

Many Schools – One Family Serving Catholic Primary Schools across England

## Continuous Professional Development and Formation Plan for EYFS 2024-2025



St Nicholas of Myra-patron saint of children

"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 EYFS,

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. We are pleased to be serving many diocese across England and know that you will benefit from working alongside leaders at all levels from across the country.

#### Providers:

There are some old favourites and some brand-new ones, let us know your thoughts, we use YOUR feedback to design the offer 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 2025-2026!) If you hear of someone amazing, based anywhere in the country, tell us. We'll get them booked.

EYFS- we have so much for you this year, get yourseld and your team booked on. We all know it all starts with you, now we are providing CPDF to support you.

Also...

If you are part of a MAC/MAT/Collaboration of schools, you may wish for all EYFS leaders to meet as a group after the new EYFS Support and Development Group. Just let us know and we can support you in organising this.

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 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, building upon strengths; offering our schools the very best.



#### Excellent CPDF

Inclusive of Leaders at all levelsdeveloping 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.

Lord, give us new strength so that we can build places of belonging:

To create a community for all to share their gifts, To know that each of us is loved, To help us to see the light of Christ in all that we serve.

Let us remember that each of us is loved, each of us is willed and each of us is necessary.

May we balance mercy and justice so that we can achieve equity and access for all of Your children.

We do this in Your name.

Amen





## (Autumn 1)



Discover why traditional techniques commonly used to support autistic pupils won't work for children with PDA, and what you can do instead to support pupils to success.
To book: https://www.bcpp.org.uk/events/24-pda

#### **Directors note:**

Overwhelming feedback in evaluations last year was that you needed more support with PDA. This session will help you find out more about PDA and how to support pupils. Emma's training is brilliantget as many staff booked on as you can.

Staff to be booked on:	Cover arrangements in school:

With Emma Shackletonget angry or overwhelmed at school. Walk away with strategies and techniques that you can start to implement straight away and lear which techniques to avoid because they will make the situation worse!Session 1 of 3Monday 30th September 20242.00pm – 3.30pmTo book: https://www.bcpp.org.uk/events/24-ta-training-1ZoomTo book: https://www.bcpp.org.uk/events/24-ta-training-1	<u>TAs</u>	
With Emma Shackletontechniques that you can start to implement straight away and learn which techniques to avoid because they will make the situation worse!Session 1 of 3To book: https://www.bcpp.org.uk/events/24-ta-training-12.00pm – 3.30pmTo book: https://www.bcpp.org.uk/events/24-ta-training-1	De-escalation strategies	Understand what's happening in brains and bodies when children get angry or overwhelmed at school. Walk away with strategies and
Monday 30th September 20242.00pm – 3.30pmZoom	With Emma Shackleton	techniques that you can start to implement straight away and learn which techniques to avoid because they will make the situation
	Session 1 of 3	worse!
Zoom	Monday 30th September 20	024
	2.00pm – 3.30pm	
#TA #ECT	Zoom	
	#TA #ECT	

*Emma's training is phenomenal, get as many people booked on this as possible. Send your fabulous TA's and your brilliant ECTs. Great, practical advice from Emma.* 

### Staff to be booked on:



(We urge staff to access this from home, pack your bags at lunchtime and run down the drive as soon as the last pupil is
collected-you're then at home when it finishes at 5.01pm)
It's no coincidence that Communication and Language is the first prime area in the EYFS, because it underpins children's learning I
all other areas. In sessions one and two we will explore what research tells us about young children's language development and
look at practical ways in which everyone can develop communication and language for all children in the classroom.
Ruth will share real life examples of simple but effective strategies that can be tried immediately in the classroom. The third and final session provides an opportunity to feedback on how the strategies
have worked, ask questions, and explore further.
Future dates for your diary:
<b>Session 2 -</b> Thursday 3 <sup>rd</sup> October 2024 – 4.00pm – 5.00pm
<b>Session 3</b> Tuesday 15 <sup>th</sup> October 2024 (session 3 of 3- this session is optional and is here for you to drop in and ask Ruth questions about what you've implemented from sessions
1 & 2) 4.00pm – 5.00pm
To Book: https://www.bcpp.org.uk/events/24-eyfs-language-1

### **Directors note:**

Give your EYFS team plenty of notice of this excellent CPDF, send them straight home as soon as the children have gone and ask them to access this from home. A fabulous opportunity for all your EYFS team.

