

# Early Years and Childcare

Training and Development Programme

2018–2019



Portsmouth  
CITY COUNCIL





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# Welcome to the

## Early Years and Childcare Training and Development Programme 2018–19

**Our highly skilled Early Years and Childcare Team have developed this brand new varied and engaging training programme.**

Our team brings a wealth of qualifications and experience from Early Years Teachers, Early Years Ofsted Inspectors, experienced Childminders and Nursery Managers. We have strong partnership links and access to the regional Ofsted Team and other services including Educational Psychology, Portage, Health Visiting and EMAS.

If you require further support in choosing the right package for your setting, please contact one of our Quality and Sufficiency Officers [eydelivery@portsmouthcc.gov.uk](mailto:eydelivery@portsmouthcc.gov.uk)

**Here's what's new and why 2018–19 is the best year yet to buy;**

- As well as your favourites (which have been reviewed and updated) we have over 30 exciting new courses on offer!
- A new childminder package in response to feedback about what will work for you

- Price freeze on everything outside of our membership packages
- The option of a free conference place with every package purchased
- The Conference is being held in the summer term on Saturday 29th June 2019 at Portsmouth Grammar School. Save the date!
- Advanced workshops to challenge thinking and develop high level skill sets of practitioners
- Seminars from highly acclaimed national speakers
- Spotlight on good practice is back under the universal offer
- Brand new 5 week course 'New to the EYFS' aimed at new practitioners to support their induction
- More evening workshops on offer than ever before
- Online training coming soon!

Once you have chosen your package, you can purchase it via the Portsmouth Services Network website from 2 July 2018\* <http://servicesnetwork.portsmouth.gov.uk>

\*Order by 31 July to spread the cost

# What you've said about our training



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## Transition from Year R to Year 1

"Whole heartedly, I feel inspired as a Year 1 teacher to implement these changes."

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## It's the Process not the Product

"It was a very informative and interesting course that I felt was really helpful in focusing on how children are learning through the process of an activity."

"I now have a much better understanding that the process develops skills for the child's development."

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## Where The Wild Things Are – Behaviour Strategies

"This workshop will be good for our practitioners working with babies not just 2-3 year olds. I now have a much better understanding that younger children are exploring through play so may come across as negative behaviour but it's actually just them learning."

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## Amazing Adults - The Role of adults in Child-initiated learning

"Trainer was very friendly and approachable and welcomed participation and ideas from the group."

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## Brilliant Babies and Attachment

"Loved ideas using treasure baskets and how to challenge play using language"

"I Thought Layla and Connie were fab gave us time to feedback our experiences. Great course!"

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## Eager to Write

"Really useful for ideas, very open discussions facilitated by a great presenter! Thank you"

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## Early Years Briefings

"Brilliant staff training, pin points all to be passed on!"

"Very up to date and relevant information, lots of useful links to further info"

"The briefings are a good opportunity to make sure I have all the up to date information I need and that early years have my current information so I receive any further info by email"

"Well worth coming out to in the evening, some stuff covered that hadn't occurred to me"

# Practising what we preach – Early Years and Childcare Reflective Practice

We value your feedback and use it throughout the year to ensure quality and to inform future planning of training we deliver to you, our Early Years workforce.

You will see that we have made changes to the new programme based on learning from last year. Here is what we have reflected on and our plans to improve and enhance our current offer.

Your feedback is also critical in ensuring you are receiving the service you expect and have value for money.

You have said...	We have...
<b>(Childminders)</b> Packages need to be more affordable. We would like more variety on offer and for workshops to be more accessible.	Devised a childminder only package. We feel this offers good value for money with the option to pay monthly. We have over 30 evening workshops on offer, all starting at 6:30pm to enable childminders time to finish work and get to the session. We are developing our online training offer which is coming soon!
<b>Offering more variety</b> – You have told us that you sometimes feel there isn't enough variety of courses on offer to suit the needs of your setting, you would like more choice.	<b>32 brand new workshops on offer.</b> We have also introduced seminars which will be delivered by highly acclaimed national speakers. These will be advertised through the year, with member discounts. If you recently enjoyed the Jenny Mosely seminar, look out for these additional seminars.
<b>Workshops need to be more accessible for the whole workforce</b>	Ensured a spread of daytime am and pm, twilight (for schools) and evening workshops available.
<b>Refreshments and venues aren't always of a high quality</b> <i>"After a long day at work, we would like to attend training in a comfortable venue and have a decent cuppa on offer!"</i>	Ensured that the vast majority of evening sessions will be at Portsmouth Academy. This venue is central and has parking. The majority of our daytime training will be held at our central venue of the Civic Offices or Family Hubs spread across the city. We have set up a regular order on better quality cups, tea, coffee and biscuits.
<b>Giving you the opportunity to share good practice and learn from peers</b> <i>"We would like to visit other settings and share good practice"</i>	Brought back the termly Spotlight on Good Practice under the universal offer.
<b>Booking Training and Visits</b> <i>"The Service Network website is complicated and we can't always access what we need with ease"</i>	Produced a handy user guide to help you to navigate around the website. The website itself has been updated and simplified. If you're stuck, you can always email <a href="mailto:eyworkforce@portsmouthcc.gov.uk">eyworkforce@portsmouthcc.gov.uk</a> . We are always happy to help.

**Thank you for your continued feedback and support.**

# Save the Date!

# Portsmouth Early Years Conference

## The Power of Play – Ensuring Challenge and Progression Through Play



Date: Saturday 29 June 2019

Venue: Portsmouth Grammar School

Key Note and Workshop presenter: Kym Scott

### Other workshops will include:

- Playful practitioners as playful partners – developing the quality of teaching in the EYFS
- High Expectations, High Aspirations – challenging children to be the best they can
- Planning for play – supporting children with special educational needs and disabilities
- Let's get physical – physical development in play

Plus networking opportunities and trade and information stands

Lunch and refreshments included

**Cost:** One FREE place option for members purchasing a package. £72 per person for additional member places. £90 per person for non-members

### To book:

<http://servicesnetwork.portsmouth.gov.uk>  
or email  
[eyworkforce@portsmouthcc.gov.uk](mailto:eyworkforce@portsmouthcc.gov.uk)

# 2018–2019 Training and Development Programme Offer

**Universal  
fully  
funded**

FREE for Portsmouth registered childcare providers and schools

Special Educational Needs and disabilities (SEND); support, information and cluster network meetings  
Pre-registration support for new providers  
Multi-agency drop in sessions  
PSCB Basic Safeguarding Training (excluding onsite training)  
Getting to Good Learning Sets  
Termly Briefings  
Termly over 5 practitioner meetings  
Annual Transition Meeting  
Online training coming soon!  
Spotlight on Good Practice  
Childminder Support Groups  
Online support and telephone access

*See page 41 for more information on the Universal Offer*

## Why not add on...

**Package 1**

**£319**

(VAT exempt)  
per year

One place on 8 workshops (including the full presentation and associated handouts available after attendance)

1 onsite contact

1 conference place

Access to exclusive online resources and templates

Telephone and email support from the Early Years Team

**Package 2**

**£586**

(VAT exempt)  
per year

One place on 16 training workshops (including the full presentation and associated handouts available after attendance)

1 onsite contact

1 Conference Place

Access to exclusive online resources and templates

Telephone and email support from the Early Years Team

**Package 3**

**£617**

(VAT exempt)  
per year

One place on 20 training workshops (including the full presentation and associated handouts available after attendance)

1 Conference Place or onsite contact

Access to exclusive online resources and templates

Telephone and email support from the Early Years Team



## Introductory Childminder package

One place on 3 workshops (including the full presentation and associated handouts available after attendance)

1 conference place or onsite contact

Access to exclusive online resources and templates

Telephone and email support from the Early Years Team.

## Additional individual purchases

Add-on	Members	Non-members
One two hour onsite contact	£105	£150
One three hour PSCB Basic Safeguarding training to whole team onsite	£140	£175
One Conference Place	£72	£90
One Seminar Place	£55	£60
One Workshop place	£40	£45
Online Training	COMING SOON!	COMING SOON!
Ofsted Readiness	£200	£300
NEW! 5 week course Aimed at new Practitioners to support their induction	Use 5 of your workshop places or £175 stand-alone payment	£195

### Not sure how to use your onsite contact?

- You have the option as a member to use your onsite contact for whole staff training. You can choose to have a workshop from the development programme delivered to your whole team onsite. \*See terms and conditions for details.
- A follow up from a training workshop you have attended to support implementation or to enable you to cascade the information to staff teams. This helps to embed the training effectively within your setting.
- Other suggestions – Ofsted readiness, Business and staff planning, policy reviews, environmental audit, moderation of judgements, safeguarding review.



