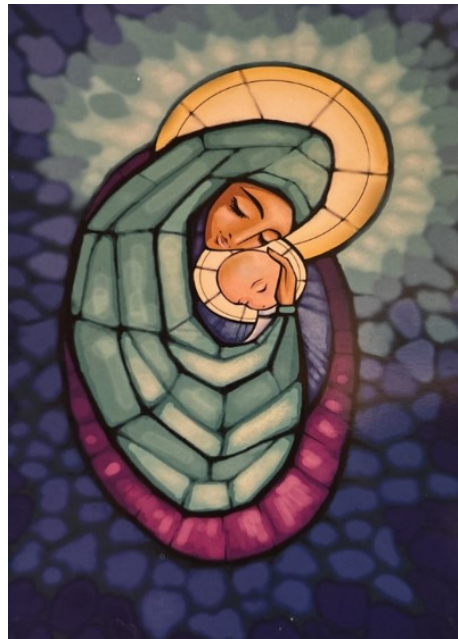




Many Schools – One Family
Serving Catholic Primary Schools across England and Wales

Continuous Professional Development and Formation Plan 2023-2024 For Lunchtime Supervisors



"Give instruction to a wise man and he will be still wiser, teach a righteous man and he will increase his learning."

Proverbs 9:9

Dear School Leaders,

We are delighted to serve you and your school communities by providing CPDF (Continuous Professional Development and FORMATION) to leaders at all levels. We aim to support you to help form your team to each be the best version of the person that God has called them to be. In turn, it is hoped, this will cascade to your amazing pupils.

Providers:

There's some old favourites and some brand new ones, let us know your thoughts, we use YOUR feedback to design the brochure for the following year.

If an old favourite isn't included this year, let us know you want them back. (We're already working on 2024-2025!) If you hear of someone amazing, tell us. We'll get them booked.

Building the Kingdom

After two years of delivering Building the Kingdom Level 1, last year we delivered Level 2. Word of how fabulous this is, has spread and heads and CSELs have asked us to run Level 1 again. This will be face to face at Don Bosco House. (An example of the Catholic Primary Partnership and the Birmingham Diocesan Education Service working together for the good of Catholic Education.)

DRB

We understand that some schools may be looking to sign up to the DRB Leadership Briefings for next academic year and wanted to make you aware of a special offer that will be available again to schools who subscribe to the Catholic Primary Partnership in academic year 2023-24. If you don't know what the drb briefings are – give me a bell, I'll talk you through them.

We will be offering access to the termly online DRB Leadership Briefings (and associated weekly updates/support) for just an extra £300 (for the year). The DRB briefings usually cost schools £130 per term (£390 per year) and so we are able to provide a fantastic £90 discount for schools that wish to buy into both us and DRB for the year.

If you are part of a MAC/Collaboration of schools, get your middle leaders to meet as a group after Support and Development Group. Just let us know and we will support you.

So you actually read to the end? Impressive! Now the challenge is to continue reading and take note of our vision for the Partnership.

We believe in it, we review it, we live it, we report on it to our Management board. It's our way of ensuring the very best for you. Let us know your thoughts.

In the meantime, please use the hyperlinks to book your CPDF and we look forward to welcoming you.

Kind regards

Julie-Anne Tallon

We are passionate about servant leadership. We strive to provide excellent CPDF to ensure all stakeholders are given every opportunity to become the person God has called them to be. We want to constantly evolve, nurturing a culture of constant review, evaluation and planning for next steps, to build upon strengths; to offer our schools the very best.

Evolving- you will notice that we have tweaked the layout of this brochure to allow you to annotate it with your ideas as to who you would like to book on, this is aimed to support you and your team when you get to the booking stage...



What is the Partnership Vision?

Servant Leadership

Mission integrity - a commitment to Servant Leadership; evident through interactions, service and SUPPORT to all.

Excellent CPDF

Inclusive of Leaders at all levels- developing all stakeholders to be the person God has called them to be and empowering them to develop the children in our care to achieve their best.

Evolving

A culture of constant evaluation, reflection and improvement to provide the very best for our schools.



Silent God

I pray ...