Staff to be booked on:



EYFS	Everything you've ever wanted to know about EYFS but were too afraid to ask!
<u>`I think it's good but'</u>	
<u>What you need to know</u> about Reception.	This session is for leaders who may not have much experience of working in EYFS or experienced leaders who want to refresh and develop their understanding of effective pedagogy. The session will cover statutory legal requirements and bust some of the myths
With Ruth Swailes	will cover statutory legal requirements and bust some of the myths that have developed around the EYFS. We will explore the purpose of the learning environment in supporting children's leaning and
Thursday 26 <sup>th</sup> September 2024	talk about effective pedagogy for young children, why it looks different from Key Stage One and what makes the greatest difference to young children's learning.
9.30am – 12.30pm	
	To Book:
Zoom	https://www.bcpp.org.uk/events/24-reception-need-to-know
For: EYFS leaders and Headteachers	
#HT #Middleleaders #EYFS	
Director's note:	

This is a no-brainer. Get your EYFS leader booked on and get yourself booked on. Maybe your deputy too?\_Ruth is phenomenal.

#### Staff to be booked on:



<u>Stepping up to middle</u> leadership	<i>Stepping Up</i> has been designed to consider the ever-changing role of the teacher leader and their contribution within a highly
Programme Day 1 of 6	effective school. The role of teacher leader has changed beyond recognition, and they are now expected to play a major role in
With Andy Hind	effective and continual school improvement. The role has changed from one of maintenance to authentic
Tuesday 1 <sup>st</sup> October 2024	leadership and individuals are expected to step-up to this role. <b>Objectives:</b>
3.45pm – 5.45pm	<ul> <li>To improve a school's leadership capital by increasing the leadership confidence and competence of each individual</li> <li>To engage current and aspiring teacher leaders in a rigorous</li> </ul>
Zoom	<ul> <li>ro engage current and appining tedenci leaders in a rigorous professional learning programme that increases leadership capital</li> <li>To support teacher leaders in building a deep understanding</li> </ul>
For Aspiring School Leaders	<ul><li>about high-impact leadership</li><li>To identify a set of essential leadership practices for effective</li></ul>
#classteachers #middleleaders	leadership and to support each individual in building competency within each of these practices
	Over six modules, participants will be supported through a series of processes for increasing leadership capacity and an ability to lead an area of responsibility that focuses on maximising pupil outcomes. It addresses the key issues of what contributes to success as a teacher leader and the essential tasks and practices that are needed to ensure maximum impact.
	Future dates for your diary:
	Session 2 - 19th November 2024
	Session 3 - 21st January 2025
	Session 4 - 11th March 2025
	Session 5 - 13th May 2025
	Session 6 - 24th June 2025
	To book: https://www.bcpp.org.uk/events/24-stepping-up-1

#### **Directors note:**

This is something new we are trying, a twilight session. It means more teachers can attend (if THEY want to) as there's no cover implications. Let us know your thoughts. As a class teacher, I would have relished the opportunity to access this type of high-quality preparation for next steps. Offer it out to your team, see who is interested...

Staff to be booked on:	Cover arrangements in school:

5 Foundations of Effective Attendance Practice	A brief session to introduce you to the 5 Foundations of Effective Attendance Practice
With Fave Whittle	The 5 Foundations of Effective Attendance Practice framework is modelled on the work of Professor Katherine Weare. The emphasis
Thursday 3 <sup>rd</sup> October 2024	is on developing a school culture and climate which builds a sense of connectedness and belonging to ensure all children can attend
9.30am – 10.30am	school and thrive. The approach ensures schools prioritise building solid working relationships with children / parents prior to any
Zoom	escalation. The approach allows educational settings to identify triggers early that can lead to poor attendance issues such as
For: Attendance Leaders	mental health issues, lack of trust, communication and relationship breakdowns and the possible lack of networking opportunities both
#HT#DHT #AHT	internal (in-school) and external (external agencies).
	The Foundations framework has most recently been reviewed by the Department for Education. The Foundations framework received an excellent report following the four-day review.
	"The Foundations approach is an excellent example of best practice; there are very clear and detailed systems and procedures in place to manage absence and attendance consistently".
	(Michelle O'Dell DFE Attendance Advisor March 2022)
	To Book:
	https://www.bcpp.org.uk/events/24-attendance-foundations

#### Directors note:

We are repeatedly asked to give some direction on how to improve attendance. Here it is. Get yourself booked on. See what you think. You may want to work with them further, you may just take the initial ideas, for now. It's up to you, but you won't know, if you don't come.

