

The Blue Tangarine Federation of Schools

Collett, FHEC, St Luke's

Continuing Professional Development and Learning Handbook

Spring 2019

CONTINUING PROFESSIONAL DEVELOPMENT and Learning (CPDL) 2018/19

In this handbook, you will find the CPDL calendar of events for the autumn term of 2018-2019 academic year.

The CPDL programme at The Collett and St Luke's Schools provide training for trainees, teaching and support staff and members of the Governing Body; volunteers and associate staff are invited to join us without prior arrangements.

A school based approach to CPDL, which has been founded on the Professional Standards for Teaching, promotes consistency and is acknowledged by Ofsted as a model of best practice. It also provides evidence for staff appraisal.

CPDL is a process of maintaining and progressing personal and professional growth to ensure you are doing your best at all times in order to reach high standards and to strive for continual improvement. Effective CPDL is any professional development activity for school staff, which adds to their professional knowledge, enhances their skills and understanding and consequently enables pupils to learn more effectively.

In addition, we have been examining the intentions of the schools to be exceptional providers of SEND education and as such, further value academic research, primary research and teacher-led development work to refine practices, take calculated risks and improve the school for our children now and for their adulthood.

You are urged to reflect on your practice in the context of wider research and, where possible, contribute to the body of work on SEND education within a world-wide context.

Your CPDL is in your hands and the impact of this will affect our pupils – now, future cohorts and their adulthood.

The Collett and St Luke's Schools' intentions;

- Innovate and sustain expertise in SEND education to establish The Collett and St Luke's School as a world class provision
- Further improve and sustain a safe, happy and caring community that promotes our common purpose of enabling each child to shine
- Ensure our curriculum promotes independence through exceptional teaching that in turn facilitates outstanding progress in learning and relative outcomes
- Enhance our pupils' chances in adulthood through our creation and management of effective partnerships that inspire and engage pupils
- Sustain our development in the creation of an exceptional, fit for purpose, beautiful environment that facilitates our existing and future pupils' complex needs

Continuing Professional Development and Learning 2018/19

In addition to the CPDL calendar other strategies are available to support individuals within the school which include: reading, professional discussions, briefings and feedback, governors' visits, hosting students and trainee teachers.

CONTINUING PROFESSIONAL DEVELOPMENT and LEARNING PROGRAMME Spring 2019

Teaching Assistants' training and education theory sessions are open to all staff and volunteers.

Key to Teaching Standards

1. Set high expectations which inspire, motivate and challenge pupils
2. Promote good progress and outcomes for children
3. Demonstrate good subject and curriculum knowledge
4. Plan and teach well-structured lessons
5. Adapt teaching to respond to the strengths and needs of all pupils
6. Make accurate and productive use of assessment
7. Manage behaviour effectively to ensure a good and safe learning environment
8. Fulfil wider professional responsibilities

Departmental Meeting – all schools
The Collett GOOD TO OUTSTANDING with standing items on agenda Safeguarding, StepON, Curriculum, Moderation and Assessment
Self-improvement at St Luke's and The Collett
TA Training
Twilights
St Luke's GOOD TO OUTSTANDING with standing items on agenda Safeguarding/StepOn, Curriculum, Moderation and Assessment

