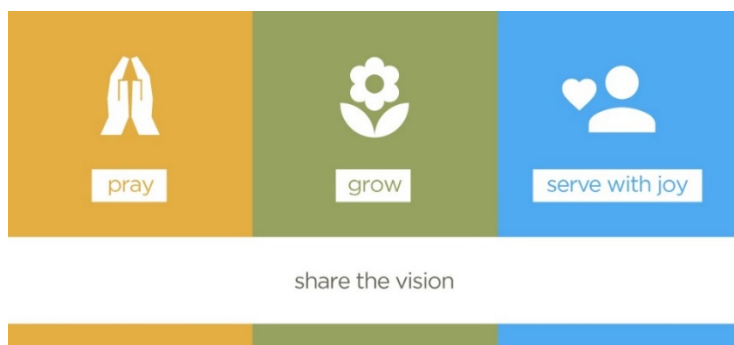


Exeter Diocesan Board of Education



Training and Continuing Professional Development (CPD) Prospectus, 2018/19

CEOs, Headteachers, Staff, Directors and Governors of Church and Community Schools



Foreword

May 2018

Dear Colleague,

I am delighted to be able to offer you all, school staff, governors and directors, this 'Training and Continuing Professional Development Prospectus' for 2018-19.

As you may know, over the last year there has been significant restructuring of our Diocesan Education team (current team shown below). We have been listening to school and academy leaders and are responding to what you have told us you require as well as taking into account national developments in education. We do value your feedback and use this to shape and improve our service.

We can offer genuine expertise in a number of areas including Christian distinctiveness, school vision, RE teaching and leadership, Collective Worship, SIAMS preparations, British values, parishes and schools working together, admissions, governance and clerking. It is increasingly important that school, academy and governance personnel are outwards looking in what is an ever evolving educational environment. Through our own collaborative work with schools/academies, Teaching Schools, Local Authorities, MATs and Higher Education Institutions, we aim to help you to enhance the knowledge and skills of your teams, keep up to date with developments and share best practice so that together we can serve our communities effectively.



John Searson
Diocesan Director of Education

The Education Team



From top left to right, lower left to right

General contact details

Telephone: 01392 294950

Email: education@exeter.anglican.org

Website: www.exeter.anglican.org

Address: The Old Deanery,
The Cloisters,
Exeter,
EX1 1HS.

John Searson	Diocesan Director of Education	john.searson@exeter.anglican.org
Sue Lockwood	Diocesan Deputy Director of Education	sue.lockwood@exeter.anglican.org
Ed Pawson	Education Adviser and SIAMS manager	ed.pawson@exeter.anglican.org
Tatiana Wilson	Education Adviser - Projects and Vulnerable Pupils	tatiana.wilson@exeter.anglican.org
Christina Mabin	Education Adviser - School Organisation, Governance and Admissions	christina.mabin@exeter.anglican.org
Sarah Owen	Education Officer - Compliance, Support & Communications	sarah.owen@exeter.anglican.org
Fran Bradley	Education Officer - Training & Traded Services	fran.bradley@exeter.anglican.org
Liz Thomas	Education Team Administrator	education@exeter.anglican.org

Diocesan Training and CPD Costs

For all Diocesan training and Continuing Professional development (CPD) events, our standard rates as shown below apply, unless otherwise stated. VAT is not included.

Diocesan training and CPD events	Standard rate per person	Reduced rates per person: <i>(for schools that have subscribed to the SLA* 2018/19)</i>
Staff	£150	£100 (£75 for 2nd delegate from the same single school or single academy)
Governor	£80	£60 (£40 for 2nd delegate from the same single school or single academy)

*For more information about subscribing to the Service Level Agreement (SLA) please email Fran.bradley@exeter.anglican.org You will then receive the details of a range of services which are included for schools who subscribe, and the associated costs.

