



Training Calendar

2024-2025

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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 2024/25 academic year.

For the year ahead, we have adopted a slightly different approach which will see a hard copy directory of our training courses, along with further information about our training offered, sent to each school in September.

In the meantime, this calendar contains a chronological list of all our courses for each term to allow you to begin booking onto courses and plan the year ahead.

We have also included our ECT and NPQ training within this calendar.

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. Find each course on the list which is relevant to you (the Attendees column will help identify which colleagues each course is relevant for). Our People Team and Education Team are offering sessions which can be booked with either your People Partner or Academy Improvement Lead directly.
2. Where the course title includes a hyperlink, please click to book your place on. This maybe via a Google form on the Trust website or an external training provider.
3. For some regular meetings (e.g. Leaders Meetings) the dates are for information only and invites will be sent separately.
4. If you have any queries regarding training and development, please contact your line manager in the first instance or email ALTtrainingandevents@activelearningtrust.org.

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Autumn Term

Title	Date	Time	Attendees	Mandatory (Y/N)
Statutory Training/Induction				
Arbor: Getting Started	September, and as part of Induction	18 mins	All Staff, including New Starters	Y
Arbor: Teacher Essentials	September, and as part of Induction	52 mins	All Teaching Staff and TAs, including New Starters	Y
Data Protection for Staff	By October Half-Term, and as part of Induction	60 mins	All Staff, including New Starters	Y
Data Protection for Governors / Trustees	By October Half-Term, and as part of Induction	60 mins	All Governors, Trustees, including New Starters	Y
NCSC Cyber Security Training	September	36 mins	All Staff, including New Starters	Y
Online Safety for Teaching Staff	By end of Autumn term, and as part of Induction	90 mins	All Teaching Staff, including New Starters	Y
Online Safety for Support Staff	By end of Autumn term, and as part of Induction	84 mins	All Support Staff, including New Starters	Y
Health & Safety for Staff	By end of Autumn term, and as part of Induction	65 mins	All Staff, including New Starters	Y
Annual Certificate in Safeguarding for Staff	Prior to or within 1 week of start date	70 mins	New Starters	Y
KCSiE Part 1 or Part A	To be completed by 2nd week in September 2024	-	Support Staff (office based)	Y
MyConcern Traffic Light Training	By October Half Term	-	DSLs	Y
Safeguarding - Contextual Update	September (inset)	30 mins	All Staff	Y
Basic Safeguarding	September (inset)	180 mins	All Staff	Y
Safeguarding for Governors and Trustees	By end of October	1 hour 50 mins	Governors/Trustees	Y
Certificate in Equality, Diversity and Inclusion	By October Half Term	40 mins	All Staff; (if not done within last 3 years)	Y
Annual Certificate in Safer Recruitment of Education Settings	By end of December	90 mins	Business Managers/ Headteachers/Governors	Y
Certificate in Data Protection and GDPR for Governors and Trustees	By end of December	30 mins	Governors/Trustees	Y
Certificate in understanding the Single Central Record	By end of December	70 mins	Business Managers/ Headteachers/ Governors	Y
De-escalation Training	By end of December	-	All Staff	Y



Autumn Term *cont...*

Title	Date	Time	Venue/ Online	Attendees	Description	Mandatory (Y/N)
Training and Development						
Attendance Codes Training	03-Sep-24	12:30pm - 1:30pm	Online	ATTENDANCE OFFICERS	The Attendance Codes from the DFE change from 31st August 2024. There are some extensive changes. The short one-hour training is for all Attendance Officers that have responsibility for applying an absence code. The codes will be explained to ensure that we have a greater consistency in applying them from day 1 of the Autumn Term.	Y
Pupil Progress	05-Sept-24	3:30pm – 4:30pm	Online	SENIOR & MIDDLE LEADERS (SECONDARIES)	Overview of the platform, with Q&A.	Y
Leaders Meeting	06-Sep-24	9:30am - 10:30am	Online	HEADTEACHERS/ HEADS OF SCHOOL/ELT/HEADS OF SERVICE	Meeting of School Leaders, led 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.	Y
Pupil Progress	10-Sept-24	9:00am – 4:00pm	Online	SENIOR & MIDDLE LEADERS (SECONDARIES)	Full demonstration of the platform: - What the new trackers can do, how they are faster and how you can now move away from spreadsheets to track in real time.	Y
Business Managers Meeting	11-Sep-24	9:30am - 10:30am	Online	BUSINESS MANAGERS	Meeting of Business Managers, led by the Finance Director to discuss strategic areas of improvement across the Trust, current issues and share updates and best practice.	Y
SENDV Conference	13-Sep-24	9:00am -1:00pm	Online	SENDCO'S	Theme - Speech and Language. (Yvonne - Therapeutic Thinking)	Y
Clerks Update	17-Sep-24	4:00pm - 5:00pm	Online	CLERKS TO LGBS	This session is designed to provide essential updates and insights on governance practices, ensuring that our clerks are well-equipped with the latest information and tools.	Y
Chairs Briefing	17-Sep-24	5:00pm - 6:00pm	Online	CHAIRS OF LGBS	An informative session tailored to the needs of chairs, where we will cover key governance updates and strategies to enhance leadership effectiveness.	Y
Therapeutic Thinking: Principles of Restraint Hybrid Tutor (Day 1)	17-Sep-24	9:30am - 4:30pm	Online and In Person	STAFF MEMBERS WHO HOLD A CURRENT CAMBRIDGESHIRE THERAPEUTIC THINKING TUTOR CERTIFICATE	2-day course, delivered, every September, delivers specific RPI skills and is only available BY INVITATION to staff members who hold a current Cambridgeshire Therapeutic Thinking tutor certificate. Day 1 - online Day 2 - at Over Community Centre.	N



