



Training Calendar

2023-2024: Autumn Term

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Welcome from Lynsey Holzer, Chief Executive Officer

Dear All



I am delighted to welcome you to The Active Learning Trust's Training Calendar for the Autumn Term. This calendar is a comprehensive guide to the wide range of training and development opportunities provided to staff across the Trust. These opportunities will help enable us all to gain, enhance and discover skills and expertise to achieve success for ourselves and for the children and young people educated within our Trust.

Further updates will be sent soon containing our training scheduled for the Spring and Summer Terms.

Our training is provided in partnership with a number of respected partners, along with courses delivered by our own in-house experts. Training will be delivered in a range of formats, including online and face-to-face.

As ever, I am keen to hear your feedback, suggestions and ideas regarding the training offered and its delivery so please do contact me if you have anything you would like to share.

I look forward to joining you on one of our courses soon and I hope you all enjoy completing the development opportunities offered.

Best wishes

Lynsey Holzer
Chief Executive Officer

Using the calendar to plan your training...

1. As you will see on the following page, the calendar is divided into sections relevant to all the different job roles/positions within the Trust.
2. Simply find each section on the list which is relevant to you (*please note, there are likely to be a number of sections relevant to each role*)
3. Visit each of these relevant sections to see the list of training and meetings taking place
4. The information provided for each course/meeting will include details of the training, dates and venue/details about accessing online delivery
5. The information will also include details of how to register to attend the training, if necessary. Registering may be through an external provider or via the ALT website for training being delivered in-house
6. If you have any queries regarding training and development please contact your line manager in the first instance

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DELL



All Staff

Training for all ALT staff (Autumn Term)

Course Title: Basic Safeguarding Date: September (Inset) Attendees: All Staff Schools: All Schools/Central Team Training Provider: DSLs Venue: Schools Mandatory: Yes Time: 180 mins	Further information: As a mandatory piece of work - every school is responsible for delivering this training.
Course Title: Safeguarding – contextual update Date: September (Inset) Attendees: All Staff Schools: All Schools/Central Team Training Provider: DSLs Venue: Schools Mandatory: Yes Time: 30 mins	Further information: As a mandatory piece of work - every school is responsible for delivering this training.
Course Title: NCSC Cyber Security Date: September Attendees: All Staff Schools: All Schools/Central Team Training Provider: NCSC Venue: Online Mandatory: Yes Time: 40 mins	Further information: An essential, mandatory requirement - Understand how cyber attacks happen and what steps can be put in place to protect yourself and the school. Click the link in the course title to access this course online.
Course Title: Using O365 and Teams Date: September Attendees: All Staff Schools: All Schools/Central Team Training Provider: ALT Delivery – IT Lead Venue: Online Mandatory: No Time: 30 mins	Further information: Introduction to the email client, how to manage folders and how to access Teams. Click on the link in the course title to register your place via the ALT website.
Course Title: Certificate in Equality, Diversity & Inclusion Date: By October half term Attendees: All Staff Schools: All Schools/Central Team Training Provider: National College Venue: Online Mandatory: Yes Time: 40 mins	Further information: An essential, mandatory requirement - This online course provides ALT employees with the knowledge and skills needed to ensure our workplace is meeting its legal requirements in equality and diversity and is promoting a more tolerant, inclusive and diverse working environment. Click the link in the course title to access this course online.
Course Title: Certificate in Data Protection & GDPR for Staff Date: By end of December Attendees: All Staff Schools: All Schools/Central Team Training Provider: National College Venue: Online Mandatory: Yes Time: 30 mins	Further information: Click the link in the course title to access this course online. Understand the legal obligations for keeping personal data safe as a member of staff in school

Training for all ALT staff (Autumn Term) *cont...*

Course Title: [Certificate in Health & Safety for Education Providers](#)
Date: By end of December
Attendees: All Staff
Schools: All Schools/Central Team
Training Provider: National College
Venue: Online
Mandatory: Yes
Time: 65 mins

Further information:
A mandatory requirement: Understand how schools can adhere to health and safety regulations.

Click the link in the course title to access this course online.

Course Title: [Introduction to Coaching](#)
Date: TBC
Attendees: All Staff
Schools: All Schools/Central Team
Training Provider: ALT Delivery
Venue: In person – central location
Mandatory: No
Time: 13:30 – 16:30

Further information:
As the first session in the Coaching project, delegates will leave with a clear understanding of what coaching is and the methods which can be used to implement this in schools. Delegates will be enabled to consider alongside their school leaders whether they take part in a wider, accredited route to become coaches in their school and possible work across the trust. The session is an introduction the project as well as a useful and practical introduction to coaching skills which can have immediate application in roles for middle and senior leaders in schools.

Click the link in the course title to register your place online via the ALT website.



**All Teaching Staff,
Behaviour Leads &
Designated Teachers
for LAC**

Training for all Teaching Staff, Behaviour Leads & Designated Teachers for LAC (Autumn Term)

Course Title: [Annual Certificate in Online Safety for Teaching Staff](#)

Date: September

Attendees: All teaching staff

Schools: All schools

Training Provider: National College

Venue: Online

Mandatory: Yes

Time: 90 mins

Further information:

An essential, mandatory requirement - Provides you with the expertise and capability to effectively carry out your role and keep children safe online.

Click the link in the course title to access this course online

Course Title: [Designated Teachers for LAC Network Meeting](#)

Date: 12/10/23

Attendees: Designated Teachers for LAC

Schools: All schools

Training Provider: ALT delivery

Venue: Online

Mandatory: Yes

Time: TBC (60 mins)

Further information:

Virtual School updates, CYP with a Social Worker updates, Trust update and individual cases, resources from schools.

Click on the course title to register your place via the ALT website.

Course Title: [Behaviour Leads Meeting](#)

Date: 14/11/23

Attendees: Behaviour Leads

Schools: All Schools

Training Provider: ALT Delivery

Venue: In person – central location

Mandatory: Yes

Time: 13:30 – 16:30

Further information:

Work with the Behaviour community of leads to establish best practice, share best practice, align curriculum where possible and fruitful, share national research and news, work on moderation and assessment and form a tight community to share workload and best practice. Agendas will be shared ahead of meeting with leaders and Headteachers.