Week 1						
Day	Date	Core Session	Content	Delivered by	Time	Location
Monday	07.01.19	Lower/Middle and Upper Schools FHEC	Safeguarding, Pastoral Timetable	Lead Teachers	2:45 – 3:30 3:30 - 4:30	Collett School St Luke's School FHEC
Tuesday	08.01.19	Teaching staff	Work Streams Champions	SHA	3:30 - 4:15	Blue Room The Collett
Tuesday	08.01.19	Volunteers	Eduation Theory	HBL	3:30 – 4:00	Classroom St Luke's
Wednesday	09.01.19	Teaching Staff & TAs	Planning and Preparation	Teachers	3:30 – 4:30	Hall St Luke's
Wednesday	09.01.19	Staff	Makaton drop-in	DD	2:50 – 3:00	Hive The Collett
Thursday	10.01.19	TAs	Planning and Preparation Lower School staff – Speech Theory/Speech Sounds	Teachers LC (SaLT)	2:45-3:30	Own Class The Collett
Friday	11.01.19	TAs	Planning and Preparation	Teachers	2:45-3:30	Own Class The Collett
Week 2						
Day	Date	Core session	Content	Delivered by	Time	Location
Monday	14.01.19	Key Stage	Moderation/Planning Curriculum/Safeguarding	Lead Teachers	2:45 – 3:30 3:30 – 4:30	Collett School St Luke's School FHEC
Tuesday	15.01.19	Teaching Staff	ABC – behaviour recording in SIMS	JP/DD	3.30 – 4.15	Blue Room The Collett
Wednesday	16.01.19	Teaching Staff & TAs	Epilepsy, Asthma and Anaphylaxis	School Nurse	3.30 – 4.30	Hall St Luke's

Wednesday	16.01.19	Staff	Makaton drop-in	DD	2:50 – 3:00	Hive The Collett
Thursday Twilight 9 (5)	17.01.19	Staff	Anxiety – Psychology Perspective	AA/JS/EC	4:00 – 6:00	Hall The Collett
Thursday	17.01.19	TAs	Communicating Calmness/ABC	DD	2.45 - 3.30	Rowan's Room
Friday	18.01.19	TAs	Communicationg Calmness/ABC	DD	2.45 - 3.30	Rowan's Room
Week 3	Date	Core session	Content	Delivered by	Time	Location
Day						
Monday	21.01.19	Key Stage	Moderation/Planning Curriculum/Safeguarding	Lead Teachers	2:45 – 3:30 3:30 – 4:30	Collett School St Luke's School FHEC
Tuesday	22.01.19	Teaching Staff	Increasing Indpendence part 2 The Resilience Doughnut Intervention	KFA KB	3:30 – 4:15	Blue Room The Collett
Wednesday	23.01.19	Teaching Staff&TAs	Attachment Theory	JP	3.30 – 4.30	Hall St Luke's
Wednesday	23.01.19	Staff	Makaton drop-in	DD	2:50 – 3:00	Hive The Collett
Thursday Twilight 10 (5)	24.01.19	Staff	StepOn refresher	JP/SR	4.00 – 6.00	Hall St Luke's
Thursday	24.01.19	TAs	PDA	DR	2.45 - 3.30	Rowan's Room The Collett
Friday	25.01.19	TAs	PDA	DR	2.45 - 3.30	Rowan's Room The Collett
Week 4	Date	Core session	Content	Delivered by	Time	Location
Day						
Monday	28.01.19	Key Stage	Reducing Workload	Leading Teachers	2.45 - 3.30	Collett School

			Moderation/Planning Curriculum/Safeguarding		3.30-4.30	St Luke's School FHEC
Tuesday	29.01.19	Teaching Staff	NO meeting due to Parents' Evening on 31 st January 2019			The Collett
Wednesday	30.01.19	Teaching Staff & TAs	The Resilience Doughnut Intervention	KB	3:30 – 4:30	Hall St Luke's
Wednesday	30.01.19	Staff	Makaton drop in	DD	2:50 – 3:00	Hive The Collett
Thursday	31.01.19	Teaching Staff & TAs	Animal Therapy	J P from Middlesex University	3:30 – 4:00	Hall St Luke's
Thursday	31.01.19	TAs	Phonics	KFA/JW/AC	2:45 – 3:30	Rowan's Room The Collett
Friday	01.02.19	TAs	Phonics	KFA/JW/AC	2:45 – 3:30	Rowan's Room The Collett
Week 5	Date	Core session	Content	Delivered by	Time	Location
Monday	04.02.19	Key Stage	Moderation/Planning Curriculum/Safeguarding	Lead Teachers	2:45 – 3:30 3:30 – 4:30	Collett School St Luke's School FHEC
Tuesday	05.02.19	Teaching Staff	Metacognition	KFA	2:45 – 3:30	Blue Room The Collett
Tuesday	05.02.19	Volunteers	Education Theory	HLB	3:30 – 4:00	Classroom St Luke's
Wednesday	06.02.19	Teaching Staff & TAs	Research on effective planning	Group work	3:30 – 4:30	Hall St Luke's
Wednesday	06.02.19	Staff	Makaton drop in	DD	2:50-3:00	Hive The Collett