Autumn Term *cont...*

Title	Date	Time	Venue/ Online	Attendees	Description	Mandatory (Y/N)
Therapeutic Thinking: Principles of Restraint Hybrid Tutor (Day 2)	18-Sep-24	9:30am - 4:30pm	Online	STAFF MEMBERS WHO HOLD A CURRENT CAMBRIDGESHIRE THERAPEUTIC THINKING TUTOR CERTIFICATE	2-day course, delivered, every September, delivers specific RPI skills and is only available BY INVITATION to staff members who hold a current Cambridgeshire Therapeutic Thinking tutor certificate. Day 1 - online Day 2 - at Over Community Centre.	N
SEND CPD	18-Sep-24	2:00pm - 4:00pm	Online and In Person	ALT SENDCOS (MANDATORY)	Golden Threads' in good quality pupil planning through to classroom practice. Other staff and governors can attend (optional)	Y
Keep Coaching 3	24-Sep-24	9:30am - 11:00am	Online	HEADTEACHERS, AND INVITED ATTENDEES	These 90-minute interactive sessions run from April to November 2024. You'll learn from your peers on their coaching experiences across the Trust and we'll focus on specific leadership scenarios e.g. using coaching skills in your appraisal meetings. You will have the chance to learn and practise a new coaching tool or technique.	Y
Governors Training (1/2)	24-Sep-24	5:00pm - 6:00pm	Online	SCHOOL GOVERNORS	These sessions are designed to provide essential updates, new insights, and effective strategies to enhance your governance role within our school community.	Y
Pupil Welfare Network Meeting (Attendance)	26-Sep-24	11:30am - 12:30pm	Online	ATTENDANCE LEADS	Training on strategies. Updates from government/OFSTED guidance. Sharing best practice and contextual data updates.	Y
Pupil Welfare Network Meeting (DSLs)	26-Sep-24	3:30pm - 4:30pm	Online	SAFEGUARDING LEADERS	OFSTED and government guidance with critical dates. Safeguarding training. Sharing best practice and contextual data updates.	Y
Pupil Welfare Network Meeting (SG Governors)	26-Sep-24	7:00pm - 8:00pm	Online	SAFEGUARDING GOVERNORS	Training for Governor's for monitoring Safeguarding. National guidance updates.	Y
Leaders Meeting	27-Sep-24	9:30am - 10:30am	Online	HEADTEACHERS/ HEADS OF SCHOOL/ELT/HEADS OF SERVICE	Meeting of School Leaders, led 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 from 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.	Y
Business Managers Meeting	02-Oct-24	9:30am - 10:30am	Online	BUSINESS MANAGERS	Meeting of Business Managers, led by the Finance Director to discuss strategic areas of improvement across the Trust, current issues and share updates and best practice.	Y

Autumn Term *cont...*

Title	Date	Time	Venue/ Online	Attendees	Description	Mandatory (Y/N)
Insights / Colourworks	03-Oct-24	9:00am - 4:00pm	TBC	HEADS, HEADS OF SCHOOL, EDUCATION TEAM	Insights profiling to help you gain a detailed understanding of your personal style and how this may impact on both your effectiveness and your relationships. There is a focus on understanding the uniqueness of each person, with the profile illustrating how recognising, valuing and learning to celebrate difference can empower individuals, teams and entire organisations.	Y
Insights / Colourworks	04-Oct-24	9:00am - 4:00pm	TBC	CENTRAL TRUST LEADERS	Insights profiling to help you gain a detailed understanding of your personal style and how this may impact on both your effectiveness and your relationships. There is a focus on understanding the uniqueness of each person, with the profile illustrating how recognising, valuing and learning to celebrate difference can empower individuals, teams and entire organisations.	Y
Behaviour Leads Meeting	14-Oct-24	2:00pm - 4:00pm	ABC Bury St Edmunds	BEHAVIOUR LEADS	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.	Y
Leaders Meeting	18-Oct-24	9:30am - 10:30am	Online	HEADTEACHERS/ HEADS OF SCHOOL/ELT/HEADS OF SERVICE	Meeting of School Leaders, led 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.	Y
Data Team Meeting	18-Oct-24	10:30am - 11:30am	Online	DATA MANAGERS	These sessions are designed to provide essential updates, new insights, and effective strategies to enhance your role.	Y
Business Managers Meeting	23-Oct-24	9:30am - 10:30am	Online	BUSINESS MANAGERS	Meeting of Business Managers, led by the Finance Director to discuss strategic areas of improvement across the Trust, current issues and share updates and best practice.	Y

Autumn Term *cont...*

Title	Date	Time	Venue/ Online	Attendees	Description	Mandatory (Y/N)
Mental Health Working Group	06-Nov-24	2:30pm - 3:30pm	Online	OPEN TO ALL STAFF	A mental health working group plays a crucial role in creating a supportive and inclusive work environment. Opportunity as a group to discuss how to promote mental wellbeing, raise awareness, provide support to ensure everyone feels valued, supported with regards to their mental health.	Y
SENDCo Network Meeting (Cams)	12-Nov-24	2:00pm - 4:00pm	Online	CAMBS SENDCOS	Local updates and Trust updates. A chance to share resources and problem solve with other SENDCos. (other leaders can attend, optional)	Y
Governors Training (2/2)	12-Nov-24	5:00pm - 6:00pm	Online	SCHOOL GOVERNORS	These sessions are designed to provide essential updates, new insights, and effective strategies to enhance your governance role within our school community.	Y
Business Managers Meeting	13-Nov-24	9:30am - 10:30am	Online	BUSINESS MANAGERS	Meeting of Business Managers, led by the Finance Director to discuss strategic areas of improvement across the Trust, current issues and share updates and best practice.	Y
Early Years Leads Network Meeting (Cams)	13-Nov-24	10:00am - 3:00pm	In Person	EYFS LEADS	Exploring, sharing and deepening our understanding of the Active Learning Trust 'Vision and Values in EYFS' and seeing best practice against this in our settings.	Y
SENDCo Network Meeting (N Suffolk)	13-Nov-24	2:00pm - 4:00pm	Online and In Person	NORTH SUFFOLK SENDCOS	Local updates and Trust updates. A chance to share resources and problem solve with other SENDCos. (other leaders can attend, optional)	Y
SENDCo Network Meeting (Ipswich)	14-Nov-24	2:00pm - 4:00pm	Online	IPSWICH SENDCOS	Local updates and Trust updates. A chance to share resources and problem solve with other SENDCos. (other leaders can attend, optional)	Y
Leaders Meeting	15-Nov-24	9:30am - 10:30am	Online	HEADTEACHERS/ HEADS OF SCHOOL/ELT/HEADS OF SERVICE	Meeting of School Leaders, led 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 from 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.	Y
Keep Coaching 4	19-Nov-24	9:30am - 11:00am	Online	HEADTEACHERS, AND INVITED ATTENDEES	These 90-minute interactive sessions run from April to November 2024. You'll learn from your peers on their coaching experiences across the Trust and we'll focus on specific leadership scenarios e.g. using coaching skills in your appraisal meetings. You will have the chance to learn and practise a new coaching tool or technique.	Y