Click on the course title to register your place via the ALT website.



Headteachers, ELT, Heads of School, Heads of Service & Senior Leadership

Training for Headteachers, ELT, Heads of School, Heads of Service & Senior Leadership (Autumn Term)

Course Title: [Every - policies module](#)
Date: POSTPONED – DATE TBC

Attendees: Headteachers/Business Managers

Schools: All schools

Training Provider: Every

Venue: Online

Mandatory: Yes

Time: 14:00-15:30 (session 1), 11:00-12.30 (session 2)

Further information:

Introduction to the new trust wide system - Learn how to distribute documents and policies to be read and acknowledged and manage the documents module.

Click the link in the course title to access this course online

Course Title: [SEND Conference](#)
Date: 8/9/23

Attendees: SENCOS/Leaders

Schools: All

Training Provider: ALT Delivery

Venue: Online

Mandatory: No

Time: 9:15-13:00

Further information:

A half day for SENCOS, Deputy SENCOS and those interested in SEND to hear from some key speakers on SEND provision in schools.

Click on the link in the course title to register your place

Course Title: [Introduction to Anspear training for support staff](#)
Date: 25/09/23

Attendees: Leadership

Schools: All Schools

Training Provider: Anspear

Venue: Online

Mandatory: No

Time: 16:00 – 17:00

Further information:

Anspear will deliver an introduction to their holistic system of inline training. If you have a gap for training with your TAs across all roles, this will be an important information session. Full funding is available for this project across all schools for those who have this as a priority in their plan.

Click the link in the course title to register your place via the ALT website.

Course Title: [Walk Thrus](#)
Date: TBC

Attendees: Leadership

Schools: All Schools

Training Provider: Walk Thrus Trainers

Venue: Online

Mandatory: No

Time: 16:00 – 17:00

Further information:

Walk Thrus is a system of developing teaching implementation through a rigorous system and criteria of improvement, alongside a robust system of training. This will be an invaluable information session for leaders to hear about the system of pedagogical structure which underpins teacher improvement to compare with your own system or if you are currently building from scratch.

Click the link in the course title to register your place via the ALT website.

Course Title: [Senior Leaders' Health & Safety Training](#)
Date: 27/9/23

Attendees: Headteachers/Business Managers/H&S Governors

Schools: North Suffolk

Training Provider: Handsam

Venue: Grove Primary School

Mandatory: Yes

Time: 09:00 - 12:30

Further information:

Understand the role and responsibilities of senior leaders in Health & Safety management. Covering legislation, risk assessments and premises issues. H and S governors and 1 at least from BM or HT to attend.

Register your place via the ALT website by clicking the link in the course title.

Training for Headteachers, ELT, Heads of School, Heads of Service & Senior Leadership (Autumn Term)

Course Title: [Senior Leaders' Training](#)

Date: 2/10/23

Attendees: Headteachers/Principles/
Deputy Headteacher/Assistant Headteachers

Schools: All Schools

Training Provider: ALT Delivery

Venue: In person – central location

Mandatory: No

Time: 13:30 – 16:30

Further information:

Methods of Evaluation and Quality Assurance: L Holzer will lead the session exploring ways to evaluate all areas of your academy with accuracy including effective practice in book looks, lesson visits, pupil perception work against quality standards. Practice in leading middle leaders including the launch of the in-depth department or subject specific evaluations. Leaders wishing to take part in peer observations at other schools will need to attend this session.

Click the link in the course title to register your place via the ALT website.

Course Title: [Senior Leaders' Health & Safety Training](#)

Date: 10/10/23

Attendees: Headteachers/Business Managers/
H&S Governors

Schools: Cambridgeshire

Training Provider: Handsam

Venue: Isle of Ely Primary School

Mandatory: Yes

Time: 09:00 - 12:30

Further information:

Understand the role and responsibilities of senior leaders in Health & Safety management. Covering legislation, risk assessments and premises issues. H and S governors and 1 at least from BM or HT to attend.

Register your place via the ALT website by clicking the link in the course title.

Course Title: [Absence Management](#)

Date: 11/10/23 **AMENDED DATE**

Attendees: Headteachers

Schools: All Schools

Training Provider: ALT Delivery

Venue: Online

Mandatory: Yes

Time: 11:30 – 12:30 **AMENDED TIME**

Further information:

Failing to manage employee absenteeism and sickness at work costs ALT and can potentially decrease workplace cohesion. This training session will provide line managers with the skills and knowledge to effectively manage absence. The aim being to improve employee motivation whilst reducing the financial and practical strains associated with poor employee attendance levels. The session will focus on early intervention and touch on wellbeing, return to work procedures, when to use occupational health services, employee assistance programmes and other external support, the role of trade unions and the need for consistency and early intervention.

Register your place via the ALT website by clicking the link in the course title.

Course Title: [Designated Teachers for LAC Network Meeting](#)

Date: 12/10/23

Attendees: Designated Teachers for LAC

Schools: All Schools

Training Provider: ALT delivery

Venue: TBC

Mandatory: Yes

Time: TBC

Further information:

Virtual School updates, CYP with a Social Worker updates, Trust update and individual cases, resources from schools.

Click the link in the course title to register your place via the ALT website.

Training for Headteachers, ELT, Heads of School, Heads of Service & Senior Leadership (Autumn Term) *cont...*

Course Title: [Senior Leaders’ Training](#)
Date: 9/11/23
Attendees: Headteachers/Principles/
Deputy Headteacher/Assistant Headteachers
Schools: All Schools
Training Provider: ALT Delivery
Venue: In person – central location
Mandatory: No
Time: 13:30 – 16:30

Further information:
Using Assessment information effectively to improve outcomes for all pupils: L Holzer to lead a session looking at how assessment information can be used effectively with middle leaders and teachers to improve outcomes for all pupils and particularly those with SEND/PP including looking at effective strategies.

Click the link in the course title to register your place via the ALT website.