## Paying for Packages:

If you book and check out your chosen package by 31 July you can pay by D/D starting in September, provided you have completed a D/D mandate

**Ordered by  
31 July 2018**

Charged in 12 equal instalments across the year – two invoices which will detail the following:

Sept/Oct/Nov/Dec/Jan/Feb/Mar (this will be the total of invoice 1 divided equally)

Apr/May/June/July/Aug (this will be the total of invoice 2 divided equally)

If you book after 1st August you will be invoiced in the next month to be paid in full in the second month.

<b>For example:</b>	<b>Cost:</b>	<b>To be paid by:</b>
<b>1 – 31 Aug</b>	Full cost of package	1st Oct
<b>1 – 30 Sept</b>	Full cost of package	1st Nov
<b>1 – 31 Oct</b>	Full cost of package	1st Dec

If you are a maintained school, you will be journalled in the usual way

# Early Years & Childcare training

## At a glance

	When	Page Number
<b>Leadership and management</b>		
Termly Briefing	Sep 2018	
	Jan 2019	13
	Apr 2019	
Getting to good learning set	Oct 2018	
	Feb 2019	13
	May 2019	
NEW – Finders keepers - Recruiting and retaining practitioners	Mar 2019	14
NEW – Make sense of marketing	Sep 2018	14
NEW – Greater Data and Super Self-Evaluation	Apr 2019	15
NEW – Preparing and Managing your Ofsted inspection	Sep 2018	15
Fostering Resilient Staff	Sep 2018	16
NEW – Pulling in the parents	Apr 2019	16
<b>Inclusion</b>		
Multi-agency drop in	Nov 2018	
	Mar 2019	17
SENCO network cluster	Oct 2018	
	Mar 2019	17
NEW – Supporting children with speech, language and communication needs	Jun 2019	18
NEW – Supporting children learning English as an additional language in your early years setting	Mar 2019	18
Autism awareness	Feb 2019	19
Identifying and supporting children with sensory processing difficulties	Jun 2019	19
Basic introduction to the SEND Code of Practice and role of the SENCO	Oct 2018	
	Nov 2018	20
NEW – SEND support and beyond	May 2019	20
Where the Wild things are – practical strategies to support behaviour	Dec 2018	
	Jun 2019	21
How to understand and manage young children’s behaviour	Jan 2019	21
<b>EYFS Practice and Provision</b>		
NEW – Maths makes sense part 1 and 2	Oct 2018	
	Nov 2018	22
Amazing Adults – the role of the adult in child initiated learning	Mar 2019	22

# Early Years & Childcare training

## At a glance continued

	When	Page Number
Annual citywide Transition meeting	May 2019	23
NEW – Delving into Sustained Shared Thinking	Mar 2019	23
NEW – Outdoor Antics	Jul 2019	24
Communication Rich Environments	May 2019	24
NEW – Chatter Matters	Nov 2018	25
What is happening in 30–50 months? Unpicking this developmental stage and using moderation tools to make accurate judgements	Nov 2018	25
NEW – Ready and Resilient – good practice in school readiness	Apr 2019	26
NEW – Graze and groove	Apr 2019	26
NEW – Do you hear what I say? – Ensuring the voice of the child is heard, captured and acted upon in your setting.	Jun 2019	27
Slugs, snails and puppy dogs tails – boys and the gender schema	Jun 2019	27
NEW – Bouncing Babies	Sep 2018	28
Two year olds – terrifying or terrific?	Jul 2019	28
NEW – Rev up your reading with books as hooks	Mar 2019	29
Magnificent Mark Making	Oct 2018	29
Able and Amazing	Sep 2018	30
NEW – Spotlight on Good Practice	Nov 2018 Mar 2019 Jun 2019	30
NEW – Supporting Schemas	Jul 2019	31
Fantastic Phonics – Phase 1 of Letters and Sounds	Feb 2019	31
<b>Focus on the over 5's programme</b>		
Over 5's Practitioners Meeting – Autumn Term 18	Nov 2018	32
Over 5's Practitioners Meeting – Spring Term 19	Mar 2019	32
Over 5's Practitioners Meeting – Summer Term 19	Jun 2019	32
<b>Schools – Year R Only</b>		
EYFS Managers in Schools Cluster – August Term 18	Oct 2018	32
EYFS Managers in Schools Cluster – Spring Term 19	Feb 2019	32
EYFS Managers in Schools Cluster – Summer Term 19	Apr 2019	32
New or returning to Year R cluster – Autumn Term 18	Sep 2018	33
New or returning to Year R cluster – Spring Term 19	Feb 2019	33
New or returning to Year R cluster – Summer Term 19	Jun 2019	33
Agreement Trialling for the EYFS Profile	Apr 2019	33
Eager to Write	Mar 2019	34
NEW – Readers in Reception!	Dec 2018	34

# Early Years & Childcare training

## At a glance continued

	When	Page Number
Magical Maths – mathematical language in the early years classroom	Nov 2018	35
NEW – Talk, Talk, Talk	Jan 2019	35
NEW – Believe in your behaviour strategies	Dec 2018	36
Continuous provision in Year R – how to support and extend child initiated learning	May 2019	36
Moving on Up – transition from Year R into Year 1	Jul 2019	37
<b>Safeguarding children</b>		
PSCB Basic Awareness Safeguarding Children – Autumn Term 18	Sep 2018	37
PSCB Basic Awareness Safeguarding Children – Spring Term 19	Jan 2019	37
PSCB Basic Awareness Safeguarding Children – Summer Term 19	Jul 2019	37
<b>New to the EYFS Programme</b>		
NEW – Session 1 – Understanding the EYFS learning and development requirements	May 2019	38
NEW – Session 2 – Understanding observation, assessment and planning	Jun 2019	38
NEW – Session 3 – Explore the characteristics of effective learning	Jul 2019	38
NEW – Session 4 – Effective interactions	TBC	39
NEW – Session 5 – Support to implement learning set	TBC	39
<b>Plan, do, review programme for practitioners</b>		
NEW – Session 1 – PLAN – Topic to be decided as a team in light of current themes	Sep 2018	39
NEW – Session 2 – DO – Visit a setting to see this in practice	Oct 2018	39
NEW – Session 3 – REVIEW – Reflection learning set	Nov 2018	39

**Please note our email address  
[eyworkforce@portsmouthcc.gov.uk](mailto:eyworkforce@portsmouthcc.gov.uk)**

# Early Years and Childcare

## Course outlines

### Leadership and management

#### Termly Briefing

**Venue:**

Mornings: Conference Room A, Civic Offices  
Evenings: Portsmouth Academy Training Centre

#### Autumn Term 2018

**Date:** Wed 12 Sep 2018  
**Time:** 9.30am–11.30am and 6.30pm–8.30pm

#### Spring Term 2019

**Date:** Tue 15 Jan 2019  
**Time:** 9.30am–11.30am and 6.30pm–8.30pm

#### Summer Term 2019

**Date:** Thu 25 April 2019  
**Time:** 9.30am–11.30am and 6.30pm–8.30pm

**Content:** Termly information sharing and networking opportunity for all early years' providers and practitioners, including childminders and Nursery class teachers.

Updates from the Early Years and Childcare team on new local and national initiatives and input from a range of guest speakers on related early years subjects.

**Outcomes:** By the end of the course you will:

- Have a clear overview of changes to local and national strategy and initiatives which relate to your business
- Have an opportunity to network with other early years practitioners and speak to members of the Early Years and Childcare Team

**Cost:** Universal Offer – fully funded

### Leadership and management

#### Getting to Good Learning Set

**Venue:** Portsmouth Academy Training Centre

#### Autumn Term 2018

**Date:** Thu 18 Oct 2018  
**Time:** 6.30pm–8.30pm

#### Spring Term 2019

**Date:** Tue 12 Feb 2019  
**Time:** 6.30pm–8.30pm

#### Summer Term 2019

**Date:** Tue 7 May 2019  
**Time:** 6.30pm–8.30pm

**Content:** This learning set is for early years providers who currently have a grading of less than good, or new providers yet to have their first inspection. The agenda will focus on recent local Ofsted themes and recommendations and how to develop your provision to meet the requirements to achieve Good or better. A member of the Early Years team will facilitate discussion and practice sharing.

**Outcomes:** By the end of the course you will:

- Understand which aspects of your provision to focus on to help you achieve at least a Good outcome at your next inspection
- Be aware of key themes and recommendations emerging from recent inspections
- Be equipped with a range of tools and templates to help you prepare for Ofsted questions, observations and discussions

**Cost:** Universal Offer – fully funded

## Leadership and management

### NEW – “Finders, Keepers”– Recruiting and retaining practitioners

**Venue:** Conference Room A, Civic Offices

**Date:** Tue 5 Mar 2019  
**Time:** 9.30am–12.00pm

**Content:** This course will appeal to Managers and Supervisors keen to learn and refresh their knowledge of safer recruitment and effective performance management.