Staff to be booked on:	Cover arrangements in school:

EYFS	(We urge staff to access this from home, pack your bags at
	lunchtime and run down the drive as soon as the last pupil is
Language and	collected-you're then at home when it finishes at 5.01pm)
Communication and	
Effective Interaction	It's no coincidence that Communication and Language is the first
	prime area in the EYFS, because it underpins children's learning I
Session 2 of 3	all other areas. In sessions one and two we will explore what
	research tells us about young children's language development and
With Ruth Swailes	look at practical ways in which everyone can develop
	communication and language for all children in the classroom.
Thursday 3 <sup>rd</sup> October 2024	Ruth will share real life examples of simple but effective strategies
-	that can be tried immediately in the classroom. The third and final
4.00pm – 5.00pm	session provides an opportunity to feedback on how the strategies
(We urge staff to access this	have worked, ask questions, and explore further.
from home, pack your bags at	
lunchtime and run down the	Future dates for your diary:
drive as soon as the last pupil	
is collected-you're then at	Session 3 Tuesday 15 <sup>th</sup> October 2024 (session 3 of 3- this
home when it finishes at	session is optional and is here for you to drop in and
5.01pm)	ask Ruth questions about what you've implemented from sessions
	1 & 2) 4.00pm – 5.00pm
Zoom	
	To Book:
For: EYFS leaders and their	https://www.bcpp.org.uk/events/24-eyfs-language-2
teams, EYFS Teachers, EYFS	
TA's and Headteachers	
#HT #Middleleaders #EYFS	
#CT #TA	
Directors note:	

Give your EYFS team plenty of notice of this excellent CPDF, send them straight home as soon as the children have gone and ask them to access this from home. A fabulous opportunity for all your EYFS team.

Staff to be booked on:	Cover arrangements in school:

EYFS Language and Communication and	Drop-in session, this is an optional session to allow everyone the chance to come and ask questions based on your experiences of using strategies suggested in sessions one and two.
Effective Interaction Session 3 of 3 Zoom	This third and final session provides an opportunity to feedback on how the strategies have worked, ask questions, and explore further.
<u>With Ruth Swailes</u> Tuesday 15 <sup>th</sup> October 2024	For: EYFS leaders and their teams, EYFS Teachers, EYFS TA's and Headteachers
<b>4.00pm – 5.00pm</b> (We urge staff to access this from home, pack your bags at lunchtime and run down the drive as soon as the last pupil is collected-you're then at home when it finishes at 5.01pm)	To Book: https://www.bcpp.org.uk/events/24-eyfs-language-3
#HT #Middleleaders #EYFS	
Directors note:	

This is an optional session, why, oh why, would your EYFS team NOT want an extra session with the amazing Ruth? If they say; this one is optional, we don't have to go'...I think there's further conversations you need to have...

Staff to be booked on:



<u>EYFS</u>		this is an optional session to and ask questions based on	
<u>Language and</u> <u>Communication and</u>		suggested in sessions one an	, .
Effective Interaction		to access this from home, un down the drive as soon	
<u>Session 3 of 3</u> With Ruth Swailes		then at home when it finishes	
<b>Tuesday 15<sup>th</sup> October 2024</b> Zoom	To Book: https://www.bcp	op.org.uk/events/24-eyfs-lang	uage-3
<b>4.00pm – 5.00pm</b> For: EYFS leaders and their teams, EYFS Teachers, EYFS TA's and Headteachers			
#HT #Middleleaders #EYFS			
Directors note:			
I know it says optional. But really? Why would you not want to come and share what you've done			
with Ruth and magpie ideas from others?			
Staff to be booked on:		Cover arrangements in se	<u>chool:</u>



## Remembrance term



## (Autumn 2)

## **REMEMBRANCE TERM**

(AUTUMN 2)

