

## Professional learning schedule 2024-25

*Second version – 2 September 2024. Only change is headteacher away day now on 5<sup>th</sup> June 2025.*

*Please read this first section carefully as some information is different from last year.*

The Good Shepherd Trust is pleased to provide high quality professional learning opportunities for staff in our schools and those in governance. In addition to the sessions outlined for the academic year below, you are able to access online courses, with both expected and recommended training for those with different roles in the Trust. Please see pages 16-23 for details.

GST schools generally have their own professional development meetings on Wednesdays after school. Therefore, we avoid providing trust-wide sessions on Wednesday and Friday evenings.

Early career teachers (ECTs) have access to support and training through the early career framework for the first two years of their career provided through their school, with mentor support. Please see your school's ECT policy for details.

Teachers in their third year and beyond have access to the national professional qualifications (NPQs). Through GLF or The Church of England/Catholic Education Service, GST is pleased to offer the complete range of NPQs. Please see our website for details. GST schools may choose any provider.

Our extensive range of network meetings for subject and aspect leaders are facilitated by experts in our schools. These provide peer support for both new and experienced leaders. We have networks for computing, curriculum/assessment, DT, DSL, English, EYFS, geography, history, inclusion/SEND, languages, learning beyond the classroom, maths, music, PE, science, and wellbeing. Network meetings do not need to be booked. Facilitators will contact subject leaders by email. **School leaders are asked to keep the list of school subject leaders updated on the GST-Curriculum SharePoint site – [the direct link is here](#).** If you are unable to access the spreadsheet as you are not on the GST Tenancy, please email any changes to the CEo, Alex Clark.

**Art subject network:** we do not run a separate art network as the majority of our primary schools subscribe to The Primary Art Network. Please see the website: [theprimaryartnetwork.co.uk/art-subject-leader-network](http://theprimaryartnetwork.co.uk/art-subject-leader-network) Hannah Wickham, the art leader at St Paul's Addlestone runs the network – her email is [info@theprimaryartnetwork.co.uk](mailto:info@theprimaryartnetwork.co.uk) – please email her for further information. There is a small cost per year for each school.

We do not have GST networks for RE (covered by Diocese) or PSHE.

For sessions that show '**Teams – registration link**', attendees are required to register for the event. The link to the session will then be emailed to you.

Sessions that show '**Registration required**' are in-person events but you need to register. This will create a Teams calendar event, but the meeting will be at the location specified and **not** on Teams.

All other events do not require registration – you will be sent details directly as long as we have your details recorded (eg local committee safeguarding link, DSLs). If you are a subject leader in a school, please ensure that your details are recorded on the curriculum SharePoint site (see above).

In addition to our offer, GST staff and our volunteers on the trust board and local committees have access to training provided by Guildford Diocese. Please see their website ([gdbe-elevate.org/training](http://gdbe-elevate.org/training)).

**Pedagogy in Action** is a six-session programme for teachers run by our Head of Curriculum and Pedagogy and Head of English. Headteachers will nominate specific teachers for this programme, which could be for specific sessions, or all six. The programme details are:

<b>Session 1</b>	Defining your Learning Goals	<b>Session 2</b>	Setting the Stage for Learning
<b>Session 3</b>	Introducing New Concepts to Pupils (questioning, resourcing, cognitive load, modelling)	<b>Session 4</b>	Facilitating Understanding for All (adaptive teaching, response to feedback, practice, challenge, fluency & automaticity)
<b>Session 5</b>	Application & Practice in the Classroom (practical experience, thinking skills, graduated approach to teaching, deeper learning, reasoning)	<b>Session 6</b>	Reflecting on & Reinforcing Learning (feedback, check-ins, self/peer assessment, memory, future learning)

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Contact regarding this document: Alex Clark, Chief Education Officer [alex.clark@goodshepherdtrust.org.uk](mailto:alex.clark@goodshepherdtrust.org.uk)

Our offer is presented below, firstly sorted by 'section' (education, HR, etc), and then by date.

Date	Day	Session title	Leader/facilitator	Section	Audience	In person/ Virtual	Time	Location
8-Oct-2024	Tue	BASIC Coaching Cohort 1, Session 1	Jade Hills & Sam Moody	All	By invitation only	In person	13:30 - 15:30	Larch Avenue
22-Oct-2024	Tue	BASIC Coaching Cohort 1, Session 2	Jade Hills & Sam Moody	All	By invitation only	In person	13:30 - 15:30	Larch Avenue
26-Nov-2024	Tue	BASIC Coaching Cohort 1, Session 3	Jade Hills & Sam Moody	All	By invitation only	In person	13:30 - 15:30	Larch Avenue
14-Jan-2025	Tue	BASIC Coaching Cohort 1, Session 4	Jade Hills & Sam Moody	All	By invitation only	In person	13:30 - 15:30	Larch Avenue
4-Feb-2025	Tue	BASIC Coaching Cohort 1, Session 5	Jade Hills & Sam Moody	All	By invitation only	In person	13:30 - 15:30	Larch Avenue
18-Mar-2025	Tue	BASIC Coaching Cohort 2, Session 1	Jade Hills & Sam Moody	All	By invitation only	In person	13:30 - 15:30	Larch Avenue
1-Apr-2025	Tue	BASIC Coaching Cohort 2, Session 2	Jade Hills & Sam Moody	All	By invitation only	In person	13:30 - 15:30	Larch Avenue
29-Apr-2025	Tue	BASIC Coaching Cohort 2, Session 3	Jade Hills & Sam Moody	All	By invitation only	In person	13:30 - 15:30	Larch Avenue
20-May-2025	Tue	BASIC Coaching Cohort 2, Session 4	Jade Hills & Sam Moody	All	By invitation only	In person	13:30 - 15:30	Larch Avenue
17-Jun-2025	Tue	BASIC Coaching Cohort 2, Session 5	Jade Hills & Sam Moody	All	By invitation only	In person	13:30 - 15:30	Larch Avenue
17-Sep-2024	Tue	Cybersecurity Training	Peter Coates	Data Protection	SBM - invitation only	In person	11:00 - 13:00	Eduthing
9-Dec-2024	Mon	Assessing reading beyond comprehension tests	Suzanne Higgins	Education	Class teachers	Virtual	16:00 - 17:00	<a href="#">Teams - registration link</a>
16-Sep-2024	Mon	Attendance Training	Liz Tedbury	Education	HTs/Attendance Leads/HSLWs	Virtual	16:00-17:00	<a href="#">Teams - registration link</a>
21-Nov-2024	Thu	Attendance Training	Liz Tedbury	Education	HTs/Attendance Leads/HSLWs	Virtual	16:00-17:00	<a href="#">Teams - registration link</a>
24-Sep-2024	Tue	Behaviour Tracking	Liz Tedbury	Education	HTs/Behaviour Leads	Virtual	16:00-17:00	<a href="#">Teams - registration link</a>
22-Oct-2024	Tue	CEO/Headteacher development session	Paul Kennedy	Education	Headteacher	In person	15:00-17:00	Larch Avenue
3-Dec-2024	Tue	CEO/Headteacher development session	Paul Kennedy	Education	Headteacher	In person	15:00-17:00	Larch Avenue
11-Feb-2025	Tue	CEO/Headteacher development session	Paul Kennedy	Education	Headteacher	In person	15:30-17:00	Larch Avenue
25-Mar-2025	Tue	CEO/Headteacher development session	Paul Kennedy	Education	Headteacher	In person	15:00-17:00	Larch Avenue
20-May-2025	Tue	CEO/Headteacher development session	Paul Kennedy	Education	Headteacher	In person	15:00-17:00	Larch Avenue

