

National Resource Centre for Supplementary Education

Open training programme Autumn 2008

Free learning opportunities for supplementary
and mother-tongue schools

Unless specified, all the training courses will be held at:
National Resource Centre for Supplementary Education (NRC)
31-33 Bondway
London SW8 1SJ

Tel: 020 8709 9900
Fax: 020 8709 9933
Email: nrc@continyou.org.uk

Website: www.supplementaryeducation.org.uk



continyou
National Resource Centre for
Supplementary Education

Autumn 2008 programme

This autumn, the NRC is piloting new courses on specific subject teaching and workshops to be delivered regionally. To register your interest in any of the courses, please fill out the booking form enclosed and return it to the NRC offices (please note our new address on cover).

Training in London

Business planning and developing your organisation

9 October 2008: 9.30am to 4pm (full day, incl lunch)

Learn the benefits of developing a business plan for your supplementary school, and how you can develop:

- your value, vision and mission
- an understanding of the external and internal environment of your supplementary school
- business planning tools
- the structure of a business plan.

Course facilitator: Claire Standing

Child protection awareness

21 October 2008: 9.30am to 4pm (full day, incl lunch)

All you need to know about this complex and vital issue. 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 schools. The course covers:

- values and attitudes, facts and definitions of child abuse
- child protection legislation
- responding and reporting abuse
- the roles of other agencies.

The session will allow plenty of time for discussion and reflection, based on your own experiences.

Course facilitator: Tony McKenzie

First-aid basics

6 November 2008: 9.30am to 12.30pm

Learn basic first-aid for the workplace. With St John Ambulance, the leading first-aid tutors in the country, you will learn how to administer basic first-aid safely. The course will cover: bites and stings; bleeding – minor; burns – minor; choking; communication and casualty care; fainting; primary survey; sprains and strains; unconscious casualty.

Note that there are only twelve places available on this course.

Course facilitator: St John Ambulance

Fun maths activities for primary schools

11 November 2008: 9.30am to 4pm (full day, incl lunch)

Maths can be fun! Learn a range of practical activities to use in your own classrooms, and break down any fear/barriers that students may have around maths.

The course covers:

- introduction – how activities covering the key concepts and skills of the maths strategy curriculum apply and extend the young person in the classroom
- place value
- using sorting diagrams
- mental thinking skills development.

Course facilitator: Isaac Anoom

How supplementary schools can benefit from extended schools

13 November 2008: 9.30am to 4pm (full day, incl lunch)

An introduction to extended schools and their agenda, as well as the core offer. You will take part in practical exercises 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.

Course facilitator: Viv Janes

Evaluation and consultation

4 December 2008: 10am to 4pm (full day, incl lunch)

This practical workshop will support you in understanding the importance of self-assessment and evaluation and ensuring the activities you provide make a difference.

You will learn the benefits of self-evaluation, and how to disseminate the information into constructive steps for any future planning:

- Learn about the self-assessment and evaluation process.
- Use information from self-assessments to help you set targets for improvement.
- Use this information to work with mainstream schools.

Course facilitator: Claire Standing

Sing up

10 December 2008: 10am to 4pm (full day, incl lunch)

Sing Up, the Music Manifesto's national singing programme, is a way of inspiring confidence in your pupils through song. This interactive workshop will show you different teaching methods using song and how singing can instil team-building and inspire you to develop more cultural activities within your school curriculum.

Course facilitator: Edward Milner

Science experiments for children

11 December 2008: 10am to 2pm

Eureka! Science isn't all chemical equations and Latin descriptors for species. Join this workshop and learn fun and interactive ways of teaching science that would get even the most unenthusiastic pupil interested.

Supplementary schools that focus on curriculum support will find this session useful in helping to reach kids who find science dull. You will learn about:

- science enrichment and engagement activities for primary schools
- setting up after-school science clubs and running science weeks
- resources from the BA and other organisations.

Course facilitator: Jodie Cole, British Association for the Advancement of Science

Training in Leeds

First-aid basics

20 September 2008: 9.30am to 12.30pm

Learn basic first-aid for the workplace. With St John Ambulance, the leading first-aid tutors in the country, you will learn how to administer basic first-aid safely. The course will cover: bites and stings; bleeding – minor; burns – minor; choking; communication and casualty care; fainting; primary survey; sprains and strains; unconscious casualty.

Note that there are only twelve places available on this course.

This course will be run in partnership with Education Leeds and will take place at the Education Leeds offices at: Education Leeds, 10th Floor West, 110 Merrion Centre, Leeds LS2 8DT.

Course facilitator: St John Ambulance

Training in Manchester

Fundraising

Date and venue tbc (for further details contact catherine.roberts@continyou.org.uk)

This course will explore useful tools and exercises to introduce you to fundraising and increase your chances of raising funds. The course will focus on:

- identifying your project's needs
- identifying your organisation's selling points
- the expectations of funders
- top tips on putting together your application.

Course facilitator: Vipin Chauhan

NRC 2008 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.

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

Name:

Job title:

Organisation:

Address:

Postcode:

Tel:

Mobile:

Fax:

Email:

Dietary needs (please specify)

Mobility needs (please specify)

Signature:

Please post or fax this form back to us:

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

Fax: 020 8709 9933

Email: nrc@continyou.org.uk

Website: www.supplementaryeducation.org.uk



Mailings

- So that we can keep you informed about other NRC events and opportunities, your details will be added to our mailing list. Your details will be kept confidential and not passed on to any third parties. If you do not wish to be added to our mailing list, please tick the box.

Photos

- We will occasionally take photographs in NRC training sessions, for possible inclusion in our publications, website and other publicity material. If you do not wish to be photographed for any of our publicity materials, please tick the box.

Your feedback

Our training courses are designed to help you run and deliver outstanding supplementary and mother-tongue schools and study/activity programmes. Tell us what you need in the way of training, and we'll do what we can to cater for your needs!

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

About the NRC

The National Resource Centre for Supplementary Education (NRC) is a national organisation based within ContinYou (one of the UK's leading community learning organisations), and is the first agency to campaign on behalf of supplementary education. The NRC has grown out of the Resource Unit for Supplementary and Mother Tongue Schools, which had nearly ten years' experience of providing support, advice, training and consultancy to supplementary schools across London before its merger with ContinYou in 2006.

The NRC is passionate about raising standards and profile and building support. We offer advice and training to a network of schools across the UK, as well as providing services to local authorities and the key organisations and forums working with supplementary schools, including the DCSF (formerly DfES) and mainstream schools. 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.

Booking conditions

- We will keep a place on the course for you, subject to your having completed a booking form and having sent us your deposit cheque of £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 receipt of your deposit. Your deposit cheque will be returned at the end of the training course.
- An email will be sent to you confirming your registration, followed by a course outline ten days prior to the course. Please provide the email address by which you can be most easily reached.

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 it disrupts the course for everyone else. If you do arrive late, it will be entirely at the trainer's discretion whether or not to allow you to join the course.
- Places are allotted on a 'first come first served' basis – so please book early!
- 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.

continYou
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Supplementary Education

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