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# Training and Continuing Professional Development Programme

## Spring 2020

***“Providers must support staff to undertake appropriate training and professional development to ensure they offer quality learning and development experiences for children that continually improves.”***

Statutory framework for the early years foundation stage Section 3.20



Training Course		Date	Time	Page
Roles and Responsibilities: Key Facts for Your Committee	Tuesday	14th January	7:00pm - 9:30pm	18
Anna Ephgrave's 'Planning in the Moment' with Aliye Mpoko	Monday	20th January	9:00am - 3:00pm	7
Supporting the Wellbeing of your Team (Pt 1) Previously advertised as Workplace Wellbeing	Thursday	23rd January	9:30am - 12:00pm	19
The Magic and Mystery of Children - Interacting with Intrigue with Greg Bottrill	Monday	27th January	6:30pm - 8:30pm	8
Understanding and Supporting the Anxious Child	Thursday	30th January	6:30pm - 9:00pm	10
Risky Play for Playworkers	Monday	3rd February	6:45pm - 9:15pm	11
Levels of Involvement in Practice	Tuesday	4th February	6:30pm - 8:30pm	15
Ofsted's Hotspots and Trends with Pennie Akehurst	Wednesday	5th February	6:00pm - 9:00pm	4
Embedding Phonics in the EYFS	Friday	7th February	9:30am - 12:00pm	13
Boys Will Be Boys	Monday	10th February	9:30am - 12:00pm	14
Network Meeting (3) (SEND)	Thursday	13th February	4:30pm - 6:30pm	16
Makaton Taster Session	Tuesday	25th February	6:00pm - 7:30pm	5
Helicopter Stories with Trisha Lee	Wednesday	26th February	9:30am - 3:00pm	6
Embedding Maths in the EYFS	Friday	28th February	9:30am - 12:00pm	13
Supporting the Wellbeing of Your Team (Part 1)	Wednesday	4th March	6:00pm - 8:30pm	19
Jargon Busting (Mini Workshop)	Thursday	5th March	6:00pm - 7:30pm	15
Understanding and Supporting the Anxious Child (Early Years)	Wednesday	11th March	9:30am - 12:00pm	10
Risky Play (for Early Years)	Thursday	12th March	6:00pm - 8:30pm	11
Promoting Positive Behaviour	Monday	16th March	9:30am - 2:00pm	12

**Please note:** to be eligible for PATA member rates, your setting must be a current PATA member at the time of the booking and during the training.  
PATA reserves the right to charge the full rate for the training if PATA membership has lapsed.

Training Course	Date	Time	Page
Supporting the Wellbeing of Your Team (Part 2)	Wednesday 18th March	6:00pm - 8:30pm	19
Network Meeting (4)	Monday 23rd March	4:30pm - 6:30pm	16
Roles and Responsibilities: Key Facts for Your Committee	Tuesday 24th March	6:30pm - 9:00pm	18
Understanding and Supporting the Anxious Child (OOSC, KS1 and 2)	Friday 27th March	9:30am - 12:00pm	10
Autism: Introduction to Autism and Supporting Behaviour	Wednesday 29th April	9:30am - 2:30pm	17
Taking a Risk with Resilience	Monday 4th May	6:00pm - 8:30pm	14
Makaton Level 1 and 2 (Part 1) - provisional date	Monday 11th May	Daytime tbc	5
An 'Adventure Island' Masterclass with Greg Bottrill	Monday 11th May	6:30pm - 8:30pm	8
Network Meeting (5) - provisional date	Thursday 14th May	4:30pm - 6:30pm	16
Makaton Level 1 and 2 (Part 1) - provisional date	Monday 18th May	Daytime tbc	5
Food Safety in Catering (Level 2 Award) - Accredited course (Part 1)	Tuesday 19th May	6:00pm - 9:00pm	9
Anna Ephgrave 'Planning in the Moment' With Anna Ephgrave (provisional date)	Friday 22nd May	9:00am - 3:00pm	7
Food Safety in Catering (Level 2 Award) - Accredited course (Part 2)	Tuesday 2nd June	6:00pm - 9:00pm	9
Network Meeting (6) - provisional date	Monday 29th June	4:30pm - 6:30pm	16
Performance Management (1) - Supervision and Appraisals	Date to be confirmed	April / May time	20
Performance Management (2) - Performance Improvement Plans	Date to be confirmed	April / May time	20
Performance Management (3) - Conducting Investigations and Disciplinary Meetings	Date to be confirmed	April / May time	20
<b>E-Learning see our Artemis Courses</b>			<b>21</b>

**Please note:** to be eligible for PATA member rates, your setting must be a current PATA member at the time of the booking and during the training.

PATA reserves the right to charge the full rate for the training if PATA membership has lapsed.



## General Courses for Practitioners

A number of our courses last term were fully booked within the first week of term. Where this happens, we try to book additional dates as soon as possible. If a course is fully booked, please join the wait list so we can gauge whether a new date needs to be published.

This term we are pleased to be running a Makaton Taster session with a view to hopefully running the Level 1 and 2 course next term. Also new is an accredited Level 2 Award in Food Safety in Catering for those who wish to understand their legal responsibilities. We are also running a follow up Ofsted course on Hotspots and Emerging Trends where Pennie Akehurst will highlight what has been learnt so far since the new framework was implemented.

Finally, join us for a mini workshop on Jargon Busting. This is for **all** setting staff to understand the common used words and phrases within the new Inspection Framework to help them feel empowered and prepared. This is offered at the great price of £15 for members making it affordable and accessible to more of your team.

Do get in touch with us if you have suggestions of speakers that you would like to see come to Gloucestershire!

## Ofsted's New Inspection Framework: Hotspots and Emerging Trends!

***Pennie comes with an incredible wealth of knowledge gleaned from analysing every Early Years report that Ofsted issue. She really knows her stuff!***

**Course Aim:** To use identified trends and data taken from inspections under the new framework to help settings to evaluate their own practice against Ofsted's requirements.