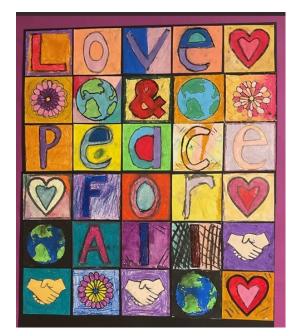
## **Catholic Life**

CPDF, Provider, Date	Description
Emotionally Based School	Understand the drivers for students whose attendance is
Avoidance (EBSA) With Emma Shackleton	impacted due to emotionally based school avoidance. Walk away with the Beacon School Support TRACKS system - an approach to understanding and helping pupils and families going through
	EBSA.
Tuesday 5 <sup>th</sup> November 2024	
1.00pm – 2:30 pm	To book: https://www.bcpp.org.uk/events/24-ebsa
Zoom	
For: SENDCOs, teachers, TAs, school leaders.	
#HT #DHT #SENDCO #CT #TA #Linkgovernor	
Directors note:	

We had so many requests for support with this, get yourself and your team fully informed in this area. Is this not something that is impacting your school currently? Great! However, we don't know what tomorrow holds, get trained up now.

Staff to be booked on:	Cover arrangements in school:





<b>Attention Deficit</b>	Find out more about how ADHD brains work, and which
<u>Hyperactivity</u>	techniques will work best to support them, and the rest of the
Disorder (ADHD)	pupils in your school! Pick up tips for developing your neuro-
	inclusive classroom practice.
With Emma Shackleton	
	To book:
	https://www.bcpp.org.uk/events/24-adhd
Tuesday 3rd December 2024	
1pm to 2.30pm	
For teachers, TAs, school	
leaders, SENDCOs.	
#SEN #CT #TA #HT #DHT	
Directors note:	

#### Directors note:

Emma's training, guidance and practical suggestions are phenomenal. Evaluations last year repeatedly asked for support with ADHD. Get as many booked on this as possible. Why not get your TAs in the same room and get your SENDCO to facilitate the training session on the big screen? You can then chat about how it can be implemented in your setting straight after the session.

Staff to be booked on:	Cover arrangements in school:

### Good luck with Nativity! We'll be thinking of you.



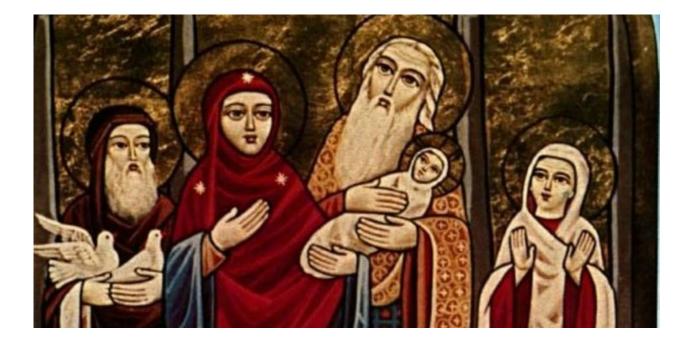
Stepping up Programme	Module 2-The leader in me - Developing authentic leadership
<u>Day 2 of 6</u>	accountability.
	Issues explored include:
<u>With Andy Hind</u>	<ul> <li>Asking the right questions as a leader</li> </ul>
All sessions must be attended	<ul> <li>Steps to early success as a teacher leader</li> </ul>
	<ul> <li>Being proactive as a teacher leader</li> </ul>
Tuesday 19th November	<ul> <li>Understanding where the journey starts</li> </ul>
2024	<ul> <li>Four levels of Leadership accountability</li> </ul>
	Defining a clear purpose
3.45pm – 5.45pm	
	Future dates for your diary:
Zoom	
	Session 3 – Tuesday 21st January 2025
For Aspiring School Leaders	Session 4 – Tuesday 11th March 2025
	Session 5 – Tuesday 13th May 2025
#middleleaders	Session 6 – Tuesday 24th June 2025
	To book:
	https://www.bcpp.org.uk/events/24-stepping-up-2
Directors note:	

We're trying something new. Twilight sessions, we look forward to the feedback on this...

Staff to be booked on:



## Candlemas Term



# (Spring 1)

TAs	Session 2 of 3
<u>How to get more of the</u> behaviour you want	We all know that nagging doesn't work! Learn 12 key strategies positive strategies to promote and recognise desirable behaviours and minimise low-level disruption in your classrooms.
With Emma Shackleton	
Tuesday 28th January 2025	To book: https://www.bcpp.org.uk/events/24-ta-training-2
2pm to 3.30pm Zoom	https://www.bcpp.org.uk/events/21 ta training 2
#TA	
Directors note:	
Feedback from Emma's sessions last vear were phenomenal. Get all vour TA's booked on, have them	

Feedback from Emma's sessions last year were phenomenal. Get all your TA's booked on, have them all sitting together in one room with the `behaviour leader facilitating the session. Everyone hears the same message, and the behaviour leader can reinforce the key messages for your school.