Bespoke Training Costs

INSET DAYS*	SLA	Non SLA
Bespoke inset training day	£375	£475
Improving the quality of Collective Worship	£375	£475
Developing your Character Education and Christian values across your school	£375	£475
The Church of England's Vision for Education and the development and articulation of your own school vision.	£375	£475
<i>* Inset day costing for single schools. If you wish to hold a joint inset day with another school, this can be arranged. Depending on the number of additional schools and staffing, the cost may increase. Please ask for details.</i>		
STAFF TRAINING	SLA	Non SLA
Bespoke in school training* (2 hour twilight session). <i>* Costing for single school. If you wish to hold a joint inset day with another school, this can be accommodated. The cost may increase. Please ask for details.</i>	£165	£195
GOVERNANCE TRAINING	SLA	Non SLA
Bespoke in-school Training (2 hour twilight session). <i>Bespoke training for governance is available as part of the SLA subscription. Alternatively please contact us to discuss bespoke training for all levels of governance.</i>	£165	£195
Thinking Governance Module <i>Programme developed by the Education Office of the Church of England to contribute to better governance by enabling boards to consider their school strategy. 4 separate module available at £165 / £195 each. As part of the Service Level Agreement, governing bodies/boards of directors will be entitled to Module One of the Thinking Governance programme. Module 1 is about creating an opportunity for the whole governing body to look at 'the bigger picture' and vision for every part of the school and is designed to be a foundation for further strategic thinking.</i>	Module 1 free Further modules £165	£195

All of the courses described in this prospectus can be offered in a bespoke fashion. Please contact Fran Bradley, Education Officer, on 01392 294921 for further information or to discuss your needs. If you would like to make a booking for an event, please complete the booking form attached and email it to educationevents@exeter.anglican.org

CPD & training – Spring 19

* Costs quoted are for the first delegate from a SLA subscribing single school or academy, then the 2nd delegate from the same subscribing SLA single school/academy, followed by the standard cost.

Title	Date	Place	Time	Cost* SLA / SLA+1 Standard	Focus Audience
Leadership and Management, including Governance					
Senior Leadership Briefing (locally held so repeated)	Tues 22nd Jan	St. Matthew's, Plymouth	16:00 – 17:30	No charge	All School Leaders, including Governors and Directors
	Tues 29th Jan	Trinity CE Primary, Exeter			
	Tues 12th Feb	Jubilee Hall, Swimbridge			
	Tues 26th Feb	Zealley House, Torbay			
Curriculum Conference	Wed 27 th Mar	Tiverton Hotel	09:30 – 15:30	£90/£100 Non SLA	School Leaders, Teachers, Governors and Directors
Premises Training for Academy Trusts	Wed 13th Mar	The Old Deanery, Exeter	10:00 – 13:00	No charge	School Leaders, Governors Directors, Business Managers
SIAMS					
SIAMS - The New Framework	Tues 19th Mar	Trinity CE Primary, Exeter	09:30 – 15:30	Standard charge (see pg3)	School Leaders, Teachers, Governors and Directors
SIAMS Hubs	Wed 9th January St Cuthbert Mayne School, Torquay Tues 15th Jan All Saints Thurlestone, S Devon Wed 23rd Jan Holsworthy Primary School, N Devon Thurs 24th Jan Ilfracombe Academy, N Devon Mon 4 th Feb Zealley House, Torbay Wed 6th Feb St Luke's School, Exeter Thurs 14th Mar		16:00 – 18:00	No charge	School Leaders, Teachers, Governors and Directors

	Plympton St Mary's Infants, Plymouth Thurs 21st Mar Ashleigh Primary School, Barnstaple				
Religious Education (RE)					
RE Curriculum Review Meeting	Wed 13 th Mar	Trinity CE Primary, Exeter	09:30 – 15:30	No Charge	RE Leaders, SIAMS Leads
Understanding Christianity	Thurs 28th Mar*	St. Matthew's, Plymouth	09:30 – 15:30	£150 including resources, 2 nd delegate £75 (no resources)	Teachers, Leaders and Governors
Governance and Clerking					
Governor Induction	Sat 16 th Mar	The Old Deanery, Exeter	09:30 – 13:30	No charge	Governors, Directors
Governor Induction	Fri 29th Mar	Swimbridge	09:30 – 15:00	No charge	Governors, Directors

Outline of CPD / training course content

Leadership & Management, including Governance

Senior Leadership Briefings

Dates:	Tuesday 22 nd January 2019	St. Matthew's CE Primary & Nursery School, Plymouth
	Tues 29 th January 2019	Trinity CE Primary & Nursery School, Exeter
	Tues 12 th February 2019	Jubilee Hall, Swimbridge
	Tues 26 th February 2019	Zealley House, Newton Abbot
Time:	16:00 – 17:30	
Cost:	No Charge	

A termly meeting held at several locations across the diocese addressing opportunities and issues that are relevant to our Church schools family. These are aimed at Headteachers, Senior Leaders, Governors and Directors with the view of discussing and informing each other about current priorities, latest developments, examples of good practice and to signpost new opportunities and initiatives.