Course Title: [Senior Leaders’ Health & Safety Training](#)
Date: 10/11/23
Attendees: Headteachers/Business Managers/
H&S Governors
Schools: Ipswich
Training Provider: Handsam
Venue: TBC (Ipswich)
Mandatory: Yes
Time: 09:00 - 12:30

Further information:
Understand the role and responsibilities of senior leaders in Health & Safety management. Covering legislation, risk assessments and premises issues. H and S governors and 1 at least from BM or HT to attend.

Register your place via the ALT website by clicking the link in the course title.

Course Title: [Every - HR](#)
Date: December
Attendees: Headteachers/Business Managers
Schools: All Schools
Training Provider: Every
Venue: Online
Mandatory: Yes
Time: 90 mins

Further information:
Introduction to the new trust wide system: This Teams session will provide schools users with the knowledge to input and extract employee data from the new Every system (employee modules).

Click on the link in the course title to register your place via the ALT website.

Course Title: [Annual Certificate in Safer Recruitment of Education Settings](#)
Date: By end of December
Attendees: Business Managers/Headteachers/
Governors
Schools: All Schools
Training Provider: National College
Venue: Online
Mandatory: Yes
Time: 90 mins

Further information:
This safer recruitment training course provides you with the knowledge and skills you need to understand statutory and legislative requirements as part of the safer recruitment process in schools. Every panel for recruitment needs to have at least one person with the training certificate

Click on the link in the course title to access this training.

Course Title: [Certificate in Understanding the Single Central Record](#)
Date: By end of December
Attendees: Business Managers/Headteachers/
Governors
Schools: All Schools
Training Provider: National College
Venue: Online
Mandatory: No
Time: 70 mins

Further information:
Understand how to effectively manage the SCR to comply with safeguarding legislation.

Click on the link in the course title to access this training.

Headteachers’ Meetings (Autumn Term)

<p>Meeting Title: Headteachers’ Meeting</p> <p>Date: 7/9/23</p> <p>Attendees: Headteachers/Heads of School/ELT/Heads of Service</p> <p>Schools: All</p> <p>Training Provider: ALT Delivery</p> <p>Venue: Online</p> <p>Mandatory: Yes</p> <p>Time: 10:00 – 11:30</p>	<p>Further information:</p> <p>Meeting of School Leaders, lead by CEO to discuss strategic areas of improvement across the trust, current issues and share practice. If headteachers are unable to attend, they are welcome to send deputies as their proxy. Essential someone attends form each school. Agendas will be circulated ahead of the meetings and all leaders are invited to add to the agenda or request specific areas are covered.</p>
<p>Meeting Title: Headteachers’ Meeting</p> <p>Date: 29/9/23</p> <p>Attendees: Headteachers/Heads of School/ELT/Heads of Service</p> <p>Schools: All</p> <p>Training Provider: ALT Delivery</p> <p>Venue: Online</p> <p>Mandatory: Yes</p> <p>Time: 9:30 - 10:30</p>	<p>Further information:</p> <p>Meeting of School Leaders, lead by CEO to discuss strategic areas of improvement across the trust, current issues and share practice. If headteachers are unable to attend, they are welcome to send deputies as their proxy. Essential someone attends form each school. Agendas will be circulated ahead of the meetings and all leaders are invited to add to the agenda or request specific areas are covered.</p>
<p>Meeting Title: Headteachers’ Meeting</p> <p>Date: 20/10/23</p> <p>Attendees: Headteachers/Heads of School/ELT/Heads of Service</p> <p>Schools: All</p> <p>Training Provider: ALT Delivery</p> <p>Venue: Online</p> <p>Mandatory: Yes</p> <p>Time: 9:30 - 10:30</p>	<p>Further information:</p> <p>Meeting of School Leaders, lead by CEO to discuss strategic areas of improvement across the trust, current issues and share practice. If headteachers are unable to attend, they are welcome to send deputies as their proxy. Essential someone attends form each school. Agendas will be circulated ahead of the meetings and all leaders are invited to add to the agenda or request specific areas are covered.</p>
<p>Meeting Title: Headteachers’ Meeting</p> <p>Date: 10/11/23</p> <p>Attendees: Headteachers/Heads of School/ELT/Heads of Service</p> <p>Schools: All</p> <p>Training Provider: ALT Delivery</p> <p>Venue: Online</p> <p>Mandatory: Yes</p> <p>Time: 9:30 - 10:30</p>	<p>Further information:</p> <p>Meeting of School Leaders, lead by CEO to discuss strategic areas of improvement across the trust, current issues and share practice. If headteachers are unable to attend, they are welcome to send deputies as their proxy. Essential someone attends form each school. Agendas will be circulated ahead of the meetings and all leaders are invited to add to the agenda or request specific areas are covered.</p>
<p>Meeting Title: Headteachers’ Meeting</p> <p>Date: 1/12/23</p> <p>Attendees: Headteachers/Heads of School/ELT/Heads of Service</p> <p>Schools: All</p> <p>Training Provider: ALT Delivery</p> <p>Venue: Online</p> <p>Mandatory: Yes</p> <p>Time: 9:30 - 10:30</p>	<p>Further information:</p> <p>Meeting of School Leaders, lead by CEO to discuss strategic areas of improvement across the trust, current issues and share practice. If headteachers are unable to attend, they are welcome to send deputies as their proxy. Essential someone attends form each school. Agendas will be circulated ahead of the meetings and all leaders are invited to add to the agenda or request specific areas are covered.</p>

Headteachers’ Meetings (Autumn Term) *cont...*

Meeting Title: [Headteacher/Business Manager Joint Face to Face Meeting](#)
Date: 15/12/23
Attendees: Headteachers/Heads of School/ELT/ Heads of Service/Business Managers
Schools: All
Training Provider: ALT Delivery
Venue: Central location
Mandatory: Yes
Time: 13:00 - 16:00

Further information:
Joint meeting to summarise the progress/look at specific projects outputs and celebrate good practice and network with colleagues.

Click on the link in the course title to register your space via the ALT website.



Middle Leaders

Training for Middle Leaders (Autumn Term)

Course Title: [Middle Leaders' Training 1](#)**Date:** 18/10/23**Attendees:** Middle Leaders**Schools:** All Schools**Training Provider:** ALT Delivery**Venue:** In person – central location**Mandatory:** No**Time:** 13:30 – 16:30**Further information:**

Methods of Evaluation and Quality Assurance/Middle Leaders: L Holzer will lead the session exploring ways to run all elements of a deep dive including book looks, pupil perceptions, lesson visits, discussions with staff and look at best practice in departmental leadership either subject or otherwise. This is not about preparation for OFSTED although it will help, it is to give practical skills and practice in evaluation and leading a department.

