:** 020 8831 6305

**Bus Services:** 391 (Sandycombe Rd) R70, R68, 490 (Lower Mortlake Road)

**Stations:** North Sheen (5 mins walk), Richmond (20 mins walk)

**Parking:** Windham is in a Controlled Parking Zone (CPZ) Zone N and there is no off-road car park at the Centre. Parking restrictions apply in Windham Road from **10 a.m. – 4:30 p.m.** Monday to Saturday throughout the year. You can park in marked bays on the Windham side of the road with a Pay and Display ticket which can be purchased from the machine located on the park side of the main entrance to Windham. Parking costs 30p for 30 minutes (maximum 4 hours) and your ticket will register from 10 a.m. even if purchased before that time. Roads adjoining Windham in the Kew direction are in CPZ Zone KB and restrictions apply only between **10 a.m. and 12 noon** from Monday to Friday. If you have to park at Windham for the whole day we suggest you purchase a ticket to park in Windham Road from 10 – 12 noon, then move your car to the ample free parking places in nearby Ennerdale Road.

**Training room:** The training room is located on the first floor with lift access for people with disabilities. Please report to Reception on arrival.





## Chestnuts Pre-school & After School Club

Salvation Army Hall  
May Road  
Twickenham  
(Off Twickenham Green)

There are 'Pay and Display' parking facilities at Holly Road and meters in Clifden Road and Copthall Gardens. There is limited parking available at the centre. Off Twickenham Green and opposite Archdeacon Cambridge CE Primary School.

Strawberry Hill Railway Station is about 10 minutes walk away and

Twickenham Railway Station is about 20 minutes walk

Bus services to Twickenham from:

Richmond	90	H22	R70	290	33	490
Hampton	R70					
Kingston	281					
Hounslow	110	281				
Staines	290					
Chiswick	267					

## Travel Information for Visitors to Pope's Grotto Hotel – Twickenham

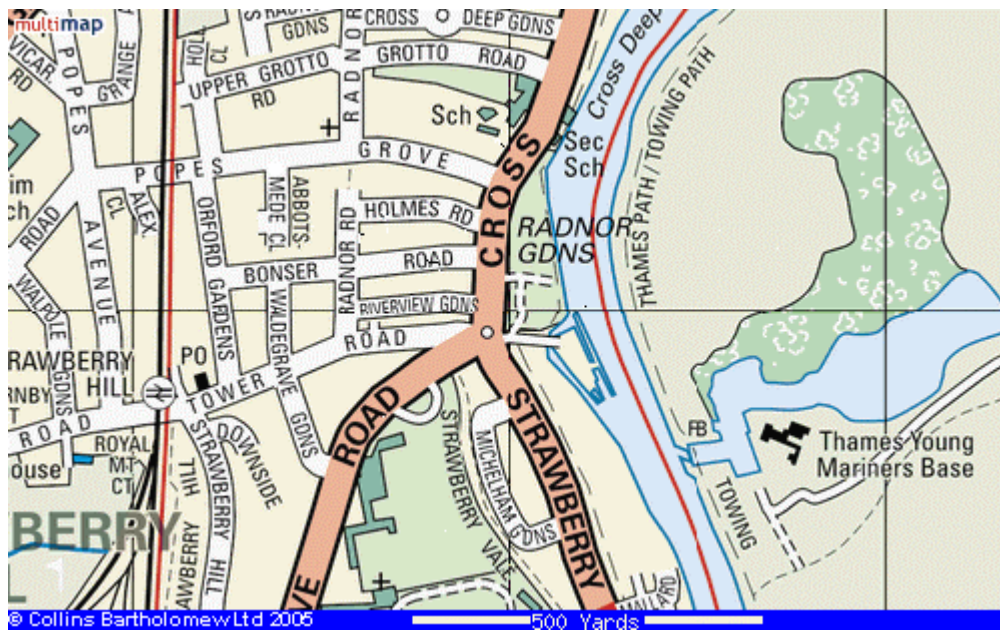
**Address:** Cross Deep, Twickenham, Middlesex, TW1 4RB

**Telephone:** 020 8892 2758 **Fax:** 020 8892 2758

**Bus Services:** R68 and 33

**Stations:** Strawberry Hill is a 10 minute walk away

**Parking:** Heading south from Twickenham town centre the hotel is on your right: the entrance to the front car park is from Holmes Road, on your right immediately after the hotel; the entrance to the rear car park and underground car park, with lift access to the hotel, is from Popes Grove, on your right immediately before the hotel.