Premises Training for Academy Trusts

Facilitator:	Richard Power
Dates:	Wednesday 13th March 2019 Coffee 09:30
Time:	10:00 – 13:00 (Coffee from 9:30am)
Charge:	No charge

This course will support Directors/Governors, CEO/Principals/Headteachers and COO/CFO/Business Managers in understanding and effectively discharging premises responsibilities at Academy Trusts.

The content will address:

- Roles and responsibilities
- Capital Projects - Planning for capital investment; capital grants; progressing a capital project; consents processes; Health and Safety (CDM)
- Servicing and maintenance of building plant
- Premises Health and Safety - Risk management; Premises compliance requirements, CDM Regulations
- Trusteeship considerations for a Church School/Academy
- Updates on ESFA premises guidance and programmes

Richard Power will also provide updates and feedback on ESFA data collection requirements and will seek feedback and suggestions from delegates as to how such processes can be better facilitated and enabled by Diocesan premises officers in the future.

SIAMS (Statutory Inspection of Anglican and Methodist Schools)

SIAMS – The New Framework

Facilitator:	Ed Pawson, Diocesan Education Adviser, SIAMS Manager and SIAMS Inspector
Dates:	Tuesday 19 th March 2019 Trinity CE Primary, Exeter
Time:	09:30 – 15:30
Cost:	Standard charge – see page 3

A new SIAMS framework comes into force in September 2018 which draws heavily on the Church of England Vision for Education. This course will brief school leaders on the significant changes to the Evaluation Schedule and Self-evaluation and offers ideas for further improvement. It is aimed for all staff and governors and will be an, informative and enjoyable day.

The intended outcomes are to:

- Introduction to the new SIAMS Framework
- Strategies for effective self-evaluation
- What research evidence tells us?
- Case studies of best practice

Please bring a copy of your school's most recent SIAMS self-evaluation form and action plan with you as you may want to annotate these through the day.

Please note, the Statutory Inspection of Anglican and Methodist Schools (SIAMS) is a significant way in which Church schools are judged.

SIAMS Hub Meetings

Dates:	Times: 16:00 – 18:00	Cost: No Charge
Wed 9th January	St Cuthbert Mayne School, Torquay	
Tues 15th Jan	All Saints Thurlestone, S Devon	
Wed 23rd Jan	Holsworthy Primary School, N Devon	
Thurs 24th Jan	Ilfracombe Academy, N Devon	
Mon 4th Feb	Zealley House, Torbay	
Wed 6th Feb	St Luke's School, Exeter	
Thurs 14 th Mar	Plympton St Mary's Infants, Plymouth	
Thurs 21 st Mar	Ashleigh Primary School, Barnstaple	

As part of our new way of working with schools Ed Pawson and Tatiana Wilson are establishing twilight SIAMS Hubs across the Diocese that will meet on a termly basis. Hubs support schools in the development of their Vision and Christian distinctiveness; act as a forum at which to share information; allow sharing of ideas and best practice; and allow the exploration and discussion of any challenges. These Hubs will complement the Learn, Teach, Lead, RE www.itlre.org hubs that already exist to support RE in schools.

Religious Education (RE)

RE Curriculum Review Meeting

By invitation

Facilitator:	Ed Pawson, Diocesan Education Advisor	
Date:	Wednesday 13 th March 2019	Trinity CE Primary & Nursery School, Exeter
Time:	09:30 – 15:30	
Cost:	No Charge	

This course will provide an opportunity for RE leaders to engage in detailed RE curriculum planning, exploring the opportunities opened up as we move towards a new RE syllabus. Contact Ed Pawson ed.pawson@exeter.anglican.org for more information.

Understanding Christianity

Dates:	Thursday 28 th March 2019*	St. Matthew's CE Primary & Nursery School, Plymouth
Time:	09:30 – 15:30	
Cost:	£150 including resources, £100 without resources, 2 nd delegate £75	

This one day course* will introduce you to the key elements of the Understanding Christianity resources, outlining the central concepts and approaches to learning. You will be given advice and practical guidance about how to utilize the extensive set of course materials provided as part of the resource pack.