**Course Information:** The Early Years Inspection Handbook is the only thing that helps us to understand what Ofsted are looking at and for. It enables us to benchmark our practice and to identify areas of strength and those that need further work or attention, but even when we use this framework as a basis for self-evaluation, we may not be asking ourselves the right questions. Inspection trends data can help us to understand areas that repeatedly lead to judgements of 'requires improvement' or 'inadequate'. If we understand the kinds of actions and recommendations that inspectors frequently make about aspects of practice, we will be far more able to identify our own hotspots and areas for development.

During the session we will:

- Identify issues that are appearing with frequency in RI and inadequate inspection outcomes under the key headings of the new inspection framework
- Highlight the lessons that can be taken from the Ofsted inspections that have happened so far
- Provide you with hints, tips, audit questions and techniques that will enable you to evaluate the effectiveness of your current practice and highlight areas for improvement.

**Delivered by:** Pennie Akehurst, Managing Director of Early Years Fundamentals Ltd.

**Date:** Wednesday 5th February

**Time:** 6:00pm - 9:00pm

**Venue:** Gloucester - Venue to be confirmed

**Cost:** £30.00 for members / £45 for non members

**Code:** SPR04

# Makaton Taster Session

## (and possible future Level 1 and 2 Makaton Training)

If you are unsure as to whether Makaton training is for you, our Makaton Taster session is perfect for you. Makaton is a multi-modal language programme that uses signs, symbols and speech for children and adults with speech, language and communication needs to build on their understanding and use of speech and language.

These short sessions are designed for anyone who is interested in finding out about Makaton before deciding whether or not to attend further intensive Makaton training.

The Taster session gives you a general introduction into what Makaton is and who uses it, with the opportunity to learn a few signs and symbols too (between 30 and 60). This 1 1/2 hour course is recommended for any early years practitioner, family members, carers, teaching assistants and anyone who is interested in using Makaton in everyday life.

This session will provide you with an introductory workshop, you will learn symbols and signs all designed to help you in practical situations. It will be a fun, informal sessions with a chance to practise the signs and symbols taught with each other and learn a new skill

At the end of the workshop participants should have the skills and confidence to begin using Makaton in their daily lives.

This course also allows organisations to state they are 'Makaton Friendly' and organisations can apply for this status (at a cost of £50 for 2 years) to use the Makaton symbol within their setting, on leaflets and any information.

**Delivered by:** Dawn McCullum–Cooper who is a Highly Specialist Speech and Language Therapist who graduated in 1990 and is a Makaton Tutor who runs regular Makaton sign language courses within Gloucestershire.



**Dates:** Tuesday 25th February

**Time:** 6:00pm - 7:30pm

**Venue:** Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR

**Cost:** £15 for Members / £20 for Non-Members

**Code:** SPR05

Please refer to Page 6 for our terms and conditions for this course

### Level 1 and 2 (Previously known as the Foundation Course)

If there is enough interest we will be running a more intensive 2 day 'Level 1 and 2 course' (which will cover stages 1 - 4 of the Makaton core vocabulary signs and symbols). This is provisionally scheduled for 11th and 18th May but can only go ahead if there is enough interest.

The cost will be £110 for members and £135 for non-members.

To register your interest for this please 'join the waitlist' on our booking system or email [training@pataglos.org.uk](mailto:training@pataglos.org.uk)

# Helicopter Stories With Trisha Lee



We are excited to be running another 'Helicopter Stories' training day with Trisha Lee. The Helicopter Stories approach was pioneered by the late Vivian Gussin Paley and has been championed in the UK by Trisha

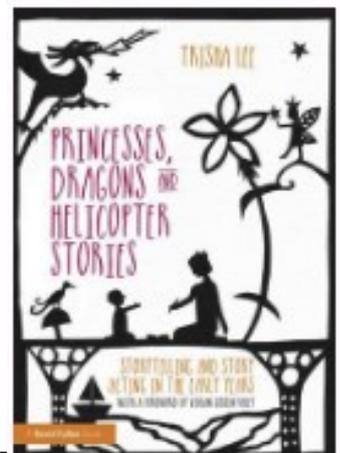
The approach harnesses the power of storytelling to inspire powerful learning outcomes in key curriculum areas, such as Communication and Language, Personal, Social and Emotional Development and early compositional skills in Writing.

Why chose Helicopter Stories?

- It is an inclusive whole-class approach to learning that values every child's contribution.
- It engages creativity, boosts self-confidence and improves speaking and listening skills.
- It promotes collaborative learning in a supportive, safe environment.
- It allows children to explore the power of words, forming a bridge into the world of writing.

*"Such a good course and I would highly recommend it to other settings. I loved the fact that the children from the setting next door were welcomed in and participated in 'live' training. It really showed the level of interaction you could achieve in such a small period of time and this was all with children that we (and Trisha) had not met before" (attendee of previous training)*

You can find out more about Helicopter Stories at [www.makebelievearts.co.uk](http://www.makebelievearts.co.uk)



Copies of Princesses, Dragons and Helicopter Stories by Trisha Lee, an invaluable manual will be available to purchase on the day for £15.50

**Dates:** Wednesday 26th February

**Time:** 9:30am - 3:00pm (please arrive from 9:15am onwards for a 9:30am prompt start)

**Venue:** To be confirmed

**Cost:** £85 for Members / £105 for Non-Members

**Code:** SPR06

Please see below regarding terms and conditions for this course.

**Please note PATA's normal refund policy does not apply to bookings for Makaton training/ taster sessions, Food Hygiene, Helicopter Stories, Planning In The Moment, Follow Up and Ofsted's New Inspection Framework courses. We are unable to give refunds or credits once a booking is made. We can, however, change the name of delegates attending up until midday 7 days before the course date.**

**Full payment must be received within 7 days of the invoice date by BACS, cash (at the PATA office) or cheque.**

# Anna Ephgrave's 'Planning In The Moment' With Aliye Mpoko

We are excited to have another date for Planning In The Moment which on this occasion will be delivered by Aliye Mpoko who is trained and fully endorsed by Anna Ephgrave.

**Course Aim:** To provide you with the necessary tools to help your children feel confident and independent especially through outdoor play and risk taking play.