24-Sep-2024	Tue	Computing network	Jon Noble	Education	Computing subject leaders	Virtual	16:30 - 17:30	Teams
28-Jan-2025	Tue	Computing network	Jon Noble	Education	Computing subject leaders	Virtual	16:30 - 17:30	Teams
6-May-2025	Tue	Computing network	Jon Noble	Education	Computing subject leaders	Virtual	16:30 - 17:30	Teams
19-Nov-2024	Tue	Curriculum & Assessment Network	Jade Hills	Education	Curriculum & Assessment Leads	In person	13:30 - 15:30	Larch Avenue
11-Mar-2025	Tue	Curriculum & Assessment Network	Jade Hills	Education	Curriculum & Assessment Leads	In person	13:30 - 15:30	Larch Avenue
8-Jul-2025	Tue	Curriculum & Assessment Network	Jade Hills	Education	Curriculum & Assessment Leads	In person	13:30 - 15:30	Larch Avenue
24-Oct-2024	Thu	DHT/AHT away day – register by 30 September	Alex Clark	Education	DHT/AHTs	In person	09:00 - 16:00	<a href="#">Eduthing Registration required</a>
20-Jan-2025	Mon	Deputy/Assistant Heads' network	Alex Clark	Education	All DHTs/AHTs	In person	12:30 - 15:30	Larch Avenue
28-Apr-2025	Mon	Deputy/Assistant Heads' network	Alex Clark	Education	All DHTs/AHTs	In person	12:30 - 15:30	Larch Avenue
30-Sep-2024	Mon	Developing English subject knowledge - Grammar	Suzanne Higgins	Education	Class teachers or TAs	Virtual	16:00 - 17:00	<a href="#">Teams - registration link</a>
27-Jan-2025	Mon	Developing English subject knowledge - Grammar	Suzanne Higgins	Education	Class teachers or TAs	Virtual	16:00 - 17:00	<a href="#">Teams - registration link</a>
3-Mar-2025	Mon	Developing English subject knowledge - Spelling	Suzanne Higgins	Education	Class teachers or TAs	Virtual	16:00 - 17:00	<a href="#">Teams - registration link</a>
9-Sep-2024	Mon	DSL Briefing	Liz Tedbury	Education	DSLs	Virtual	16:00-17:00	Teams
18-Nov-2024	Mon	DSL Briefing	Liz Tedbury	Education	DSLs	Virtual	16:00-17:00	Teams
23-Jan-2025	Thu	DSL Briefing	Liz Tedbury	Education	DSLs	Virtual	16:00-17:00	Teams
25-Mar-2025	Tue	DSL Briefing	Liz Tedbury	Education	DSLs	Virtual	16:00-17:00	Teams
6-May-2025	Tue	DSL Briefing	Liz Tedbury	Education	DSLs	Virtual	16:00-17:00	Teams
3-Jul-2025	Thu	DSL Briefing	Liz Tedbury	Education	DSLs	Virtual	16:00-17:00	Teams
3-Dec-2024	Tue	DSL Network	Liz Tedbury	Education	DSLs	In person	16:00-17:00	Larch Avenue
24-Apr-2025	Thu	DSL Network	Liz Tedbury	Education	DSLs	In person	16:00-17:00	Larch Avenue
9-Jun-2025	Mon	DSL Network	Liz Tedbury	Education	DSLs	In person	16:00-17:00	Larch Avenue
3-Oct-2024	Thu	DT Network	Hattie Dolton	Education	DT subject leaders	Virtual	16:00 - 17:30	Teams
31-Mar-2025	Mon	DT Network	Hattie Dolton	Education	DT subject leaders	Virtual	16:00 - 17:30	Teams
19-Jun-2025	Thu	DT Network	Hattie Dolton	Education	DT subject leaders	Virtual	16:00 - 17:30	Teams
14-Oct-2024	Mon	English Network	Suzanne Higgins	Education	English subject leads	In person	16:00-17:30	Larch Avenue
3-Feb-2025	Mon	English Network	Suzanne Higgins	Education	English subject leads	In person	16:00-17:30	Larch Avenue
28-Apr-2025	Mon	English Network	Suzanne Higgins	Education	English subject leads	In person	16:00 - 17:30	Larch Avenue
17-Sep-2024	Tue	EYFS network	Debbie Jenkyn	Education	EYFS school leaders	In person	16:00 - 17:30	Larch Avenue

19-Nov-2024	Tue	EYFS network	Debbie Jenkyn	Education	EYFS school leaders	In person	16:00 - 17:30	Larch Avenue
21-Jan-2025	Tue	EYFS network	Debbie Jenkyn	Education	EYFS school leaders	In person	16:00 - 17:30	Larch Avenue
11-Mar-2025	Tue	EYFS network	Debbie Jenkyn	Education	EYFS school leaders	In person	16:00 - 17:30	Larch Avenue
13-May-2025	Tue	EYFS network	Debbie Jenkyn	Education	EYFS school leaders	In person	16:00 - 17:30	Larch Avenue
1-Jul-2025	Tue	EYFS network	Debbie Jenkyn	Education	EYFS school leaders	In person	16:00 - 17:30	Larch Avenue
10-Oct-2024	Thu	Geography network	Sam Moody	Education	Geography subject leaders	Virtual	16:00 - 17:00	Teams
10-Feb-2025	Mon	Geography network	Sam Moody	Education	Geography subject leaders	In person	16:00 - 17:00	St John's Dorking
5-Jun-2025	Thu	Geography network	Sam Moody	Education	Geography subject leaders	Virtual	16:00 - 17:00	Teams
15-Oct-2024	Tue	Headteacher in-person meeting	Alex Clark	Education	All headteachers/principals	In person	12:30 - 15:30	Larch Avenue
5-Dec-2024	Thu	Headteacher in-person meeting	Alex Clark	Education	All headteachers/principals	In person	12:30 - 15:30	Larch Avenue
11-Feb-2025	Tue	Headteacher in-person meeting	Alex Clark	Education	All headteachers/principals	In person	12:30 - 15:30	Larch Avenue
31-Mar-2025	Mon	Headteacher in-person meeting	Alex Clark	Education	All headteachers/principals	In person	12:30 - 15:30	Larch Avenue
8-May-2025	Thu	Headteacher in-person meeting	Alex Clark	Education	All headteachers/principals	In person	12:30 - 15:30	Larch Avenue
12-Sep-2024	Thu	Headteacher update meeting	Alex Clark	Education	All headteachers/principals	Virtual	16:00 - 16:45	Teams
30-Sep-2024	Mon	Headteacher update meeting	Alex Clark	Education	All headteachers/principals	Virtual	16:00 - 16:45	Teams
14-Nov-2024	Thu	Headteacher update meeting	Alex Clark	Education	All headteachers/principals	Virtual	16:00 - 16:45	Teams
9-Jan-2025	Thu	Headteacher update meeting	Alex Clark	Education	All headteachers/principals	Virtual	16:00 - 16:45	Teams
27-Jan-2025	Mon	Headteacher update meeting	Alex Clark	Education	All headteachers/principals	Virtual	16:00 - 16:45	Teams
6-Mar-2025	Thu	Headteacher update meeting	Alex Clark	Education	All headteachers/principals	Virtual	16:00 - 16:45	Teams
22-Apr-2025	Tue	Headteacher update meeting	Alex Clark	Education	All headteachers/principals	Virtual	16:00 - 16:45	Teams
30-Jun-2025	Mon	Headteacher update meeting	Alex Clark	Education	All headteachers/principals	Virtual	16:00 - 16:45	Teams
5-Jun-2025*	Thu	Headteachers' away day	Alex Clark	Education	All headteachers/principals	In person	09:00 - 16:00	Eduthing
26-Sep-2024	Thu	History network	Hannah Keyzer	Education	History subject leaders	Virtual	16:00 - 17:30	Teams
30-Jan-2025	Thu	History network	Hannah Keyzer	Education	History subject leaders	Virtual	16:00 - 17:30	Teams