Thursday	07.02.19	TAs	Increasing Independence part 2	KFA	2.45 – 3.30	Rowan's Room The Collett
Friday	08.02.19	TAs	Increasing Independence part 2	KFA	2.45 – 3.30	Rowan's Room The Collett
Week 6	Date	Core session	Session	Delivered by	Time	Location
Day						
Monday	11.02.19	Key Stage	Homework Moderation/Planning Curriculum/Safeguarding	Lead Teachers	2.45 - 3.30 3.30 – 4.30	Collett School St Luke's School FHEC
Tuesday	12.02.19	Teaching Staff	3 Teams Workshop - Curriculum	PS	2.45– 3.30	Blue Room The Collett
Wednesday	13.02.19	Teaching Staff & TAs	Research on effective planning	Group work	3.30 – 4.30	Hall St Luke's
Wednesday	13.02.19	Staff	Makaton drop in	DD	2:50 – 3:30	Hive The Collett
Thursday Twilight 11 (6)	14.02.19	Staff	StepOn Refresher	KFA/AD/NE	4.00 – 6.00	Hall The Collett
Thursday	14.02.19	TAs	e-Safety	JT/AC	2.45 – 3.30	Rowan's Room The Collett
Friday	15.02.19	TAs	e-Safety	JT/AC	2.45 – 3.30	Rowan's Room The Collett
Week 7	Date	Core session	Session	Delivered by	Time	Location
Day						
Monday	25.02.19	Key Stage	Moderation/Planning Curriculum/Safeguarding	Lead Teachers	2.45 - 3.30 3.30 – 4.30	Collett School St Luke's School FHEC
Tuesday	26.02.19	Teaching Staff	Social and Emotional Learning – Nurturing Ourseleves	KB	2.45 – 3.30	Blue Room

Wednesday	27.02.19	Teaching Staff	Preparation for presentation	Group work	3.30 – 4.30	Hall St Luke's
Wednesday	27.02.19	Staff	Makaton drop in	DD	2:50-3:30	Hive The Collett
Thursday Twilight 12 (6)	28.02.19	Staff	StepUP Refresher	JP/SR	4.00 – 6.00	Hall St Luke's
		Open to all staff	Gendered Intelligence	external	4.00- 6.00	FHEC
Thursday	28.02.19	TAs	Teenage Brain	KT	2.45 – 3.30	Rowan's Room The Collett
Friday	01.03.19	TAs	Teenage Brain	KT	2.45 – 3.30	Rowan's Room The Collett
Week 8	Date	Core session	Session	Delivered by	Time	Location
Day						
Monday	04.03.19	Key Stage	Moderation/Planning Curriculum/Safeguarding	Lead Teachers	2.45 – 3.30 3.30 - 4.30	Collett School St Luke's School FHEC
Tuesday	05.03.19	Teaching Staff	3 Teams Workshop	Team Leads/PS	2.45 - 3.30	Blue Room
Tuesday	05.03.19	Volunteers	Education Theory	HLB	3.30 – 4.00	Classroom St Luke's
Wednesday	06.03.19	Teaching Staff / TAs	Presentation to staff with focus on application of the findings	Group leaders	3.30 – 4.30	Hall St Luke's
Wednesday	06.03.19	Staff	Makaton drop in	DD	2:50-3:30	Hive The Collett
Thursday	07.03.19	TAs	Autism – research report	KT/SV	2.45 – 3.30	Rowan's Room