Click on the link in the course title to register your place via the ALT website.

Course Title: [People Management Essentials](#)**Date:** 31/10/23**Attendees:** Middle Leaders**Schools:** Cambridge Schools**Training Provider:** In Person, ALT Delivery**Venue:** Cambridge**Mandatory:** Yes**Time:** 9:30-12:30**Further information:**

Introductory people skills for line managers. Overview of line manager responsibilities, including the role of setting a positive culture and handling employee matters in terms of conduct, absence or capacity.

Click on the link in the course title to register your place via the ALT website.

Course Title: [People Management Essentials](#)**Date:** 2/11/23**Attendees:** Middle Leaders**Schools:** Suffolk Schools**Training Provider:** In Person, ALT Delivery**Venue:** Suffolk**Mandatory:** Yes**Time:** 9:30-12:30**Further information:**

Introductory people skills for line managers. Overview of line manager responsibilities, including the role of setting a positive culture and handling employee matters in terms of conduct, absence or capacity.

Click on the link in the course title to register your place via the ALT website.

Course Title: [Middle Leaders' Training 2](#)**Date:** 20/11/23**Attendees:** Middle Leaders**Schools:** All Schools**Training Provider:** ALT Delivery**Venue:** In person – central location**Mandatory:** No**Time:** 13:30 – 16:30**Further information:**

Leading people and developing their practice: Find out what are the methods of leading people and developing them to be better. This session will give practical examples of effective practice and delegates will leave with clear examples of practice to improve teaching and also some leadership theory behind their own styles of leadership.

Click on the link in the course title to register your place via the ALT website.



Support Staff

Training for support staff (Autumn Term)

Course Title: [Annual Certificate in Online Safety for Support Staff](#)

Date: September

Attendees: All Support Staff

Schools: All

Training Provider: National College

Venue: Online

Mandatory: Yes

Time: 110 mins

Further information:

An essential, mandatory requirement - Provides you with the expertise and capability to effectively carry out your role and keep children safe online.

Click on the course title to access this training online.



**Business Managers, Data
Managers, ICT staff & HR
Leads**

Training for Business Managers, Data Managers, ICT staff & HR Leads (Autumn Term)

Course Title: Every - policies module Date: POSTPONED – DATE TBC Attendees: Headteachers/Business Managers Schools: All schools Training Provider: Every Venue: Online Mandatory: Yes Time: 14:00-15:30 (session 1), 11:00-12.30 (session 2)	Further information: Introduction to the new trust wide system - Learn how to distribute documents and policies to be read and acknowledged and manage the documents module. Click the link in the course title to access this course online.
Course Title: Every - contracts module Date: POSTPONED – DATE TBC Attendees: Business Managers Schools: All schools Training Provider: Every Venue: Online Mandatory: Yes Time: 14:00-15:30 (session 1), 11:00-12:30 (session 2)	Further information: Introduction to the new, trust wide system - Learn how to add and manage contracts, including setting up notifications and reminders. Click the link in the course title to access this course online.
Course Title: Every - Business Management Date: December – AMENDED DATE Attendees: Site Managers/Business Managers Schools: All Schools Training Provider: Every Venue: Online Mandatory: Yes Time: 09:30 - 10:30	Further information: Learn how to manage PPM schedules through the business management module. Click on the link in the course title to access this training online.
Course Title: Preparing for the Autumn Census Date: 21/9/23 Attendees: Data Managers/Business Managers Schools: All schools Training Provider: Greg Dimsey, ALT Venue: Online Mandatory: No Time: 10:00-11:00	Further information: Understand the data fields required for the pupil census, how to create, validate and submit the return. Q&A session. Click the link in the course title to register online via the ALT website.
Course Title: Senior Leaders Health & Safety Training Date: 27/9/23 Attendees: Headteachers/Business Managers/H&S Governors Schools: North Suffolk Training Provider: Handsam Venue: Grove Primary School Mandatory: Yes Time: 09:00 - 12:30	Further information: Understand the role and responsibilities of senior leaders in Health & Safety management. Covering legislation, risk assessments and premises issues. H and S governors and 1 at least from BM or HT to attend. Register your place via the ALT website by clicking the link in the course title.

Training for Business Managers, Data Managers, ICT staff & HR Leads (Autumn Term) *cont...*

Course Title: [Senior Leaders' Health & Safety Training](#)

Date: 10/10/23

Attendees: Headteachers/Business Managers/H&S Governors

Schools: Cambridgeshire

Training Provider: Handsam

Venue: Isle of Ely Primary School

Mandatory: Yes

Time: 09:00 - 12:30

Further information:

Understand the role and responsibilities of senior leaders in Health & Safety management. Covering legislation, risk assessments and premises issues. H and S governors and 1 at least from BM or HT to attend.

Register your place via the ALT website by clicking the link in the course title.

Course Title: [Absence Management](#)

Date: 17/10/23

Attendees: Business Managers/HR Leads

Schools: All Schools

Training Provider: ALT Delivery

Venue: Online

Mandatory: Yes

Time: 9:30 – 11:00

Further information:

Failing to manage employee absenteeism and sickness at work costs ALT and can potentially decrease workplace cohesion. This training session will provide line managers with the skills and knowledge to effectively manage absence. The aim being to improve employee motivation whilst reducing the financial and practical strains associated with poor employee attendance levels. The session will focus on early intervention and touch on wellbeing, return to work procedures, when to use occupational health services, employee assistance programmes and other external support, the role of trade unions and the need for consistency and early intervention.

Register your place via the ALT website by clicking the link in the course title.

Course Title: [Preparing for the Workforce Census](#)

Date: 19/10/23

Attendees: Data Managers/Business Managers

Schools: All Schools

Training Provider: Greg Dimsey, ALT

Venue: Online

Mandatory: No

Time: 10:00 - 11:00

Further information:

Understand the data fields required for the workforce census, how to create, validate and submit the return. Q&A session.