22-May-2025	Thu	History network	Hannah Keyzer	Education	History subject leaders	In person	16:00 - 17:30	St Paul's (Addlestone)
14-Oct-2024	Mon	Instructional Coaching	Jade Hills	Education	In-school mentors/coaches that will be supporting 'Pedagogy in Action' attendees	In-person	13:30 - 15:30	<a href="#">Larch Avenue Registration required</a>
19-Sep-2024	Thu	Languages network	Claire Bevan/Kristy Hunt	Education	Languages subject leaders	Virtual	16:00 - 17:30	Teams
27-Feb-2025	Thu	Languages network	Claire Bevan/Kristy Hunt	Education	Languages subject leaders	Virtual	16:00 - 17:30	Teams
26-Jun-2025	Thu	Languages network	Claire Bevan/Kristy Hunt	Education	Languages subject leaders	In person	16:00 - 17:30	Larch Avenue
15-Oct-2024	Tue	Learning Beyond the Classroom network	Catherine Floyd	Education	LbTc subject leaders	In person	16:00 - 17:30	Potters Gate
11-Feb-2025	Tue	Learning Beyond the Classroom network	Catherine Floyd	Education	LbTc subject leaders	In person	16:00 - 17:30	Potters Gate
20-May-2025	Tue	Learning Beyond the Classroom network	Catherine Floyd	Education	LbTc subject leaders	In person	16:00 - 17:30	Potters Gate
25-Nov-2024	Mon	Maths network	tbc	Education	Maths subject leaders	In person	16:00 - 17:00	Larch Avenue
27-Mar-2025	Thu	Maths network	tbc	Education	Maths subject leaders	Virtual	16:00 - 17:00	Teams
19-Jun-2025	Thu	Maths network	tbc	Education	Maths subject leaders	Virtual	16:00 - 17:00	Teams
17-Oct-2024	Thu	Music network	Carol Webb/ Joolz Glowacki	Education	Music subject leaders	Virtual	16:00 - 16:45	Teams
1-Apr-2025	Tue	Music network	Carol Webb/ Joolz Glowacki	Education	Music subject leaders	Virtual	16:00 - 16:45	Teams
11-Nov-2024	Mon	PE network	Jav Cassim	Education	PE subject leaders	In person	16:00 - 17:30	Waverley Abbey
10-Mar-2025	Mon	PE network	Jav Cassim	Education	PE subject leaders	In person	16:00 - 17:30	Waverley Abbey
23-Sep-2024	Mon	Pedagogy in Action: Session 1	Jade Hills/ Suzanne Higgins	Education	Teachers	In person	13:30 - 15:30	<a href="#">Larch Avenue Registration required</a>
12-Nov-2024	Tue	Pedagogy in Action: Session 2	Jade Hills/ Suzanne Higgins	Education	Teachers	In person	13:30 - 15:30	<a href="#">Larch Avenue Registration required</a>
28-Jan-2025	Tue	Pedagogy in Action: Session 3	Jade Hills/ Suzanne Higgins	Education	Teachers	In person	13:30 - 15:30	<a href="#">Larch Avenue Registration required</a>
24-Mar-2025	Mon	Pedagogy in Action: Session 4	Jade Hills/ Suzanne Higgins	Education	Teachers	In person	13:30 - 15:30	<a href="#">Larch Avenue Registration required</a>

19-May-2025	Mon	Pedagogy in Action: Session 5	Jade Hills/ Suzanne Higgins	Education	Teachers	In person	13:30 - 15:30	<a href="#">Larch Avenue Registration required</a>
16-Jun-2025	Mon	Pedagogy in Action: Session 6	Jade Hills/Suzanne Higgins	Education	Teachers	In person	13:30 - 15:30	<a href="#">Larch Avenue Registration required</a>
23-Oct-2024	Wed	Pupil Premium Strategy	Jade Hills / Liz Tedbury	Education	HTs/PP Lead	In person	13:30 - 16:00	<a href="#">Larch Avenue Registration required</a>
7-Oct-2024	Mon	Science network	Emily Peacock	Education	Science subject leaders	In person	16:00 - 17:00	St Paul's Addlestone
13-Feb-2025	Thu	Science network	Emily Peacock	Education	Science subject leaders	Virtual	16:00 - 17:00	Teams
10-Jun-2025	Tue	Science network	Emily Peacock	Education	Science subject leaders	Virtual	16:00 - 17:00	Teams
1-Oct-2024	Tue	SENDCo Network	Liz Tedbury	Education	SENDCos	In person	16:00 - 17:30	Larch Avenue
6-Feb-2025	Thu	SENDCo Network	Liz Tedbury	Education	SENDCos	In person	16:00 - 17:30	Larch Avenue
2-Jun-2025	Mon	SENDCo Network	Liz Tedbury	Education	SENDCos	In person	16:00 - 17:30	Larch Avenue
26-Sep-2024	Thu	SSAT Lead Practitioner	Alex Clark	Education	Invited aspiring LPs	In person	15:45 - 17:15	Larch Avenue
10-Sep-2024	Tue	Subject network leader meeting	Jade Hills/Alex Clark	Education	All teachers leading GST networks	Virtual	16:30 - 17:00	Teams
5-Sep-2024	Thu	The Perspective appraisal process	Angel Solutions	Education	Anyone who is an appraisal reviewer	Virtual	16:00 - 16:45	Zoom
18-Nov-2024	Mon	The Primary Art Network*	Hannah Wickham	Education	Art subject leaders	Virtual	16:40 - 17:40	Online
3-Mar-2025	Mon	The Primary Art Network*	Hannah Wickham	Education	Art subject leaders	Virtual	16:40 - 17:40	Online
9-Jun-2025	Mon	The Primary Art Network*	Hannah Wickham	Education	Art subject leaders	Virtual	16:40 - 17:40	Online
7-Nov-2024	Thu	Wellbeing Network (Pupil Wellbeing)	Liz Tedbury	Education	Senior MHWB Leads	In person	13:30 - 15:00	Larch Avenue
10-Mar-2025	Mon	Wellbeing Network (Pupil Wellbeing)	Liz Tedbury	Education	Senior MHWB Leads	In person	13:30 - 15:00	Larch Avenue
24-Jun-2025	Tue	Wellbeing Network (Pupil Wellbeing)	Liz Tedbury	Education	Senior MHWB Leads	In person	13:30 - 15:00	Larch Avenue
10-Sep-2024	Tue	Writing a Music Development Plan	Jade Hills	Education	Those responsible for writing the plan	In person	13.30 - 15.30	<a href="#">Larch Avenue Registration required</a>
3-Jun-2025	Tue	Year 6 Writing Moderation Support	Suzanne Higgins	Education	Year 6 teachers	Virtual	16:00 - 17:00	<a href="#">Teams - registration link</a>
18-Sep-2024	Wed	Governance Meeting	Felicity Mackrory	Governance	Local Governance Professionals	Virtual	10:00 - 12:00	Teams
12-Nov-2024	Tue	Governance Meeting	Felicity Mackrory	Governance	Local Governance Professionals	In person	09:30 - 12:00	Larch Avenue

18-Sep-2024	Wed	LC Safeguarding Link Network	Liz Tedbury / Mary Lewis	Governance	LC Safeguarding Link Members	Virtual	19:00 - 20:30	<a href="#">Teams - registration link</a>
8-Oct-2024	Tue	New local committee members	Alex Clark	Governance	New local committee members	Virtual	17:00 - 18:00	<a href="#">Teams - registration link</a>
2-Apr-2025	Wed	New local committee members	Alex Clark	Governance	New local committee members	Virtual	17:00 - 18:00	<a href="#">Teams - registration link</a>
27-Sep-2024	Fri	Policy Drop in session (to answer any queries)	Felicity Mackrory	Governance	Anyone involved in policies	Virtual	10:00 - 10:30	<a href="#">Teams - registration link</a>
25-Oct-2024	Fri	Policy Drop in session (to answer any queries)	Felicity Mackrory	Governance	Anyone involved in policies	Virtual	10:00 - 10:30	<a href="#">Teams - registration link</a>
28-Nov-2024	Thu	Policy Drop in session (to answer any queries)	Felicity Mackrory	Governance	Anyone involved in policies	Virtual	14:00 - 14:30	<a href="#">Teams - registration link</a>
19-Dec-2024	Thu	Policy Drop in session (to answer any queries)	Felicity Mackrory	Governance	Anyone involved in policies	Virtual	10:00 - 10:30	<a href="#">Teams - registration link</a>
7-Nov-2024	Thu	Arbor Bespoke Training	Peter Coates	School Office Staff	Invitation only	In person	09:00 - 16:00	Larch Avenue
12-Sep-2024	Thu	SBM Meeting	Rachael Jarrett	Shared Services	SBMs/ Shared Services Team	In person	09:00 - 12:00	Larch Avenue
10-Oct-2024	Thu	SBM Meeting	Rachael Jarrett	Shared Services	SBMs/ Shared Services Team	In person	09:00 - 12:00	Larch Avenue
14-Nov-2024	Thu	SBM Meeting	Rachael Jarrett	Shared Services	SBMs/ Shared Services Team	In person	09:00 - 12:00	Larch Avenue
12-Dec-2024	Thu	SBM Meeting	Rachael Jarrett	Shared Services	SBMs/ Shared Services Team	In person	09:00 - 12:00	Larch Avenue
30-Jan-2025	Thu	SBM Meeting	Rachael Jarrett	Shared Services	SBMs/ Shared Services Team	In person	09:00 - 12:00	Larch Avenue
6-Mar-2025	Thu	SBM Meeting	Rachael Jarrett	Shared Services	SBMs/ Shared Services Team	In person	09:00 - 12:00	Larch Avenue
3-Apr-2025	Thu	SBM Meeting	Rachael Jarrett	Shared Services	SBMs/ Shared Services Team	In person	09:00 - 12:00	Larch Avenue
15-May-2025	Thu	SBM Meeting	Rachael Jarrett	Shared Services	SBMs/ Shared Services Team	In person	09:00 - 12:00	Larch Avenue
26-Jun-2025	Thu	SBM Meeting	Rachael Jarrett	Shared Services	SBMs/ Shared Services Team	In person	09:00 - 16:00	Larch Avenue