That though I may not see,
I be aware of the silent God who stands
beside me.

That though I may not feel,
I may be aware of the mighty Love who
constantly remains with me.

That though I may not respond,
I be aware that God – my silent, loving
God,

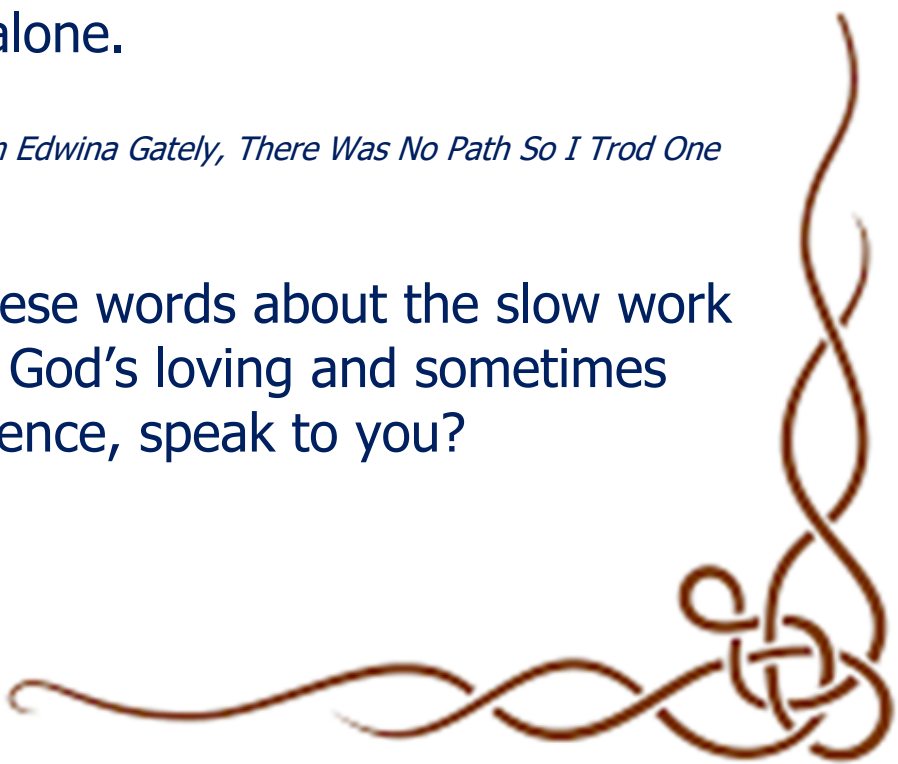
Waits each day, quietly, hopefully,
persistently

Listening each day, and throughout each
night for me

For me – alone.

*'Silent God', From Edwina Gately, There Was No Path So I Trod One
(1996 – 2013)*

How do these words about the slow work
of God, or God's loving and sometimes
silent presence, speak to you?



Marian Term



(Autumn 1)

MARIAN TERM

(AUTUMN 1)

CPDF, Provider, Date	Description
<p><u>Training for Lunchtime Supervisors day 1 of 3</u></p> <p><u>With Emma Shackleton</u></p> <p>Thursday 7th September 2023</p> <p>10:30am – 11:30am</p> <p>Zoom</p> <p>For: Lunchtime Supervisors</p>	<p>A series of 3 sessions for lunchtime supervisors. Each session will run for 1hour between 10.30am and 11.30am</p> <p>Each session will be stand alone, therefore it is advisable but not essential for staff to attend all sessions.</p> <p>Thursday 7th September 2023 - 12 key strategies for positive lunchtime behaviour</p> <p>Add to your existing knowledge - 12 tried and tested strategies that help to minimise problematic behaviours at lunchtimes, meaning that lunchtime is happy and successful for all of your pupils.</p> <p>Future sessions for your diary: Tuesday 23rd January 2024 - How to talk so that children listen Wednesday 1st May 2024 - How to calm down heated situations at lunchtimes</p> <p>To book: https://www.bcpp.org.uk/events/23-lunchsup-training-1</p>
<p><u>Directors note:</u></p> <p><i>Our lunchtime supervisors are awesome and we know you will want to support them to do their very best. Here's a solution to how to allocate that time on 'teacher days', get these three sessions in the diary for all lunchtime staff to attend, give them the dates now, plenty of prior notice, and let them know which 'teacher days' they don't need to be in school for. The timings are purposefully planned, they can go straight out and practise what they've just learned.</i></p>	
<p><u>Staff to be booked on:</u></p>	