Click on the link in the course title to register your place via the ALT website.

Course Title: [Senior Leaders' Health & Safety Training](#)

Date: 10/11/23

Attendees: Headteachers/Business Managers/H&S Governors

Schools: Ipswich

Training Provider: Handsam

Venue: TBC (Ipswich)

Mandatory: Yes

Time: 09:00 - 12:30

Further information:

Understand the role and responsibilities of senior leaders in Health & Safety management. Covering legislation, risk assessments and premises issues. H and S governors and 1 at least from BM or HT to attend.

Register your place via the ALT website by clicking the link in the course title.

Training for Business Managers, Data Managers, ICT staff & HR Leads (Autumn Term) *cont...*

<p>Course Title: Every - HR</p> <p>Date: December</p> <p>Attendees: Headteachers/Business Managers</p> <p>Schools: All Schools</p> <p>Training Provider: Every</p> <p>Venue: Online</p> <p>Mandatory: Yes</p> <p>Time: 90 mins</p>	<p>Further information:</p> <p>Introduction to the new trust wide system: This Teams session will provide schools users with the knowledge to input and extract employee data from the new Every system (employee modules).</p> <p>Click on the link in the course title to register your place via the ALT website.</p>
<p>Course Title: Annual Certificate in Safer Recruitment of Education Settings</p> <p>Date: By end of December</p> <p>Attendees: Business Managers/Headteachers/Governors</p> <p>Schools: All Schools</p> <p>Training Provider: National College</p> <p>Venue: Online</p> <p>Mandatory: Yes</p> <p>Time: 90 mins</p>	<p>Further information:</p> <p>This safer recruitment training course provides you with the knowledge and skills you need to understand statutory and legislative requirements as part of the safer recruitment process in schools. Every panel for recruitment needs to have at least one person with the training certificate</p> <p>Click on the link in the course title to access this training.</p>
<p>Course Title: Certificate in Understanding the Single Central Record</p> <p>Date: By end of December</p> <p>Attendees: Business Managers/Headteachers/Governors</p> <p>Schools: All Schools</p> <p>Training Provider: National College</p> <p>Venue: Online</p> <p>Mandatory: No</p> <p>Time: 70 mins</p>	<p>Further information:</p> <p>Understand how to effectively manage the SCR to comply with safeguarding legislation.</p> <p>Click on the link in the course title to access this training.</p>

Business Managers’ Meetings (Autumn Term)

Meeting Title: Business Managers’ Meeting
Date: 13/9/23
Attendees: Business Managers
Schools: All Schools
Training Provider: ALT Delivery
Venue: Online
Mandatory: Yes
Time: 9:30 - 10:30

Further information:
Meeting of School Leaders, lead by Executive Leadership Team to discuss strategic areas of improvement across the trust, current issues and share practice. If SBMs are unable to attend, they are welcome to send deputies as their proxy. Essential someone attends form each school. Agendas will be circulated ahead of the meetings and all leaders are invited to add to the agenda or request specific areas are covered.

Meeting Title: Business Managers’ Meeting
Date: 4/10/23
Attendees: Business Managers
Schools: All Schools
Training Provider: ALT Delivery
Venue: Online
Mandatory: Yes
Time: 9:30 - 10:30

Further information:
Meeting of School Leaders, lead by Executive Leadership Team to discuss strategic areas of improvement across the trust, current issues and share practice. If SBMs are unable to attend, they are welcome to send deputies as their proxy. Essential someone attends form each school. Agendas will be circulated ahead of the meetings and all leaders are invited to add to the agenda or request specific areas are covered.

Meeting Title: Business Managers’ Meeting
Date: 1/11/23
Attendees: Business Managers
Schools: All Schools
Training Provider: ALT Delivery
Venue: Online
Mandatory: Yes
Time: 9:30 - 10:30

Further information:
Meeting of School Leaders, lead by Executive Leadership Team to discuss strategic areas of improvement across the trust, current issues and share practice. If SBMs are unable to attend, they are welcome to send deputies as their proxy. Essential someone attends form each school. Agendas will be circulated ahead of the meetings and all leaders are invited to add to the agenda or request specific areas are covered.

Meeting Title: Business Managers’ Meeting
Date: 22/11/23
Attendees: Business Managers
Schools: All Schools
Training Provider: ALT Delivery
Venue: Online
Mandatory: Yes
Time: 9:30 - 10:30

Further information:
Meeting of School Leaders, lead by Executive Leadership Team to discuss strategic areas of improvement across the trust, current issues and share practice. If SBMs are unable to attend, they are welcome to send deputies as their proxy. Essential someone attends form each school. Agendas will be circulated ahead of the meetings and all leaders are invited to add to the agenda or request specific areas are covered.

Meeting Title: Business Managers’ Meeting
Date: 15/12/23
Attendees: Business Managers
Schools: All Schools
Training Provider: ALT Delivery
Venue: Online
Mandatory: Yes
Time: 9:30 - 10:30

Further information:
Meeting of School Leaders, lead by Executive Leadership Team to discuss strategic areas of improvement across the trust, current issues and share practice. If SBMs are unable to attend, they are welcome to send deputies as their proxy. Essential someone attends form each school. Agendas will be circulated ahead of the meetings and all leaders are invited to add to the agenda or request specific areas are covered.

Business Managers’ Meetings (Autumn Term)
cont...

Meeting Title: [Headteacher/Business Manager Joint Face to Face Meeting](#)
Date: 15/12/23
Attendees: Headteachers/Heads of School/ELT/ Heads of Service/Business Managers
Schools: All
Training Provider: ALT Delivery
Venue: Central location
Mandatory: Yes
Time: 13:00 - 16:00

Further information:
Joint meeting to summarise the progress/look at specific projects outputs and celebrate good practice and network with colleagues.

Click on the link in the course title to register your space via the ALT website.



Site Managers & Site Teams

Training for Site Managers & Site Teams (Autumn Term)

Course Title: [Every - Business Management](#)

Date: December – AMENDED DATE

Attendees: Site Managers/Business Managers

Schools: All Schools

Training Provider: Every

Venue: Online

Mandatory: Yes

Time: 09:30 - 10:30

Further information:

Learn how to manage PPM schedules through the business management module.