## Ordered by date

Date	Day	Session title	Leader/facilitator	Section	Audience	In person/ Virtual	Time	Location
5-Sep-2024	Thu	The Perspective appraisal process	Angel Solutions	Education	Anyone who is an appraisal reviewer	Virtual	16:00 - 16:45	Zoom
9-Sep-2024	Mon	DSL Briefing	Liz Tedbury	Education	DSLs	Virtual	16:00-17:00	Teams
10-Sep-2024	Tue	Writing a Music Development Plan	Jade Hills	Education	Those responsible for writing the plan	In person	13.30 - 15.30	<a href="#">Larch Avenue Registration required</a>
10-Sep-2024	Tue	Subject network leader meeting	Jade Hills/Alex Clark	Education	All teachers leading GST networks	Virtual	16:30 - 17:00	Teams
12-Sep-2024	Thu	SBM Meeting	Rachael Jarrett	Shared Services	SBMs/ Shared Services Team	In person	09:00 - 12:00	Larch Avenue
12-Sep-2024	Thu	Headteacher update meeting	Alex Clark	Education	All headteachers/principals	Virtual	16:00 - 16:45	Teams
16-Sep-2024	Mon	Attendance Training	Liz Tedbury	Education	HTs/Attendance Leads/HSLWs	Virtual	16:00-17:00	<a href="#">Teams - registration link</a>
17-Sep-2024	Tue	Cybersecurity Training	Peter Coates	Data Protection	SBM - invitation only	In person	11:00 - 13:00	Eduthing
17-Sep-2024	Tue	EYFS network	Debbie Jenkyn	Education	EYFS school leaders	In person	16:00 - 17:30	Larch Avenue
18-Sep-2024	Wed	Governance Meeting	Felicity Mackrory	Governance	Local Governance Professionals	Virtual	10:00 - 12:00	Teams
18-Sep-2024	Wed	LC Safeguarding Link Network	Liz Tedbury / Mary Lewis	Governance	LC Safeguarding Link Members	Virtual	19:00 - 20:30	<a href="#">Teams - registration link</a>
19-Sep-2024	Thu	Languages network	Claire Bevan/Kristy Hunt	Education	Languages subject leaders	Virtual	16:00 - 17:30	Teams
23-Sep-2024	Mon	Pedagogy in Action: Session 1	Jade Hills/ Suzanne Higgins	Education	Teachers	In person	13:30 - 15:30	<a href="#">Larch Avenue Registration required</a>
24-Sep-2024	Tue	Behaviour Tracking	Liz Tedbury	Education	HTs/Behaviour Leads	Virtual	16:00-17:00	<a href="#">Teams - registration link</a>
24-Sep-2024	Tue	Computing network	Jon Noble	Education	Computing subject leaders	Virtual	16:30 - 17:30	Teams
26-Sep-2024	Thu	SSAT Lead Practitioner	Alex Clark	Education	Invited aspiring LPs	In person	15:45 - 17:15	Larch Avenue
26-Sep-2024	Thu	History network	Hannah Keyzer	Education	History subject leaders	Virtual	16:00 - 17:30	Teams
27-Sep-2024	Fri	Policy Drop in session (to answer any queries)	Felicity Mackrory	Governance	Anyone involved in policies	Virtual	10:00 - 10:30	<a href="#">Teams - registration link</a>

30-Sep-2024	Mon	Headteacher update meeting	Alex Clark	Education	All headteachers/principals	Virtual	16:00 - 16:45	Teams
30-Sep-2024	Mon	Developing English subject knowledge - Grammar	Suzanne Higgins	Education	Class teachers or TAs	Virtual	16:00 - 17:00	<a href="#">Teams - registration link</a>
1-Oct-2024	Tue	SENDCo Network	Liz Tedbury	Education	SENDCos	In person	16:00 - 17:30	Larch Avenue
3-Oct-2024	Thu	DT Network	Hattie Dolton	Education	DT subject leaders	Virtual	16:00 - 17:30	Teams
7-Oct-2024	Mon	Science network	Emily Peacock	Education	Science subject leaders	In person	16:00 - 17:00	St Paul's Addlestone
8-Oct-2024	Tue	BASIC Coaching Cohort 1, Session 1	Jade Hills & Sam Moody	All	By invitation only	In person	13:30 - 15:30	Larch Avenue
8-Oct-2024	Tue	New local committee members	Alex Clark	Governance	New local committee members	Virtual	17:00 - 18:00	<a href="#">Teams - registration link</a>
10-Oct-2024	Thu	SBM Meeting	Rachael Jarrett	Shared Services	SBMs/ Shared Services Team	In person	09:00 - 12:00	Larch Avenue
10-Oct-2024	Thu	Geography network	Sam Moody	Education	Geography subject leaders	Virtual	16:00 - 17:00	Teams
14-Oct-2024	Mon	Instructional Coaching	Jade Hills	Education	In-school mentors/coaches that will be supporting 'Pedagogy in Action' attendees	In-person	13:30 - 15:30	<a href="#">Larch Avenue Registration required</a>
14-Oct-2024	Mon	English Network	Suzanne Higgins	Education	English subject leads	In person	16:00-17:30	Larch Avenue
15-Oct-2024	Tue	Headteacher in-person meeting	Alex Clark	Education	All headteachers/principals	In person	12:30 - 15:30	Larch Avenue
15-Oct-2024	Tue	Learning Beyond the Classroom network	Catherine Floyd	Education	LBTc subject leaders	In person	16:00 - 17:30	Potters Gate
17-Oct-2024	Thu	Music network	Carol Webb/ Joolz Glowacki	Education	Music subject leaders	Virtual	16:00 - 16:45	Teams
22-Oct-2024	Tue	BASIC Coaching Cohort 1, Session 2	Jade Hills & Sam Moody	All	By invitation only	In person	13:30 - 15:30	Larch Avenue
22-Oct-2024	Tue	CEO/Headteacher development session	Paul Kennedy	Education	Headteacher	In person	15:00-17:00	Larch Avenue
23-Oct-2024	Wed	Pupil Premium Strategy	Jade Hills / Liz Tedbury	Education	HTs/PP Lead	In person	13:30 - 16:00	<a href="#">Larch Avenue Registration required</a>
24-Oct-2024	Thu	DHT/AHT away day – register by 30 September	Alex Clark	Education	DHT/AHTs	In person	09:00 - 16:00	<a href="#">Eduthing Registration required</a>
25-Oct-2024	Fri	Policy Drop in session (to answer any queries)	Felicity Mackrory	Governance	Anyone involved in policies	Virtual	10:00 - 10:30	<a href="#">Teams - registration link</a>