This course will equip teachers to:

- Develop their own thinking and understanding with regard to Christianity
- Create powerful, well-resourced, connected learning programmes to teach Christianity

- Enable their pupils to explore the theological concepts within Christianity
- Help their pupils become more theologically literate

*This course may be supplemented by a free twilight follow-up session. This will be run as part of the Plymouth LTLRE hub and the date will be given out at the day course.

Governance and Clerking

Governor/Director Induction

Facilitator:	Christina Mabin	
Date:	Saturday 16 th March 2019	The Old Deanery, Exeter
Time:	09:30:00 – 13:30, to include a light lunch	
	or	
Date:	Friday 29th March 2019	Jubilee Hall, Swimbridge
Time:	09:30 – 15:00	
Cost:	No Charge	

It is a requirement that all newly appointed Foundation Governors and Directors attend an induction session within 12 months of their appointment. The course is also extremely useful as a refresher for long standing Governors in their 3rd term or more. The course is open to all categories of Governors and Directors of church schools and academies.

The course will help governors to:

- Understand the different categories of schools and the responsibilities of governors in these categories
- Have an overall understanding of Church school governance including the role of the governor in new staff appointments, buildings and admissions
- Have an understanding of RE, collective worship and SIAMS
- Network with other church school governors and share good practice

Please note this Babcock run a different Induction course to introduce new governors to their role, familiarise new governors with their responsibilities and outline good practice for new governors. Our Induction course is supplemental and is essential to Foundation and other Governors of church schools. We recommend that Governors access as much support and training that is available to understand their role and responsibility.

CPD & training – Summer 19

* Costs quoted are for the first delegate from a SLA subscribing single school or academy, then the 2nd delegate from the same subscribing SLA single school/academy, followed by the standard cost.

Title	Date	Place	Time	Cost* SLA / SLA+1 Standard	Focus Audience
Leadership and Management, including Governance					
Senior Leadership Briefing (locally held so repeated)	Tues 7 th May	Jubilee Hall, Swimbridge	16:00 – 17:30	No charge	All School Leaders, including Governors and Directors
	Tue 21 st May	Zealley House, Torbay			
	Tues 4 th Jun	Trinity CE Primary, Exeter			
	Tues 11 th Jun	St. Matthew's, Plymouth			
Strategic Planning & Visits	Thurs 6 th Jun	The Old Deanery, Exeter	10:00 – 15:00	Standard charge (see Pg. 3)	Governors, Directors, Senior leaders
Premises Training for VA Schools	Wed 26 th June	The Old Deanery, Exeter	10:00 – 13:00	No charge	School Leaders, Governors Directors, Business Managers
SIAMS					
SIAMS - The New Framework	Tues 21 st May	Trinity CE Primary, Exeter	09:30 – 15:30	Standard charges (see Pg 3)	School Leaders, Teachers, Governors and Directors
SIAMS Hubs	Wed 24th April Ilfracombe Academy, N Devon Thurs 25th April St Cuthbert Mayne School, Torquay Mon 29th April Plympton St Mary's Infants, Plymouth Wed 1st May All Saints Thurlestone, S Devon Wed 8th May St Luke's School, Exeter Mon 20th May Ashleigh Primary School, Barnstaple Wed 5th June Holsworthy Primary School, N Devon		16:00 – 18:00	No charge	School Leaders, Teachers, Governors and Directors

Religious Education (RE)					
Spirituality and Spiritual Development	Tues 18 th Jun	Trinity CE Primary, Exeter	09:30 – 15:30	Standard charges (see Pg 3)	Teachers, Governors, School leaders
Understanding Christianity	Tues 25 th Jun	Broomhill Art Hotel, Barnstaple	09:30 – 15:30	£150 with resources, £100 without. 2 nd delegate £75	Teachers, Governors, School leaders
Governance and Clerking					
Governance Day	Thurs 9 th May or Fri 17 th May	Broomhill Art Hotel, Barnstaple Exeter Racecourse, Exeter	10:00 – 15:00	£80 for 1 st delegate, £60 for second from same school	Governors and Directors
Governor Induction	Thurs 23 rd May	Zealley House, Torbay	09:30 – 15:00	No Charge	Governors & Directors
	Wed 19 th Jun	The Old Deanery, Exeter	10:00 – 15:00	No charge	Governors and Directors
	Wed 3 rd Jul	Bickleigh Down, Plymouth	16:00 – 18:30		
Admission Code Introduction	Thurs 4th Jul	The Old Deanery, Exeter	10:00 – 13:00	No charge	Governors, Directors, School Leaders