Click on the link in the course title to access this training online.

Site Managers’ Meetings (Autumn Term)

<p>Meeting Title: Site Managers’ Meeting</p> <p>Date: 12/10/23</p> <p>Attendees: Site Managers</p> <p>Schools: All Schools</p> <p>Training Provider: ALT Delivery</p> <p>Venue: Online</p> <p>Mandatory: Yes</p> <p>Time: 9:30 - 10:30</p>	<p>Further information:</p> <p>Meeting of site staff with Director of Operations to discuss current issues, provide training and share good practice.</p>
<p>Meeting Title: Site Managers’ Meeting</p> <p>Date: 7/12/23</p> <p>Attendees: Site Managers</p> <p>Schools: All Schools</p> <p>Training Provider: ALT Delivery</p> <p>Venue: Online</p> <p>Mandatory: Yes</p> <p>Time: 9:30 – 11:00</p>	<p>Further information:</p> <p>Meeting of site staff with Director of Operations to discuss current issues, provide training and share good practice.</p>



Attendance, Safeguarding, DSL & Mental Health Leads

Training for Attendance, Safeguarding, DSL & Mental Health Leads (Autumn Term)

Course Title: Pupil Welfare Network Meeting Date: 28/9/23 Attendees: Attendance Leads Schools: All Schools Training Provider: ALT Delivery Venue: Online Mandatory: Yes Time: 11:30-12:30	Further information: Training on strategies. Updates from government/OFSTED guidance. Sharing best practice and contextual data updates. Click the link in the course title to register your place.
Course Title: Pupil Welfare Network Meeting Date: 28/9/23 Attendees: Designated Safeguarding Leads Schools: All Schools Training Provider: ALT Delivery Venue: Online Mandatory: Yes Time: 15:30-16:30	Further information: OFSTED and government guidance with critical dates. Safeguarding training. Sharing best practice and contextual data updates.
Course Title: Pupil Welfare Network Meeting Date: 4/10/23 Attendees: Attendance and Safeguarding Leads Schools: All Schools Training Provider: ALT Delivery Venue: In person, Gusford Primary School Mandatory: Yes Time: All day	Further information: An opportunity for attendance leads to share best practice and network to solve issues across the trust. Lead by our safeguarding lead, delegates should return to school with best practice ideas and practical systems to implement to raise standards across schools. Including work on: MyConcern Peer Monitoring Training. Click the link in the course title to register your place.
Course Title: Mental Health Meeting Date: 5/10/23 Attendees: Mental Health/Safeguarding Lead Schools: All Schools Training Provider: ALT Delivery Venue: Online Mandatory: Yes Time: 2:30pm – 3:30pm	Further information: Focus of meeting TBC. Click the link in the course title to register your place.
Course Title: Pupil Welfare Network Meeting Date: 23/11/23 Attendees: Attendance Leads Schools: All Schools Training Provider: ALT Delivery Venue: online Mandatory: Yes Time: 11:30-12:30	Further information: Training on strategies. Updates from government/OFSTED guidance. Sharing best practice and contextual data updates. Click on the link in the course title to register your place.
Course Title: Pupil Welfare Network Meeting Date: 23/11/23 Attendees: Designated Safeguarding Leads Schools: All Schools Training Provider: ALT Delivery Venue: Online Mandatory: Yes Time: 15:30-16:30	Further information: OFSTED and government guidance with critical dates. Safeguarding training. Sharing best practice and contextual data updates.



SENDCOs

Training for SENDCOs (Autumn Term)

Course Title: [SEND Conference](#)**Date:** 8/9/23**Attendees:** SENCOS/Leaders**Schools:** All**Training Provider:** ALT Delivery**Venue:** Online**Mandatory:** No**Time:** 9:15-13:00**Further information:**

A half day for SENCOS, Deputy SENCOS and those interested in SEND to hear from some key speakers on SEND provision in schools.

Click on the link in the course title to register your place.

Course Title: [SENDco Network Meeting](#)**Date:** 2/11/23**Attendees:** SENCOS**Schools:** All**Training Provider:** ALT Delivery**Venue:** Online**Mandatory:** Yes**Time:** 13:30 – 16:30**Further information:**

Work with the community of SENDCOS to establish best practice , share best practice, align curriculum where possible and fruitful, share national research and news, work on moderation and assessment and form a tight community to share workload and best practice. Agendas will be shared ahead of meeting with leaders and Headteachers.

Click on the link in the course title to register your place online via the ALT website.



Subject Leaders

Training for Subject Leaders (Autumn Term)	
Course Title: English Network Meeting Primary Date: 13/9/23 Attendees: English Leaders Schools: All Primary Schools Training Provider: ALT delivery Venue: In person – central location Mandatory: Yes Time: 13:30-16:30	Further information: Work with the English community of leads to establish best practice, share best practice, align curriculum where possible and fruitful, share national research and news, work on moderation and assessment and form a tight community to share workload and best practice. Agendas will be shared ahead of meeting with leaders and Headteachers. Click on course title to register your place.
Course Title: English Network Meeting Secondary Date: 14/9/23 Attendees: English Leaders Schools: All Secondary Schools Training Provider: ALT delivery Venue: In person – central location Mandatory: Yes Time: 13:30-16:30	Further information: Work with the English community of leads to establish best practice, share best practice, align curriculum where possible and fruitful, share national research and news, work on moderation and assessment and form a tight community to share workload and best practice. Agendas will be shared ahead of meeting with leaders and Headteachers. Click on course title to register your place.
Course Title: Maths Network Meeting Primary Date: 20/9/23 Attendees: Maths Leaders Schools: All Primary Schools Training Provider: ALT delivery Venue: In person – central location Mandatory: Yes Time: 13:30-16:30	Further information: Work with the Maths community of leads to establish best practice, share best practice, align curriculum where possible and fruitful, share national research and news, work on moderation and assessment and form a tight community to share workload and best practice. Agendas will be shared ahead of meeting with leaders and Headteachers. Click on course title to register your place.
Course Title: Maths Network Meeting Secondary Date: 21/9/23 Attendees: Maths Leaders Schools: All Secondary Schools Training Provider: ALT delivery Venue: In person – central location Mandatory: Yes Time: 13:30-16:30	Further information: Work with the Maths community of leads to establish best practice, share best practice, align curriculum where possible and fruitful, share national research and news, work on moderation and assessment and form a tight community to share workload and best practice. Agendas will be shared ahead of meeting with leaders and Headteachers. Click on course title to register your place.
Course Title: English Network Meeting Primary Date: 8/11/23 Attendees: English Leaders Schools: All Primary Schools Training Provider: ALT Delivery Venue: In person – central location Mandatory: Yes Time: 13:30-16:30	Further information: Work with the English community of leads to establish best practice, share best practice, align curriculum where possible and fruitful, share national research and news, work on moderation and assessment and form a tight community to share workload and best practice. Agendas will be shared ahead of meeting with leaders and Headteachers. Click on course title to register your place.
Course Title: English Network Meeting Secondary Date: 9/11/23 Attendees: English Leaders Schools: All Secondary Schools Training Provider: ALT Delivery Venue: In person – central location Mandatory: Yes Time: 13:30-16:30	Further information: Work with the English community of leads to establish best practice, share best practice, align curriculum where possible and fruitful, share national research and news, work on moderation and assessment and form a tight community to share workload and best practice. Agendas will be shared ahead of meeting with leaders and Headteachers. Click on course title to register your place.