## Travel Information for Visitors to Richmond Adult Community College – Clifden Site

**Address:** Clifden Road, Twickenham, TW1 4LT

**Telephone:** 020 8891 5907 **Fax:** 020 8332 6560

**Bus Services:** Route Buses: H22, 33, R68, R70, 281, 290  
Mobility buses: 904, 942, 967

**Stations:** Direction to Clifden from Twickenham

Come out of the station and go over the road using the crossing straight ahead. Turn left and follow the bridge down to the Cabbage Patch pub, then turn right into Station Road and follow the road around keeping the railway line on your right. Clifden Road is the second turning on your left and the Clifden site is immediately to your right hand side.

**Parking:** There is a car park available for students on site, please note that space is limited and the College does not undertake to guarantee car parking for students. Meters are available and there is a public car park in Holly Road, Twickenham.



## Travel Information for Visitors to York House – Twickenham

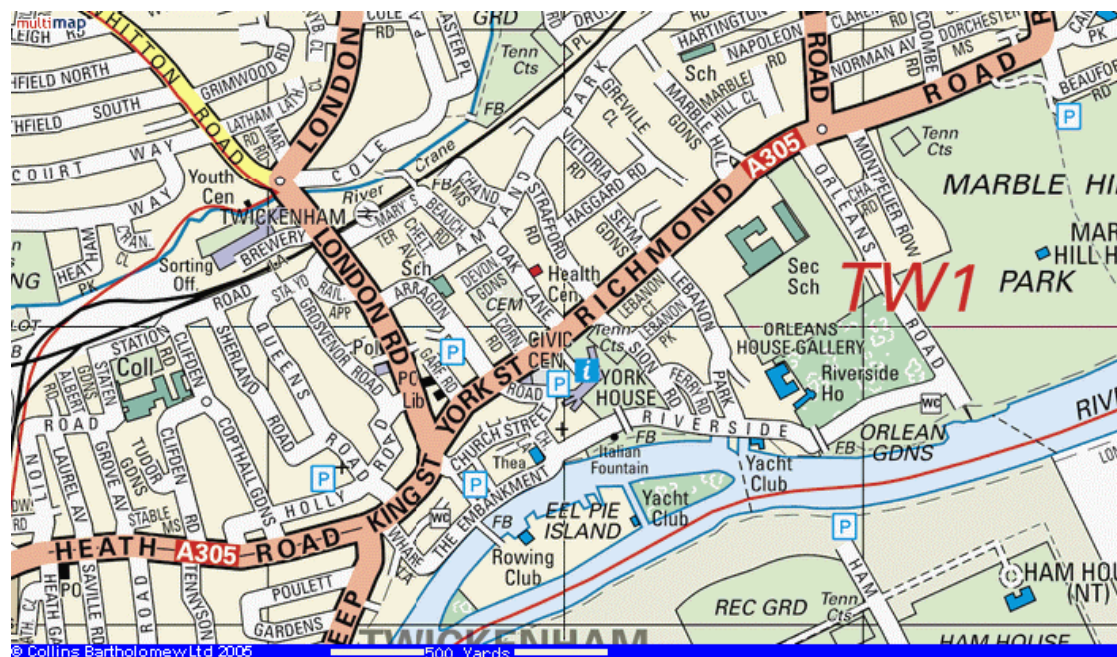
**Address:** Richmond Road, Twickenham, TW1 3AA

**Telephone:** 020 8831 6108 **Fax:** 020 8 891 7939

**Bus Services:** from Richmond Station - Route 33, R70 and H22

**Stations:** Twickenham Station is about a 5 minute walk away

**Parking:** There is a pay and display car park next to Waitrose in Twickenham



Darrell Primary School  
Darrell Road  
Richmond  
Surrey TW9 4LQ

Telephone: 020 8876 6721

Buses 190, 490, 391, H22, 419, R70 and R68 all stop within a few minutes walk of the school.

The closest British Rail station is NORTH SHEEN and nearest underground stations are Richmond and Kew Gardens.

Niton Road (with the main entrance) is a turning off Lower Richmond Road (A316). Parking is available in the streets around school.

East Sheen Primary School  
Upper Richmond Road West  
London SW14 8ED

Telephone: 020 8876 7484

The school is directly on the 33 and 337 bus routes. Nearest BR stations are Barnes and Mortlake.

There is limited visitor vehicle and bicycle parking on the school site by prior arrangement through the school office. We do not currently have facilities for bicycle storage for pupils.