Outline of CPD / training course content

Leadership & Management, including Governance

Senior Leadership Briefings

Dates:	Tuesday 7 th May 2019	Jubilee Hall, Swimbridge
	Tues 21 st May 2019	Zealley House, Torbay
	Tues 4 th June 2019	Trinity CE Primary & Nursery School, Exeter
	Tues 11 th June 2019	St. Matthew's CE Primary & Nursery School, Plymouth
Time:	16:00 – 17:30	
Cost:	No Charge	

A termly meeting held at several locations across the diocese addressing opportunities and issues that are relevant to our Church schools family. These are aimed at Headteachers, Senior Leaders, Governors and Directors with the view of discussing and informing each other about current priorities, latest developments, examples of good practice and to signpost new opportunities and initiatives.

Governor Strategic Planning & Visits

Facilitator:	Karen Powell	
Dates:	Thursday 6th June 2019	The Old Deanery, Exeter
Time:	16:00 – 19:30	
Cost:	Standard charge	

One of the three main roles of governors is to ensure clarity of vision, ethos and strategic direction. Ofsted will wish to see how the governing body works effectively with leaders to communicate their strategic direction for the school and develop a culture of ambition. During this session we will explore what makes a good strategic plan. We will look at who writes it, how the content is obtained, how the governors' vision is best communicated and how the School Development Plan sets out how the vision will be delivered.

We will then explore how we must ensure that our school improvement plan is being delivered in a timely manner. Governors making visits to school is a crucial part of knowing our school well and helps us to monitor and evaluate the outcomes of teaching and learning. However, do we always know what we should be looking at and what to record on the visit form?

This course will give hints and tips on making the visit process enjoyable for governors and staff teams, explains how we can maximise the value of visits and demonstrates how important it is for governors to learn from what they see on visits and further develop their knowledge.

Premises Training for VA Schools

Facilitator:	Richard Power	
Dates:	Wednesday 26th June	The Old Deanery, Exeter
Time:	10:00 – 13:00 (coffee 9:30am)	
Cost:	No charge	

This course will support Governors, Headteachers and Business Managers in understanding and effectively discharging premises responsibilities at VA Schools

The content will address:

- Roles and responsibilities
- Capital Project - Planning for capital investment; capital grants; progressing a capital project; consents processes; Health and Safety (CDM)
- Servicing and maintenance of building plant

- Premises Health and Safety - Risk management; Premises compliance requirements, CDM Regulations
- Trusteeship considerations in a Church School
- Updates on ESFA premises guidance and programmes

For those VA schools exploring the implications of academy conversion, Richard Power will also provide an overview of the differences in premises matters between the VA sector and academies. Input and suggestions from delegates are encouraged to help develop and improve Diocesan property services to VA schools.

SIAMS (Statutory Inspection of Anglican and Methodist Schools)

SIAMS – The New Framework

Facilitator: Ed Pawson, Diocesan Education Adviser, SIAMS Manager and SIAMS Inspector
Dates: Tuesday 21st May 2019 Trinity CE Primary & Nursery School, Exeter
Time: 09:30 – 15:30
Cost: Standard charge

A new SIAMS framework comes into force in September 2018 which draws heavily on the Church of England Vision for Education. This course will brief school leaders on the significant changes to the Evaluation Schedule and Self-evaluation and offers ideas for further improvement. It is aimed for all staff and governors and will be an informative and enjoyable day.

The intended outcomes are to:

- Introduction to the new SIAMS Framework
- Strategies for effective self-evaluation
- What research evidence tells us?
- Case studies of best practice

Please bring a copy of your school’s most recent SIAMS self-evaluation form and action plan with you as you may want to annotate these through the day.

Please note, the Statutory Inspection of Anglican and Methodist Schools (SIAMS) is a significant way in which Church schools are judged.

SIAMS Hub Meetings

Dates:	Times: 16:00 – 18:00	Cost: No Charge
Wed 24th April	Ilfracombe Academy, N Devon	
Thurs 25th April	St Cuthbert Mayne School, Torquay	
Mon 29th April	Plympton St Mary’s Infants, Plymouth	
Wed 1st May	All Saints Thurlestone, S Devon	
Wed 8th May	St Luke’s School, Exeter	
Mon 20th May	Ashleigh Primary School, Barnstaple	
Wed 5th June	Holsworthy Primary School, N Devon	

As part of our new way of working with schools Ed Pawson and Tatiana Wilson are establishing twilight SIAMS Hubs across the Diocese that will meet on a termly basis. Hubs support schools in the development of their Vision and Christian distinctiveness; act as a forum at which to share information; allow sharing of ideas and best practice; and allow the exploration and discussion of any challenges. These Hubs will complement the Learn, Teach, Lead, RE www.ltlre.org hubs that already exist to support RE in schools.