7-Nov-2024	Thu	Arbor Bespoke Training	Peter Coates	School Office Staff	Invitation only	In person	09:00 - 16:00	Larch Avenue
7-Nov-2024	Thu	Wellbeing Network (Pupil Wellbeing)	Liz Tedbury	Education	Senior MHWB Leads	In person	13:30 - 15:00	Larch Avenue
11-Nov-2024	Mon	PE network	Jav Cassim	Education	PE subject leaders	In person	16:00 - 17:30	Waverley Abbey
12-Nov-2024	Tue	Governance Meeting	Felicity Mackrory	Governance	Local Governance Professionals	In person	09:30 - 12:00	Larch Avenue
12-Nov-2024	Tue	Pedagogy in Action: Session 2	Jade Hills/ Suzanne Higgins	Education	Teachers	In person	13:30 - 15:30	<a href="#">Larch Avenue Registration required</a>
14-Nov-2024	Thu	SBM Meeting	Rachael Jarrett	Shared Services	SBMs/ Shared Services Team	In person	09:00 - 12:00	Larch Avenue
14-Nov-2024	Thu	Headteacher update meeting	Alex Clark	Education	All headteachers/principals	Virtual	16:00 - 16:45	Teams
18-Nov-2024	Mon	DSL Briefing	Liz Tedbury	Education	DSLs	Virtual	16:00-17:00	Teams
18-Nov-2024	Mon	The Primary Art Network*	Hannah Wickham	Education	Art subject leaders	Virtual	16:40 - 17:40	Online
19-Nov-2024	Tue	Curriculum & Assessment Network	Jade Hills	Education	Curriculum & Assessment Leads	In person	13:30 - 15:30	Larch Avenue
19-Nov-2024	Tue	EYFS network	Debbie Jenkyn	Education	EYFS school leaders	In person	16:00 - 17:30	Larch Avenue
21-Nov-2024	Thu	Attendance Training	Liz Tedbury	Education	HTs/Attendance Leads/HSLWs	Virtual	16:00-17:00	<a href="#">Teams - registration link</a>
25-Nov-2024	Mon	Maths network	tbc	Education	Maths subject leaders	In person	16:00 - 17:00	Larch Avenue
26-Nov-2024	Tue	BASIC Coaching Cohort 1, Session 3	Jade Hills & Sam Moody	All	By invitation only	In person	13:30 - 15:30	Larch Avenue
28-Nov-2024	Thu	Policy Drop in session (to answer any queries)	Felicity Mackrory	Governance	Anyone involved in policies	Virtual	14:00 - 14:30	<a href="#">Teams - registration link</a>
3-Dec-2024	Tue	CEO/Headteacher development session	Paul Kennedy	Education	Headteacher	In person	15:00-17:00	Larch Avenue
3-Dec-2024	Tue	DSL Network	Liz Tedbury	Education	DSLs	In person	16:00-17:00	Larch Avenue
5-Dec-2024	Thu	Headteacher in-person meeting	Alex Clark	Education	All headteachers/principals	In person	12:30 - 15:30	Larch Avenue
9-Dec-2024	Mon	Assessing reading beyond comprehension tests	Suzanne Higgins	Education	Class teachers	Virtual	16:00 - 17:00	<a href="#">Teams - registration link</a>
12-Dec-2024	Thu	SBM Meeting	Rachael Jarrett	Shared Services	SBMs/ Shared Services Team	In person	09:00 - 12:00	Larch Avenue
19-Dec-2024	Thu	Policy Drop in session (to answer any queries)	Felicity Mackrory	Governance	Anyone involved in policies	Virtual	10:00 - 10:30	<a href="#">Teams - registration link</a>
9-Jan-2025	Thu	Headteacher update meeting	Alex Clark	Education	All headteachers/principals	Virtual	16:00 - 16:45	Teams

14-Jan-2025	Tue	BASIC Coaching Cohort 1, Session 4	Jade Hills & Sam Moody	All	By invitation only	In person	13:30 - 15:30	Larch Avenue
20-Jan-2025	Mon	Deputy/Assistant Heads' network	Alex Clark	Education	All DHTs/AHTs	In person	12:30 - 15:30	Larch Avenue
21-Jan-2025	Tue	EYFS network	Debbie Jenkyn	Education	EYFS school leaders	In person	16:00 - 17:30	Larch Avenue
23-Jan-2025	Thu	DSL Briefing	Liz Tedbury	Education	DSLs	Virtual	16:00-17:00	Teams
27-Jan-2025	Mon	Headteacher update meeting	Alex Clark	Education	All headteachers/principals	Virtual	16:00 - 16:45	Teams
27-Jan-2025	Mon	Developing English subject knowledge - Grammar	Suzanne Higgins	Education	Class teachers or TAs	Virtual	16:00 - 17:00	<a href="#">Teams - registration link</a>
28-Jan-2025	Tue	Pedagogy in Action: Session 3	Jade Hills/ Suzanne Higgins	Education	Teachers	In person	13:30 - 15:30	<a href="#">Larch Avenue Registration required</a>
28-Jan-2025	Tue	Computing network	Jon Noble	Education	Computing subject leaders	Virtual	16:30 - 17:30	Teams
30-Jan-2025	Thu	SBM Meeting	Rachael Jarrett	Shared Services	SBMs/ Shared Services Team	In person	09:00 - 12:00	Larch Avenue
30-Jan-2025	Thu	History network	Hannah Keyzer	Education	History subject leaders	Virtual	16:00 - 17:30	Teams
3-Feb-2025	Mon	English Network	Suzanne Higgins	Education	English subject leads	In person	16:00-17:30	Larch Avenue
4-Feb-2025	Tue	BASIC Coaching Cohort 1, Session 5	Jade Hills & Sam Moody	All	By invitation only	In person	13:30 - 15:30	Larch Avenue
6-Feb-2025	Thu	SENDCo Network	Liz Tedbury	Education	SENDCos	In person	16:00 - 17:30	Larch Avenue
10-Feb-2025	Mon	Geography network	Sam Moody	Education	Geography subject leaders	In person	16:00 - 17:00	St John's Dorking
11-Feb-2025	Tue	Headteacher in-person meeting	Alex Clark	Education	All headteachers/principals	In person	12:30 - 15:30	Larch Avenue
11-Feb-2025	Tue	CEO/Headteacher development session	Paul Kennedy	Education	Headteacher	In person	15:30-17:00	Larch Avenue
11-Feb-2025	Tue	Learning Beyond the Classroom network	Catherine Floyd	Education	LBtC subject leaders	In person	16:00 - 17:30	Potters Gate
13-Feb-2025	Thu	Science network	Emily Peacock	Education	Science subject leaders	Virtual	16:00 - 17:00	Teams
27-Feb-2025	Thu	Languages network	Claire Bevan/Kristy Hunt	Education	Languages subject leaders	Virtual	16:00 - 17:30	Teams
3-Mar-2025	Mon	Developing English subject knowledge - Spelling	Suzanne Higgins	Education	Class teachers or TAs	Virtual	16:00 - 17:00	<a href="#">Teams - registration link</a>
3-Mar-2025	Mon	The Primary Art Network*	Hannah Wickham	Education	Art subject leaders	Virtual	16:40 - 17:40	Online
6-Mar-2025	Thu	SBM Meeting	Rachael Jarrett	Shared Services	SBMs/ Shared Services Team	In person	09:00 - 12:00	Larch Avenue