Autumn Term *cont...*

Title	Date	Time	Venue/ Online	Attendees	Description	Mandatory (Y/N)
Designated Teachers for CiC	20-Nov-24	2:00pm - 4:00pm	Online	ALT DESIGNATED TEACHERS FOR CiC	Local Authority Virtual School and Trust updates and Trust. A chance to share resources and problem solve with other Designated Teachers for Children in Care.	Y
Pupil Welfare Network Meeting (DSLs)	21-Nov-24	3:30pm - 4:30pm	Online	SAFEGUARDING LEADERS	OFSTED and government guidance with critical dates. Safeguarding training. Sharing best practice and contextual data updates.	Y
Inspiring Headteachers (2/3)	22-Nov-24	9:15am - 4:00pm	Seckford Hall	INSPIRING HEADS MEMBERS, MENTORS, AND AS INVITED	The Inspiring Heads course requires members to attend on three separate days over the twelve-month course, with concurrent support from an assigned mentor. We aim to encourage and inspire, Assistant and Deputy Headteachers to consider becoming our future school leaders.	Y
Moderation and Sharing Best Practice (EYFS) MATHS	27-Nov-24	3:45pm - 5:00pm	Earith/ Hillside/ Grove	EYFS TEACHERS	A combination of sharing best practice and benchmarking books against national standards. Mandatory for all Teachers in year group. Key takeaways will be summarised and shared with Head Teachers.	Y
Moderation and Sharing Best Practice (Year 2) MATHS	27-Nov-24	3:45pm - 5:00pm	Earith/ Hillside/ Grove	ALL YEAR 2 TEACHERS	A combination of sharing best practice and benchmarking books against national standards. Mandatory for all Teachers in year group. Key takeaways will be summarised and shared with Head Teachers.	Y
Moderation and Sharing Best Practice (Year 6) MATHS	27-Nov-24	3:45pm - 5:00pm	Earith/ Hillside/ Grove	ALL YEAR 6 TEACHERS	A combination of sharing best practice and benchmarking books against national standards. Mandatory for all Teachers in year group. Key takeaways will be summarised and shared with Head Teachers.	Y
Business Managers Meeting	4-Dec-24	9.30am - 10.30am	Online	BUSINESS MANAGERS	Meeting of Business Managers, led by the Finance Director to discuss strategic areas of improvement across the Trust, current issues and share updates and best practice.	Y
Autumn Leaders Conference	6-Dec-24	9:30am - 4:30pm	Newmarket Racecourse	HEADTEACHERS, HEADS OF SCHOOL, ELT, HEADS OF SERVICE	Joint meeting to summarise progress, look at specific project outputs, celebrate good practice and to network with colleagues.	Y
Site Team Meeting	12-Dec-24	9:30am - 10:30am	Online	SITE TEAMS	Meeting of site staff with Director of Operations to discuss current issues, provide training and share good practice.	Y



Autumn Term *cont...*

Title	Date	Time	Venue/ Online	Attendees	Description	Mandatory (Y/N)
Leaders Meeting	20-Dec-24	9:30am - 10:30am	Online	HEADTEACHERS, HEADS OF SCHOOL, ELT, HEADS OF SERVICE	Meeting of School Leaders, led 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 from 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.	Y
Implementation Project	TBC	TBC	TBC	CHOSEN BY SCHOOLS	An email will be sent to those required to attend. Sessions must take place half termly.	Y
Maths Community	TBC	TBC	TBC	HEADS OF DEPARTMENT	Sessions must take place half termly.	Y
Personal Development Community	TBC	TBC	TBC	CHOSEN BY SCHOOLS	Sessions must take place half termly.	Y
Absence Management Training	By arrangement		Online, or In Person, as required	HEADTEACHERS, BUSINESS MANAGERS, HR MANAGERS	Contact your People Partner to arrange a session.	N
Conducting Appraisal Training for Appraisers	By arrangement		Online, or In Person, as required	HEADTEACHERS, BUSINESS MANAGERS, HR MANAGERS	Contact your People Partner to arrange a session.	N
Effective Recruitment & Onboarding	By arrangement		Online, or In Person, as required	HEADTEACHERS, BUSINESS MANAGERS, HR MANAGERS	Contact your People Partner to arrange a session.	N
Grievance and Disciplinary Investigation Training	By arrangement		Online, or In Person, as required	HEADTEACHERS, BUSINESS MANAGERS, HR MANAGERS	Contact your People Partner to arrange a session.	N
Handling Difficult Conversations	By arrangement		Online, or In Person, as required	HEADTEACHERS, BUSINESS MANAGERS, HR MANAGERS	Contact your People Partner to arrange a session.	N
People Essentials for Middle Leaders	By arrangement		Online, or In Person, as required	MIDDLE LEADERS	Contact your People Partner to arrange a session.	N
Wellbeing - How to ask if someone is ok	By arrangement		Online, or In Person, as required	ALL STAFF	Contact your People Partner to arrange a session.	N