**Outcomes:** By the end of the course you will:

- Understand your legal responsibilities to safely recruit staff
- Gain an awareness of the recruitment journey and how to effectively induct and manage your new recruit
- Be able to provide performance management and continuous professional development for your new recruit
- Have an opportunity to reflect on your current processes for recruitment and performance management

**Cost:** Chargeable @ £45 per delegate

## Leadership and management

### NEW – Make sense of marketing

**Venue:** Conference Room B, Civic Offices

**Date:** Mon 24 Sep 2018  
**Time:** 1.00pm–3.30pm

**Content:** Low on numbers? Ever wondered how best to market your setting? This informative session will support you to focus your marketing activities to target the right audience.

**Outcomes:** By the end of the course you will:

- Know how to identify your unique selling point(s)
- Identify your existing and potential clients and how you can expand your client base
- Explore how you can best present your setting to potential clients

**Cost:** Chargeable @ £45 per delegate

## Leadership and management

### NEW – Greater Data and Super Self-Evaluation

**Venue:** Northern Parade Family Hub

<b>Date:</b>	<b>Time:</b>
Fri 26 Apr 2019	9.30am–12.00pm
Tue 30 Apr 2019	6.30pm–9.00pm

**Content:** This course will look at ways to evaluate your provision using data to evidence current performance and to set your improvement targets. You will also develop your confidence in undertaking and producing a robust and concise self-evaluation, and explore a range of ways of doing this. This course is suitable for childminders and group settings.

**Outcomes:** By the end of the course you will:

- Understand a range of local and setting-specific data, and how this informs current and future practice
- Be able to embed data into your self-evaluation process and improvement plan, and use this to set specific targets for yourself and other staff.
- Be confident in establishing a process for self-evaluation and improvement planning which suits your provision and enables you to communicate this confidently during an inspection and for other purposes

**Cost:** Chargeable @ £45 per delegate

## Leadership and management

### NEW – Preparing and Managing your Ofsted Inspection

**Venue:** Portsmouth Academy Training Centre

<b>Date:</b>	<b>Time:</b>
Tue 11 Sep 2018	6.30pm–9.00pm

**Content:** This course will help you focus on key aspects to prepare in advance of your inspection and how to make the most of the notification period. You will also find out how you can work alongside the inspector to feel a part of your inspection. This course is suitable for childminders and group providers.

**Outcomes:** By the end of the course you will:

- Have a clear understanding of key aspects of your provision to focus on in order to achieve the best outcomes for children and meet the Ofsted inspection requirements
- Be confident during the notification call and where to focus your attention before the inspector arrives
- Have a sound overview of the inspection process, what to expect and how you can be fully involved by working alongside the inspector

**Cost:** Chargeable @ £45 per delegate

## Leadership and management

### Fostering resilient staff

**Venue:** Buckland Family Hub

**Date:** Thu 27 Sep 2018  
**Time:** 9.30am–12.00pm

**Content:** Are you fed up of high staff turnover? Do you dread Monday morning “I won’t be in” phone calls? Are you or your staff team feeling stressed?

This workshop will explore how leaders can increase well-being in the workplace, how you can support the emotional resilience of your staff team and manage stress levels. If we can do this, we can reduce levels of absence and staff turnover in the workplace.

**Outcomes:** By the end of the course you will:

- Understand what type of mindset you and your team members have and know how you can foster a growth mindset in your setting
- Develop a health profile of your staff team to monitor mental health and wellbeing
- Introduce an employee assistance programme for your workforce

**Cost:** Chargeable @ £45 per delegate

## Leadership and management

### NEW – Pulling in the parents

**Venue:** Landport Family Hub

**Date:** Tue 2 Apr 2019  
**Time:** 6.30pm–9.00pm

**Content:** Parents are children’s first and most enduring educators. Making relationships with parents and carers is essential if early years practitioners are to plan effectively for a child’s learning. This session will provide practical tips from the latest research on how to involve parents and carers at your setting to enhance children’s learning.

**Outcomes:** By the end of the course you will:

- Know how to develop a trusting and warm relationship with parents/carers
- Know how to be creative in your approach to engage parents/carers
- Know how to work in partnership to enhance children’s progress

**Cost:** Chargeable @ £45 per delegate

## Inclusion

### Multi-Agency Drop In

**Venue:** Conference Room A, Civic Offices

**Date:**

Tue 20 Nov 2018  
Thu 21 Mar 2019

**Time:**

9.30am–4.00pm  
Please email [EYinclusion@portsmouthcc.gov.uk](mailto:EYinclusion@portsmouthcc.gov.uk) to book a 15 minute slot with a professional

**Content:** This is an opportunity for you to discuss children with special educational needs and/or disabilities or any other aspect of inclusion with a range of professionals. We are broadening the scope of this year's drop in to include business and quality support for settings.

We will have Health Visitors, Educational Psychologists, MABS advisor, EMAS Officer, Area INCO and Early Education Funding Officers team available to discuss general inclusion issues or matters relating to individual children in your EY setting. The Quality and Sufficiency Team will be available to discuss business and quality matters relating to your setting.

**Outcomes:** By the end of the course you will:

- Have consulted with a professional to discuss a child's needs
- Have a clear idea of next steps to support your inclusive practice
- Have gathered appropriate support for your setting

**Cost:** Universal Offer – fully funded

## Inclusion

### SENCO Network Cluster

**Venue:** Portsmouth Academy Training Centre

**Date:**

Tue 16 Oct 2018  
Mon 11 Mar 2019

**Time:**

1.00pm–3.00pm and  
6.00pm–8.00pm

**Content:** An opportunity to network with other setting SENCOs and professionals working to support children with SEND.

**Outcomes:** By the end of the course you will:

- Have up to date information on current SEND themes and processes in Portsmouth
- Have developed your knowledge and confidence as a SENCO
- Have networked with a range of professionals

**Cost:** Universal Offer – fully funded



## Inclusion

### NEW – Supporting children with speech, language and communication needs

**Venue:** Conference Room A, Civic Offices

**Date:** Wed 19 Jun 2019  
**Time:** 9.30am–12.00pm

**Content:** 1 in 10 children have speech, language and communication needs – are you confident in identifying and supporting these children? Do you know which children in your setting are at risk of language delay?

We will consider current research and aspects of early intervention as well as the crucial role of Early Years practitioners in supporting children to make progress in their language skills.

**Outcomes:** By the end of the course you will:

- Have an understanding of current research in children's language development
- Be able to identify children at risk of language delay
- Understand how to support children with speech, language and communication needs
- Be familiar with a range of practical tools to support language development within your setting

**Cost:** Chargeable @ £45 per delegate

## Inclusion

### NEW – Supporting children learning English as an additional language in your early years setting

**Venue:** Conference Room A, Civic Offices

**Date:** Wed 27 Mar 2019  
**Time:** 9.30am–12.00pm

**Content:** There are currently 109 languages represented in Portsmouth schools. Do you have children who are learning English as an additional language in your setting? Are you confident in supporting new arrivals to your setting, embracing their own language skills and enabling them to acquire English skills? This workshop, run in partnership with EMAS, will delve into the world of children who are learning English as an additional language (EAL).

**Outcomes:** By the end of the course you will:

- Understand how children acquire additional languages
- Be confident to support a new entrant to your setting
- Understand how to assess the learning and development of children who are learning English as an additional language

**Cost:** Chargeable @ £45 per delegate



## Inclusion

### Autism Awareness

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**Venue:** Conference Room A, Civic Offices

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**Date:** Tue 5 Feb 2019  
**Time:** 1.00pm–3.30pm

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**Content:** A session to raise awareness and understanding of how to identify and support young children with Autistic Spectrum Condition and /or social communication difficulties.

This session is for Early Years SENCOs and practitioners who have an interest in, or are currently supporting a child with possible Autistic Spectrum Condition.

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**Outcomes:** By the end of the course you will:

- Have a better understanding of social communication difficulties and autism in young children
  - Be able to implement strategies to support children with social communication difficulties and/or autism
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**Cost:** Chargeable @ £45 per delegate

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## Inclusion

### Identifying and supporting children with sensory processing difficulties

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**Venue:** Conference Room B, Civic Offices

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**Date:** Tue 6 Jun 2019  
**Time:** 1.00pm–3.30pm

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**Content:** A session to raise awareness and understanding of how to identify and support young children with sensory processing difficulties.

This is for Early Years SENCOs and early years practitioners with an interest in or who are currently working with a child with possible sensory processing difficulties.

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**Outcomes:** By the end of the course you will:

- Have a better understanding of sensory processing needs in young children
  - Be able to develop and implement strategies to support children with sensory processing difficulties
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**Cost:** Chargeable @ £45 per delegate

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## Inclusion

### Basic introduction to the SEND Code of Practice and role of the SENCO

**Venue:**

31 Oct: Conference Room A, Civic Offices  
28 Nov: Conference Room B, Civic Offices

**Date:**

Wed 31 Oct 2018  
Wed 28 Nov 2018

**Time:**

9.30am–12.00pm  
9.30am–12.00pm

**Content:** This introductory course is designed for those new to (or soon to take on) the SENCO role.

The requirements and expectations of this role will be explored and required areas of knowledge discussed. An overview of the Code of Practice will also be provided.