6-Mar-2025	Thu	Headteacher update meeting	Alex Clark	Education	All headteachers/principals	Virtual	16:00 - 16:45	Teams
10-Mar-2025	Mon	Wellbeing Network (Pupil Wellbeing)	Liz Tedbury	Education	Senior MHWB Leads	In person	13:30 - 15:00	Larch Avenue
10-Mar-2025	Mon	PE network	Jav Cassim	Education	PE subject leaders	In person	16:00 - 17:30	Waverley Abbey
11-Mar-2025	Tue	Curriculum & Assessment Network	Jade Hills	Education	Curriculum & Assessment Leads	In person	13:30 - 15:30	Larch Avenue
11-Mar-2025	Tue	EYFS network	Debbie Jenkyn	Education	EYFS school leaders	In person	16:00 - 17:30	Larch Avenue
18-Mar-2025	Tue	BASIC Coaching Cohort 2, Session 1	Jade Hills & Sam Moody	All	By invitation only	In person	13:30 - 15:30	Larch Avenue
24-Mar-2025	Mon	Pedagogy in Action: Session 4	Jade Hills/Suzanne Higgins	Education	Teachers	In person	13:30 - 15:30	<a href="#">Larch Avenue Registration required</a>
25-Mar-2025	Tue	CEO/Headteacher development session	Paul Kennedy	Education	Headteacher	In person	15:00-17:00	Larch Avenue
25-Mar-2025	Tue	DSL Briefing	Liz Tedbury	Education	DSLs	Virtual	16:00-17:00	Teams
27-Mar-2025	Thu	Maths network	tbc	Education	Maths subject leaders	Virtual	16:00 - 17:00	Teams
31-Mar-2025	Mon	Headteacher in-person meeting	Alex Clark	Education	All headteachers/principals	In person	12:30 - 15:30	Larch Avenue
31-Mar-2025	Mon	DT Network	Hattie Dolton	Education	DT subject leaders	Virtual	16:00 - 17:30	Teams
1-Apr-2025	Tue	BASIC Coaching Cohort 2, Session 2	Jade Hills & Sam Moody	All	By invitation only	In person	13:30 - 15:30	Larch Avenue
1-Apr-2025	Tue	Music network	Carol Webb/Joolz Glowacki	Education	Music subject leaders	Virtual	16:00 - 16:45	Teams
2-Apr-2025	Wed	New local committee members	Alex Clark	Governance	New local committee members	Virtual	17:00 - 18:00	<a href="#">Teams - registration link</a>
3-Apr-2025	Thu	SBM Meeting	Rachael Jarrett	Shared Services	SBMs/ Shared Services Team	In person	09:00 - 12:00	Larch Avenue
22-Apr-2025	Tue	Headteacher update meeting	Alex Clark	Education	All headteachers/principals	Virtual	16:00 - 16:45	Teams
24-Apr-2025	Thu	DSL Network	Liz Tedbury	Education	DSLs	In person	16:00-17:00	Larch Avenue
28-Apr-2025	Mon	Deputy/Assistant Heads' network	Alex Clark	Education	All DHTs/AHTs	In person	12:30 - 15:30	Larch Avenue
28-Apr-2025	Mon	English Network	Suzanne Higgins	Education	English subject leads	In person	16:00 - 17:30	Larch Avenue
29-Apr-2025	Tue	BASIC Coaching Cohort 2, Session 3	Jade Hills & Sam Moody	All	By invitation only	In person	13:30 - 15:30	Larch Avenue
6-May-2025	Tue	DSL Briefing	Liz Tedbury	Education	DSLs	Virtual	16:00-17:00	Teams

6-May-2025	Tue	Computing network	Jon Noble	Education	Computing subject leaders	Virtual	16:30 - 17:30	Teams
8-May-2025	Thu	Headteacher in-person meeting	Alex Clark	Education	All headteachers/principals	In person	12:30 - 15:30	Larch Avenue
13-May-2025	Tue	EYFS network	Debbie Jenkyn	Education	EYFS school leaders	In person	16:00 - 17:30	Larch Avenue
15-May-2025	Thu	SBM Meeting	Rachael Jarrett	Shared Services	SBMs/ Shared Services Team	In person	09:00 - 12:00	Larch Avenue
19-May-2025	Mon	Pedagogy in Action: Session 5	Jade Hills/ Suzanne Higgins	Education	Teachers	In person	13:30 - 15:30	<a href="#">Larch Avenue Registration required</a>
20-May-2025	Tue	BASIC Coaching Cohort 2, Session 4	Jade Hills & Sam Moody	All	By invitation only	In person	13:30 - 15:30	Larch Avenue
20-May-2025	Tue	CEO/Headteacher development session	Paul Kennedy	Education	Headteacher	In person	15:00-17:00	Larch Avenue
20-May-2025	Tue	Learning Beyond the Classroom network	Catherine Floyd	Education	LBtC subject leaders	In person	16:00 - 17:30	Potters Gate
22-May-2025	Thu	History network	Hannah Keyzer	Education	History subject leaders	In person	16:00 - 17:30	St Paul's (Addlestone)
2-Jun-2025	Mon	SENDCo Network	Liz Tedbury	Education	SENDCos	In person	16:00 - 17:30	Larch Avenue
3-Jun-2025	Tue	Year 6 Writing Moderation Support	Suzanne Higgins	Education	Year 6 teachers	Virtual	16:00 - 17:00	<a href="#">Teams - registration link</a>
5-Jun-2025*	Thu	Headteachers' away day	Alex Clark	Education	All headteachers/principals	In person	09:00 - 16:00	Eduthing
5-Jun-2025	Thu	Geography network	Sam Moody	Education	Geography subject leaders	Virtual	16:00 - 17:00	Teams
9-Jun-2025	Mon	DSL Network	Liz Tedbury	Education	DSLs	In person	16:00-17:00	Larch Avenue
9-Jun-2025	Mon	The Primary Art Network*	Hannah Wickham	Education	Art subject leaders	Virtual	16:40 - 17:40	Online
10-Jun-2025	Tue	Science network	Emily Peacock	Education	Science subject leaders	Virtual	16:00 - 17:00	Teams
16-Jun-2025	Mon	Pedagogy in Action: Session 6	Jade Hills/ Suzanne Higgins	Education	Teachers	In person	13:30 - 15:30	<a href="#">Larch Avenue Registration required</a>
17-Jun-2025	Tue	BASIC Coaching Cohort 2, Session 5	Jade Hills & Sam Moody	All	By invitation only	In person	13:30 - 15:30	Larch Avenue
19-Jun-2025	Thu	Maths network	tbc	Education	Maths subject leaders	Virtual	16:00 - 17:00	Teams
19-Jun-2025	Thu	DT Network	Hattie Dolton	Education	DT subject leaders	Virtual	16:00 - 17:30	Teams
24-Jun-2025	Tue	Wellbeing Network (Pupil Wellbeing)	Liz Tedbury	Education	Senior MHWB Leads	In person	13:30 - 15:00	Larch Avenue
26-Jun-2025	Thu	SBM Meeting	Rachael Jarrett	Shared Services	SBMs/ Shared Services Team	In person	09:00 - 16:00	Larch Avenue

26-Jun-2025	Thu	Languages network	Claire Bevan/Kristy Hunt	Education	Languages subject leaders	In person	16:00 - 17:30	Larch Avenue
30-Jun-2025	Mon	Headteacher update meeting	Alex Clark	Education	All headteachers/principals	Virtual	16:00 - 16:45	Teams
1-Jul-2025	Tue	EYFS network	Debbie Jenkyn	Education	EYFS school leaders	In person	16:00 - 17:30	Larch Avenue
3-Jul-2025	Thu	DSL Briefing	Liz Tedbury	Education	DSLs	Virtual	16:00-17:00	Teams
8-Jul-2025	Tue	Curriculum & Assessment Network	Jade Hills	Education	Curriculum & Assessment Leads	In person	13:30 - 15:30	Larch Avenue

## Every training available by user group

The following courses will be automatically assigned to staff / volunteers assigned to the relevant user groups in Every

Collection Title	Description	Courses
All Staff	Training to be completed by all staff in all roles	Display Screen Equipment, Equality, Diversity & Inclusion, Fire Safety in Education, GDPR in Education, Health and Safety, Manual Handling, NCSC Cyber security training for school staff, Prevent Duty
Cleaners	Additional mandatory training for cleaning staff	COSHH
Fire Wardens	Additional critical training for Fire Wardens	Fire Warden (Education)
First Aid Appointed Persons	Additional critical training for First Aid Appointed Persons	First Aid Appointed Person
Headteachers	Essential training for all Headteachers. May include specific training targeted for Headteachers only Collection may include training on core line management tasks such as Return to Work interviews, HR policy briefings etc (Heads will not be added to the Line Manager training collection so any required courses must be added here)	Accident Reporting, Anaphylaxis & Allergy Training for Schools & Carers, Asbestos Awareness, GDPR in Education, Risk Assessment, Safer Recruitment in Education, School Trips for Management
Line Managers	Essential training for all line managers. Collection may include training on core line management tasks such as Return to Work interviews, HR policy briefings etc	GDPR in Education, Risk Assessment
Local Committee Chairs	Additional training for LC Chairs which is required in addition to the LC Members training	Safer Recruitment in Education
Local Committee Members	Training to be completed by all LC members. This group will include Chairs but they will also be required to complete additional training in LC Chairs collection	Equality, Diversity & Inclusion, GDPR in Education, Health and Safety, NCSC Cyber security training for school staff, Prevent Duty, Safeguarding for Governance
Payroll users	All staff with payroll user access	Fraud Awareness webinar - Lloyds Bank, Fraud Prevention
Premises team	Essential training for all premises managers / team members in all schools	Asbestos Awareness, COSHH, Electrical Safety, Eye Protection, Hot Work, Ladder Safety, Legionella Awareness, Lone Working in the Workplace, Managing Contractors, Noise Awareness, Personal Protective Equipment (PPE), Risk Assessment, Slips Trips and Falls, Working At Height