**Course Information:** The course will cover:

- Rationale and Complexities of Child-Initiated Play
- Planning and Teaching in the Moment
- Role of the Adult
- Paperwork required

It will also touch on:

- Literacy and Numeracy in Early Years
- Developing the Outdoor Classroom

**Suitable For:** Anyone working in Early Years (including Reception and Year 1)

<b>Date:</b>	Monday 20th January (limited spaces remaining)	<b>Time:</b> 9am - 3pm
<b>Venue:</b>	Hillview Evangelical Church, Hucclecote, Gloucester, GL3 3LX	
<b>Cost:</b>	Members £85 Non-Members £110	<b>Code:</b> SPR01

Please refer to Page 6 regarding terms and conditions for this course.

# Anna Ephgrave's 'Planning In The Moment' With Anna Ephgrave

We have a provisional date of Friday May 22nd with Anna herself to run another 'Planning in the Moment' training day for us (9am - 3pm).

At the current time we are asking people to register their interest for this course by joining the waiting list on our booking system to see if there is enough interest in running another course.

<b>Date:</b>	Friday 22nd May	<b>Time:</b> 9am - 3pm
<b>Venue:</b>	tbc	
<b>Cost:</b>	Members £95 Non-Members £120	<b>Code:</b> SPR07

Please refer to Page 6 regarding terms and conditions for this course.

## Training with Greg Bottrill

“Greg comes at the subject from a different angle and he makes you think. His approach is very different, it’s very interactive.”

*Attendee of ‘Can I Go and Play Now’ Training April 2019*

## The Magic and Mystery of Children - Interacting with Intrigue with Greg Bottrill

**Course Aim:** This course will explore the how, when, why, what and where to take your observations and interactions next.

**Course Information:** During the session we will discuss

- Observing and interacting effectively with young children
- How to move learning forward and evidence it without it becoming unbalanced and time consuming.

**Delivered by:** Greg Bottrill, educationalist and author of the bestselling Early Years book ‘Can I Go And Play Now?’ in an exploration of how, why, when and what and where to take your observations and interactions next.

**Suitable For:** Any Early Years Foundation Practitioners and Managers.

**Date:** Monday 27th January (limited spaces remaining)      **Time:** 6:30pm - 8:30pm

**Venue:** Hillview Evangelical Church, Hucclecote, Gloucester, GL3 3LX

**Cost:** £25 for members / £35 for non members      **Code:** SPR03

## An ‘Adventure Island’ Masterclass with Greg Bottrill

**Course Aim:** This course will help you develop your outdoor play and unlock the magic of your children’s imaginations whilst developing your role as a co-player.

**Course Information:** Adventure Island, the creation of Greg Bottrill, is an exciting and immersive approach to play and childhood that is based around the idea of ‘The Collective Imagination’, a concept that offers huge potential to develop your children’s language skills, social play and early mark making. Join Greg on the adventure and discover its magic for yourself - perfect for Early Years of all ages.

**Delivered by:** Greg Bottrill, educationalist and author of the bestselling Early Years book ‘Can I Go And Play Now?’

**Suitable For:** Any Early Years Foundation Practitioners and Managers

**Date:** Monday 11th May      **Time:** 6:30pm - 8:30pm

**Venue:** to be confirmed (within Gloucester)

**Cost:** £25.00 for members / £35.00 for non members      **Code:** SPR08

# Level 2 Award in Food Safety in Catering (Accredited course)

This course is run in conjunction with Envesca



**Course Aim:** The aim of the course is to provide anyone who handles, prepares or cooks food to understand the key aspects of food hygiene including how to identify and minimise food safety hazards. The course will ensure your employees understand their individual legal responsibilities and what they need to do to ensure they comply with the law.

**Course Information:** During the course we will cover:-

- Understanding food safety law and regulations.
- The role of enforcement officers and local authority powers.
- Possible consequences of non-compliance with food safety.
- Why food safety is vital.
- The consequences of poor standards of food hygiene.
- The benefits of good food safety practices.
- The use of a documented food safety management system.
- How to maintain high levels of personal hygiene.
- The risk food handlers impose on food safety.
- The different food safety hazards and how to prevent them.
- Understanding, taking and recording of temperatures.
- Refrigeration, chilling and cold holding of foods.
- Cooking, hot holding and re-heating of foods.
- Principles of safe food storage and how to apply them.
- Stock control procedures.
- The importance of cleaning in food premises and cleaning schedules.
- Effective cleaning methods to ensure premises and equipment are always kept in clean working order.
- Acceptable methods of storing and disposing of waste.
- How to identify, prevent and control pests.
- Essential first aid equipment requirements for food premises.
- Equipment standards required in food safety
- 

Candidates will be assessed by a multiple choice examination, where they must answer at least 12 out of 20 questions correctly. The examination will take 45 minutes to complete (at the end of the second session and successful completion will result in a Highfield Level 2 Award in Food Safety in Catering certificate.

**Suitable For:** Anyone who handles, prepares or cooks food within a setting

**Please see Page 6 for terms and conditions for this course. Please note we will only be able to run this course if there is sufficient demand. Both dates must be attended.**

<b>Date:</b> Tuesday 19th May and Tuesday 2nd June	<b>Time:</b> 6:00pm - 9:00pm
<b>Venue:</b> Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR	
<b>Cost:</b> £75.00 for members / £95.00 for non members	<b>Code:</b> SPR09

This is a special rate for PATA as the cost of this course is normally £108 (including VAT)

# Understanding and Supporting the Anxious Child (OOSC, KS1 and 2)

**Course Aim:** To provide staff working in Schools or Out of School Clubs with an understanding of how anxiety can impact on a child.

**Course Information:** During this workshop, we will:

- Explore anxiety and how the brain reacts to it;
- Have an opportunity to discuss how anxiety manifests in their setting;
- Consider how anxiety impacts on the behaviour of a child;
- Start to think about how to support a child with anxiety.