Remembrance term



(Autumn 2)

REMEMBRANCE TERM

(AUTUMN 2)

CPDF, Provider, Date	Description
<p><u>Improving Lunchtime Behaviour</u></p> <p><u>With Emma Shackleton</u></p> <p>Tuesday 5th December 2023</p> <p>9:30am – 11:00am</p> <p>Zoom</p> <p>For: SLT and whoever is responsible for Lunchtime staff development</p>	<p>Look inside Behaviour 360 – a powerful online tool for meeting all of your school CPD needs around supporting pupils with behaviour and SEMH needs.</p> <p>Includes resources, video training, tips, tools and strategies for:</p> <ul style="list-style-type: none"> • Staff • Lunchtime supervisors • Parents <p>...meaning that the pupils in your school are managed and supported effectively and consistently every single day.</p> <p>To book: https://www.bcpp.org.uk/events/23-lunchtime-behaviour-2 </p>
<p><u>Directors note:</u></p> <p><i>An opportunity to see what additional support is available from Beacon.</i></p>	
<p><u>Staff to be booked on:</u></p>	

Candlemas Term



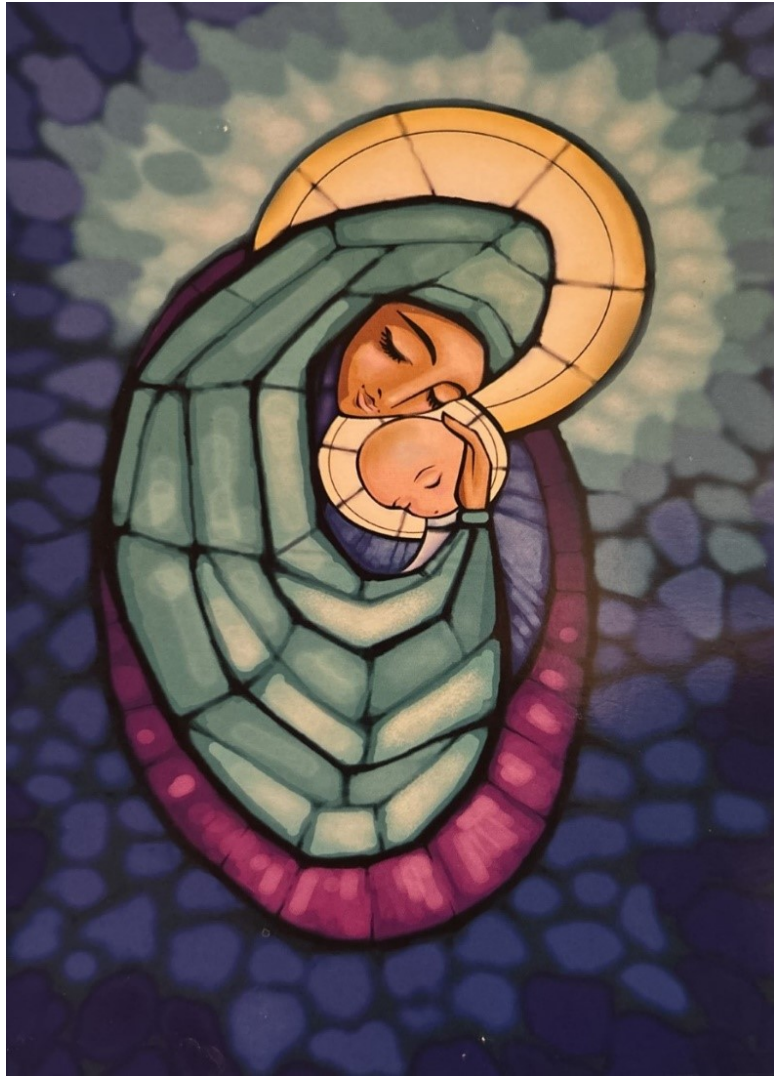
(Spring 1)