Autumn Term *cont...*

Title	Date	Time	Attendees	Mandatory (Y/N)
NPQs				
NPQLL Assessment Clinic	09-Sep-24	3:30pm - 5:30pm	NPQLL (Autumn 2023 Cohort)	Y
NPQLT(2) Assessment Clinic	10-Sep-24	3:30pm - 5:30pm	NPQLT(2) (Autumn 2023 Cohort)	Y
NPQLTD(3) Assessment Clinic	10-Sep-24	3:30pm - 5:30pm	NPQLTD(3) (Autumn 2023 Cohort)	Y
NPQLBC(1) Assessment Clinic	12-Sep-24	3:30pm - 5:30pm	NPQLBC (Autumn 2023 Cohort)	Y
NPQH(1) Conference 2	16-Sep-24	9:00am - 3:00pm	NPQH(1) (Autumn 2023 Cohort)	Y
NPQSL(3) Conference 2	24-Sep-24	9:00am - 3:00pm	NPQSL(3) (Autumn 2023 Cohort)	Y
NPQLTD(4) Clinic 4	30-Sep-24	3:45pm - 5:00pm	NPQLTD(4) February 2023 Cohort	Y
NPQLT(3) Clinic 4	30-Sep-24	3:45pm - 5:00pm	NPQLT(3) Spring 2024 Cohort	Y
NPQLBC(2) Clinic 4	30-Sep-24	3:45pm - 5:00pm	NPQLBC(2) Spring 2024 Cohort	Y
NPQLTD(5) Conference 1	01-Oct-24	9:00am - 3:00pm	NPQLTD(5) Autumn 2024 Cohort	Y
NPQLT(4) Conference 1	01-Oct-24	9:00am - 3:00pm	NPQLT(4) Autumn 2024 Cohort	Y
NPQSL(5) Conference 1	02-Oct-24	9:00am - 3:00pm	NPQSL(5) Autumn 2024 Cohort	Y
NPQEYL(3) Conference 1	02-Oct-24	9:00am - 3:00pm	NPQEYL Autumn 2024 Cohort	Y
NPQSL(3) Clinic 5	07-Oct-24	3:45pm - 5:00pm	NPQSL(3) (Autumn 2023 Cohort)	Y
NPQLPM Conference 1	07-Oct-24	9:00am - 3:00pm	NPQLPM Autumn 2024 Cohort	Y
NPQH(3) Conference 1	08-Oct-24	9:00am - 3:00pm	NPQH(3) Autumn 2024 Cohort	Y
NPQH(2) Clinic 4	09-Oct-24	3:45pm - 5:00pm	NPQH(2) February 2024 Cohort	Y
NPQSL(4) Clinic 4	14-Oct-24	3:45pm - 5:00pm	NPQSL(4) (February 2024 Cohort)	Y
NPQSENCO Conference 1	14-Oct-24	9:00am - 3:00pm	NPQSENCO Autumn 2024 Cohort	Y
NPQH(1) Clinic 5	15-Oct-24	3:45pm - 5:00pm	NPQH(1) (Autumn 2023 Cohort)	Y
NPQH(3) Clinic 1	18-Nov-24	3:45pm - 5:00pm	NPQH(3) Autumn 2024 Cohort	Y
NPQLTD(5) Clinic 1	18-Nov-24	3:45pm - 5:00pm	NPQLTD(5) Autumn 2024 Cohort	Y
NPQLT(4) Clinic 1	18-Nov-24	3:45pm - 5:00pm	NPQLT(4) Autumn 2024 Cohort	Y
NPQH(1) Clinic 6	19-Nov-24	3:45pm - 5:00pm	NPQH(1) (Autumn 2023 Cohort)	Y
NPQSL(3) Clinic 6	25-Nov-24	3:45pm - 5:00pm	NPQSL(3) (Autumn 2023 Cohort)	Y



Autumn Term *cont...*

Title	Date	Time	Attendees	Mandatory (Y/N)
NPQs				
NPQSL(5) Clinic 1	25-Nov-24	3:45pm - 5:00pm	NPQSL(5) Autumn 2024 Cohort	Y
NPQSENCO Clinic 1	25-Nov-24	3:45pm - 5:00pm	NPQSENCO Autumn 2024 Cohort	Y
NPQEYL(3) Clinic 1	26-Nov-24	3:45pm - 5:00pm	NPQEYL Autumn 2024 Cohort	Y
NPQSL(4) SEND Clinic	02-Dec-24	3:45pm - 5:00pm	NPQSL(4) (February 2024 Cohort)	Y
NPQH(2) SEND Clinic	02-Dec-24	3:45pm - 5:00pm	NPQH(2) February 2024 Cohort)	Y
NPQLT(3) Clinic 5	02-Dec-24	3:45pm - 5:00pm	NPQLT(3) Spring 2024 Cohort	Y
NPQLPM Clinic 1	02-Dec-24	3:45pm - 5:00pm	NPQLPM Autumn 2024 Cohort	Y
NPQLTD(4) Clinic 5	03-Dec-24	3:45pm - 5:00pm	NPQLTD(4) February 2023 Cohort	Y
NPQLBC(2) Clinic 5	03-Dec-24	3:45pm - 5:00pm	NPQLBC(2) Spring 2024 Cohort	Y
NPQSL(4) Conference 2	09-Dec-24	9:00am - 3:00pm	NPQSL(4) (February 2024 Cohort)	Y
ECTs				
ECT Year 1 Teacher Conference 1 (Suffolk)	09-Sep-24	9:00am - 3:00pm	ECT Year 1s Suffolk	Y
Induction Tutor/CPD Lead Network Meeting	16-Sep-24	1:00pm - 4:00pm	Induction Tutors/CPD Leads	Y
ECT Year 1 Teacher Conference 1 (Cambs)	16-Sep-24	9:00am - 3:00pm	ECT Year 1s Cambs	Y
ECT Year 1 Mentors Conference 1 (Suffolk)	17-Sep-24	9:00am - 3:00pm	ECT Year 1 Mentors Suffolk	Y
ECT Year 1 Mentors Conference 1 (Cambs)	18-Sep-24	9:00am - 3:00pm	ECT Year 1 Mentors Cambs	Y
ECT Year 2 of 2 Conference 3 (Suffolk and NSH)	20-Sep-24	9:00am - 3:00pm	ECT Year 2 of 2 Conference 3 (Suffolk and NSH)	Y
ECT Year 2 of 2 Conference 3 (Cambs)	23-Sep-24	9:00am - 3:00pm	ECT Year 2 of 2 (Cambs)	Y
ECT Year 2 mentor Conference 2 (Cambs and Suffolk)	27-Sep-24	9:00am - 3:00pm	ECT Year 2 mentors (Cambs and Suffolk)	Y
ECT Year 1 Clinic 1	11-Nov-24	3:45pm - 5:00pm	ECT Year 1	Y
Induction Tutor/CPD Lead Network Meeting	12-Nov-24	3:45pm - 5:00pm	Induction Tutors/CPD Leads	Y