**Delivered By:** Colette Etheridge, an experienced counsellor and parenting practitioner

**Suitable For:** Anyone who works or volunteers with children in either Key Stage 1; Key Stage 2 and in a Playwork setting (Out of School Club) including breakfast, after school and holiday clubs)

**Date:** Friday 27th March

**Time:** 9:30pm - 12:00pm

**Venue:** Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR

**Cost:** £28.00 for members / £38 for non members

**Code:** SPR10

# Understanding and Supporting the Anxious Child (Early Years)

**Course Aim:** To provide practitioners in early years settings with an understanding of how anxiety can impact on a child.

**Course Information:** During this workshop, we will:

- Explore anxiety and how the brain reacts to it;
- Have an opportunity to discuss how anxiety manifests in their setting;
- Consider how anxiety impacts on the behaviour of a child;
- Start to think about how to support a child with anxiety.

**Delivered By:** Colette Etheridge, an experienced counsellor and parenting practitioner

**Suitable For:** Any Early Years Practitioners from support staff to Managers

**Date:** Thursday 30th January (Fully Booked)  
Wednesday 11th March (Places Available)

**Time:** 6:30pm - 9:00pm  
9:30am - 12:00pm

**Venue:** Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR

**Cost:** £28.00 for members / £38 for non members

**Code:** SPR11

# Risky Play (for Playworkers)

**Course Aim:** Risky play is a natural part of children's play and children often seek out opportunities for engaging in challenging and so called risky play. This course will help you to gain a better understanding of the importance of risky play and its benefits.

**Course Information:** During the session we will look at the following:

- What is risky play?
- Types of risky play
- Your role and responsibility as a practitioner undertaking risky play
- Exploring boundaries and learning about injury risk
- The balance between risky play and children's safety
- There will be the opportunity to gain hands on practical experience during the session!

The course aims to provide you with the information and confidence required to facilitate risky play within your setting, giving you an understanding of children and risky play and your role and responsibilities when risky play takes place.

**Suitable For:** Anyone who works or volunteers with children in a playwork setting (Out of School Club) including breakfast, after school and holiday clubs who would like a better understanding of risky play and anyone who has attended our 'Introduction to Playwork' course.

**Delivered by:** Nicki Woolway, a Level 3 qualified playworker with 9 years experience of owning and managing two play settings.

<b>Date:</b>	Monday 3rd February (Fully Booked) (please join the wait list to be notified of the next date or if places become available)	<b>Time:</b> 6:45pm - 9:15pm
<b>Venue:</b>	Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR	
<b>Cost:</b>	£28.00 for members / £38.00 for non members	<b>Code:</b> SPR12

# Risky Play (for Early Years)

**Course Aim:** Risky play is a natural part of children's play and children often seek out opportunities for engaging in challenging and so called risky play. This course will help you to gain a better understanding of the importance of risky play and its benefits.

**Course Information:** During the session we will discuss:-

- What is risky play?
- Types of risky play
- Your role and responsibility as a practitioner undertaking risky play
- Exploring boundaries and learning about injury risk
- The balance between risky play and children's safety
- There will be the opportunity to gain hands on practical experience during the session!

The course aims to provide you with the information and confidence required to facilitate risky play within your setting, giving you an understanding of children and risky play and your role and responsibilities when risky play takes place.

**Suitable For:** Any Early Years Foundation Practitioners and Managers.

<b>Date:</b>	Thursday 12th March	<b>Time:</b> 6:00pm - 8:30pm
<b>Venue:</b>	Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR	
<b>Cost:</b>	£28.00 for members / £38.00 for non members	<b>Code:</b> SPR13

# Promoting Positive Behaviour

**Course Aim:** To provide practitioners in early years settings with tools for dealing with behaviour and ways to promote positive outcomes.

The course covers all aspects of behaviour for children.

**Course Information:** During this workshop practitioners will have an opportunity to discuss children's behaviours which impact on their daily routine. We will share good practice and look at effective observation methods as a means to reduce unwanted behaviours. The workshop will look at the benefits of focusing on positive behaviour and the impact this has on a setting and a child's self esteem. Every setting which attends will also be asked to bring a copy of their current behaviour policy which we will review.

**Suitable For:** Those working with children including Early Years Practitioners, Managers or support staff such as lunchtime supervisors and Out of School/Breakfast Club staff.

**Date:** Monday 16th March

**Time:** 9:30am - 2:00pm

**Venue:** Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR

**Cost:** £48.00 for members / £58.00 for non members

**Code:** SPR14

# Introduction to Working With Children In The Early Years

**Course Aim:** A chance to find out what it's like to work with children, what goes on behind the scenes and get some practical experience. Be prepared to get your hands dirty!

**Course Information:** Approximately 20 hours worth of workshops/sessions and a discrete volunteering opportunity such as planning and delivering a Stay and Play session. Alongside this, intensive help and advice to access a longer term regular work experience opportunity in Early Years/Childcare setting and some on-line training which teaches underpinning knowledge.

Over the ten weeks you will learn about volunteering in early years/childcare settings; child development; the role of the adult; the role of the volunteer; planning sessions and play activities; equal opportunities; ideas for and planning a stay and play session; safeguarding; career options and qualifications; health and safety; Paediatric First Aid taster; plans; playdough, clay and natural materials; paint, junk and sticky; Imaginative role play; stories and music. The course also includes online Artemis training.

**Suitable For:** Anyone with an interest in working with pre-school children. A good refresher if you have worked with children before and are thinking of returning.

To register your interest for this course please email [training@pataglos.org.uk](mailto:training@pataglos.org.uk)  
or telephone 01452 541244

# Embedding Phonics in the EYFS

**Course Aim:** This course will provide you with the necessary skills to embed Phonics into the curriculum.

**Course Information:** During the session we will discuss:

- Understanding the importance of early exposure to phonics in the Early Years
- How to use phonics effectively
- How to promote phonics in your setting and at home
- Phonics resources to use in your setting

**Delivered by:** Laura Gallop, an EYFS Specialist.

**Suitable For:** Any Early Years Practitioners and Managers

**Date:** Friday 7th February

**Time:** 9:30am - 12:00pm

**Venue:** Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR

**Cost:** £28.00 for members / £38.00 for non members

**Code:** SPR15

# Embedding Maths in the EYFS

**Course Aim:** This course will provide you with the necessary skills to embed Maths into the curriculum.

**Course Information:** During the session we will discuss:

- How maths fits into the Early Years framework
- The pivotal role that Mathematics plays in a child's development
- What is problem solving and mastery
- Maths resources to use in your setting

**Delivered by:** Laura Gallop, an EYFS Specialist.

**Date:** Friday 28th February

**Time:** 9:30am - 12:00pm

**Venue:** Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR

**Cost:** £28.00 for members / £38.00 for non members

**Code:** SPR16

# Boys Will Be Boys? Closing the Gap

**Course Aim:** To support practitioners to gain a deeper understanding of how boys learn and develop strategies to channel their energies using practical ideas and reflective practice.