Practitioners booking onto this workshop will need to attend both days of training and will undertake an inter-sessional task to bring back to Day 1.

**Outcomes:** By the end of the course you will:

- Have increased confidence in taking on this role
- Have had the opportunity to network with other new SENCOs
- Have received support from Early Years Advisory Teachers/Area INCOs/SENCOs

**Cost:** Chargeable @ £45 per delegate per session or two workshop places

## Inclusion

### NEW – SEND Support and Beyond

**Venue:** Portsmouth Academy Training Centre

**Date:**

Thu 2 May 2019

**Time:**

6.30pm–9.00pm

**Content:** Can you develop and implement an effective SEND support plan? How do you know that your SEND support plans are having a positive impact on children's outcomes? In this workshop we will explore practical ways to support children with SEND support plans and develop your understanding of specific strategies for a range of needs. We will consider how to use the advice and recommendations from other professionals and look at drawing on the range of support documented in the Ordinarily Available Provision (OAP).

**Outcomes:** By the end of the course you will:

- Be able to write and implement effective SEND plans
- Have an understanding of a range of practical strategies to support children with SEND
- Develop your understanding of how to use reports and recommendations from other professionals

**Cost:** Chargeable @ £45 per delegate

## Inclusion

### Where the wild things are – practical strategies to support behaviour

**Venue:**

11 Dec: Portsmouth Academy Training Centre  
24 Jun: Conference Room A, Civic Offices

**Date:**

Tue 11 Dec 2018  
Mon 24 Jun 2018

**Time:**

6.30pm–9.00pm  
1.00pm–3.30pm

**Content:** In this workshop we will consider the possible reasons behind children's behaviour and when to be concerned. We will focus on the use of assertive language strategies, knowing when to intervene and when to encourage young children's problem solving. We will consider how staff can be consistent in implementing effective behaviour management strategies

**Outcomes:** By the end of the course you will:

- Understand how to use assertive language to promote positive behaviour
- Understand how to use conflict resolution strategies and encourage collaborative problem solving within your setting

**Cost:** Chargeable @ £45 per delegate

## Inclusion

### How to understand and manage young children's behaviour

**Venue:** Northern Parade Family Hub

**Date:**

Thu 24 Jan 2019

**Time:**

9.30am–12.00pm

**Content:** This workshop takes an in depth look at why children behave in the ways they do. We will explore the impact of what we say and do, to support children in managing behaviour. We will consider a range of tools as well as Individual Behaviour Plans (IBPs) and how staff can implement positive behaviour strategies effectively. We will explore how we can teach children to manage their feelings and behaviour to build resilience.

**Outcomes:** By the end of the course you will:

- Understand how the emotional and physical environment along with staff deployment and the routines you provide, impacts either positively or negatively on children's behaviour
- Understand how to analyse children's patterns of behaviour in order to effect positive change
- Understand how to further support children's learning and development in PSED

**Cost:** Chargeable @ £45 per delegate

## EYFS Practice and Provision

### NEW – Maths Makes Sense – Part 1 and 2

**Venue:** Buckland Family Hub

<b>Date:</b>	<b>Time:</b>
Part 1 Thu 4 Oct	9.30am–12.00pm
Part 2 Thu 1 Nov	9.30am–12.00pm

**Content:** Did you hate maths at school? Why? Was it the content or the teaching?

This workshop will bring maths to life! We will be focussing on key mathematical concepts and skills which we need to teach children so that they have strong foundations in number and can apply them across your environment and in life.

This is a 2 part course. You will have the opportunity to apply your knowledge with children in your setting and then reflect on the impact. In part 2 you will learn more strategies to support your teaching of maths and by the end of the workshops you will take away a progressive and developmental plan for the teaching of maths.

**Outcomes:** By the end of the course you will:

- Understand the importance of firm mathematical foundations and how to embed deeper thinking strategies within maths
- Have developed planning and provision for mathematics across your environment, using the pedagogies of EY best practice, to ensure that all children are provided with access to deep mathematical learning
- Understand how to promote and develop positive attitudes to maths to encourage children's willingness to 'have a go' and develop the growth mind set within this area of learning

**Cost:** Chargeable @ £45 per delegate per session or two workshop places

## EYFS Practice and Provision

### Amazing Adults – the role of the adult in child initiated learning

**Venue:** Portsmouth Academy Training Centre

<b>Date:</b>	<b>Time:</b>
Thu 7 Mar 2019	6.30pm–9.00pm

**Content:** Are you a partner in play? Are you a lead in children's learning? In this workshop we will unpick the role of the adult in child initiated play and look at how practitioners can guide children's play into effective learning opportunities.

**Outcomes:** By the end of the course you will:

- Be able to raise the profile of the adult within children's play
- Understand how to facilitate progress through engaging in children's play
- Be able to guide boisterous or passive play into positive learning experiences

**Cost:** Chargeable @ £45 per delegate



## EYFS Practice and Provision

### Annual Citywide Transition Meeting

**Venue:** Portsmouth Academy and Training Centre

**Date:** Thu 16 May 2019  
**Time:** 4.00pm–6.00pm

**Content:** This meeting will enable pre-school / childminder nursery practitioners and Year R teachers to exchange information to ensure children make a smooth transition to school.

**Outcomes:** By the end of the course you will:

- Be able to smooth the transition to school for children in your setting
- Have shared relevant information about children transferring to school
- Have worked in partnership with other early years practitioners to develop understanding of the needs of the pre-school cohort

**Cost:** Universal Offer – fully funded

## EYFS Practice and Provision

### NEW – Delving into Sustained Shared Thinking

**Venue:** Portsmouth Academy Training Centre

**Date:** Wed 26 Mar 2019  
**Time:** 6.30pm–9.00pm

**Content:** This course is designed for the more experienced practitioner to consider how to engage children in high level thinking. We will look at how adults and children can work and think together to solve problems, clarify concepts, evaluate and extend. We will consider the Characteristics of Effective Learning and how sustained shared thinking should be part of a child's creativity and critical thinking.

**Outcomes:** By the end of the course you will:

- Understand sustained shared thinking and its importance within the EYFS
- Understand the adult role in developing children's thinking skills

**Cost:** Chargeable @ £45 per delegate

## EYFS Practice and Provision

### NEW – Outdoor Antics

**Venue:** Conference Room A, Civic Offices

**Date:** Mon 8 Jul 2019  
**Time:** 1.00pm–3.30pm

**Content:** In 1925 Margaret McMillan said that “The best classroom and the richest cupboard is roofed only by the sky”. The outdoor learning environment is an essential resource and recognised as such within the Early Years Foundation Stage.

Do you want to get the most out of your outdoor learning environment? This session will give you creative tips to maximise your outdoor learning environment.

**Outcomes:** By the end of the course you will:

- Review and identify how to enhance your current outdoor learning environment
- Learn how to develop your outdoor environment on a budget
- Be able to tap into children’s natural curiosity to develop problem solving skills, confidence and resilience

**Cost:** Chargeable @ £45 per delegate

## EYFS Practice and Provision

### Communication Rich Environments

**Venue:** Conference Room A, Civic Offices

**Date:** Tue 21 May 2019  
**Time:** 1.00pm–3.30pm

**Content:** This session will explore how we can develop our learning environments to make them communication friendly. We will explore the vital role that talk has in every part of the setting. The strategies of modelling language, appropriate questioning and keeping on commenting will be woven through the session.

**Outcomes:** By the end of the course you will:

- Know how to ensure talk is at the centre of the experiences and environments that we offer children
- Know a range of talk strategies to use with children
- Know how to extend children’s language skills

**Cost:** Chargeable @ £45 per delegate

## EYFS Practice and Provision

### NEW – Chatter Matters

**Venue:** Conference Room A, Civic Offices

**Date:** Thu 15 Nov 2018  
**Time:** 6.30pm–9.00pm

**Content:** Did you know that children living in 'language rich' households have heard 19 million more words by the age of 4, than those living in 'language poor' environments?

In your setting, do you have time for a chat with children? Do you encourage children to have a good natter throughout the day? To be effective communicators, children need genuine contexts in which their talk is valued and a place where they can learn the skills of conversation.

**Outcomes:** By the end of the course you will:

- Have an understanding of current research in children's language development
- Understand a range of practical strategies and ideas which can support all children effectively in their Communication and Language development.
- Be able to enhance the practice and provision in your setting to provide a language rich environment

**Cost:** Chargeable @ £45 per delegate

## EYFS Practice and Provision

### What is happening in 30–50 months? Unpicking this developmental stage and using moderation tools to make accurate judgements.

**Venue:** Portsmouth Academy Training Centre

**Date:** Tue 6 Nov 2018  
**Time:** 6.30pm–9.00pm

**Content:** This course will develop understanding of children's learning and development within the 30–50 month developmental stage. We will consider how to make accurate assessments of children's learning and use the moderation tool to promote consistency of judgements.