Spring Term

Title	Date	Time	Venue/ Online	Attendees	Description	Mandatory (Y/N)
Statutory Training/Induction						
Annual Certificate in Online Safety for Support Staff	Within 1 month of start date	110 mins	Online	SUPPORT STAFF	Provides you with the expertise and capability to effectively carry out your role and keep children safe online. https://nationalcollege.com/courses/online-safety-for-support-staff-2023	Y
Annual Certificate in Online Safety for Teaching Staff	Within 1 month of start date	90 mins	Online	NEW STARTERS	Provides you with the expertise and capability to effectively carry out your role and keep children safe online. https://nationalcollege.com/courses/online-safety-for-teaching-staff-2023	Y
Annual Certificate in Safeguarding for Staff	Prior to or within 1 week of start date	70 mins	Online	NEW STARTERS	Covers updates to safeguarding and keeping children safe in Education https://nationalcollege.com/courses/certificate-in-safeguarding-staff-23-24	Y
Certificate in Data Protection and GDPR for Staff	Within 1 month of start date	30 mins	Online	NEW STARTERS	Understand the legal obligations for keeping personal data safe as a member of staff in school. https://nationalcollege.com/courses/data-protection-for-staff-2023	Y
Safeguarding-contextual updates	January (inset)	30 mins	Schools	ALL STAFF, INCLUDING NEW STARTERS	Best Practice is that this is the whole Basic Safeguarding Content. There must also be a contextual update which is best delivered face to face. This will include, a Review of MyConcern stats and national trends.	Y
Certificate in Fire Safety for Education Providers	By Easter	55 mins	Online	BUSINESS MANAGERS/SITE TEAMS	Understand how to comply with fire regulations in schools. https://nationalcollege.com/courses/fire-safety-for-education-providers	Y
Certificate in Legionella Awareness	By Easter	30 mins	Online	SITE TEAMS	Understand the health and safety risks of legionella bacteria, the legal responsibility of duty holders and how to develop control measures https://nationalcollege.com/courses/legionella-awareness	Y
Certificate in Understanding FGM	By Easter	70 mins	Online	ATTENDANCE LEADS	Understand the legislation around female genital mutilation (FGM) and how to best support pupils and the wider community. https://nationalcollege.com/courses/female-genital-mutilation-2023-24	Y



Spring Term

Title	Date	Time	Venue/ Online	Attendees	Description	Mandatory (Y/N)
Training and Development						
Leaders Meeting	10-Jan-25	9:30am - 10:30am	Online	HEADTEACHERS/ HEADS OF SCHOOL/ELT/ HEADS OF SERVICE	Meeting of School Leaders, led 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 from 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.	Y
Reading Moderation (EYFS)	14-Jan-25	3:45pm - 5:00pm	Earith/ Hillside/ Grove	ALL EYFS TEACHERS	A combination of sharing best practice and benchmarking books against national standards. Mandatory for all Teachers in year group. Key takeaways will be summarised and shared with Head Teachers.	Y
Reading Moderation (Year 2)	14-Jan-25	3:45pm - 5:00pm	Earith/ Hillside/ Grove	ALL YEAR 2 TEACHERS	A combination of sharing best practice and benchmarking books against national standards. Mandatory for all Teachers in year group. Key takeaways will be summarised and shared with Head Teachers.	Y
Reading Moderation (Year 6)	14-Jan-25	3:45pm - 5:00pm	Earith/ Hillside/ Grove	ALL YEAR 6 TEACHERS	A combination of sharing best practice and benchmarking books against national standards. Mandatory for all Teachers in year group. Key takeaways will be summarised and shared with Head Teachers.	Y
Business Managers Meeting	15-Jan-25	9:30am - 10:30am	Online	BUSINESS MANAGERS	Meeting of Business Managers, led by the Finance Director to discuss strategic areas of improvement across the Trust, current issues and share updates and best practice.	Y
Leader as Coach	16-Jan-25	9:30am - 4:30pm	Newmarket Racecourse	HEADTEACHERS, AND ALL INVITED ATTENDEES	You will have the opportunity to hear from colleagues about their case study. We will also delve into the "why did we do it" and "what impact has it had." With the opportunity to listen to the real stories from a couple of our leaders too.	Y
Clerks Update	17-Jan-25	4:00pm - 5:00pm	Online	ALL CLERKS	This session is designed to provide essential updates and insights on governance practices, ensuring that our clerks are well-equipped with the latest information and tools.	N
Chairs Briefing	17-Jan-25	5:00pm - 6:00pm	Online	CHAIRS OF LGBS	An informative session tailored to the needs of chairs, where we will cover key governance updates and strategies to enhance leadership effectiveness.	Y
Pupil Welfare Network Meeting (Attendance)	20-Jan-25	11:30am - 12:30pm	Attendance Leads	ATTENDANCE LEADS	Training on strategies. Updates from government/OFSTED guidance. Sharing best practice and contextual data updates.	Y



