

Association of Schools

Collett, FHEC, St Luke's

Continuing Professional Development and Learning Handbook

Autumn 2018

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 Autumn 2018

Teaching Assistants' training and pedagogy refreshment 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

Key MLT/SLT
KEY STAGE MEETINGS
The Collett GOOD TO OUTSTANDING with standing items on agenda Safeguarding, StepON, Curriculum, Moderation and Assessment
Self-improvement at St Luke's - Theory of Education
TAs' TRAINING
Governing Body
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	03.09.18	InSET	Attention Autism Safeguarding Update Federation Consultation Policies and Agreements: Updating	RM/LC KFA/JP SHA MS	8.30 – 3.30	Hall (Collett)
			Federation Consultation Safeguarding Update Policies and Agreements: Updating	SHA JP/KFA MS	9.00 – 3.30	Hall (St Luke's)
Tuesday	04.09.18	Teaching staff	EHCPs Annual Reviews CPDL Handbook Trips/Evolve Going Forward/letters to parents	KT/LW PS/MS	2.45 – 3.30	Blue Room
Wednesday St Luke's	05.09.18	All staff	Autism Accreditation	RA	3.30 – 4.30	Hall
Thursday	06.09.18	TAs	EHCPs/Annual Reviews	KT	2.45-3.30	AD's Room
Friday	07.09.18	TAs	EHCPs/Annual Reviews	KT	2.45-3.30	AD's Room
Week 2						
Day	Date	Core session	Content	Delivered by	Time	Location
Monday	10.09.18	Key Stage SLT/MLT	Moderation/Planning Curriculum/Safeguarding	SLT/MLT	2.45 - 3.30 3.30 - 4.30	Classrooms Cookery Room
Tuesday	11.09.18	Teaching Staff	DRA - Standardised Reading Test	KFA	2.45 – 3.30	Blue Room
Wednesday St Luke's	12.09.18	All staff	Trips/Evolve/Letters GDPR	SL/DA/MS KFA	3.30 – 4.30	Hall
Thursday Twilight 1 (1)	13.09.18	All staff St Luke's	Attention Autism – part 1	RM	4 .00 – 6.00	Hall

Thursday	13.09.18	TAs	DRA – Standardised Reading Test	KFA	2.45 - 3.30	AD's Room
Friday	14.09.18	TAs	DRA – Standardised Reading Test	KFA	2.45 - 3.30	AD's Room
Week 3	Date	Core session	Content	Delivered by	Time	Location
Day						
Monday	17.09.18	Key Stage SLT/MLT	Risk Reduction Plans (Positive Behaviour Plans) Pupil Voice/Safeguarding	SLT/MLT	2.45 - 3.30 3.30 - 4.30	Classrooms Cookery Room
Tuesday	18.09.18	Teaching Staff	Case Studies	CW	2.45 – 3.30	Blue Room
Tuesday	18.09.18	Volunteers	Theory Drop-in Session Pedagogy Refresher	HBL	3.30 – 4.00	Classroom St Luke's
Wednesday St Luke's	19.09.18	All staff	Curriculum – Delivery, Development and Assessment	JC	3.30 – 4.30	Hall
Thursday Twilight 2 (1)	20.09.18	All Staff Collett	Intensive Interaction –part 1	DB (Dawn Brown)	4.00 – 6.00	Blue Room
Thursday	20.09.18	TAs	Case Studies	CW	2.45 - 3.30	AD's Room
Friday	21.09.18	TAs	Case Studies	CW	2.45 - 3.30	AD's Room
Week 4	Date	Core session	Content	Delivered by	Time	Location
Day						
Monday	24.09.18	Key Stage SLT/MLT	Reducing Workload Safeguarding	SLT/MLT	2.45 - 3.30 3.30 - 4.30	Classrooms Blue Room
Tuesday	25.09.18	Teaching Staff	Appraisal – research targets	KFA	2.45 – 3.30	Blue Room
Wednesday St Luke's	26.09.18	All Staff	Curriculum – Delivery, Development and Assessment	JC	3.30 – 4.30	Hall
Thursday	27.09.18	TAs	Appraisal – research targets	KFA	2.45 – 3.30	AD's Room