**Course Information:** Research shows that there can be a massive gap in the development of boys compared to girls, with some being a whole year behind. This course will consider ways to adapt your environment to make it more appropriate for different types of learning and how to be creative in engaging boys.

"All children, irrespective of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender or ability should have the opportunity to experience a challenging and enjoyable programme of learning and development." (EYFS Statutory Guidance).

This workshop looks honestly at the behaviour of boys in your settings. We will consider the innate hormonal, neurological and physical differences between girls and boys, and touch on how stereotyping may influence their play. With a renewed understanding we will look at the enabling environment we provide and share practical ideas which will empower boys to achieve the best they can within your setting whilst building their confidence and self esteem.

**Suitable For:** Anyone working or volunteering within an early years setting or preschool

<b>Date:</b>	Monday 10th February	<b>Time:</b>	9:30am - 12:00pm
<b>Venue:</b>	Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR		
<b>Cost:</b>	£28.00 for members / £38.00 for non members	<b>Code:</b>	SPR17

# Taking a Risk with Resilience

**Course Aim:** To support practitioners in building resilience in young children and helping them to face future obstacles.

**Course Information:** . This workshop looks at how our brain and body respond to stress and will discuss strategies which strengthen our children's abilities to survive a lifetime of challenges. Resilient children are braver, more curious and more adaptable; they know their limits and are able to push themselves outside their comfort zone. Resilience is something which can be nurtured in all children.

During the session we will look at the following:

- What is resilience and how does it impact on our daily lives?
- What does a resilient person look like and what does a person lacking resilience look like?
- What factors may impact on a child's wellbeing?
- The importance of risk taking and the impact of helicopter parenting.
- Strategies and activities to build self-reliance in young children.
- Reflect on our own practice and make changes.

**Suitable For:** Anyone working or volunteering within an early years setting or preschool.

<b>Date:</b>	Monday 4th May	<b>Time:</b>	6:00pm - 8:30pm
<b>Venue:</b>	Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR		
<b>Cost:</b>	£28.00 for members / £38.00 for non members	<b>Code:</b>	SPR18

# Levels of Involvement in Practice

**Course Aim:** An introduction to Laevers levels of well-being and involvement and how they can be used effectively within the early years, to reflect on own practice and take new ideas back to your setting.

**Course Information:** During this 2 hour workshop we will develop an understanding and workable knowledge of Laevers scales by:

- Exploring the Leuven scales of well-being and involvement: Understanding how we meet a child's emotional and social needs.
- Assessing the quality of our equipment and learning environment.
- Identifying how we recognise and measure well-being and involvement.
- Discussing the impact of using these scales on our children, staff and setting.
- Creating an action plan of how we can use these assessments in our setting.

**Suitable For:** Any Early Years Practitioners and Managers

**Date:** Tuesday 4th February

**Time:** 6:30pm - 8:30pm

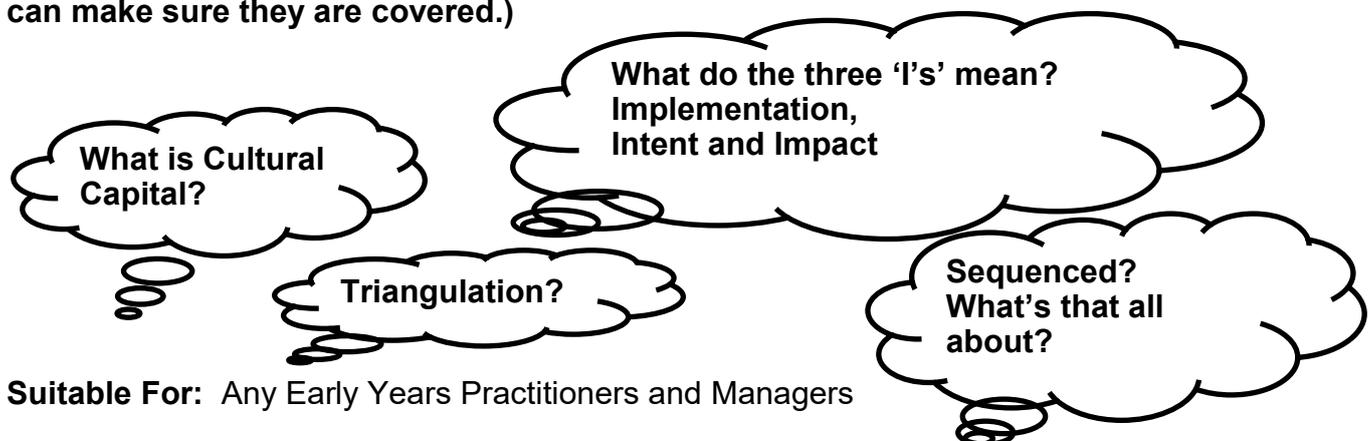
**Venue:** Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR

**Cost:** £25.00 for members / £35.00 for non members

**Code:** SPR19

# Jargon Busting - Mini Workshop

Are you confused or muddled by some of the words and phrases within Ofsted's new Education Inspection Framework (EIF)? Then join us to unravel the terminology we are encountering such as cultural capital, intent, implementation, impact, triangulation, sequenced and many more. This is a short workshop which aims to familiarise early years practitioners with some of the content of the new Education Inspection Framework and send them away feeling empowered and prepared. **(If you have any particular words and phrases you would like us to explore in detail please tell us when you book (or no later than Friday 14th February) so that we can make sure they are covered.)**



**Suitable For:** Any Early Years Practitioners and Managers

**Date:** Thursday 5th March

**Time:** 6:00pm - 7:30pm

**Venue:** Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR

**Cost:** £15.00 for members / £20.00 for non members

**Code:** SPR20

# PATA Member Network Meetings

*“Thank you for all the support and helpful advice you’ve given me. Also to the whole team, it’s been great having these network meetings and I personally have found them so beneficial and on target for what is relevant right now. It’s a fantastic resource and you are all so happy to help!”* Attendee at previous two meetings.