Trafalgar Early Years Centre  
Meadway  
Twickenham  
TW2 6PY  
Telephone: 020 8894 5729

Buses H22, 490 go to the Meadway site. R90 is a slightly longer walk to Meadway site.

Marshgate Primary School  
Queens Road  
Richmond  
TW10 6HY  
Telephone: 020 8332 6219

Buses: 337,493 ,33 and R70. Nearest Station is North Sheen, which is a short walk away from the School

Richmond upon Thames Council for Voluntary Services  
1 Princes Street  
Richmond  
Surrey  
020 8255 8500

Buses: 33, 65, 190, 290, 337, 371, 391, 485, 490, H22, H37, R68, R69, R70  
Nearest Train stations is Richmond BR and Richmond underground (district line)

## Booking Forms

**Please use a separate booking form for each course and print your details clearly in BLOCK CAPITALS.** Six copies are included in this programme – please copy more as required. Identify the number of places required and check that you are returning the booking form to the correct training organiser.

**You can also submit your booking forms via the web. Please navigate to the following website to access the on-line booking form process: [www.richmond.gov.uk/earlyyearstraining](http://www.richmond.gov.uk/earlyyearstraining) . On-line bookings only apply to Early Years courses. You will be given a reference number as soon as you have submitted your booking forms on-line. This reference number indicates that Early Years have received your booking form. It does not guarantee that you have a place.**

Courses are organised by different agencies; check on the flyer to ensure that you return the booking form to the correct organiser. All course details include a closing date for applications.

If you are unable to attend a training course on which you have booked, please contact either Alison or Janita as soon as possible. If neither is available please contact the Early Years Training Department. A confirmation letter of cancellation will be sent to you.

We will monitor non-attendance at training and if your setting has three or more cancellations that have been made less than three days before the session, over the term we will invoice you for £75 to cover the cost of administering the cancellations. Please let us know if you are unable to attend, either in writing or by phone. Messages can be left on the Voicemail, which is checked daily.

For courses organised directly by the Early Years & Childcare Team, **confirmation of bookings will be sent out 21 days prior to the course start date.** Places are allocated on a first come, first served basis, unless otherwise indicated. You will be contacted by phone if you are not successful in gaining a place on a course.

These courses are now being offered to **all** those working with children in the London Borough of Richmond upon Thames. This reflects the Partnership's commitment to delivering joined-up and consistent services for children and young people.

Most courses organised by Playgroup Network Richmond (PNR) require no booking forms. For more information, or to check availability and course details, contact PNR on 020 8891 3882.

**For information about course availability, please check course flyer for organiser.**

### Contact Details:

Early Years Training	-	Janita or Alison Tel: 020 8831 6394 or 020 8891 7215
Playgroup Network Richmond	-	Tel: 020 8891 3882

## Booking Form – Summer 07 courses

<b>Name of Course:</b>	
<b>Course Date:</b>	<b>Position Held:</b>

Please reserve  place(s) on the above course.

<b>Name(s):</b>  <u>PLEASE PRINT</u> <u>CLEARLY IN BLOCK</u> <u>CAPITALS</u>	
<b>Organisation/ Name of Setting:</b>	
<b>Address in full:</b>   <b>Postcode:</b>	
<b>Contact telephone number:</b>  <b>E-Mail:</b>	
<b>Special dietary or other requirements</b> (please specify)	

<b>Please return to:</b>	For details please refer to individual course/workshop flyer
--------------------------	--

**Important notes for applicants:**

- All one day and short courses must be booked in advance of the course date
- Confirmation letters will be posted to successful applicants 21 days before the course date
- Unsuccessful applicants will be contacted by telephone
- Course cancellation policy: We will monitor non-attendance at training and if your setting has three or more cancellations that have been made less than three days before the session, over the term we will invoice you for £75 to cover the cost of administering the cancellations.

**Data Protection Act 1998:**

The Early Years & Childcare Team may share this information with the Department for Education and Skills for administrative, statistical and research purposes. It will also be used to monitor learners and for follow up purposes.





## Booking Form – Summer 07 courses

<b>Name of Course:</b>	
<b>Course Date:</b>	<b>Position Held:</b>

Please reserve  place(s) on the above course.