Religious Education (RE)

Spirituality and Spiritual Development

Date: Tuesday 18th June 2019 Trinity CE Primary & Nursery School, Exeter
Time: 09:30 – 15:00
Cost: Staff Standard charge – see page 3

This course will enable teachers to gain a fuller understanding of what is meant by spirituality and spiritual development, and consider what this looks like in the context of our schools. We will explore the ways in which different people have very different spiritual needs and expressions, and look at how our schools can cater for this diversity. Practical help will be given to enable schools to identify when and where they are providing opportunities for spiritual development across their schools.

This course will equip teachers to:

- Identify and define spirituality, and understand how to embed meaningful spiritual development in our schools
 - Recognise and use opportunities for spiritual development
 - Build upon the Windows, Mirrors and Doors approach
 - Develop school policy and practice, and use spirituality grids to map spirituality across their school
 - Gain an understanding of the importance of a whole school approach to spiritual development
-

Understanding Christianity

Dates: Tuesday 25th June 2019 Broomhill Art Hotel, Barnstaple
Time: 09:30 – 15:30
Cost: £150 including resources, £100 without resources, 2nd delegate £75

This one day course* will introduce you to the key elements of the Understanding Christianity resources, outlining the central concepts and approaches to learning. You will be given advice and practical guidance about how to utilize the extensive set of course materials provided as part of the resource pack.

This course will equip teachers to:

- Develop their own thinking and understanding with regard to Christianity
- Create powerful, well-resourced, connected learning programmes to teach Christianity
- Enable their pupils to explore the theological concepts within Christianity
- Help their pupils become more theologically literate

*This course may be supplemented by a free twilight follow-up session. This will be run as part of the Plymouth LTLRE hub and the date will be given out at the day course.

Governance and Clerking

Governance Day - Ethos Enhancing Outcomes Governance Day – Christina Mabin & Ed Pawson

Date: Thursday 9th May 2019 Broomhill Art Hotel, Barnstaple
or
Friday 17th May 2019 Exeter Racecourse, Exeter
Times: 10:00 – 15:00
Cost: £80 for the first delegate and £60 for subsequent delegates from the same school (to include The CoFE Foundation for Educational Leadership Publication 'Ethos Enhancing Outcomes')

The Church of England's Vision for Education is a great resource which can be used to support all leaders in developing their own school vision from a Christian perspective. The Church of England Foundation for Educational Leadership has published a suite of development resources, including Ethos Enhancing Outcomes for Governance, to support school leaders and governors to make the connection between the Vision for Education and day to day decision making. This Governance Day will explore a selection of the Governance Leadership issues in greater depth

and get governors talking and exchanging ideas about how their vision for education can be brought to life in the everyday interaction with the school.

Governor/Director Induction

Facilitator: Ed Pawson & Christina Mabin

Date: Thurs 23rd May 2019

Zealley House, Torbay

Time: 09:30 – 15:00

or

Date: Wednesday 19th June 2019

The Old Deanery, Exeter

Time: 10:00 – 15:00,

or

Date: Wednesday 3rd July 2019

Bickleigh Down, Plymouth

Time: 16:00 – 18:30

Cost: No Charge

It is a requirement that all newly appointed Foundation Governors and Directors attend an induction session within 12 months of their appointment. The course is also extremely useful as a refresher for long standing Governors in their 3rd term or more. The course is open to all categories of Governors and Directors of church schools and academies.

The course will help governors to:

- Understand the different categories of schools and the responsibilities of governors in these categories
- Have an overall understanding of Church school governance including the role of the governor in new staff appointments, buildings and admissions
- Have an understanding of RE, collective worship and SIAMS
- Network with other church school governors and share good practice

Please note this Babcock run a different Induction course to introduce new governors to their role, familiarise new governors with their responsibilities and outline good practice for new governors. Our Induction course is supplemental and is essential to Foundation and other Governors of church schools. We recommend that Governors access as much support and training that is available to understand their role and responsibility.