This term’s Network Meetings will be the third and fourth of six we plan to run throughout the academic year which will be open to any PATA Members. They will provide a great opportunity to meet with colleagues from other settings and share experiences and expertise.

The third network meeting will focus on SEND and our guest speaker will be Sara Watters from The Milestone School. If you would like to attend and have any specific issues that you would like Sara to focus on in her talk please let us know. The topic for the Networking Meeting in March will be advertised shortly.

\*Following on from our last two Network meetings, we have extended them to 2 hours (to allow extra time for anyone to ask specific questions), however you are welcome to leave at anytime.

**Suitable For:** Anyone involved in a PATA member setting including practitioners, room leaders, managers, deputies and committee members.

<b>Date:</b>	Thursday 13th February (Focus on SEND)	<b>Time:</b> 4:30pm - 6:30pm*
<b>Venue:</b>	Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR	
<b>Cost:</b>	£10.00 for members	<b>Code:</b> SPR21

<b>Date:</b>	Monday 23rd March (Focus tbc)	<b>Time:</b> 4:30pm - 6:30pm*
<b>Venue:</b>	Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR	
<b>Cost:</b>	£10.00 for members	<b>Code:</b> SPR22

## SEND Courses

Further information about our SEND courses will be published shortly. Please keep checking our website for further information and also our Facebook posts.



# Autism - An Introduction to Autism and Supporting Behaviour

**Course Aim:** To develop an understanding of how autism can present itself in young children and to explore ways of managing the child's needs and behaviour positively.

**Course Information:** During the session we will consider the following:

- What is autism?
- Communication: theirs and ours.
- Sensory Issues: how these can affect the child's behaviour.
- Managing challenging behaviour.
- Going on Trips; avoiding pitfalls and achieving positive outcomes.
- Supporting the family.

**Suitable For:** Anyone who works or volunteers with children and would like a better understanding of what to look out for and how to support children with autism.

**Delivered by:** Sara Watters, Lead Practitioner and Senior Learner Support Worker (LSW), HLTA and QCF Assessor for The Milestone School. Sara has 20 years of classroom experience, 15 of which have been at The Milestone School.

**Date:** Wednesday 29th April

**Time:** 9:30am - 2:30pm

**Venue:** Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR

**Cost:** £53.00 for members / £63.00 for non members

**Code:** SPR23

## Bespoke Support and Advice for Settings with Children with SEND

We are now able to offer bespoke support for any children with additional needs in your setting.

Sara Watters from The Milestone School is able to come to your setting and observe children with additional needs in mainstream settings and then support your staff with resources, ideas, training or signposting.

This can be done as a half day or full day. We have a limited number of slots available each term.

Cost £65 for a half day (plus travel expenses)\*    £115 for a full day (plus expenses)\*

- travel time may be factored in to your time allocation.

Limited dates now remaining for the remainder of this academic year

To register your interest for this please email [training@pataglos.org.uk](mailto:training@pataglos.org.uk)  
or telephone 01452 541244



## Committee and Management Courses

*"I attended the performance management series of courses at PATA. Not only did I find the information very interesting and helpful, but I was also able to put some of the things I learnt into practice very quickly. A week after I had completed the third workshop in the series, we had our Ofsted inspection and the Inspector was impressed with what I had put into place in regards to staff supervisions. I enjoyed the course and it definitely broadened my knowledge and helped us improve our practice."*

Manager of Local Playgroup Setting, December 2019

Following the success this term of Workplace Wellbeing, and acting on feedback from the attendees we have worked with Colette to expand the course, splitting it out to a two part series which we have re-named Supporting the Wellbeing of Your Team. This will give those managers who want the opportunity to gain more practical skills to support their staff wellbeing.

The Roles and Responsibilities course will be delivered by staff from our Support for Settings Team who also have extensive experience as a committee chairperson and as a manager of an early years setting.

## Roles and Responsibilities: Key facts for your Committee

**Course Aim:** Are you a Committee member and would like some guidance and support with understanding your role? This course will provide committee members with the confidence to manage, influence, challenge and support their playgroup, pre-school or out-of-school setting.

**Course Information:** This relaxed and informative session is ideal for all new and experienced committee members and/or setting managers to exchange ideas and feel more confident in their role.

This session will:

- Give an overview of a committee's roles and responsibilities
- Provide the tools needed to tackle unexpected and/or challenging issues - for instance: management concerns, complaint handling, safeguarding issues, Ofsted visits.
- Have a chance for questions and answers from staff from our Support for Settings Team who also have extensive experience as a committee chairperson and as a manager of an early years setting.

**Suitable For:** Those involved in managing and leading settings – parents, committee members and managers.

**Date:** Tuesday 14th January (limited spaces remaining)  
Tuesday 24th March

**Time:** 7:00pm - 9:30pm  
6:30pm - 9:00pm

**Venue:** Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR

**Cost:** £28.00 for members / £38.00 for non members

**Code:** SPR24

# Supporting the Wellbeing of Your Team (Part 1)

More and more managers are dealing with issues of mental health within their teams and the new Ofsted Inspection Framework includes a requirement that "Staff consistently report high levels of support for well-being issues." With this in mind join Colette Etheridge, a counsellor and parenting practitioner to consider how best you can support your team and your workplace wellbeing.