Staff to be booked on:	Cover arrangements in school:

Pension Advice for TA's, Office and Support Staff	Pensions advice & overview of your pension schemes.
With Charlotte Rex	This is such invaluable advice that we are not to charging for additional places on this course.
Monday 3 <sup>rd</sup> February 2025	To book:
12:30pm – 13:00pm Zoom	https://www.bcpp.org.uk/events/24-pensions-tas
For: TAs, Office staff and all other support staff	

#### Director's note:

We know we'd be lost without our wonderful TA, office and support staff colleagues. Help them by booking them on this.

Staff to be booked on:	Cover arrangements in school:

## CANDLEMAS TERM

(SPRING 1)

### **Leadership and Management**

CPDF, Provider, Date	Description
Stepping up Programme	Cornerstone Two-The changing role
<u>Day 3 of 6</u>	Module 3-Doing what matters - Recognising key leadership
	practices for success
<u>With Andy Hind</u>	Issues explored include:
	• Inquiring into impact - The main influences on pupil outcomes
Tuesday 21st January 2025	Being an influential leader and ensuring continuous
245mm 545mm	improvement
3.45pm – 5.45pm	<ul> <li>Looking at the bigger picture - Inspiring school-wide excellence</li> <li>Thinking ahead - Considering visioning and strategic thinking at</li> </ul>
Zoom	a teacher leader level
20011	• A model for improvement - Being self-directed and responsible.
For Aspiring School Leaders	- A model for improvement - Deing seir directed und responsible.
	Future dates for your diary:
#MIDDLELEADERS	
	Session 4 – Tuesday 11th March 2024
	Session F. Tuesday 12th May 2024
	Session 5 – Tuesday 13th May 2024
	Session 6 – Tuesday 24th June 2024
	To book:
	https://www.bcpp.org.uk/events/24-stepping-up-3
Directors note:	

What a wonderful opportunity for those staff who want to take the next steps in leadership. Support them to do this.

Staff to be booked on:	Cover arrangements in school:

EYFS	Content to be planned based on feedback from Autumn term, focusing on YOUR needs and queries.
FS Leaders Support and Development Group	To book:
With Ruth Swailes	https://www.bcpp.org.uk/events/24-eyfs-support-group-1
Thursday 6 <sup>th</sup> February 2025	
1:15pm-2:45pm Zoom	
#EYFS #MIDDLELEADERS	
Directors Note:	

At last, support for your EYFS leaders. Get them booked on. Get them covered.

Staff to be booked on:	Cover arrangements in school:

Teachers' Pension Advice	Pensions advice & overview of the Teachers' pension
	scheme.
With Charlotte Rex	To Book:
Monday 10 <sup>th</sup> February 2025	https://www.bcpp.org.uk/events/24-pensions-teachers
12:30pm – 1:00pm	
Zoom	
For: Teachers	
#CT	
	·

#### Director's note:

Ask which teachers would like support with this. Encourage those who think 'I'm too young for that' to come and see. It's only 45 minutes... what's to lose?

## Lenten Term



# (Spring 2)

Supporting pupils with anxiety	with anxiety. W	at goes on in the brains and bodies of children alk away with strategies and techniques that you right now to help pupils in your school cope with
With Emma Shackleton	0	ive not just survive at school.
Tuesday 18th March 2025		
1pm to 2.30pm		
For teachers, TAs, school leaders.	To book; https://www.bo	pp.org.uk/events/24-supporting-anxiety
Directors note:		
This session will help staff to suppo	ort so many pupi	ls (and adults).
Staff to be booked on:	2	Cover arrangements in school:



