

National Resource Centre for Supplementary Education

Training programme Summer 2009

Free training opportunities for supplementary schools

**31–33 Bondway
London SW8 1SJ**

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Email: training.admin@continyou.org.uk

Website: www.supplementaryeducation.org.uk



continyou
National Resource Centre for
Supplementary Education

Regional courses

This summer term the NRC is delivering eleven regional courses – in London, Loughborough, Leicester and Stoke-on-Trent (see below and opposite). If you are interested in learning about the Quality Framework for Supplementary Schools, please come along to one of the 'Quality Framework: the basics' sessions we are running:

- **4 June: 4pm to 6pm** School Development Support Agency, Alliance House, 6 Bishop Street, Leicester LE1 6AF
- **6 June: 11am to 1pm** NRC, 31–33 Bondway, London SW8 1SJ

Course facilitator: Jarina Choudhury

You will be able to meet the Regional Strategic Adviser and ask questions about what's involved for your school and what you stand to gain by being a mentor.

If you are interested in the Quality Framework for your school, or in becoming a Quality Framework mentor, but you cannot make either of the sessions, please contact Jarina Choudhury, Training and Development Officer at the NRC, to find out when a session will be taking place in your area.

All enquiries and bookings for events should be made through the NRC in London: National Resource Centre for Supplementary Education (NRC), ContinYou, 31–33 Bondway, London SW8 1SJ.

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Child protection

19 May: 10am to 4pm
(Stoke-on-Trent)

30 June: 10am to 4pm
(Loughborough)

Course facilitator: Andrew Bartley,
National Council for Voluntary Youth
Services

This course offers an introduction to the key issues relating to developing a policy and procedure on child protection.

You will explore child protection legislation, responding to and reporting abuse and more. You will gain the confidence and knowledge to understand and deal with child protection issues and concerns, and to tackle situations that may arise in supplementary schools.

By the end of the course, you will be able to:

- demonstrate an understanding of the importance of child protection policies and procedures
- display an understanding of what writing a policy involves
- explore good practice in implementing policies and procedures.

Effective lesson planning

20 May: 10am to 4pm (London)

Course facilitator: Yinka Amartey

This course provides practical guidance and activities to make your lessons more enjoyable. You will gain a clear understanding of how lesson

planning benefits you, as well as your pupils. Easy-to-use planning models will be explained and, as a result of this course, you will be able to adapt plans effectively for your own teaching circumstances. The course will cover:

- what an effective lesson plan includes
- how we can use the advantages and challenges of supplementary classes to inform our planning
- putting theory into practice – creating lesson plans.

Introduction to the British education system

28 May: 10.30am to 4pm (Leicester)

Course facilitator: Dr Tozun Issa

This course provides an invaluable insight into what the British education system is about. It introduces the national curriculum and explains its requirements across all key stages, and assessment on reading, writing, speaking and listening.

As a result, you will be able to plan and deliver lessons that make learning more effective. The session will explore:

- the key UK education acts
- various planning models and activities
- the education of ethnic minority children.

Funding your school

3 June: 10.30am to 4pm
(Stoke-on-Trent)

17 June: 10.30am to 4pm
(Loughborough)

1 July: 10.30am to 4pm (London)

Course facilitator: Claire Arthur

Do you struggle to cover the costs of running your school? Are you spending hours worrying over how to bring money in? If you are responsible for identifying funding opportunities, writing funding bids and generating income for your organisation, then this course is for you. Ever thought of what it would be like being a grant giver? You can experience what it is like being on a grants panel and what they look for in applications. The course will help you to develop skills and knowledge to help make your school more sustainable. Participants will explore:

- grant search tools
- writing good quality proposals
- outcomes and outputs
- full cost recovery.

Supplementary schools and extended schools: working together

9 June: 11am to 3pm (London)

Course facilitators: Viv Janes and
Pascale Vassie

This is an introduction to extended schools and their agenda, as well as understanding what is meant by 'the core offer'. Take part in activities and

role plays that demonstrate how supplementary schools can contribute to and benefit from extended schools, as well as learning how to:

- plan actions to engage with your local extended schools services
- find out about extended schools and what they can offer
- feed into the community cohesion agenda.

Understanding employment status

18 June: 10am to 4pm (London)

Course facilitator: Stephanie Borkum

If you employ tutors to run your supplementary schools, you need to understand their employment status. The boundaries between part-time employees, casual or sessional workers and the self-employed are not always well-defined.

By the end of this training session you will be able to:

- determine the employment status of your tutors and those who you pay to run your school
- understand what rights they have
- know what to include in fundraising applications, to cover the full costs of employing tutors and school staff
- learn what needs to be in a contract of employment.