**Outcomes:** By the end of the course you will:

- Develop your understanding of what learning looks like within the 30–50 month developmental band
- Understand how to make accurate judgements within 30–50 months
- Know how to use the 30–50 month moderation tool

**Cost:** Chargeable @ £45 per delegate

## EYFS Practice and Provision

### NEW – Ready and Resilient – Good practice in school readiness

**Venue:** Conference Room A, Civic Offices

**Date:** Wed 3 Apr 2019  
**Time:** 9.30am–12.00pm

**Content:** ‘School readiness’ – a term that has caused much debate and controversy!

Come to this session to unpick your understanding of what we need to do to support a successful transition to school for our pre-schoolers.

**Outcomes:** By the end of the course you will:

- Have formed your own understanding and views on ‘school readiness’
- Know how to support an effective transition to school
- Know how to work in partnership with parents to ensure basic skills are in place and strong characteristics of effective learning are embedded

**Cost:** Chargeable @ £45 per delegate

## EYFS Practice and Provision

### NEW – Graze and Groove

**Venue:** Portsmouth Academy Training Centre

**Date:** TBC (Spring 2019)  
**Time:** 6.30pm–9.00pm

**Content:** Obesity is one of the biggest health problems facing our country. Levels of childhood obesity in England are amongst the highest in the developed world, with almost one in four children being overweight or obese before they start school. Therefore, reducing childhood obesity is a key priority. Children’s food preferences and eating habits are formed early in life and the time that they spend in early years settings provides an ideal opportunity to shape healthy behaviours in healthy diet and exercise choices. This workshop will focus on the current guidance and include some practical tips for how you can implement this in your setting.

**Outcomes:** By the end of the course you will:

- Have an increased awareness of the current guidance relating to nutrition and physical exercise in the early years age range
- Have increased knowledge and confidence in ways of delivering healthy eating and physical exercise initiatives in your setting
- Explore ways of encouraging mental wellbeing in your setting

**Cost:** Chargeable @ £45 per delegate

## EYFS Practice and Provision

### **NEW – Do you hear what I say? – Ensuring the voice of the child is heard, captured and acted upon in your setting**

**Venue:** Portsmouth Academy Training Centre

**Date:** Tue 11 Jun 2019  
**Time:** 6.30pm–9.00pm

**Content:** Research has indicated that children's views are often not included or considered when making decisions. Covering a range of situations such as planning, observations and assessments (including early help assessments) and self-evaluation, this practical course looks to enhance and equip early year's practitioners with skills and insights into how the child's view can be effectively included in their setting.

**Outcomes:** By the end of the course you will:

- Understand the background legislation and Ofsted recommendations for ensuring the voice of the child is heard
- Be able to identify practical and useful techniques for ensuring the voice of the child is heard in your setting
- Have ideas how to engage with and incorporate the voice of babies and children with additional needs

**Cost:** Universal Offer – fully funded

## EYFS Practice and Provision

### **Slugs, snails and puppy dogs tails – boys and the gender schema**

**Venue:** Portsmouth Academy Training Centre

**Date:** Tue 25 Jun 2019  
**Time:** 6.30pm–9.00pm

**Content:** Have you ever seen a group of boys delight in a story of gore and blood? Have you ever stopped to think why the boys are not visiting certain areas of your learning environment? If you have a lot of questions about boys and how they learn then this is the course for you.

National and local data shows that boys are underperforming at the end of the EYFS (compared to girls). This workshop will explore what we can do to re-dress the balance between the genders and improve outcomes for our boys.

**Outcomes:** By the end of the course you will:

- Understand how the role of the adult and the environment we create influences and impacts on the learning of boys
- Understand how to get boys motivated and engaged
- Understand how to practically enhance your environment for boys now!

**Cost:** Chargeable @ £45 per delegate



## EYFS Practice and Provision

### NEW – Bouncing Babies

**Venue:** Portsmouth Academy Training Centre

**Date:** Thu 20 Sep 2018  
**Time:** 9.30am–12.00pm

**Content:** Following on from 'Brilliant Babies and Attachment' we will explore the role of a baby room practitioner in enabling attachment, preparing an appropriate environment, care routine and learning experiences that meet the needs of our youngest children.

**Outcomes:** By the end of the course you will:

- Understand the importance of attachment theory in day to day care routines and play
- Understand how babies develop and learn
- Be able to prepare an environment for learning and share activities that support learning and development

**Cost:** Chargeable @ £45 per delegate

## EYFS Practice and Provision

### Two year olds - terrifying or terrific?

**Venue:** Portsmouth Academy Training Centre

**Date:** Thu 18 Jul 2019  
**Time:** 6.30pm–9.00pm

**Content:** Want to learn more about 2 year olds? This course will help you develop your knowledge of two year olds – how they learn and how you can effectively support them

**Outcomes:** By the end of the course you will:

- Understand the developmental needs of 2 year olds
- Understand how your role can scaffold a 2 year old's learning
- Understand how to reinvigorate your routines and environments to suit 2 year olds

**Cost:** Chargeable @ £45 per delegate

## EYFS Practice and Provision

### NEW – Rev up your reading with books as hooks

**Venue:** Conference Room A, Civic Offices

**Date:** TBC  
**Time:** 1.00pm–3.30pm

**Content:** Bored with the same old stories? How can we inspire young children with a love of literature? In this workshop we will look at practical strategies and ways of identifying and using high quality texts which enable children to become confident, happy and enthusiastic readers. We will explore how great books enhance learning across all areas of the EYFS.

**Outcomes:** By the end of the course you will:

- Consider the quality of books and texts in your setting and how to use them to develop a knowledge and love of story and narrative
- Understand how to use 'books as hooks' to inspire and extend learning
- Know how to develop a 'book nook' and other practical strategies to inspire reading

**Cost:** Chargeable @ £45 per delegate

## EYFS Practice and Provision

### Magnificent mark making

**Venue:** Conference Room A, Civic Offices

**Date:** Mon 8 Oct 2018  
**Time:** 1.00pm–3.30pm

**Content:** How can we engage all children in meaningful mark making? Do we provide the right kinds of resources to enable children to make marks? What are the skills for mark making that we need to foster?

All of these questions will be explored and answered in this practical session. Be prepared to make some marks yourselves and maybe get messy in the process !

**Outcomes:** By the end of the course you will:

- Develop your understanding of the physicality and skills required for children to make marks effectively
- Understand how we can provide stimulating and accessible resources and environments for mark making
- Know how to provide reasons for writing across the day

**Cost:** Chargeable @ £45 per delegate

## EYFS Practice and Provision

### Able and Amazing

**Venue:** Portsmouth Academy Training Centre

**Date:** Tue 18 Sep 2018  
**Time:** 6.30pm–9.00pm

**Content:** This course will look at how to develop a growth mind set so that all children are supported to be active and resilient learners. Specifically this course will give you strategies to use with children who are exceeding age related outcomes in order to keep them challenged and engaged so they continue to progress their learning.

**Outcomes:** By the end of the course you will:

- Know how to engage children in sustained shared thinking and develop a growth mind set to support their resilience and self-belief
- Know how to extend children's learning through play and skilful interactions
- Know how to identify and share successful approaches to learning so that all children can enjoy and achieve

**Cost:** Chargeable @ £45 per delegate

## EYFS Practice and Provision

### NEW – Spotlight on Good Practice

#### Autumn Term 2018

**Venue:** TBC

**Date:** Thu 22 Nov 2018  
**Time:** 6.30pm–8.30pm

#### Spring Term 2019

**Venue:** TBC

**Date:** Thu 14 Mar 2019  
**Time:** 6.30pm–8.30pm

#### Summer Term 2019

**Venue:** TBC

**Date:** Thu 27 Jun 2019  
**Time:** 6.30pm–8.30pm

**Content:** Working in partnership with the Quality and Sufficiency Team a local childcare provider will open their doors for the evening to the Portsmouth childcare community. The provider will have achieved a good or outstanding overall judgement at a recent Ofsted inspection and will share their experience with attendees. There will be a training input delivered by the Quality and Sufficiency Officers focussed on an element of good practice identified by the Ofsted inspector during the provider's inspection.

**Outcomes:** By the end of the course you will:

- Have the opportunity to hear messages of good practice from a local provider
- Receive a training input from the quality and sufficiency officers
- Be able to tour the setting, meet their practitioners and sample their work
- Network with the wider childcare community

**Cost:** Universal Offer – fully funded

## EYFS Practice and Provision

### NEW – Supporting Schemas

**Venue:** Conference Room A, Civic Offices

**Date:** Tue 16 Jul 2019  
**Time:** 1.00pm–3.30pm

**Content:** This course will explore the range of schemas that influence patterns of children’s behaviour and how to maximise the learning opportunities they offer. You will also learn about the importance of educating parents to recognise and respond positively to schemas as a key part of their child’s development.