Friday	28.09.18	TAs	Appraisal – research targets	KFA	2.45 – 3.30	AD's Room
Week 5	Date	Core session	Content	Delivered by	Time	Location
Day						
Monday	01.10.18	Key Stage SLT/MLT	Safeguarding Reducing Workload	SLT/MLT	2.40 - 3.30 3.30 - 4.30	Classrooms Cookery Room
Tuesday	02.10.18	Teaching Staff	Increasing Independence in Pupils	KFA	2.45 - 3.30	Blue Room
Wednesday St Luke's	03.10.18	All staff	Curriculum – Delivery, Development and Assessment	JC	3.30 – 4.30	Hall
Thursday	04.10.18	TAs	SCERTS	RM	2.45 – 3.30	AD's Room
Friday	05.10.18	TAs	SCERTS	RM	2.45 – 3.30	AD's Room
Week 6	Date	Core session	Session	Delivered by	Time	Location
Day						
Monday	08.10.18	Key Stage SLT/MLT	Homework Scrutiny Safeguarding	SLT/MLT	2.45 - 3.30 3.30 - 4.30	Classrooms Cookery Room
Tuesday	09.10.18	Teaching Staff	Mini –bridge	CW and external provider (Richar Pearl)	2.45 – 3.30	Blue Room
Tuesday	09.10.18	Volunteers	Theory Drop-in Session Maslow Hierarchy of Needs	HBL	3.30 – 4.00	Classroom St Luke's
Wednesday St Luke's	10.10.18	All staff	Curriculum – Delivery, Development and Assessment	JC	3.30 – 4.30	Hall
Thursday	11.10.18	TAs	Mental Health First Aid	AF	2.45 – 3.30	AD's Room
Friday	12.10.18	TAs	Mental Health First Aid	AF	2.45 – 3.30	AD's Room

Week 7	Date	Core session	Session	Delivered by	Time	Location
Day						
Monday	15.10.18	Key Stage SLT/MLT	Moderation Safeguarding	SLT/MLT	2.45 - 3.30 3.30 - 4.30	Classrooms Cookery Room
Tuesday	16.10.18	Teaching Staff	Staff Skills audit	Teachers	3.30 – 4.15	Blue Room/own classrooms
Wednesday St Luke's	17.10.18	All staff	Curriculum – Delivery, Development and Assessment	JC	3.30 – 4.30	Hall
Thursday Twilight 3 (2)	18.10.18	All staff St Luke's	Attention Autism – part 2	RM	4.00 – 6.00	Hall
Thursday	18.10.18	TAs	PECS – refresher/workshop	KS	2.45 – 3.30	AD's Room
Friday	19.10.18	TAs	PECS – refresher/wprkshop	KS	2.45 – 3.30	AD's Room
Week 8	Date	Core session	Session	Delivered by	Time	Location
Day						
Monday	22.10.18	Key Stage SLT/MLT	Feedback to pupils Safeguarding	SLT/MLT	2.45 – 3.30 3.30 - 4.30	Redwood Room Cookery Room
Tuesday	23.10.18	Teaching Staff	3 teams workshop	PS	2.45 – 3.30	Various Rooms
Tuesday	23.10.18	Volunteers	Theory Drop-in Session Vygotsky	HBL	3.30 – 4.00	Classroom St Luke's
Wednesday St Luke's	24.10.18	All staff	Planning and Preparation	All staff	3.30 – 4.30	Classroom based
Thursday Twilight 4 (2)	25.10.18	All Staff Collett	Intensive Interaction – part 2	DB	4.00 – 6.00	Blue Room
Thursday	25.10.18	TAs	Staff Wellbeing	JR	2.45 – 3.30	AD's Room
Friday	26.10.18	TAs	Staff Wellbeing	JR	2.45 – 3.30	AD's Room
Week 9	Date	Core session	Session	Delivered by	Time	Location
Day						