Training for Subject Leaders (Autumn Term) *cont...*

Course Title: [Maths Network Meeting Primary](#)
Date: 15/11/23
Attendees: Maths Leaders
Schools: All Secondary Schools
Training Provider: ALT Delivery
Venue: In person – central location
Mandatory: Yes
Time: 13:30-16:30

Further information:
Work with the Maths community of leads to establish best practice, share best practice, align curriculum where possible and fruitful, share national research and news, work on moderation and assessment and form a tight community to share workload and best practice. Agendas will be shared ahead of meeting with leaders and Headteachers.
Click on course title to register your place.

Course Title: [Maths Network Meeting Secondary](#)
Date: 16/11/23
Attendees: Maths Leaders
Schools: All Secondary Schools
Training Provider: ALT Delivery
Venue: In person – central location
Mandatory: Yes
Time: 13:30-16:30

Further information:
Work with the Maths community of leads to establish best practice, share best practice, align curriculum where possible and fruitful, share national research and news, work on moderation and assessment and form a tight community to share workload and best practice. Agendas will be shared ahead of meeting with leaders and Headteachers.
Click on course title to register your place.



EYFS Leads

Training for EYFS Leads (Autumn Term)

Course Title: [EYFS Leads Meeting](#)
Date: 21/11/23
Attendees: EYFS Leads
Schools: Primary Schools
Training Provider: ALT Delivery
Venue: In person – central location
Mandatory: Yes
Time: 13:30 - 16:30

Further information:
Work with the EYFS community of leads to establish best practice , share best practice, align curriculum where possible and fruitful, share national research and news, work on moderation and assessment and form a tight community to share workload and best practice. Agendas will be shared ahead of meeting with leaders and Headteachers.

Click on the link in the course title to register your place via the ALT website.

WELCOME!



New starters

Training for New Starters (Autumn Term)

<p>Course Title: Annual Certificate in Safeguarding for Staff</p> <p>Date: Prior to or within 1 week of start date</p> <p>Attendees: New Starters</p> <p>Schools: All Schools</p> <p>Training Provider: National College</p> <p>Venue: Online</p> <p>Mandatory: Yes</p> <p>Time: 70 mins</p>	<p>Further information:</p> <p>Click the link in the course title to access online.</p> <p>Covers updates to safeguarding and Keeping Children Safe in Education.</p>
<p>Course Title: New Starters</p> <p>Date: 16/10/23</p> <p>Attendees: New Starters</p> <p>Schools: All Schools</p> <p>Training Provider: ALT delivery</p> <p>Venue: In person - Ipswich</p> <p>Mandatory: Yes</p> <p>Time: 16:00 – 17:00</p>	<p>Further information:</p> <p>An essential part of induction for new starters to meet key personnel in the trust including CEO and HR lead and understand the wider trust and principles around the development and wellbeing of staff.</p> <p>Click the link in the course title to register your place online via the ALT website.</p>
<p>Course Title: New Starters</p> <p>Date: 17/10/23</p> <p>Attendees: New Starters</p> <p>Schools: All Schools</p> <p>Training Provider: ALT delivery</p> <p>Venue: In person - Lowestoft</p> <p>Mandatory: Yes</p> <p>Time: 16:00 – 17:00</p>	<p>Further information:</p> <p>An essential part of induction for new starters to meet key personnel in the trust including CEO and HR lead and understand the wider trust and principles around the development and wellbeing of staff.</p> <p>Click the link in the course title to register your place online via the ALT website.</p>
<p>Course Title: New Starters</p> <p>Date: 19/10/23</p> <p>Attendees: New Starters</p> <p>Schools: All Schools</p> <p>Training Provider: ALT delivery</p> <p>Venue: In person - Cambridge</p> <p>Mandatory: Yes</p> <p>Time: 16:00 – 17:00</p>	<p>Further information:</p> <p>An essential part of induction for new starters to meet key personnel in the trust including CEO and HR lead and understand the wider trust and principles around the development and wellbeing of staff.</p> <p>Click the link in the course title to register your place online via the ALT website.</p>



Governors & Trustees

Training for Governors and Trustees (Autumn Term)