<b>Name(s):</b>  <u>PLEASE PRINT</u> <u>CLEARLY IN BLOCK</u> <u>CAPITALS</u>	
<b>Organisation/ Name of Setting:</b>	
<b>Address in full:</b>   <b>Postcode:</b>	
<b>Contact telephone number:</b>  <b>E-Mail:</b>	
<b>Special dietary or other requirements</b> (please specify)	

<b>Please return to:</b>	For details please refer to individual course/workshop flyer
--------------------------	--

**Important notes for applicants:**

- All one day and short courses must be booked in advance of the course date
- Confirmation letters will be posted to successful applicants 21 days before the course date
- Unsuccessful applicants will be contacted by telephone
- Course cancellation policy: We will monitor non-attendance at training and if your setting has three or more cancellations that have been made less than three days before the session, over the term we will invoice you for £75 to cover the cost of administering the cancellations.

**Data Protection Act 1998:**

The Early Years & Childcare Team may share this information with the Department for Education and Skills for administrative, statistical and research purposes. It will also be used to monitor learners and for follow up purposes.



## Booking Form – Summer 07 courses

<b>Name of Course:</b>	
<b>Course Date:</b>	<b>Position Held:</b>

Please reserve  place(s) on the above course.

<b>Name(s):</b>  <u>PLEASE PRINT</u> <u>CLEARLY IN BLOCK</u> <u>CAPITALS</u>	
<b>Organisation/ Name of Setting:</b>	
<b>Address in full:</b>   <b>Postcode:</b>	
<b>Contact telephone number:</b>  <b>E-Mail:</b>	
<b>Special dietary or other requirements</b> (please specify)	

<b>Please return to:</b>	For details please refer to individual course/workshop flyer
--------------------------	--

**Important notes for applicants:**

- All one day and short courses must be booked in advance of the course date
- Confirmation letters will be posted to successful applicants 21 days before the course date
- Unsuccessful applicants will be contacted by telephone
- Course cancellation policy: We will monitor non-attendance at training and if your setting has three or more cancellations that have been made less than three days before the session, over the term we will invoice you for £75 to cover the cost of administering the cancellations.

**Data Protection Act 1998:**

The Early Years & Childcare Team may share this information with the Department for Education and Skills for administrative, statistical and research purposes. It will also be used to monitor learners and for follow up purposes.



## Booking Form – Summer 07 courses

<b>Name of Course:</b>	
<b>Course Date:</b>	<b>Position Held:</b>

Please reserve  place(s) on the above course.

<b>Name(s):</b>  <u>PLEASE PRINT</u> <u>CLEARLY IN BLOCK</u> <u>CAPITALS</u>	
<b>Organisation/ Name of Setting:</b>	
<b>Address in full:</b>   <b>Postcode:</b>	
<b>Contact telephone number:</b>  <b>E-Mail:</b>	
<b>Special dietary or other requirements</b> (please specify)	

<b>Please return to:</b>	For details please refer to individual course/workshop flyer
--------------------------	--

**Important notes for applicants:**

- All one day and short courses must be booked in advance of the course date
- Confirmation letters will be posted to successful applicants 21 days before the course date
- Unsuccessful applicants will be contacted by telephone
- Course cancellation policy: We will monitor non-attendance at training and if your setting has three or more cancellations that have been made less than three days before the session, over the term we will invoice you for £75 to cover the cost of administering the cancellations.

**Data Protection Act 1998:**

The Early Years & Childcare Team may share this information with the Department for Education and Skills for administrative, statistical and research purposes. It will also be used to monitor learners and for follow up purposes.



## Booking Form – Summer 07 courses

<b>Name of Course:</b>	
<b>Course Date:</b>	<b>Position Held:</b>

Please reserve  place(s) on the above course.

<b>Name(s):</b>  <u>PLEASE PRINT</u> <u>CLEARLY IN BLOCK</u> <u>CAPITALS</u>	
<b>Organisation/ Name of Setting:</b>	
<b>Address in full:</b>   <b>Postcode:</b>	
<b>Contact telephone number:</b>  <b>E-Mail:</b>	
<b>Special dietary or other requirements</b> (please specify)	

<b>Please return to:</b>	For details please refer to individual course/workshop flyer
--------------------------	--

**Important notes for applicants:**

- All one day and short courses must be booked in advance of the course date
- Confirmation letters will be posted to successful applicants 21 days before the course date
- Unsuccessful applicants will be contacted by telephone
- Course cancellation policy: We will monitor non-attendance at training and if your setting has three or more cancellations that have been made less than three days before the session, over the term we will invoice you for £75 to cover the cost of administering the cancellations.

**Data Protection Act 1998:**

The Early Years & Childcare Team may share this information with the Department for Education and Skills for administrative, statistical and research purposes. It will also be used to monitor learners and for follow up purposes.