Spring Term

Title	Date	Time	Venue/ Online	Attendees	Description	Mandatory (Y/N)
Pupil Welfare Network Meeting (DSLs)	20-Jan-25	3.30pm - 4.30pm	Online	SAFEGUARDING LEADERS	OFSTED and government guidance with critical dates. Safeguarding training. Sharing best practice and contextual data updates.	Y
Pupil Welfare Network Meeting (SG Governors)	20-Jan-25	7:00pm - 8:00pm	Online	SAFEGUARDING GOVERNORS	Training for Governor's for monitoring Safeguarding. National guidance updates.	Y
Governors Training (1/2)	21-Jan-25	5:00pm - 6:00pm	Online	ALL GOVERNORS	These sessions are designed to provide essential updates, new insights, and effective strategies to enhance your governance role within our school community.	N
SEND CPD	29-Jan-25	2:00pm – 4:00pm	Online	ALT SENDCOS	Golden Threads' in good quality pupil planning through to classroom practice. (Other staff and governors can attend (optional))	Y SENDCos
Leaders Meeting	31-Jan-25	9:30am - 10:30am	Online	HEADTEACHERS/ HEADS OF SCHOOL/ELT/ HEADS OF SERVICE	Meeting of School Leaders, led 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 from 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.	Y
Business Managers Meeting	5-Feb-25	9:30am - 10:30am	Online	BUSINESS MANAGERS	Meeting of Business Managers, led by the Finance Director to discuss strategic areas of improvement across the Trust, current issues and share updates and best practice.	Y
Therapeutic Thinking: Principles of Restraint Hybrid Tutor (Day 1)	14-Feb-25	9:30am - 4:30pm	Online and In Person	STAFF MEMBERS WHO HOLD A CURRENT CAMBRIDGESHIRE THERAPEUTIC THINKING TUTOR CERTIFICATE	2-day course, delivered, every September, delivers specific RPI skills and is only available BY INVITATION to staff members who hold a current Cambridgeshire Therapeutic Thinking tutor certificate. Day 1 - online Day 2 - at Over Community Centre.	N
Therapeutic Thinking: Principles of Restraint Hybrid Tutor (Day 2)	15-Feb-25	9:30am - 4:30pm	Online and In Person	STAFF MEMBERS WHO HOLD A CURRENT CAMBRIDGESHIRE THERAPEUTIC THINKING TUTOR CERTIFICATE	2-day course, delivered, every September, delivers specific RPI skills and is only available BY INVITATION to staff members who hold a current Cambridgeshire Therapeutic Thinking tutor certificate. Day 1 - online Day 2 - at Over Community Centre.	N
Business Managers Meeting	26-Feb-25	9:30am - 10:30am	Online	BUSINESS MANAGERS	Meeting of Business Managers, led by the Finance Director to discuss strategic areas of improvement across the Trust, current issues and share updates and best practice.	Y



Spring Term

Title	Date	Time	Venue/ Online	Attendees	Description	Mandatory (Y/N)
Leaders Meeting	28-Feb-25	9:30am - 10:30am	Online	HEADTEACHERS, HEADS OF SCHOOL, ELT, HEADS OF SERVICE	Meeting of School Leaders, led 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 from 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.	Y
Mental Health Working Group	5-Mar-25	2:30pm - 3:30pm	Online	OPEN TO ALL STAFF	A mental health working group plays a crucial role in creating a supportive and inclusive work environment. Opportunity as a group to discuss how to promote mental wellbeing, raise awareness, provide support to ensure everyone feels valued, supported with regards to their mental health.	Y
Inspiring HT Programme (3/3)	7-Mar-25	9:15am - 4:00pm	Seckford Hall	INSPIRING HEADS MEMBERS, MENTORS, AND AS INVITED	The Inspiring Heads course requires members to attend on three separate days over the twelve-month course, with concurrent support from an assigned mentor. We aim to encourage and inspire, Assistant and Deputy Headteachers to consider becoming our future school leaders.	Y
Early Years Leads Network Meeting (Lowestoft)	11-Mar-25	10:00am - 3:00pm	In Person	EYFS LEADS	Exploring, sharing and deepening our understanding of the Active Learning Trust 'Vision and Values in EYFS' and seeing best practice against this in our settings.	Y
SENDCo Network Meeting (Cams)	11-Mar-25	2:00pm - 4:00pm	Online and In Person	CAMBS SENDCOS	Local updates and Trust updates. A chance to share resources and problem solve with other SENDCos. (other leaders can attend, optional)	Y
Governors Training (2/2)	11-Mar-25	5:00pm - 6:00pm	Online	ALL GOVERNORS	These sessions are designed to provide essential updates, new insights, and effective strategies to enhance your governance role within our school community.	N
SENDCo Network Meeting (N Suffolk)	12-Mar-25	2:00pm - 4:00pm	Online and In Person	NORTH SUFFOLK SENDCOS	Local updates and Trust updates. A chance to share resources and problem solve with other SENDCos. Other leaders can attend (optional)	Y
SENDCo Network Meeting (Ipswich)	13-Mar-25	2:00pm - 4:00pm	Online and In Person	IPSWICH SENDCOS	Local updates and Trust updates. A chance to share resources and problem solve with other SENDCos. Other leaders can attend (optional)	Y