Starting a supplementary school

7 July: 10.30am to 4pm (Loughborough)

Course facilitator: Jarina Choudhury

This workshop offers practical tools and advice on how to start up a supplementary school. You will learn about what is involved in the start-up process, and be able to use this in planning and decision making for your school. In particular you will look at:

- needs assessment
- aims and objectives
- action planning and organisational structure.

Effective classroom management

15 July: 10.30am to 4pm (Loughborough)

Course facilitator: David Taubman

Classroom management is crucial for a positive learning environment. It makes teaching and learning much more satisfying for both teacher and pupil. In this workshop participants will have the opportunity to look closely at the various aspects of classroom management and how these can be used to foster constructive learning conditions.

Participants will explore:

- behaviour management strategies which promote a positive learning environment
- the importance of utilising space, resources and time in creating a well-managed classroom.

NRC 2009 booking form

Please complete one form per trainee.

Course title(s)

Please write course title(s) below. Tick the box(es) if you have included your £15 refundable deposit cheque for each course booked. See our booking conditions overleaf for more details.

***If you are not yet a member of the NRC, please read the note about non-members, which is overleaf under 'Booking conditions'.**

	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
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	<input type="checkbox"/>
	<input type="checkbox"/>

Name:

Job title:

Organisation:

Address:

Postcode:

Tel:

Mobile:

Fax:

Email:

Do you have any special dietary needs? (please specify)

Do you have any mobility needs? (please specify)

Signature:

Please post or fax this form to:

National Resource Centre for Supplementary Education,
ContinYou, 31–33 Bondway, London SW8 1SJ

Fax: 020 7735 4002

Email: training.admin@continyou.org.uk

Website: www.supplementaryeducation.org.uk



Mailings

- We will not pass on any personal details, other than the contact name for your supplementary school, to any third party. However, your supplementary school's details may be passed on to third parties to facilitate networking, promote partnerships or enable the public to find out more about your school. **Please tick the box if you do not wish your details to be passed on.**

Photos

- We occasionally take photographs during NRC training sessions for possible inclusion in publications, website and other publicity material. **If you do not wish to be photographed for these purposes, please tick the box.**

Your feedback

We design our training courses to help you run and deliver outstanding supplementary and mother-tongue schools and study/activity programmes. Please tell us what your training needs are and we'll do what we can to cater for them.

What courses would you like to see on our next training programme(s)?

Please tell us how you heard about the NRC (website/e-bulletin/publication/other).

About the NRC

The National Resource Centre for Supplementary Education (NRC) is a national programme based within ContinYou (one of the UK's leading community learning organisations), and is the first agency to campaign on behalf of supplementary education. We aim to promote the excellent work that supplementary schools do, and to help them raise the achievement and aspirations of their students, most of whom are from minority ethnic backgrounds.

Membership

Join the NRC today for access to a wide range of free materials and discounts on other resources, such as books and stationery, which will help you manage and run your supplementary school successfully. Membership is free of charge. You can join online at: www.continyou.org.uk/nrcjoin.

Alternatively, telephone us for an application form on 020 7587 5080 or email nrc@continyou.org.uk.

Booking conditions

We will keep a place on the course for you, subject to receiving your completed booking form and your deposit cheque for £15 per course booked, made payable to ContinYou (for example, to book three courses, please send three cheques). If you fax your confirmation, we will hold a place for one week subject to receiving your deposit. Your deposit cheque will be returned at the end of the training course.

You will receive an email confirming your registration, followed by a course outline ten days prior to the course. **Please provide the email address at which you can most easily be reached.**

Training places are allotted on a first-come first-served basis, so be sure to book early. We will accept a maximum number of two participants from the same supplementary school. If more than two people from the same school wish to attend a course, their names will be placed on a waiting list and they will be notified if we are unable to accommodate them.

*Non-members

Non-members of the NRC will pay a fee of £15 to attend NRC training. However, joining the NRC is free of charge. Visit www.supplementaryeducation.org.uk or call us on 020 7587 5080 to find out more.

Non-attendance, lateness and cancellation

Our courses are free and usually heavily oversubscribed. If you make a booking we expect you to take up your place. Failure to attend the course will result in the forfeit of your £15 deposit.

Please do not arrive late as this disrupts the course for participants. If you do arrive late, it will be at the trainer's discretion whether or not to allow you to join the course.

If you are unable to attend, and you cancel more than seven days prior to the course, we will refund your deposit cheque. But please notify us of any cancellation as soon as possible, as we may be able to re-allocate your place.

If the cancellation is made less than seven days before the course is due to run and we are not able to fill your place, this will also result in the forfeit of your £15 deposit.

Certificate

Trainees who have been punctual and who have attended the entire course will receive a certificate of attendance.

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