**Course Aim:** To raise and increase awareness of anxiety and/or depression and consider how to support staff showing signs of anxiety and/or depression

**Course Information:** During this workshop, we will:

- Explore anxiety and/or depression and how the brain and body react to it;
- Start to think about how and where they may see anxiety and/or depression in the work environment;
- Think about how to start a discussion with somebody who may have anxiety and/or depression and avoid common pitfalls;
- Start to think about how to best support your team member showing anxiety and/or depression.

**Suitable For:** Anyone responsible for the general and emotional wellbeing of staff members including Managers and Committee Members.

**Please note this course was previously called 'Workplace Wellbeing'.**

<b>Date:</b>	Thursday 23rd January (Fully Booked) Wednesday 4th March (Places Available)	<b>Time:</b> 9:30am - 12:00pm 6:00pm - 8:30pm
<b>Venue:</b>	Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR	
<b>Cost:</b>	£28.00 for members / £38.00 for non members	<b>Code:</b> SPR25

# Supporting the Wellbeing of Your Team (Part 2)

**Please note only the same named attendees of 'Supporting the Wellbeing of Your Team, Part 1' can attend this course or those who attended Workplace Wellbeing on either the 20th November 2019 or 23rd January 2020.**

**Course Aim:** To increase knowledge of mental health conditions and consider practical ways to support staff showing signs of mental health conditions.

**Course Information:** During this workshop, we will:

- Discuss in more detail mental health conditions and how they may present in the workplace;
- Have the opportunity to discuss how and where they may see mental health conditions in the work environment;
- Discuss how to confidently start a discussion with somebody who may have mental health conditions;
- Practice techniques discussed in Part 1 and Part 2 to reinforce learning on how to best support your team member showing mental health conditions.

**Suitable For:** Anyone responsible for the general and emotional wellbeing of staff members including Managers and Committee Members.

<b>Date:</b>	Wednesday 18th March	<b>Time:</b> 6:00pm - 8:30pm
<b>Venue:</b>	Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR	
<b>Cost:</b>	£28.00 for members / £38.00 for non members	<b>Code:</b> SPR26

# Performance Management

Our suite of three Performance Management courses will run in the summer term (April/May). These cover the following areas:

## **Part 1: Supervision and Appraisals**

This course will provide managers with the confidence to conduct meaningful one-to-one meetings with their team; the knowledge on what can be asked and documented; and what further steps should be taken once the meeting closes.

## **Part 2: Performance Improvement Plans**

This course will provide managers with the next steps in managing performance in order to reach business goals; the knowledge on what can be asked and documented; and the confidence to keep challenging weak performance.

## **Part 3: Conducting Investigations and Disciplinary Meetings**

This course will provide managers with the confidence to conduct investigations into all behaviour, conduct or capability concerns and identify the best course of action to be taken in order to support sustainable improvements.

All three courses will provide all relevant paperwork associated with that stage.

**This suite of three courses will run in the Summer Term (April / May time)**

**To register your interest for these courses please email [training@pataglos.org.uk](mailto:training@pataglos.org.uk) or telephone 01452 541244**



# Artemis E-learning For The Children's Workforce



Working in partnership with Artemis, PATA is able to offer these excellent online courses at a low cost. This is Gloucestershire County Council's endorsed solution to induction for the Children and Young People's Workforce.

## Children's Workforce Induction Programme. Cost £25.00

Based on the seven induction standards initially developed by the Children's Workforce Development Council, the Artemis Children's Workforce Induction programme provides comprehensive induction for anyone working with children. Developed by, and for, members of the children's workforce this high quality e-learning package has 13 modules including; An Introduction to Child Development, Discrimination and Prejudice, Risk Assessment, Forms of Abuse, the training programme matches the children's induction standards set out by the Children's Workforce Development Council.



In addition to this PATA offers the following Artemis courses which are a great way of adding to your knowledge. You will receive a certificate for each course which can be used to evidence ongoing professional development. **Cost £15 each**

- ◆ **Understanding Child Attachment** this course aims to explain the attachment children have to their main carers. Understanding the basics of the attachment theory in its various forms and stages can significantly improve outcomes for children.
- ◆ **Information Sharing** this course is based on the government's guidance for practitioners and managers on sharing information.
- ◆ **Working with Families** this course introduces the principles and practice of the Signs of Safety Framework and a Solution Focused Approach.
- ◆ **Child Protection Level 1** this is an introduction to the concept of providing protection to children. The course will cover understanding the concept, the size of the challenge, how to spot issues of concern and what to do about them.
- ◆ **Working with Children and Young People with Disabilities** this is designed to equip practitioners with the knowledge to provide high quality care for children and young people with disabilities.
- ◆ **Integrated Working** this course aims to provide the tools to support integrated working and to enable them to use common processes, language and systems to the best advantage for children, young people and their families.
- ◆ **Domestic Abuse (Violence, Forced Marriage and Female Genital Mutilation)** this course will help practitioners understand more about these areas. It's based on nationally available evidence and good practice and it will also increase understanding of what a Multi-Agency Risk Assessment Conference is and what it does.
- ◆ **Working with Parents** this is an induction to positive parenting structures and strategies, which can inform practice, promote self-efficiency and provide positive outcomes for parents, children and young people.
- ◆ **Child Sexual Exploitation** this has been identified throughout the UK, with both victims and perpetrators coming from a range of social and ethnic backgrounds. It's a form of sexual abuse and can have serious impact on every aspect of the lives of children involved.

## How to book:

Please download a booking form from our website [www.pataglos.org.uk/ci-enrolment](http://www.pataglos.org.uk/ci-enrolment) and return it to PATA with a cheque or pay by PayPal through our website. Once your booking form has been received and processed the learner will receive emails directly from Artemis, this will enable them to begin the course.

# Bespoke (In House) training opportunities

- Can't get to our training centre in Gloucester?
- Do you have several staff or committee members who would benefit from training on an Inset day, an evening or a weekend?
- Are you part of a local group of settings with similar training needs?
- Do you need bespoke training on something specific to your setting or something that is not currently covered in our training programme?
- More and more settings are now taking advantage of our bespoke courses as they are more cost effective, convenient and flexible and can be tailored to a settings needs. It is also a great team building opportunity.