CANDLEMAS TERM

(SPRING 1)

CPDF, Provider, Date	Description
<p><u>LUNCHTIME SUPERVISORS</u></p> <p><u>Training for Lunchtime Supervisors day 2 of 3</u></p> <p><u>With Emma Shackleton</u></p> <p>Tuesday 23rd January 2024</p> <p>10:30am – 11:30am</p> <p>Zoom</p> <p>For: Lunchtime Supervisors</p>	<p>The second in a series of 3 sessions for lunchtime supervisors. Each session will be stand alone, it is advisable but not essential for staff to attend all sessions.</p> <p>Tuesday 23rd January 2024 - How to talk so that children listen</p> <p>If you ever feel like children just don't listen to you – this is the course for you! Learn about how to use your voice and body language to effectively engage with the children in your care over lunchtimes.</p> <p>Future sessions for your diary: Wednesday 1st May 2024 - How to calm down heated situations at lunchtimes</p> <p>To book: https://www.bcphp.org.uk/events/23-lunchsup-training-2</p>
<p><u>Directors note:</u></p> <p><i>Our lunchtime supervisors are awesome and we know you will want to support them to do their very best. Here's a solution to how to allocate that time on 'teacher days', get these three sessions in the diary for all lunchtime staff to attend, give them the dates now, plenty of prior notice, and let them know which 'teacher days' they don't need to be in school for. The timings are purposefully planned, they can go straight out and practise what they've just learned.</i></p>	
<p><u>Staff to be booked on:</u></p>	

Rosary Term



(Summer 1)

ROSARY TERM

(SUMMER 1)

CPDF, Provider, Date	Description
<p><u>Training for Lunchtime Supervisors - How to calm down heated situations at lunchtimes</u></p> <p><u>With Emma Shackleton</u></p> <p>Wednesday 1st May 2024</p> <p>10:30am – 11:30am</p> <p>Zoom</p> <p>For: Lunchtime Supervisors</p>	<p>The third in a series of 3 sessions for lunchtime supervisors. Each session will be stand alone, therefore it is advisable but not essential for staff to attend all sessions.</p> <p>Unstructured times such as lunchtimes are often the most difficult times of day to manage. In this short course, find out how to effectively calm down situations such as conflict and upset in the dining room or out on the playground, meaning that pupils return to class in the afternoons calm and ready to learn.</p> <p>To book: https://www.bcphp.org.uk/events/23-lunchsup-training-3 </p>
<p><u>Directors note:</u></p> <p><i>Our lunchtime supervisors are awesome and we know you will want to support them to do their very best. Here's a solution to how to allocate that time on 'teacher days', get these three sessions in the diary for all lunchtime staff to attend, give them the dates now, plenty of prior notice, and let them know which 'teacher days' they don't need to be in school for. The timings are purposefully planned, they can go straight out and practise what they've just learned.</i></p> <p><u>Staff to be booked on:</u></p>	

The small print (it's not actually small)

- Always get approval from the person responsible for inset in your school before booking online.
- One-form entry schools get one free place on every course. Two-form entry schools get two free places on every course. Three-form entry schools get three places on every course.
- Additional places can be purchased. £25 for online £40 for face to face.
- Governors CPDF places are £15 each.
- Some courses have additional charges, this is stated in the CPDF plan.
- Failure to attend a pre-booked place will incur a charge. (£40 for a Zoom course and £60 for a Face to Face course.)
- Failure to attend residential or cancellation less than 2 weeks before will result in full charge.
- Cancellation of a place must take place 5 working days before session or charge incurred.
- Zoom links will be sent to delegates in advance of CPDF, please do a tech check before the day and contact us if any issues.
- Please ensure your computer has a camera AND a microphone
- Places to be booked via the website. Any problems, questions, queries
Email s.cope@newman.ac.uk.
- Not turning your camera on (when we know you have one) is just rude. There, we said it. Please be fully present and attentive in sessions.

Don't hesitate to get in touch if you have any questions.

Telephone: 0121 476 3415

Email: s.cope@newman.ac.uk
j.tallon@newman.ac.uk