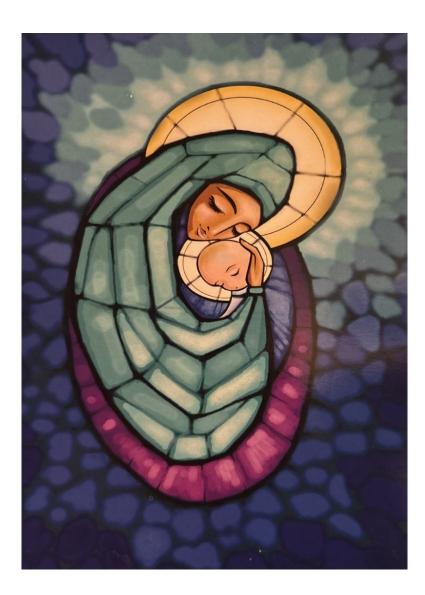
### LENTEN TERM (SPRING 2)

### **Leadership and Management**

CPDF, Provider, Date	Description
Stepping up Programme	Module 4-Getting better at getting better - Building
<u>Day 4 of 6</u>	confidence and competence
	Issues explored include:
<u>With Andy Hind</u>	Inquiring into impact - The main influences on pupil outcomes
	Being an influential leader and ensuring continuous improvement
Tuesday 11th March 2025	• Looking at the bigger picture - Inspiring school-wide excellence
	• Thinking ahead - Considering visioning and strategic thinking at
3.45pm – 5.45pm	a teacher leader level
Zoom	• A model for improvement - Being self-directed and responsible.
Zoom	Future dates for your diany
For Aspiring School Leaders	Future dates for your diary: Session 5 – Tuesday 13th May 2025
TO Aspining School Leaders	Session 6 – Tuesday 24th June 2025
#middleleaders #classteachers	Session o Tuesday 24th June 2025
	To book:
	https://www.bcpp.org.uk/events/24-stepping-up-4
Staff to be booked on:	Cover arrangements in school:



## **Rosary Term**



## (Summer 1)

Cornerstone Three-A future context
Module 5-Being courageous - Leading with consistency and
high-expectations
Issues explored include:
-Leading whole-school excellence in teaching and learning
-How teacher leaders increase capacity in those they lead
-Striving for consistency - A clear focus on pedagogical principles
that have the greatest impact on pupil outcomes
-Clarity precedes competenceUnderstanding high-effect
practices on pupil outcomes
-Identifying an agreed strategy for improving classroom practice -
Everyone continually looking to get better.
Future dates for your diary:
Session 6 – Tuesday 24th June 2024
To book:
https://www.bcpp.org.uk/events/24-stepping-up-5

EYFS	Content to be planned based on feedback from previous sessions, focusing on YOUR needs and queries.
<u>FS Leaders Support and</u> <u>Development Group</u> <u>Day 2 of 2</u>	To book: https://www.bcpp.org.uk/events/24-eyfs-support-group-2
With Ruth Swailes	
<b>Thursday 15<sup>th</sup> May 2025</b> 1:15pm-2:45pm	
Zoom	
#EYFS	
Staff to be booked on:	Cover arrangements in school:



## **Trinity Term**



## (Summer 2)

TAs	If you are working with pupils who 'just explode' or become overwhelmed from time to time, this short course is for you. We'll
How to teach pupils emotional regulation techniques	talk you through step-by-step tools that you can use to help children learn all they need to know about recognising and coping with big feelings.
With Emma Shackleton	To book:
Thursday 12th June 2025	https://www.bcpp.org.uk/events/24-ta-training-3
2pm to 3.30pm Zoom	
#TA	
Directors note:	
<i>This session sounds absolutely brilliant. If it was me, I'd have all my TAs in one room with the SENDCO facilitating the training using one large screen.</i>	

Staff to be booked on:	Cover arrangements in school:

Stepping up Programme Day 6 of 6	Module 6-Beyond a deep-dive - Identifying priorities for continuous improvement
With Andy Hind	Issues explored include: -Leading whole-school excellence in teaching and learning
Tuesday 24 <sup>th</sup> June 2024	-How teacher leaders increase capacity in those they lead
3.45pm – 5.45pm	-Striving for consistency - A clear focus on pedagogical principles that have the greatest impact on pupil outcomes, clarity precedes competence.
Zoom	-Understanding high-effect practices on pupil outcomes -Identifying an agreed strategy for improving classroom practice -
For Aspiring School Leaders	everyone continually looking to get better.
#middleleaders	To book: https://www.bcpp.org.uk/events/24-stepping-up-6
Staff to be booked on:	Cover arrangements in school:

### 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.
- Governor 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 working camera AND a working 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 3415Email:s.cope@newman.ac.ukj.tallon@newman.ac.uk