Admissions Code Introduction

Facilitator: Christina Mabin Diocesan Education Adviser

Date: Thursday 4th July 2019

The Old Deanery, Exeter

Time: 10:00 – 13:00

Cost: No charge

This workshop will comprehensively cover the development of high quality admission arrangements and the specific content required by statute. We aim that attendees will leave the workshop with a clear understanding of the purpose of admission arrangements, the freedom to include or exclude particular practices, the procedure to follow for changing arrangements and a measure of the likely challenge. This workshop has been specifically organised during July 2019 in order that governors wishing to revise their arrangements on the back of the workshop experience will have time to prepare the documentation and consult during the statutory timeline.

Exeter Diocese Training and CPD Booking

Course Title	
Course date and venue	
Name of Delegate/s	
Position in School e.g. Head, Governor, etc	
School Name	
Email address for delegate(s)	
Phone number for delegate(s)	
Full School Address for invoicing purposes	
Special Dietary Requirements	
Any other special requirements	
Cost per delegate	
Total cost to be invoiced to school	

We respectfully draw your attention to the following **Terms and Conditions**.

1. Please note that bookings for this event will be on a first come first served basis.
2. Please confirm special dietary requirements at time of booking.
3. A programme and information will be sent 7 days prior to the event.
4. **CANCELLATION** - In the event of cancellation, and if no other delegate can be sent as a replacement, the school may be liable to a cancellation charge (100% if cancelling within one week of an event, subject to terms and conditions of venue).
5. Most courses will have a minimum number of participants required to make the course viable. In the event of the Diocese cancelling the course, a full refund will apply.
6. Booking deadline is 7 days prior to the event.



Completed forms to be emailed to educationevents@exeter.anglican.org or posted to Events, Exeter Diocese Board of Education, Education Office, The Old Deanery, The Cloisters, Exeter, EX1 1HS. Tele Number: 01392 294921.

BOOKING INFORMATION

BOOKING A PLACE ON A COURSE: To request a place on any of our courses, please send your full contact details on one of our booking forms by post or via email. Forms are also available to download via our website <http://exeter.anglican.org/schools/resources/>

On our Booking Forms we ask for a contact email and telephone number and will use these to send you details about the course you are booked onto including any relevant materials which will help you prepare. We will also use these details should we need to make significant changes or cancel the event at very short notice. If you are a Foundation Governor or Director, these are likely to be details supplied to the Diocesan Board of Education or Exeter Diocesan Education Network for your appointment. If you do not want to supply your own personal contact details please liaise with the school Administrator or Clerk before submitting this booking form.

Please ensure we are aware of any special requirements you may need on the day e.g. specific dietary requests, disabled access, etc., and we will do our best to ensure all your needs are met.

The information provided on this form will only be passed to a third party, normally an external venue provider, for the purposes of special requirements, security and safety. No other information will be shared.

This information, when supplied will not prejudice anyone booking onto our courses and this information will not be retained by us. If you do not wish to include this information on your booking form please contact the Events Administrator directly.

Once you have submitted your booking form, we will e-mail you confirmation that you are accepted on to the course of your choice (unless the course is fully booked). Please note the Events Administrator is a part-time post, term time only, so you may experience a short delay before receiving a response.

A reminder will be emailed approximately one week before the course, together with any other relevant information.

PAYMENT: Invoices for course fees are issued from a week prior to the event.

CANCELLATIONS: While we understand that delegates sometimes have to withdraw at a late stage, we would be grateful if those who have to cancel would inform us immediately if they cannot attend.

We regret that when such late cancellations occur, it may be necessary to make an administration charge and recoup any costs incurred as part of a cancellation fee (this will depend on the nature of the course and the costs incurred). A cancellation fee of 100% will be made if cancelling within one week of an event, subject to the terms and conditions of the venue.

Most courses will have a **minimum number of participants required** to make the course viable, therefore **bookings will close 7 days prior** in order for a weeks notice to be given in the event of cancellation.

REFRESHMENTS: The Course fees include refreshments on arrival and at any breaks. Where stated, lunch will be provided, usually as a sandwich buffet selection.

ANY QUESTIONS? Contact Fran Bradley, Education Officer, educationevents@exeter.anglican.org Diocesan Board of Education, The Old Deanery, Exeter EX1 1HS. Tel: 01392 294921.

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