Let us come to you! We are now offering bespoke training in settings to meet your needs with prices starting from just £150 for a 2.5 hour course for up to 8 members of staff.

In the past few months we have delivered a range of bespoke courses for groups of staff and given 1-1 support within settings including:  
Understanding and Supporting the Anxious Child;  
Autism, Using Signs for Communication, Promoting Positive Behaviour, Manual Handling training, Embedding Phonics in the Curriculum, Embedding Maths in the Curriculum, and Roles and Responsibilities: Key Facts for Your Committee.

Contact us to discuss your specific training requirements on 01452 541244

2<sup>nd</sup> Chance First Aid continue to support you by offering the ITC Level 3 Paediatric First Aid (QCF) course, which is OFSTED/ EYFS compliant and we are also found on the GCC recommended providers list.



Future courses can be found and booked via our website [www.2ndchancefirstaid.co.uk](http://www.2ndchancefirstaid.co.uk) and clicking on the "Available Courses" button at the top of our home screen.

We would also like to inform you of a course we have designed after feedback from previous courses.

## 3 Hour Paediatric First Aid Annual Update Training

Many of you have commented on courses that even with good quality training, 3 years is a long time to retain your First Aid knowledge. As a reaction to this we are now offering these short update courses to refresh and update your skills on a more regular basis.

Courses will be offered on a morning, afternoon & evening basis to suit. Booking can also be made via the website as above.

Telephone 01452 723150    Mobile 07855 473751  
*Giving you the skills to give someone else a 2nd chance*

## PATA Membership

If your setting is a PATA member then all those involved in the setting are PATA Members – parents, staff, committee and volunteers. All can attend these events at published PATA member rates.

**Please note:** to be eligible for PATA member rates, your setting must be a fully paid up PATA member at the time of the booking and during the training. PATA reserves the right to charge the full rate for the training if PATA membership has lapsed.

**If you are not a member and would like to join** as a group or an individual, please complete the membership application on our website [www.pataglos.org.uk/membership](http://www.pataglos.org.uk/membership) Other membership benefits include PATA Chatter newsletter, advice and information from PATA staff and useful publications including GDPR compliant sample forms and procedures.

## How to Book

**For workshops and short courses** you can book online on the PATA website [www.pataglos.org.uk/training](http://www.pataglos.org.uk/training) or please use the booking form in this training programme (photocopy as required) or print from the PATA website. Your place is only confirmed once we have received payment.

**For enquiries** telephone 01452 541244

**PATA Website - put this in your 'favourites' and check regularly!** This training programme can be viewed on the PATA website [www.pataglos.org.uk/training](http://www.pataglos.org.uk/training) with links to book or booking forms available to download. New opportunities, extra dates and further information are added regularly.

Also see our Facebook page for regular updates and news.



## PATA Short Course Bookings - Terms and Conditions

Course fees are the responsibility of the learner. If an employer, parent or other body is accepting responsibility for paying the course fee, clear evidence of this must be provided during the application stage. Payment must be made at the time of booking or in accordance with the dates stipulated on the invoice.

### Cancellation and non attendance

Notification of cancellation of a course or workshop by PATA:

- PATA reserves the right to cancel any course with insufficient numbers and will give 5 working days notice. A full refund will apply.
- If PATA have to cancel due to circumstances beyond their control and is unable to give 5 days notice then an alternative date/course will be offered prior to any refund.
- In some instances a **training credit** may be issued for cancelled/postponed learning – this will have an expiry date.

### Learner Cancellation - short courses and workshops:

- 15 or more working days before the start date = 100% refund.
- 10 - 14 working days before the start date = 50% refund.
- Less than 10 working days of the start date = no refund.
- Non attendance = no refund.
- Non attendance or cancellation of FREE (funded) courses will incur a 'no show' charge of £55.00 to cover administration costs.

**Due to the costs involved in reprinting and posting certificates, a £5 admin fee may be charged in the following circumstances:**

- **Changing the person attending the course**
- **Errors on the booking form (e.g. spelling a name wrongly where this results in needing to re-print certificates)**
- **Payment in full not received 24 hours before the course start time.**

PLEASE NOTE THAT OUR NORMAL TERMS AND CONDITIONS DO NOT APPLY TO ANY PLANNING IN THE MOMENT; HELICOPTER STORIES, MAKATON TRAINING, FOOD HYGIENE AND OFSTED TRAINING. See Page 6 for details.

**Your Data:** PATA takes great care in processing your data. Any personal information given on a booking form (either paper or electronic) will only be used by PATA staff for the administration of the courses. For more information see the Privacy Notice on our website [www.pataglos.org.uk](http://www.pataglos.org.uk)

# Booking Form for Workshops, Events and Short Courses



Please complete the following sections:

## Section 1 (please complete a separate form for each course)

Title of Training: \_\_\_\_\_ Course Code \_\_\_\_\_

Date: \_\_\_\_\_ Venue: \_\_\_\_\_

**Participant name(s) and contact details** (Please clearly write the name you wish to appear on your certificate)

Name	Telephone Number *	Email Address
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

\* This is particularly important for evening courses should we need to contact attendees on the evening prior to the course starting

## Section 2 Setting Details (If you are booking as an individual please supply your own details in this section)

Setting name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Address of setting \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Are you a PATA member? YES/NO

Tick here to show that you have read and accept the terms and conditions on the previous page

## Section 3 Payment details

Total fee payable for \_\_\_\_\_ places: £ \_\_\_\_\_ Cheque/Bacs Date: \_\_\_\_\_

Please make cheque payments payable to: **PATA (UK)**. (separate cheque for each course) or pay by BACS (account number: 69294941 sort code: 60-09-02) Use your **course code number** and **name/setting name** as reference and notify by email to [finance@pataglos.org.uk](mailto:finance@pataglos.org.uk)

All bookings, payments and requests to be sent to: Training, PATA, Chequers Bridge Centre, Painswick Road, Gloucester GL4 6PR Telephone 01452 541244

**Confirmation and receipt will be sent by email to the contact name given above in section 2.**

**Please see our website for further information on courses [www.pataglos.org.uk](http://www.pataglos.org.uk)**