Monday	12.11.18	Key Stage SLT/MLT	Focus on Foundation Subjects Safeguarding	SLT/MLT	2.45 - 3.30 3.30 - 4.30	Classrooms Cookery Room
Tuesday	13.11.18	Teaching Staff	Elklan	LT	2.45 – 3.30	Blue Room
Wednesday St Luke's	14.11.18	All staff	Increasing Independence in pupils – teachers Blank questions - TAs	KFA RM	3.30 – 4.30	Hall Community Room
Thursday Twilight 5 (3)	15.11.18	All Staff Collett	Resources audit StepOn training for new staff in St Lukes	All JP/KFA/SR/NE	4.00 -6.00	Classrooms Hall at St Luke's
Thursday	15.11.18	TAs	Elklan	LT	2.45 – 3.30	AD's Room
Friday	16.11.18	TAs	Elklan	LT	2.45 – 3.30	AD's Room
Week 10	Date	Core session	Session	Delivered by	Time	Location
Monday	19.11.18	Key Stage SLT/MLT	Antibullying/MSCS Safeguarding	SLT/MLT	2.45 - 3.30 3.30 - 4.30	Classrooms Cookery Room
Tuesday	20.11.18	Teaching Staff	Classrom based research	KFA	2.45 – 3.30	Blue Room
Tuesday	20.11.18	Volunteers	Theory Drop-in Session Behaviourists v Therapist – behaviour management approaches	HBL	3.30 – 4.00	Classroom St Luke's
Wednesday St Luke's	21.11.18	All staff	STAPPS	JC	3.30 – 4.30	Hall
Thursday Twilight 6 (3)	22.11.18	All Staff St Luke's	Resources Audit New staff StepUP	JP	4.00 – 6.00	Hall

Thursday	22.11.18	TAs	Elklan	LT	2.45 – 3.30	AD's Room
Friday	23.11.18	TAs	Elklan	LT	2.45 – 3.30	AD's Room
Week 11	Date	Core session	Session	Delivered by	Time	Location
Day						
Monday	26.11.18	Key Stage SLT/MLT	Data Safeguarding	SLT/MLT	2.45 - 3.30 3.30 - 4.30	Classrooms Cookery
Tuesday	27.11.18	Teaching Staff	CAPPS	All staff	2.45 – 3.30	Blue Room
Wednesday St Luke's	28.11.18	All staff	Mental Health First Aid TAs - phonic	JP SB	3.30 – 4.30	Hall
Thursday	29.11.18	TAs	Playground	LB	2.45 – 3.30	AD's Room
Friday	30.11.18	TAs	Playground	LB	2.45 – 3.30	AD's Room
Week 12	Date	Core session	Session	Delivered by	Time	Location
Day						
Monday	03.12.18	Key Stage SLT/MLT	Business (Christmas) Safeguarding	SLT/MLT	2.45 - 3.30 3.30 - 4.30	Classrooms Cookery
Tuesday	04.12.18	Teaching Staff	3 teams workshop	PS	2.45 – 3.30	Blue Room
Wednesday St Luke's	05.12.18	All staff	Planning and Preparation	All staff	3.30 – 4.30	Classroom based
Thursday Twilight 7 (4)	06.12.18	All Staff Collett	Cross Schools Literacy Moderation	JW and AT	4.00- 6.00	As directed
Thursday	06.12.18	TAs	Assessment/Resources	Teacher and TA	2.45 – 3.30	Own Classroom
Friday	06.12.18	TAs	Assessment/Resources	Teacher and TA	2.45 – 3.30	Own Classroom
Week 13	Date	Core session	Session	Delivered by	Time	Location
Day						
Monday	10.12.18	Key Stage SLT/MLT	Evaluation/Assessment	SLT/MLT	2.45 - 3.30 3.30 - 4.30	Classrooms Cookery

Tuesday	11.12.18	Teaching Staff	Planning and Preparation	All staff	2.45 – 3.30	Classroom based
Tuesday	11.12.18	Volunteers	Theory Drop-in Session Mindset	HBL	3.30 – 4.00	Classroom St Luke's
Wednesday St Luke's	12.12.18	All Staff	Christmas Performance	All staff	3.30 – 4.30	Classroom based
Thursday Twilight 8 (4)	13.12.18	All Staff St Luke's	Maths Moderation	HBL and LB	4.00 – 6.00	As directed
Thursday	19.12.18	TAs	Planning and Preparation	All staff	2.45 – 3.30	Classroom based
Friday	20.12.18	TAs	Planning and Preparation	All staff	2.45 – 3.30	Classroom based

KFA, September 2018