Spring Term

Title	Date	Time	Venue/ Online	Attendees	Description	Mandatory Y/N
Pupil Welfare Network Meeting (DSLs)	13-Mar-25	3:30pm - 4:30pm	Online	SAFEGUARDING LEADERS	OFSTED and government guidance with critical dates. Safeguarding training. Sharing best practice and contextual data updates.	Y
Designated Teachers for CiC	19-Mar-25	2:00pm - 3:30pm	Online	ALT DESIGNATED TEACHERS FOR CiC	Local Authority Virtual School and Trust updates and Trust. A chance to share resources and problem solve with other Designated Teachers for Children in Care.	Y
Behaviour Leads Meeting	19-Mar-25	2:00pm - 4:00pm	Bury St Edmunds	BEHAVIOUR LEADS	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.	Y
Writing Moderation (EYFS)	19-Mar-25	3:45pm - 5:00pm	Earith/ Hillside/ Grove	ALL EYFS TEACHERS	A combination of sharing best practice and benchmarking books against national standards. Mandatory for all Teachers in year group. Key takeaways will be summarised and shared with Head Teachers.	Y
Writing Moderation (Year 2)	19-Mar-25	3:45pm - 5:00pm	Earith/ Hillside/ Grove	ALL YEAR 2 TEACHERS	A combination of sharing best practice and benchmarking books against national standards. Mandatory for all Teachers in year group. Key takeaways will be summarised and shared with Head Teachers.	Y
Writing Moderation (Year 6)	19-Mar-25	3:45pm - 5:00pm	Earith/ Hillside/ Grove	ALL YEAR 6 TEACHERS	A combination of sharing best practice and benchmarking books against national standards. Mandatory for all Teachers in year group. Key takeaways will be summarised and shared with Head Teachers.	Y
Business Managers Meeting	19-Mar-25	9:30am - 10:30am	Online	BUSINESS MANAGERS	Meeting of Business Managers, led by the Finance Director to discuss strategic areas of improvement across the Trust, current issues and share updates and best practice.	Y
Spring Leaders Conference	27-Mar-25	9:30am - 4:30pm	Newmarket Racecourse	HEADTEACHERS, HEADS OF SCHOOL, ELT, HEADS OF SERVICE	Joint meeting to summarise progress, look at specific project outputs, celebrate good practice and to network with colleagues.	Y
Implementation Project	As arranged	-	Schools	CHOSEN BY SCHOOLS	An email will be sent to those required to attend. Sessions must take place half termly.	Y
Maths Community	As arranged	-	Schools	HEADS OF DEPARTMENT	Sessions must take place half termly.	Y
Personal Development Community	As arranged	-	Schools	CHOSEN BY SCHOOLS	Sessions must take place half termly.	Y



Spring Term

Title	Date	Time	Venue/Online	Attendees	Description	Mandatory (Y/N)
Absence Management Training	By arrangement		Online, or In Person, as required	HEADTEACHERS, BUSINESS MANAGERS, HR MANAGERS	Contact your People Partner to arrange a session.	N
Conducting Appraisal Training for Appraisers	By arrangement		Online, or In Person, as required	HEADTEACHERS, BUSINESS MANAGERS, HR MANAGERS	Contact your People Partner to arrange a session.	N
Effective Recruitment & Onboarding	By arrangement		Online, or In Person, as required	HEADTEACHERS, BUSINESS MANAGERS, HR MANAGERS	Contact your People Partner to arrange a session.	N
Grievance and Disciplinary Investigation Training	By arrangement		Online, or In Person, as required	HEADTEACHERS, BUSINESS MANAGERS, HR MANAGERS	Contact your People Partner to arrange a session.	N
Handling Difficult Conversations	By arrangement		Online, or In Person, as required	HEADTEACHERS, BUSINESS MANAGERS, HR MANAGERS	Contact your People Partner to arrange a session.	N
People Essentials for Middle Leaders	By arrangement		Online, or In Person, as required	MIDDLE LEADERS	Contact your People Partner to arrange a session.	N
Wellbeing - How to ask if someone is ok	By arrangement		Online, or In Person, as required	ALL STAFF	Contact your People Partner to arrange a session.	N

NPQs

Title	Date	Time	Attendees	Mandatory (Y/N)
NPQLT(3) Assessment Clinic	13-Jan-25	3:30pm - 5:30pm	NPQLT(3) Spring 2024 Cohort	Y
NPQSENCO Clinic 2	13-Jan-25	3:45pm - 5:00pm	NPQSENCO Autumn 2024 Cohort	Y
NPQLTD(5) Clinic 2	13-Jan-25	3:45pm - 5:00pm	NPQLTD(5) Autumn 2024 Cohort	Y
NPQLT(4) Clinic 2	13-Jan-25	3:45pm - 5:00pm	NPQLT(4) Autumn 2024 Cohort	Y
NPQLTD(4) Assessment clinic	14-Jan-25	3:30pm - 5:30pm	NPQLTD(4) February 2023 Cohort	Y
NPQLBC(2) Assessment Clinic	14-Jan-25	3:30pm - 5:30pm	NPQLBC(2) Spring 2024 Cohort	Y
NPQSL(5) Clinic 2	20-Jan-25	3:45pm - 5:00pm	NPQSL(5) Autumn 2024 Cohort	Y
NPQH(3) Clinic 2	20-Jan-25	3:45pm - 5:00pm	NPQH(3) Autumn 2024 Cohort	Y
NPQEYL(3) Clinic 2	21-Jan-25	3:45pm - 5:00pm	NPQEYL(3) Autumn 2024	Y
NPQH(2) Conference 2	27-Jan-25	9:00am - 3:00pm	NPQH(2) February 2024 Cohort)	Y
NPQLPM Clinic 2	27-Jan-25	3:45pm - 5:00pm	NPQLPM Autumn 2024 Cohort	Y
NPQH(1) Clinic 7	04-Feb-25	3:45pm - 5:00pm	NPQH(1) Autumn 2023 Cohort	Y
NPQSL(4) Clinic 5	24-Feb-25	3:45pm - 5:00pm	NPQSL(4) February 2024 Cohort	Y
NPQH(2) Clinic 5	26-Feb-25	3:45pm - 5:00pm	NPQH(2) February 2024 Cohort)	Y
NPQH(1) Assessment Clinic	03-Mar-25	3:30pm - 5:30pm	NPQH(1) Autumn 2023 Cohort	Y
NPQSENCO Clinic 3	03-Mar-25	3:45pm - 5:00pm	NPQSENCO Autumn 2024 Cohort	Y