**Outcomes:** By the end of the course you will:

- Understand a range of schemas and the behaviours associated with them, and how they relate to children’s brain development, particularly key mathematical concepts
- Be confident in supporting children’s schemas through the provision of a range of resources and activities which promote and reinforce learning
- Be able to work in partnership with parents to help them understand schemas and how they can respond positively to these essential aspects of their child’s development

**Cost:** Chargeable @ £45 per delegate

## EYFS Practice and Provision

### Fantastic Phonics – Phase 1 of Letters and Sounds

**Venue:** Portsmouth Academy Training Centre

**Date:** Wed 27 Feb 2019  
**Time:** 6.30pm–9:00pm

**Content:** This course will cover Phase 1 of the Letters and Sounds programme and how communication and language underpin early phonics skills. In preparation for school we need to be embedding Aspect 7 (oral blending and segmenting) into our everyday practice, so that our pre-school children start school with the foundations of good listening, communication and phonics skills.

**Outcomes:** By the end of the course you will:

- Understand the 7 aspects of Phase 1 phonics
- Know how to embed letters and sounds into everyday practice
- Know how to support and extend children’s developing phonological awareness

**Cost:** Chargeable @ £45 per delegate

## Focus on the over 5's

### Over 5's practitioners meeting

**Venue:** Portsmouth Academy Training Centre

#### Autumn Term 2018

**Date:** Tue 27 Nov 2018  
**Time:** 6.30pm–8.30pm

#### Spring Term 2019

**Date:** Tue 19 Mar 2019  
**Time:** 6.30pm–8.30pm

#### Summer Term 2019

**Date:** Tue 4 Jun 2019  
**Time:** 6.30pm–8.30pm

**Content:** Do you work with children aged over 5 years old?

This meeting will enable play practitioners working with our over 5's in after school clubs, holiday clubs, childminding settings and in school settings to come together to receive updates and training to support them in their role.

**Outcomes:** By the end of the course you will:

- Have an opportunity to network with other practitioners working with over 5's
- To receive input and training to support your own development (different topic each term including local and national updates)
- To have new ideas to take back to your own setting (different topic each term)

**Cost:** Universal Offer – fully funded

## Schools – Year R Only

### EYFS Managers in schools cluster

#### Autumn Term 2018

**Venue:** St John's Catholic Primary school

**Date:** Thu 11 Oct 2018  
**Time:** 4.00pm–5.30pm

#### Spring Term 2019

**Venue:** TBC

**Date:** Thu 7 Feb 2019  
**Time:** 4.00pm–5.30pm

#### Summer Term 2019

**Venue:** TBC

**Date:** Wed 8 May 2019  
**Time:** 4.00pm–5.30pm

**Content:** This cluster enables EYFS Managers in schools or Lead Year R teachers to meet to discuss how they can effectively lead the EYFS and develop practice and provision.

Each termly cluster is held in a school, so you will have the opportunity to explore an enabling environment and hear how the school is delivering their EYFS offer for Year R pupils to secure positive outcomes.

**Outcomes:** By the end of the course you will:

- Be able to reflect on and develop your leadership skills within the EYFS
- Develop your understanding of data analysis and the use of interventions to support progress within the EYFS Profile
- Have an overview of current EYFS themes from a local and national perspective

**Cost:** Universal Offer – fully funded

## Schools – Year R Only

### New or returning to Year R cluster

**Venue:** TBC

#### Autumn Term 2018

**Date:** Tue 25 Sep 2018  
**Time:** 4.00pm–5.30pm

#### Spring Term 2019

**Date:** Tue 26 Feb 2019  
**Time:** 4.00pm–5.30pm

#### Summer Term 2019

**Date:** Tue 14 May 2019  
**Time:** 4.00pm–5.30pm

**Content:** This cluster will enable teachers or TAs who are new to or who have recently returned to Year R to build their understanding of the Early Years Foundation Stage and the EYFS Profile.

**Outcomes:** By the end of the course you will:

- Have developed your understanding of the EYFS – the learning and development requirements
- Be able to reflect on an enabling environment and the routines for children within the Year R classroom
- Understand assessment in Year R and the requirements of the EYFS Profile

**Cost:** Universal Offer – fully funded

## Schools – Year R Only

### Agreement Trialling for the EYFS Profile

**Venue:** Conference Room A, Civic Offices

<b>Date:</b>	<b>Time:</b>
Wed 24 Apr 2019	2.00pm–5.00pm
Thu 25 Apr 2019	2.00pm–5.00pm
Tue 30 Apr 2019	2.00pm–5.00pm

**Content:** Year R teachers are expected to attend one of these sessions to engage in agreement trialling of judgements against the Early Learning Goals for the EYFS Profile.

Teachers will be expected to bring along their own evidence of children in their classes and contribute to professional discussions concerning judgements with teachers from other schools and the Early Years Advisory Team.

There will be a short input on the EYFS Profile and the statutory requirements for assessment and then the opportunity to take part in moderation activities using moderated examples of work agreed by the inter-LA teams for moderation. You will then be able to discuss children in your class, the levels of development that they are showing and agree judgements for the children discussed.

**Outcomes:** By the end of the course you will:

- Identify what emerging, expected and exceeding judgements look like
- Use the national exemplification materials as a benchmark for the expected level of development
- Be able to apply your knowledge of making judgements across your cohort

**Cost:** Universal Offer – fully funded



Schools – Year R Only

## Eager to Write

**Venue:** Portsmouth Academy Training Centre

**Date:** Wed 13 Mar 2019  
**Time:** 1.00pm–3.30pm

**Content:** Do you want to motivate, inspire and get children in your class writing?

Do you want to see more children engage in child initiated writing?

This session will explore how you can develop children's enthusiasm to write and how to move learning forwards towards the early learning goal for writing.

**Outcomes:** By the end of the course you will:

- Know how you can exploit children's interests to motivate them to write
- Know how to enhance your continuous provision to promote an eagerness to write
- Have reflected on how you can take your writing objective into children's play

**Cost:** Chargeable @ £45 per delegate

Schools – Year R Only

## NEW – Readers in Reception!

**Venue:** Portsmouth Academy Training Centre

**Date:** Thu 6 Dec 2018  
**Time:** 1.00pm–3.30pm

**Content:** Here is an opportunity to unpick the reading early learning goal in detail. We will explore a full range of reading opportunities that children need exposure to so that they become excited by words and text and develop positive and confident attitudes towards reading.

**Outcomes:** By the end of the course you will:

- Have explored how to make your environment 'language and reading rich'
- Understand the reading behaviours children develop
- Have further knowledge of how phonics can support reading skills

**Cost:** Chargeable @ £45 per delegate

Schools – Year R Only

## Magical Maths – Mathematical language in the early years classroom

**Venue:** Conference Room A, Civic Offices

**Date:** Wed 7 Nov 2018  
**Time:** 1.00pm–3.30pm

**Content:** An exploration of the links between language and maths in the early years classroom.

**Outcomes:** By the end of the course you will:

- Understand the importance of vocabulary development within maths
- Enhance your environment with practical resources to inspire mathematical talk
- Have more strategies to support problem solving and mathematical inquiry in your classroom

**Cost:** Chargeable @ £45 per delegate

Schools – Year R Only

## NEW – Talk, Talk, Talk

**Venue:** Conference Room A, Civic Offices

**Date:** Thu 10 Jan 2019  
**Time:** 9.30am–12.00pm

**Content:** With over 85% of our Year R children achieving the communication and language early learning goals, talk is firmly embedded within the classroom environment.

But what can we do to support those children who struggle with their language skills?

Educationalist James Britton once said “Reading and Writing float on a sea of talk” and with the Literacy ELGs a priority for many schools, we need to ensure our children’s communication skills are secure.

This session will look at a range of strategies to promote talk and early language development in Year R to secure skills across a range of areas.

**Outcomes:** By the end of the course you will:

- Have a range of strategies which are focussed on language development
- Have explored how we get exceeding talkers
- Be ready to get that talk happening everywhere in your environment

**Cost:** Chargeable @ £45 per delegate

## Inclusion

### NEW – Believe in your behaviour strategies

**Venue:** Conference Room B, Civic Offices

**Date:** Fri 14 Dec 2018  
**Time:** 9.30am–12.00pm

**Content:** How do you support children to achieve their Early Learning Goal in PSED - Managing Feelings and Behaviour, when they struggle to manage their behaviour? What are the effective ways to support children in making progress? This session will support you in reviewing your behaviour management, unpick the Early Learning Goal and consider what children need to be taught and to learn in order to achieve this. We will explore the adult role in supporting children in managing their feelings and behaviour and consider what to do when the usual strategies just aren't working.