Premises team - optional / advanced training	This collection contains additional training courses beyond the mandatory training expected of all Premises staff. All courses in this collection can be assigned upon request to Premises staff or if you wish to only assign selected courses then please manage and assign this training locally.	Abrasive Wheels Safety, Accident Reporting, Banksman Essentials, CDM Regulations, Condition Surveys in Schools, First Aid Requirements & RIDDOR, General Workshop Safety, Hand/Arm Vibration (HAV) Awareness, Health & Safety for Managers & Supervisors, LOLER, PUWER, Working in Confined Spaces
School Business Managers	Essential training for SBM / TBMs. (SBMs / TBMs will not be added to the Line Manager training collection so any required courses must be added here)	Accident Reporting, Anaphylaxis & Allergy Training for Schools & Carers, Asbestos Awareness, COSHH, First Aid Requirements & RIDDOR, GDPR in Education, Risk Assessment, School Trips for Management
Trustee Directors	Essential training courses to be completed by all Trustee Directors	Equality, Diversity & Inclusion, GDPR in Education, NCSC Cyber security training for school staff, Prevent Duty, Safer Recruitment in Education, Safeguarding for Governance
Volunteers	Training for school volunteers	Equality, Diversity & Inclusion, Fire Safety in Education, Health and Safety, Keeping Children Safe In Education 2023 (KCSIE), Safeguarding Children (Level 1)

## Every full course catalogue

The following courses are available in schools to be assigned to individuals in Every as required by School Business Managers

Courses that are automatically assigned to individuals in a relevant user group do not need to be assigned individually

Course Title	Category	Course Type	Provider	Duration
Abrasive Wheels Safety	Health & Safety (e-Learning)	e-Learning	iHasco	50 min
Accident Reporting	Health & Safety (e-Learning)	e-Learning	iHasco	15 min
Active Listening	HR & Employee Management (e-Learning)	e-Learning	iHasco	10 min
An Introduction to Leadership	HR & Employee Management (e-Learning)	e-Learning	iHasco	15 min
Anaphylaxis & Allergy Training for Schools & Carers	Health & Safety (e-Learning)	e-Learning	iHasco	40 min
Anger Management	HR & Employee Management (e-Learning)	e-Learning	iHasco	10 min
Anti-Bribery	Organisational Compliance (e-Learning)	e-Learning	iHasco	25 min
Appraisal Training	Every HR - GST user guides	Online	GST HR	-
Asbestos Awareness	Health & Safety (e-Learning)	e-Learning	iHasco	35 min
Assessing Mental Capacity	Safeguarding & Care (e-Learning)	e-Learning	iHasco	40 min
Asthma Training for Schools & Carers	Health & Safety (e-Learning)	e-Learning	iHasco	50 min
Autism Awareness	Safeguarding & Care (e-Learning)	e-Learning	iHasco	30 min
Banksman Essentials	Health & Safety (e-Learning)	e-Learning	iHasco	20 min
Bombs Threats & Suspicious Packages	Health & Safety (e-Learning)	e-Learning	iHasco	20 min
Bullying & Harassment for Employees	HR & Employee Management (e-Learning)	e-Learning	iHasco	20 min
Bullying & Harassment for Managers	HR & Employee Management (e-Learning)	e-Learning	iHasco	30 min
Business Compliance Essentials	Organisational Compliance (e-Learning)	e-Learning	iHasco	45 min
CDM Regulations	Health & Safety (e-Learning)	e-Learning	iHasco	30 min
Communication Skills	HR & Employee Management (e-Learning)	e-Learning	iHasco	10 min
Condition Surveys in Schools	Health & Safety (e-Learning)	e-Learning	Every by IRIS	7 min
Conducting Appraisals	HR & Employee Management (e-Learning)	e-Learning	iHasco	15 min
Confidence Building	HR & Employee Management (e-Learning)	e-Learning	iHasco	10 min
Conflict Resolution	HR & Employee Management (e-Learning)	e-Learning	iHasco	30 min
COSHH	Health & Safety (e-Learning)	e-Learning	iHasco	25 min

CPR and AED Refresher	Health & Safety (e-Learning)	e-Learning	iHasco	10 min
Creative Thinking	HR & Employee Management (e-Learning)	e-Learning	iHasco	15 min
Critical Thinking	HR & Employee Management (e-Learning)	e-Learning	iHasco	15 min
Customer Service	HR & Employee Management (e-Learning)	e-Learning	iHasco	35 min
Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)	Health & Safety (e-Learning)	e-Learning	iHasco	15 min
Dementia Awareness - Level 1	HR & Employee Management (e-Learning)	e-Learning	iHasco	55 min
Disability Awareness & Inclusion	HR & Employee Management (e-Learning)	e-Learning	iHasco	55 min
Disciplinary and Grievance	HR & Employee Management (e-Learning)	e-Learning	iHasco	30 min
Display Screen Equipment	Health & Safety (e-Learning)	e-Learning	Every by IRIS	25 min
Driver Awareness	Health & Safety (e-Learning)	e-Learning	iHasco	25 min
Drug & Alcohol Awareness	HR & Employee Management (e-Learning)	e-Learning	iHasco	25 min
Duty of Care	Safeguarding & Care (e-Learning)	e-Learning	iHasco	30 min
Effective Decision Making	HR & Employee Management (e-Learning)	e-Learning	iHasco	10 min
Effective Meetings	Organisational Compliance (e-Learning)	e-Learning	iHasco	10 min
Effective Recruitment	HR & Employee Management (e-Learning)	e-Learning	iHasco	20 min
Effective Remote Working	HR & Employee Management (e-Learning)	e-Learning	iHasco	30 min
Electrical Safety	Health & Safety (e-Learning)	e-Learning	iHasco	30 min
Emergency First Aid at Work (Refresher)	Health & Safety (e-Learning)	e-Learning	iHasco	50 min
Emotional Intelligence (EI)	HR & Employee Management (e-Learning)	e-Learning	iHasco	10 min
Employment references - for senior leaders	HR	Online	GST HR	-
Energy Efficiency Awareness	Organisational Compliance (e-Learning)	e-Learning	iHasco	25 min
Environmental Awareness	Organisational Compliance (e-Learning)	e-Learning	iHasco	45 min
Epilepsy Training for Schools & Carers	Health & Safety (e-Learning)	e-Learning	iHasco	45 min
Equality, Diversity & Inclusion	HR & Employee Management (e-Learning)	e-Learning	iHasco	60 min
Every Absence Training	Every HR - GST user guides	Online	GST HR	-
Every HR - GST User guides - Time Claims (Approvers)	Every HR - GST user guides	Online	GST HR	-
Eye Protection	Health & Safety (e-Learning)	e-Learning	iHasco	30 min
FGM Awareness & Prevention	Safeguarding & Care (e-Learning)	e-Learning	iHasco	20 min
Fire Extinguishers and How To Use Them	Health & Safety (e-Learning)	e-Learning	Every by IRIS	8 min
Fire Safety in Education	Health & Safety (e-Learning)	e-Learning	Every by IRIS	26 min