Friday	08.03.19	TAs	Autism – research report	KT/SV	2.45 – 3.30	Rowan's Room
Week 9	Date	Core session	Session	Delivered by	Time	Location
Day						
Monday	11.03.19	Key Stage	Moderation/Planning Curriculum/Safeguarding	Lead Teachers	2.45 - 3.30 3.30 - 4.30	Collett School St Luke's School FHEC
Tuesday	12.03.19	Teaching Staff	Work Streams	Champions	2.45 – 3.30	Blue Room
Wednesday	13.03.19	Teaching Staff /TAs	Presentation to staff with focus on application of the findings	Group leaders	3.30 – 4.30	Hall St. Luke's
Wednesday	13.03.19	Staff	Makaton drop in	DD	2:50-3:30	Hive The Collett
Thursday Twilight 13 (7)	14.03.19	Staff	StepUp refresher Behaviour analysis	KFA/AD/NE	4.00 -6.00	Hall The Collett
Thursday	14.03.19	TAs	Communication	AG	2.45 – 3.30	Rowan's Room
Friday	15.03.19	TAs	Communication	AG	2.45 – 3.30	Rowan's Room
Week 10	Date	Core session	Session	Delivered by	Time	Location
Day						
Monday	18.03.19	Key Stage	Moderation/Planning Curriculum/Safeguarding	Lead Teachers	2.45 - 3.30 3.30 - 4.30	Collett School St Luke's School FHEC
Tuesday	19.03.19	Teaching Staff	Mental Health First Aid	AF	2.45 – 3.30	Blue Room
Wednesday	20.03.19	Teaching Staff /TAs	Presentation to staff with focus on application of the findings	Group leaders	3.30 – 4.30	Hall St Luke's

Wednesday	20.03.19	Staff	Makaton drop in	DD	2:50 – 3:30	Hive The Collett
Thursday Twilight 14 (7)	21.03.19	Staff	Drama for Communication	MB	4:00 – 6:00	Hall St Luke's
Thursday	21.03.19	TAs	Article analysis	KFA	2.45 – 3.30	Rowan's Room The Collett
Friday	22.03.19	TAs	Article analysis	KFA	2.45 – 3.30	Rowan's Room The Collett
Week 11	Date	Core session	Session	Delivered by	Time	Location
Day						
Monday	25.03.19	Key Stage SLT/MLT	Moderation/Planning Curriculum/Safeguarding	Lead Teachers	2:45 – 3:30 3:30 – 4:30	Collett School St Luke's School FHEC
Tuesday	26.03.19	Teaching Staff	Work Streams	Champions	2:45 – 3:30	Blue Room
Wednesday	27.03.19	Teaching Staff /TAs	Presentation to staff with focus on application of the findings Reflection and evaluation	Group leaders JC	3:30 – 4:30	Hall St Luke's
Wednesday	27.03.19	Staff	Makaton drop in	DD	2:50 – 3:30	Hive The Collett
Thursday	28.03.19	TAs	Supporting with reading - comprehension	JW/KFA	2:45 – 3:30	Rowan's Room The Collett
Friday	29.03.19	TAs	Supporting with reading - comprehension	JW/KFA	2:45 – 3:30	Rowan's Room The Collett
Week 12	Date	Core session	Session	Delivered by	Time	Location
Day						
Monday	01.04.19	Key Stage	Moderation/Planning Curriculum/Safeguarding	Lead teachers	2:45 – 3:30 3:30 – 4:30	Collett School St Luke's School

						FHEC
Tuesday	02.04.19	Teaching Staff	Planning and Preparation	Teachers	2:45-3:30	Blue Room
Wednesday St Luke's	03.04.19	Teaching Staff /TAs	Planning and Preparation	All staff	3:30 – 4:30	Own Room
Wednesday	03.04.19	Staff	Makaton drop in	DD	2:50-3:30	Hive The Collett
Thursday Twilight 15 (8)	04.04.19	Staff	Drama for Communication	MB	4:00- 6:00	Hall The Collett
Thursday	04.04.19	TAs	Assessment/Resources	Teacher and TA	2:45 – 3:30	Own Classroom

KFA, January 2019