Course Title: Chairs' Briefing Date: 12/9/23 Attendees: Chairs of Governance or their representative Schools: All Schools Training Provider: ALT Delivery Venue: Online Mandatory: Yes Time: 17:00 – 18:00	Further information: An important session to hear about the vision of governance within the trust and the expectations of the role of governance and expectations of support and work from ALT. Introduced by our CEO and lead by our Governance project lead, Jeremy Rowe. Click on the link in the course title to register your place via the ALT website.
Course Title: Clerks' Update Date: 19/09/23 AMENDED DATE Attendees: LGB Clerks Schools: All Schools Training Provider: ALT Delivery Venue: Online Mandatory: Yes Time: 16:00 – 17:00	Further information: Update Clerks on changes to Exclusion & Complaints policies, to include how to host a robust process for Hearing, inc Clerks' responsibilities Click on the link in the course title to register your place via the ALT website.
Course Title: Governance Training session 1 Date: 25/9/23 Attendees: All Governors Schools: All Training Provider: ALT Delivery Venue: Online Mandatory: Yes Time: 17:00 – 18:00	Further information: How to monitor as Governors and challenge and support standards Click the link in the course title to register your place online via the ALT website.
Course Title: Senior Leaders' Health & Safety Training Date: 27/9/23 Attendees: Headteachers/Business Managers/H&S Governors Schools: North Suffolk Training Provider: Handsam Venue: Grove Primary School Mandatory: Yes Time: 09:00 - 12:30	Further information: Understand the role and responsibilities of senior leaders in Health & Safety management. Covering legislation, risk assessments and premises issues. H and S governors and 1 at least from BM or HT to attend. Register your place via the ALT website by clicking the link in the course title.
Course Title: Pupil Welfare Network Meeting Date: 28/9/23 Attendees: Safeguarding Governors Schools: All Schools Training Provider: ALT Delivery Venue: Online Mandatory: Yes Time: 19:00-20:00	Further information: Safeguarding training. Governor's training for monitoring Safeguarding. National guidance updates. Click the link in the course title to register your place via the ALT website.
Course Title: Senior Leaders Health & Safety Date: 10/10/23 Attendees: Headteachers/Business Managers/H&S Governors Schools: Cambridgeshire Training Provider: Handsam Venue: Isle of Ely Primary School Mandatory: Yes Time: 09:00 - 12:30	Further information: Understand the role and responsibilities of senior leaders in Health & Safety management. Covering legislation, risk assessments and premises issues. H and S governors and 1 at least from BM or HT to attend. Register your place via the ALT website by clicking the link in the course title.

Training for Governors and Trustees (Autumn Term) *cont...*

Course Title: [Annual Certificate in Online Safety for Governors & Trustees](#)

Date: October

Attendees: Governors / Trustees

Schools: All

Training Provider: National College

Venue: Online

Mandatory: Yes

Time: 110 mins

Further information:

Understand the basics of online safety and how schools can keep children safe online.

Click the link in the course title to access the course online.

Course Title: [Safeguarding for Governors and Trustees](#)

Date: By end of October

Attendees: Governors / Trustees

Schools: All

Training Provider: National College

Venue: Online

Mandatory: Yes

Time: 1 hr 50 mins

Further information:

This Essential CPD safeguarding training course for governors provides you with the knowledge and skills you need to understand your statutory safeguarding requirements as a school or college governor or trustee.

Click the link in the course title to access the course online.

Course Title: [Clerks' Update](#)

Date: 8/11/23

Attendees: LGB Clerks

Schools: All Schools

Training Provider: ALT Delivery

Venue: Online

Mandatory: Yes

Time: 16:00 – 17:00

Further information:

Update Clerks on changes to Exclusion & Complaints policies, to include how to host a robust process for Hearing, inc Clerks' responsibilities.

Click on the link in the course title to register your place via the ALT website.

Course Title: [Chairs' Briefing](#)

Date: 8/11/23

Attendees: Chairs of Governance or their representative

Schools: All Schools

Training Provider: ALT Delivery

Venue: Online

Mandatory: Yes

Time: 17:00 – 18:00

Further information:

A briefing to look at the coming agendas and rehearse any areas of challenge and concern to ensure high quality governance. To hear feedback from the group and network challenges and opportunities.

Click on the link in the course title to register your place via the ALT website.

Course Title: [Senior Leaders Health & Safety Training](#)

Date: 10/11/23

Attendees: Headteachers/Business Managers/H&S Governors

Schools: Ipswich

Training Provider: Handsam

Venue: TBC (Ipswich)

Mandatory: Yes

Time: 09:00 - 12:30

Further information:

Understand the role and responsibilities of senior leaders in Health & Safety management. Covering legislation, risk assessments and premises issues. H and S governors and 1 at least from BM or HT to attend.

Register your place via the ALT website by clicking the link in the course title.

Course Title: [Governance Training session 2](#)

Date: 13/11/23

Attendees: All Governors

Schools: All

Training Provider: ALT Delivery

Venue: Online

Mandatory: Yes

Time: 17:00 – 18:00

Further information:

Session 1 looking at how to understand and challenge standards data.

Click the link in the course title to register your place online via the ALT website.

Training for Governors and Trustees (Autumn Term) *cont...*

Course Title: [Pupil Welfare Network Meeting](#)
Date: 23/11/23
Attendees: Safeguarding Governors
Schools: All Schools
Training Provider: ALT Delivery
Venue: Online
Mandatory: Yes
Time: 19:00-20:00

Further information:
Safeguarding training. Governor's training for monitoring Safeguarding. National guidance updates.

Click the link in the course title to register your place via the ALT website.

Course Title: [Annual Certificate in Safer Recruitment of Education Settings](#)
Date: By end of December
Attendees: Business Managers/Headteachers/Governors
Schools: All Schools
Training Provider: National College
Venue: Online
Mandatory: Yes
Time: 90 mins

Further information:
This safer recruitment training course provides you with the knowledge and skills you need to understand statutory and legislative requirements as part of the safer recruitment process in schools. Every panel for recruitment needs to have at least one person with the training certificate

Click on the link in the course title to access this training.

Course Title: [Certificate in Data Protection & GDPR for Governors & Trustees](#)
Date: by end of December
Attendees: Governors / Trustees
Schools: All
Training Provider: National College
Venue: Online
Mandatory: Yes
Time: 30 mins

Further information:
Understand the legal obligations placed on schools for keeping personal data safe.

Click the link in the course title to access the course online.

Course Title: [Certificate in Understanding the Single Central Record](#)
Date: By end of December
Attendees: Business Managers/Headteachers/Governors
Schools: All Schools
Training Provider: National College
Venue: Online
Mandatory: No
Time: 70 mins

Further information:
Understand how to effectively manage the SCR to comply with safeguarding legislation.

Click on the link in the course title to access this training.



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