Fire Warden (Education)	Health & Safety (e-Learning)	e-Learning	iHasco	100 min
First Aid Appointed Person	Health & Safety (e-Learning)	e-Learning	iHasco	20 min
First Aid at Work (Refresher)	Health & Safety (e-Learning)	e-Learning	iHasco	80 min
First Aid Requirements & RIDDOR	Health & Safety (e-Learning)	e-Learning	iHasco	15 min
Food Allergy Awareness	Health & Safety (e-Learning)	e-Learning	iHasco	35 min
Food Safety & Hygiene (Level 1)	Health & Safety (e-Learning)	e-Learning	iHasco	50 min
Food Safety & Hygiene (Level 2)	Health & Safety (e-Learning)	e-Learning	iHasco	70 min
Food Safety & Hygiene (Level 3)	Health & Safety (e-Learning)	e-Learning	iHasco	180 min
Fraud Awareness & Prevention	Organisational Compliance (e-Learning)	e-Learning	iHasco	35 min
Fraud Awareness webinar - Lloyds Bank	Finance	Online	Lloyds	-
Fraud Prevention	Finance	Online	Lloyds	-
Freedom of Information Act	Organisational Compliance (e-Learning)	e-Learning	iHasco	25 min
GDPR in Education	Organisational Compliance (e-Learning)	e-Learning	iHasco	40 min
GDPR UK: Advanced (Management)	Organisational Compliance (e-Learning)	e-Learning	iHasco	65 min
Gender Identity & Expression	HR & Employee Management (e-Learning)	e-Learning	iHasco	10 min
General Workshop Safety	Health & Safety (e-Learning)	e-Learning	iHasco	35 min
Governors and Governing Boards	Organisational Compliance (e-Learning)	e-Learning	Every by IRIS	30 min
HACCP (Level 2)	Health & Safety (e-Learning)	e-Learning	iHasco	35 min
Hand/Arm Vibration (HAV) Awareness	Health & Safety (e-Learning)	e-Learning	iHasco	20 min
Health & Safety for Homeworkers	Health & Safety (e-Learning)	e-Learning	iHasco	45 min
Health & Safety for Managers & Supervisors	Health & Safety (e-Learning)	e-Learning	iHasco	40 min
Health and Safety	Health & Safety (e-Learning)	e-Learning	Every by IRIS	26 min
Hot Work	Health & Safety (e-Learning)	e-Learning	iHasco	15 min
How To Complete An Asset Audit	Using Every (e-Learning)	e-Learning	Every by IRIS	8 min
HR Compliance & Wellbeing Essentials	HR & Employee Management (e-Learning)	e-Learning	iHasco	45 min
Infection Prevention and Control	Health & Safety (e-Learning)	e-Learning	iHasco	40 min
Keeping Children Safe In Education 2023 (KCSIE)	Safeguarding & Care (e-Learning)	e-Learning	Every by IRIS	30 min
Ladder Safety	Health & Safety (e-Learning)	e-Learning	iHasco	25 min
Legionella Awareness	Health & Safety (e-Learning)	e-Learning	iHasco	25 min
Lock Out Tag Out (LOTO)	Health & Safety (e-Learning)	e-Learning	iHasco	15 min

LOLER	Health & Safety (e-Learning)	e-Learning	iHasco	35 min
Lone Working in the Workplace	Health & Safety (e-Learning)	e-Learning	Every by IRIS	18 min
Managing a Remote Team	HR & Employee Management (e-Learning)	e-Learning	iHasco	20 min
Managing Absenteeism (Managers)	HR & Employee Management (e-Learning)	e-Learning	Every by IRIS	9 min
Managing Anxiety	HR & Employee Management (e-Learning)	e-Learning	iHasco	25 min
Managing Change Training: For Managers	HR & Employee Management (e-Learning)	e-Learning	iHasco	20 min
Managing Contractors	HR & Employee Management (e-Learning)	e-Learning	iHasco	20 min
Manual Handling	Health & Safety (e-Learning)	e-Learning	iHasco	35 min
Medication Awareness (Education)	Health & Safety (e-Learning)	e-Learning	iHasco	40 min
Menopause Awareness	HR & Employee Management (e-Learning)	e-Learning	iHasco	30 min
Mental Health Awareness	HR & Employee Management (e-Learning)	e-Learning	Every by IRIS	27 min
Mental Health Awareness for Managers	HR & Employee Management (e-Learning)	e-Learning	iHasco	50 min
Mental Health Awareness in Education	HR & Employee Management (e-Learning)	e-Learning	iHasco	40 min
Mindfulness	HR & Employee Management (e-Learning)	e-Learning	iHasco	10 min
Modern Slavery	Organisational Compliance (e-Learning)	e-Learning	iHasco	25 min
Moving & Handling People	Health & Safety (e-Learning)	e-Learning	iHasco	50 min
NCSC Cyber security training for school staff	Organisational Compliance (e-Learning)	Online	NCSC	-
New & Expectant Mothers at Work	HR & Employee Management (e-Learning)	e-Learning	iHasco	50 min
Noise Awareness	Health & Safety (e-Learning)	e-Learning	iHasco	25 min
Organisational Skills	Organisational Compliance (e-Learning)	e-Learning	iHasco	15 min
Paediatric First Aid (Refresher)	Health & Safety (e-Learning)	e-Learning	iHasco	20 min
Personal Emergency Evacuation Plans (PEEP)	Health & Safety (e-Learning)	e-Learning	Every by IRIS	4 min
Personal Protective Equipment (PPE)	Health & Safety (e-Learning)	e-Learning	iHasco	35 min
Presentation Skills	HR & Employee Management (e-Learning)	e-Learning	iHasco	10 min
Prevent Duty	Safeguarding & Care (e-Learning)	e-Learning	Every by IRIS	18 min
Problem Solving	HR & Employee Management (e-Learning)	e-Learning	iHasco	10 min
Professional Conduct in Schools	HR & Employee Management (e-Learning)	e-Learning	Every by IRIS	25 min
Project Management Essentials	HR & Employee Management (e-Learning)	e-Learning	iHasco	15 min
PUWER	Health & Safety (e-Learning)	e-Learning	iHasco	30 min
Recognising the Value of your Team	HR & Employee Management (e-Learning)	e-Learning	iHasco	10 min

Recognising Your Value	HR & Employee Management (e-Learning)	e-Learning	iHasco	10 min
Resilience	HR & Employee Management (e-Learning)	e-Learning	iHasco	35 min
Responding to Change	HR & Employee Management (e-Learning)	e-Learning	iHasco	10 min
Returning to Work	HR & Employee Management (e-Learning)	e-Learning	iHasco	25 min
Right to Work Checks	HR & Employee Management (e-Learning)	e-Learning	iHasco	20 min
Risk Assessment	Health & Safety (e-Learning)	e-Learning	iHasco	30 min
Safeguarding Children (Level 1)	Safeguarding & Care (e-Learning)	e-Learning	Every by IRIS	26 min
Safeguarding Children (Level 2)	Safeguarding & Care (e-Learning)	e-Learning	Every by IRIS	26 min
Safer Recruitment in Education	HR & Employee Management (e-Learning)	e-Learning	Every by IRIS	31 min
School Trips for Management	Health & Safety (e-Learning)	e-Learning	iHasco	30 min
School Trips for Organisers & Support	Health & Safety (e-Learning)	e-Learning	iHasco	45 min
Setting Goals	HR & Employee Management (e-Learning)	e-Learning	iHasco	10 min
Sexual Harassment Awareness	HR & Employee Management (e-Learning)	e-Learning	iHasco	20 min
Sharps Training	Health & Safety (e-Learning)	e-Learning	iHasco	20 min
Sickness Absence	Every HR - GST user guides	Online	GST HR	-
Slips and Trips Mapping	Health & Safety (e-Learning)	e-Learning	Every by IRIS	2 min
Slips Trips and Falls	Health & Safety (e-Learning)	e-Learning	Every by IRIS	17 min
Social Media Awareness	HR & Employee Management (e-Learning)	e-Learning	iHasco	10 min
Speaking Confidently	HR & Employee Management (e-Learning)	e-Learning	iHasco	10 min
Spill Kits: Bodily Fluids	Health & Safety (e-Learning)	e-Learning	iHasco	15 min
Spill Kits: Chemicals and Oils	Health & Safety (e-Learning)	e-Learning	iHasco	20 min
Stress Awareness & Management	HR & Employee Management (e-Learning)	e-Learning	iHasco	30 min
Supporting Bereavement (Adults)	HR & Employee Management (e-Learning)	e-Learning	Every by IRIS	18 min
Teamwork Skills	HR & Employee Management (e-Learning)	e-Learning	iHasco	15 min
Time Management	HR & Employee Management (e-Learning)	e-Learning	iHasco	25 min
Unconscious Bias for Employees	HR & Employee Management (e-Learning)	e-Learning	iHasco	30 min
Unconscious Bias for Managers	HR & Employee Management (e-Learning)	e-Learning	iHasco	45 min
Whistleblowing	Organisational Compliance (e-Learning)	e-Learning	iHasco	15 min
Working At Height	Health & Safety (e-Learning)	e-Learning	Every by IRIS	20 min
Working at Height (Checklist)	Health & Safety (e-Learning)	e-Learning	Every by IRIS	4 min

Working in Confined Spaces	Health & Safety (e-Learning)	e-Learning	iHasco	35 min
Writing Effective Emails	HR & Employee Management (e-Learning)	e-Learning	iHasco	10 min