



# THE BIRMINGHAM CATHOLIC PRIMARY PARTNERSHIP

## COURSE DELEGATE PROFORMA - SPRING TERM 2010

School .....

COURSE	PROVIDER/DATE/VENUE	DELEGATE/S
To provide training on the First Aid at Work Requalification Course <i>For school personnel currently holding a valid, three year, First Aid at Work Certificate</i>	<b>Wulfrunian Training Services</b> Thursday 14 and Friday 15 January 2010 St Paul's convent <b>(Two-day course)</b>	
To provide training on celebrating the seven Sacraments <i>For all teachers</i>	<b>Fr Jonathan Veasey</b> Tuesday 19 January 2010 RE Department	
To provide training on developing a behaviour management strategy for pupils with challenging behaviour and organising a stimulating classroom environment <i>For newly and recently qualified teachers</i>	<b>Liz Black</b> Thursday 21 January 2010 St Paul's Convent	
To provide training on leading a curriculum area, becoming a phase leader and applying for a promoted post <i>For teachers preparing to lead a curriculum area or phase</i>	<b>Frank Farrell</b> Friday 22 January 2010 St Paul's Convent	
To provide training on the role of the SENCO - including supporting learning, tracking progress, resources, utilising teaching assistants, working with parents and outside agencies <i>For SENCOs</i>	<b>Gail O'Brien</b> Friday 5 February 2010 Tally Ho Sports & Conference Centre	
To provide training on managing a school library and the effective use of ICT in the library <i>For person in charge of the school library</i>	<b>Schools' Library Service</b> Tuesday 9 February 2010 Schools' Library Service Centre	
To provide training on sex and relationship education <i>For head teachers and teachers with responsibility for RE</i>	<b>Bernadette Hunt</b> Tuesday 2 March 2010 The RE Department	
To provide training on the multi-skills approach to physical education <i>For all teachers</i>	<b>Multi-Active Limited</b> Friday 5 March 2010 The Priory School	

Please return this form to the Primary Partnership Office by Friday 11 December 2009. Our aim will be to send programmes, venue maps etc to delegates one week in advance of each course. Please note that extra delegates will be charged £35.00 per head on one day training courses. Non-affiliated schools may book places on these courses, subject to availability, at a rate of £85.00 per head. It is important that delegates attending courses have been booked into each course through the Primary Partnership Office - Newman University College. **All cancellations must be made, ideally five working days before the course date. As the Primary Partnership falls liable to charges for meals and refreshments etc, failure to cancel bookings, or attend a course on the day, will result in a £50.00 charge being made.** Fax or post to the Birmingham Catholic Primary Partnership Office - Tel 0121 476 3415 Fax 0121 476 3391.