**Outcomes:** By the end of the course you will:

- Develop your understanding of the Early Learning Goal in PSED – Managing Feelings and Behaviour
- Understand how to develop your practice and provision to support this area of learning

**Cost:** Chargeable @ £45 per delegate

## Schools – Year R Only

### Continuous provision in Year R – how to support and extend child initiated learning

**Venue:** Conference Room B, Civic Offices

**Date:** Wed 1 May 2019  
**Time:** 1.00pm–3.30pm

**Content:** A definition of continuous provision is...

“Continuous provision is not just provision that is continually accessible. It is a selection of resources that have been placed in areas by practitioners that continue the provision for learning in the absence of an adult.”  
Alistair Bryce Clegg

In this workshop you will explore how we can develop our learning environments to be even more supportive and challenging to meet the range of needs in Year R.

**Outcomes:** By the end of the course you will:

- Know how to develop your learning environments to provide high levels of challenge and support
- Know how the adult can then move into the child initiated learning arena to move learning forwards

**Cost:** Chargeable @ £45 per delegate

## Schools – Year R Only

### Moving on Up – Transition from Year R to Year 1

**Venue:** Conference Room A, Civic Offices

**Date:** Mon 1 Jul 2019  
**Time:** 4.00pm–6.00pm

**Content:** This is an opportunity to focus on the vital transition from Year R into Year 1. Hear how schools are supporting children to access the Year 1 curriculum in a familiar play based context and through the use of continuous provision. There will still be rigour and robust teaching approaches and high levels of challenge. We will explore how we can set children off in Year 1 to achieve as independent and capable learners with a 'can do' attitude.

**Outcomes:** By the end of the course you will:

- Understand what the EYFS Profile data is telling you
- Begin to plan resources, provision and practice to support children starting in Year 1 in September
- Develop an understanding of how to support children who are still working towards the early learning goals

**Cost:** Chargeable @ £45 per delegate

## PSCB Safeguarding

### Basic awareness safeguarding children

#### Autumn Term 2018

**Venue:** Portsmouth Academy Training Centre

**Date:** Wed 26 Sep 2018  
**Time:** 6.30pm–9.30pm

#### Spring Term 2019

**Venue:** Conference Room A, Civic Offices

**Date:** Wed 30 Jan 2019  
**Time:** 1.30pm–4.30pm

#### Summer Term 2019

**Venue:** Portsmouth Academy Training Centre

**Date:** Wed 3 Jul 2019  
**Time:** 6.00pm–9.00pm

**Content:** Early Help – PSCB basic safeguarding module

**Outcomes:** By the end of the course you will:

- Recognise potential indicators of child maltreatment: physical, emotional and sexual abuse and neglect
- Be able to follow local policies and procedures
- Be able to identify what action to take when you have safeguarding concerns including to whom you should report your concerns to and seek advice and support from

**Cost:** Universal Offer – fully funded

## EYFS Practice and Provision

### NEW – New to the EYFS Programme

**Content:** This programme is designed to increase new practitioners' knowledge of the EYFS learning and development requirements and to develop practice in their early years setting. It is aimed at individuals new to the early year's workforce and unqualified childminders and practitioners in group based settings.

#### There are five sessions to this programme

**Cost:** Use 5 of your workshop places, or £175 standalone payment for members, or £195 for non-members

#### Session 1 – Understanding the EYFS learning and development requirements

**Venue:** Portsmouth Academy Training Centre

<b>Date:</b>	<b>Time:</b>
Mon 20 May 2019	6.30pm–9.00pm

Session 1 will look at the EYFS learning and development requirements in detail. The requirements define what early years practitioners must do to promote the learning and development of children in their setting. We will share how to best meet these requirements in practice.

**Outcomes:** By the end of the session you will:

- Have a greater understanding of the EYFS learning and development requirements
- Know how to meet these requirements in practice
- Reflect on your current practice and consider if this is meeting expectations

#### Session 2 – OAP – Understanding observation, assessment and planning

**Venue:** Portsmouth Academy Training Centre

<b>Date:</b>	<b>Time:</b>
Mon 17 Jun 2019	6.30pm–9.00pm

Session 2 will focus on the observation, assessment and planning cycle. We will explore what makes an effective observation, how our observations build our assessment of the child and using the assessment to inform planning next steps in learning and experiences.

**Outcomes:** By the end of the session you will:

- Have a clear understanding of the OAP cycle
- Know how to use the OAP cycle in practice

#### Session 3 – COEL – Explore the Characteristics of effective learning

**Venue:** Portsmouth Academy Training Centre

<b>Date:</b>	<b>Time:</b>
Mon 1 Jul 2019	6.30pm–9.00pm

Session 3 will spend time focussing on each characteristic of effective learning. The ways in which children engage with other people and their environment through the characteristics of effective learning underpins learning and development across all areas. You will learn how to recognise children playing and exploring, active learning and creating and thinking critically and know how to promote these characteristics as a key person.

**Outcomes:** By the end of the course you will:

- Be confident in recognising the characteristics of effective learning
- Know how to encourage the characteristics of effective learning as a key person

#### Session 4 – Effective interactions

**Venue:** Portsmouth Academy Training Centre

**Date:** TBC  
**Time:** TBC

Session 4 will focus on the importance of quality interactions between children, staff, parents and other agencies.

**Outcomes:** By the end of the course you will:

- Understand how to watch, listen and respond to children
- Communicate effectively with colleagues
- Interact professionally with parents and other agencies

#### Session 5 – Support to implement learning set

**Venue:** Conference Room A, Civic Offices

**Date:** To be arranged between the officer and the delegate  
**Time:** TBC

Session 5 will support delegates to summarise the learning from Sessions 1-4, to review their current practice and to build an improvement plan to embed their learning in their setting.

**Outcomes:** By the end of the course you will:

- Have a clear understanding of the EYFS learning requirements
- Have strategies to support your practice and provision in your setting
- Have an improvement plan to embed your learning and new strategies in your practice

#### EYFS Practice and Provision

### NEW – Plan, do, and review – Let's get physical!

#### Part 1 – PLAN

**Venue:** Landport Family Hub

**Date:** Fri 28 Sep 2018  
**Time:** 9.30am–12.00pm

#### Part 2 – DO

**Venue:** Officers will confirm when a setting is identified

**Date:** Fri 12 Oct 2018  
**Time:** 9.30am–12.00pm

#### Part 3 – REVIEW

**Venue:** Landport Family Hub

**Date:** Fri 16 Nov 2018  
**Time:** 9.30am–12.00pm

**Content:** This year's plan, do and review programme is focussing on children's physical development and increasing their physical activity in early years settings. This is in response to Ofsted planning a new focus on physical development in the early years and our city's priority that young children are able to lead healthy lifestyles.

Part 1 of the programme is a workshop to explore our understanding of children's healthy physical development and how this is promoted in your early years setting.

**Outcomes:** By the end of the course you will:

- Have an increased knowledge of how children develop physically how this is measured in early years
- Have reflected on how much physical activity children experience at your setting
- Have gained ideas for promoting physical activity in your setting

**Cost:** Chargeable @ £45 per delegate

## PSLA – Pre-School Learning Alliance

### First Aid Training\*

**Venue:** Landport Family Hub

**Date:**

Weekend dates available each month from May 2018 to July 2019

**Content:** Paediatric First Aid Certificate valid for 3 years. This course covers Paediatric emergency first aid and Managing paediatric illness and injury.

**Outcomes:**

- This qualification provides learners with the first aid skills they require to enter into the children's workforce
- The qualification is designed for learners who have responsibility for children, and will guide and assess the development of knowledge and skills relating to paediatric first aid

**Cost:** Chargeable @ £70 per person

**To book:** Sue Brian – [hampshiresc@preschool.org.uk](mailto:hampshiresc@preschool.org.uk)

\*Please be aware that First Aid is not managed or delivered by the Early Years and Child Care team.

## Medicot

### First Aid Training\*

**Venue:** Buckland Community Centre and Medicot Fareham

**Date:**

Weekday and weekend dates available each month throughout the year. Contact Medicot for further details

**Content:** Paediatric First Aid Certificate valid for 3 years.

**Outcomes:**

- This qualification provides learners with the first aid skills they require to enter into the children's workforce
- The qualification is designed for learners who have responsibility for children, and will guide and assess the development of knowledge and skills relating to paediatric first aid

**Cost:** £60 + VAT (The full fee is £99.50 + vat per delegate which includes course book, refreshments, handouts and certificate valid for 3 years.)

**To book:** Tina Scaddan [tina@medicot.co.uk](mailto:tina@medicot.co.uk) or phone 01329 282200 for further information or to book

Portsmouth registered child care providers, please quote 'PCC18/19' when booking to get a £37.00 discount.

\*Please be aware that First Aid is not managed or delivered by the Early Years and Child Care team.

Three day first Aid at work and one day First Aid at Work requalification also offered, please contact Medicot for costs. Lunch and refreshments for these day courses included.

# Universal Offer

**Our universal offer is centrally funded (so free to you) and is available to every registered early years and childcare provider and early years foundation stage team within schools.**

**Special Educational Needs and Disabilities (SEND);** determined by the individual needs of identified children and the identified needs of the setting:

- Multi-agency inclusion sessions, providing focussed time on the needs of individual children
- Telephone/Email support
- Follow up visit for children where complex needs are identified
- Support for Education, Health and Care Plans (available in discussion with the Area Inclusion Coordinator)
- Termly SENCO Network Clusters
- SEND updates in the regular Early Years Bulletin

## **Pre-registration support**

- Up to 5 hours per provider and for prospective childminders (this will include the 2.5hr 'Setting up your childminding business' briefing session).
- Providers can adapt this to meet their needs and it may involve visits and other officer support. The local authority will request that it involves review and input into business planning.
- Setting up your business to claim Early Education funding for two, three and four years olds
- Providers will be offered some basic templates to support business planning and practice delivery.
- Access to a greater number of resources will be available once registered to those who have purchased a subscription package.

## **Multi Agency Drop-in sessions**

- Opportunities to meet with a range of Early Years Officers and other professionals (e.g. Educational Psychologists, Health Visitors, Multi-agency Behaviour support advisor, Portage, EMAS and Quality Sufficiency Officers) to discuss the needs of your setting

## **Safeguarding**

- Access to the Portsmouth Local Safeguarding Board 'Basic Awareness – Safeguarding Children' 3hr workshop (offered at least termly).

- There will be a charge for settings who require a specific session for their own provision.

## **Getting to Good Learning Set**

- Termly learning set for those managers/childminders that have not had the first inspection or have an Ofsted judgement less than good
- The focus is on supporting understanding of how to make and sustain positive change. Each setting will receive a follow up contact to review how outcomes of the session have been implemented.
- A paid for development programme will be available for those who want to access more formal support

## **Spotlight on good practice**

- A termly session focussing on supporting settings to share best practice, learn from each other about what works and build peer networks.

## **Termly Briefing**

- Termly information sharing opportunity with updates from the team on new local and national initiatives, best practice and continuous improvement

## **Transition Meetings**

- Annual city-wide 'transition' meeting.

## **Childminder support groups**

- Weekly 'stay and play' sessions held in Family Hubs where childminders can meet and share best practice. Early Years and Childcare Officers frequently attend these groups to offer informal support around a number of topics including queries about Early Education Funding

## **Online support and telephone**

- Access to some templates on line which can support everyday work within your setting
- Access to support from the team through a central number when you have a brief question or need some clarity
- During 2018, there will be some new web tutorials to support a number of our everyday activities (e.g. completing your headcount)
- Three weekly Early Years Bulletin containing important updates and information for EY providers. We will also include updates from Ofsted and other partners within the early years world in the bulletin.

# Terms & Conditions

## Purchasing

There are 2 ways to make purchases from our Development Programme; as a 'membership package' or 'pay as you use'. Costs for the services are outlined on pages 7–8 of this document.

You will need to make purchases directly from our web-portal <http://servicesnetwork.portsmouth.gov.uk>. This system will guide you through the process and will outline the financial commitment you are making. Once registered to the system each organisation will have 1 person designated to 'authorise' purchases. Once authorised, the purchase will be invoiced, regardless of whether you access the course or use the allocated officer time.

Purchasing membership packages allows you to access a range of development opportunities in a flexible way, to meet the individual needs of your provision. Our programme will run alongside the school year (September to August). You can purchase a membership package at any point during the year and access the full entitlement regardless of which point you buy. Purchasing a membership package will enable you to access our programme at a discounted rate and will also attract further offers throughout the year. The web-portal will show you how much of your package entitlement you have used and what you have left. If you choose to 'pay as you use' or decide to top-up your membership package you can purchase individual items from the programme. Once your authorised purchaser has submitted the request your organisation will be charged.

## Payment

Portsmouth City Council's preferred payment method is through the establishment of a direct debit. As such, we will ask all providers to set this up when making a purchase. The direct debit guarantee, along with terms and conditions will be available from your bank.

If you decide to buy a membership package we will invoice you in 2 parts; September and April.

We will invoice on a monthly basis for any purchases made on a 'pay as you use' basis.

Portsmouth City Council will pursue non-payment of invoices in line with our published standing orders.

## Making a Booking

All bookings must be made through our web-portal <http://servicesnetwork.portsmouth.gov.uk> and not by telephone or direct email. This includes the centrally funded universal offer as well as the paid-for services.

Once a purchase is made this creates a binding contract and the council will invoice accordingly.

Bookings are made on a first come first served basis, although, in the interest of fairness, it may be necessary to limit the number of delegates from the same organisation/service for high demand courses.

The system will provide automated confirmation of your booking. Please be aware that if you have not received a confirmation email at least 14 days before the start date, it is your responsibility to contact the Early Years Support Team on [eyworkforce@portsmouthcc.gov.uk](mailto:eyworkforce@portsmouthcc.gov.uk) to confirm if you have been allocated a place.

Please ensure we have your latest email address as we cannot be responsible for reminder emails not being delivered and you will be charged if a place is allocated for you and you do not turn up. The information provided during the booking process, including your personal details, will be stored electronically. This information will be shared with training providers for the purpose of monitoring attendance and service access.

## Unbooked attendance

It is essential that you book a place to ensure that there are sufficient course materials, seats and tables and that we do not exceed venue health and safety limitations.

Please be aware that anyone who attends a session that they have not booked may be turned away.

## Cancellations

If we cancel or reschedule, a refund may be offered, or a place can be transferred to another course.

If a provider pays for a place and then cancels, the place can be transferred to another delegate but we are unable to offer a refund. Cancellations made by the provider for centrally funded universal offer places cannot be reclaimed.

Please note that often our courses become full, and so some people have to be put on a waiting list. If someone cancels their place, we will offer it to the first delegate on the waiting list. It can be very frustrating to not get on to a course, and then to hear from another attendee that there were spaces because people had not turned up.

## Attendance Register

You must ensure that you sign the attendance register that is provided. Your attendance will be recorded on the service network website, provided you have signed the register. An email containing a link to the evaluation form will then be sent to you. Once completed and saved, you will then receive your attendance certificate. Please allow 2-3 working days after you attended the training for this email to arrive.

## Equality and Diversity Statement

Issues of equality and diversity are integrated within the content, structure and delivery of all the courses in this programme. We seek to reflect the diversity of communities nationally and in Portsmouth, as well as the diversity of Portsmouth's workforce. Respect for difference is intrinsic to the courses and any form of discrimination is not tolerated.

## Sharing of Packages

Packages have been designed for one setting only and must not be shared with another provider. If this condition is breached penalty charges may be incurred.

## Disclaimer

All details of courses, venues, dates, times, and costs contained in this brochure are correct to the best of our knowledge at the time of publication. Portsmouth City Council cannot be held responsible for any errors contained therein, and we reserve the right to cancel or modify any of the courses in this brochure.

# Terms and Conditions for Onsite Training for Settings

## Booking onsite Training

- All onsite training requests must be made via the Portsmouth Services Network Website under 'visits'.
- The subject line must specify the title of the training.
- The detail must clarify that it is whole staff training and how many delegates will be attending with a maximum upper limit of 15.
- There must be sufficient notice given.
- Onsite Training requests must be for a workshop that is advertised in the current Early Years Training and Development Programme.

## Setting closed or separate room required

- In order to prepare and deliver training effectively and to a high quality, the setting must be closed or training held in a separate room to where children and parents are accessing. This is to ensure a smooth, uninterrupted delivery.

## Suitable environment and Safety

- The room must be suitable for the adults in attendance to be able to sit at tables (preferably adult size table and chairs) and to be able gather in small groups.
- A risk assessment must be completed by the setting prior to training starting to ensure suitability of the room for the intended use. The setting will be required to check that any equipment being used or supplied is in good working order including plug sockets.
- Any electrical equipment being used by the trainer

must have an in date PAT tested certificate.

- Housekeeping must be shared with the trainer prior to the training starting i.e. toilets, fire procedure.

## Ability to use equipment and space effectively

- Some set-up on the day of the training will be required by the setting.
- The Trainer or Workforce Development Officer will advise the setting what is required in regards to equipment and set up prior to the training date.

## Being prepared

- Please ensure that the room is ready to access and any set-up required by the setting is done, ready for the trainer to begin their own set-up.
- The trainer will ensure there is a register. Names entered onto the register and evaluations will be how they are printed on the certificate.
- Please be aware that additional charges may apply if start and end time is delayed unless in exceptional circumstances.

## For Safeguarding training

- A minimum of 3 hours delivery time must be allowed plus 15 mins either side to set up.

## Following up

- Evaluations must be completed fully before leaving at the end of the session in order to receive your certificate.

Please direct any queries relating to terms and conditions to:

**Tara Sutton**  
**Workforce Development Officer**  
[eyworkforce@portsmouthcc.gov.uk](mailto:eyworkforce@portsmouthcc.gov.uk)



You can get this information in large print, Braille, audio or in another language by calling 023 9284 1193