Spring Term

Title	Date	Time	Attendees	Mandatory (Y/N)
NPQs				
NPQLTD(5) Clinic 3	03-Mar-25	3:45pm - 5:00pm	NPQLTD(5) Autumn 2024 Cohort	Y
NPQLT(4) Clinic 3	03-Mar-25	3:45pm - 5:00pm	NPQLT(4) Autumn 2024 Cohort	Y
NPQSL(3) Assessment Clinic	05-Mar-25	3:30pm - 5:30pm	NPQSL(3) Autumn 2023 Cohort	Y
NPQSL(5) Clinic 3	10-Mar-25	3:45pm - 5:00pm	NPQSL(5) Autumn 2024 Cohort	Y
NPQH(3) Clinic 3	10-Mar-25	3:45pm - 5:00pm	NPQH(3) Autumn 2024 Cohort	Y
NPQEYL(3) Clinic 3	13-Mar-25	3:45pm - 5:00pm	NPQEYL(3) Autumn 2024	Y
NPQSL(4) Clinic 6	24-Mar-25	3:45pm - 5:00pm	NPQSL(4) February 2024 Cohort	Y
NPQLPM Clinic 3	24-Mar-25	3:45pm - 5:00pm	NPQLPM Autumn 2024 Cohort	Y
NPQH(2) Clinic 6	26-Mar-25	3:45pm - 5:00pm	NPQH(2) February 2024 Cohort)	Y
ECTs				
ECT Year 2 Teachers Clinic 4	07-Jan-25	3:45pm - 5:00pm	ECT Year 2 of 2	Y
ECT Year 1 Teachers Conference 2 (Cams)	20-Jan-25	9:00am - 3:00pm	ECT Year 1s	Y
ECT Year 1 Teacher Conference 2 (Suffolk)	27-Jan-25	9:00am - 3:00pm	ECT Year 1s	Y
ECT Year 2 mentor Clinic 2 Option A	03-Feb-25	3:45pm - 5:00pm	ECT Year 2 Mentors	Y
ECT Year 2 mentor Clinic 2 Option B	05-Feb-25	3:45pm - 5:00pm	ECT Year 2 Mentors	Y
Induction Tutor/CPD Lead Network Meeting	04-Mar-25	3:45pm - 5:00pm	Induction Tutor/ CPD leads	Y
ECT Year 1 Clinic 2	10-Mar-25	3:45pm - 5:00pm	ECT Year 1s	Y
ECT Year 2 Teachers Clinic 5	17-Mar-25	3:45pm - 5:00pm	ECT Year 2s	Y



Summer Term

Title	Date	Time	Venue/ Online	Attendees	Description	Mandatory (Y/N)
Statutory Training/Induction						
Safeguarding - Contextual Updates	April (Inset)	30 mins	Schools	ALL STAFF, INCLUDING NEW STARTERS	Best Practice is that this is the whole Basic Safeguarding Content. There must also be a contextual update which is best delivered face to face.	Y
Annual Certificate in Online Safety for New Support Staff	Within 1 month of start date	110 mins	Online	ALL SUPPOPRT STAFF, INCLUDING NEW STARTERS	Provides you with the expertise and capability to effectively carry out your role and keep children safe online. https://nationalcollege.com/courses/online-safety-for-support-staff-2023	N
Annual Certificate in Online Safety for New Teaching Staff	Within 1 month of start date	90 mins	Online	ALL TEACHING STAFF, INCLUDING NEW STARTERS	Provides you with the expertise and capability to effectively carry out your role and keep children safe online. https://nationalcollege.com/courses/online-safety-for-teaching-staff-2023	N
Annual Certificate in Safeguarding for New Staff	Prior to or within 1 week of start date	70 mins	Online	NEW STARTERS	Covers updates to safeguarding and keeping children safe in Education. https://nationalcollege.com/courses/safeguarding-for-staff-2022-23	Y
Annual Certificate in Understanding Sexual Harassment and Sexual Violence	2 year pathway	95 mins	Online	ALL STAFF	Understand statutory responsibilities around sexual harassment and sexual violence in schools. https://nationalcollege.com/courses/sexual-harassment-sexual-violence-dsls-deputy-dsls	Y
Certificate in Data Protection and GDPR for New Staff	Within 1 month of start date	30 mins	Online	ALL STAFF, INCLUDING NEW STARTERS	Understand the legal obligations for keeping personal data safe as a member of staff in school. https://nationalcollege.com/courses/data-protection-for-staff-2023	Y
Certificate in Manual Handling	By end of term	30 mins	Online	NEW STARTERS	Understand the principles and practice of safe manual handling https://nationalcollege.com/courses/manual-handling-training-course	Y
Certificate in the Prevent Duty	2 year pathway	53 mins	Online	NEW STARTERS	Introduction to the prevent Duty and how to ensure compliance with legislation https://nationalcollege.com/courses/annual-certificate-in-understanding-the-prevent-duty	Y
Certificate in Understanding Child-on Child Abuse and Bullying	2 year pathway	114 mins	Online	NEW STARTERS	Awareness of child-on child abuse and bullying and how to effectively address this within your setting. https://nationalcollege.com/courses/understanding-peer-on-peer-abuse-and-bullying	Y
Certificate in Understanding Domestic Abuse and Violence	2 year pathway	114 mins	Online	NEW STARTERS	Awareness of domestic abuse and violence, your legal responsibilities and how to offer effective safeguarding support to your communities. https://nationalcollege.com/courses/certificate-in-understanding-domestic-abuse-and-violence	Y



Summer Term

Title	Date	Time	Venue/ Online	Attendees	Description	Mandatory (Y/N)
Statutory Training/Induction						
Certificate in Understanding FGM	2 year pathway	70 mins	Online	SITE TEAMS	Understand the legislation around female genital mutilation (FGM) and how to best support pupils and the wider community. https://nationalcollege.com/courses/fe-male-genital-mutilation-2023-24	Y

Training and Development

Title	Date	Time	Venue/ Online	Attendees	Description	Mandatory (Y/N)
Data Team Meeting	2-May-25 AMENDED DATE!	9:30am - 10:30am	Online	DATA MANAGERS	These sessions are designed to provide essential updates, new insights, and effective strategies to enhance your role.	Y
Aspiring SENDCos	30-Apr-25 AMENDED DATE!	3.30pm - 4.30pm	TBC	ANY ALT STAFF MEMBER	A session for anyone wanting to know more about the SENDCo role, as well as to hear from experienced SENDCos and their career journeys, and how ALT supports it's SENDCos	N
Business Managers Meeting	23-Apr-25	9:30am - 10:30am	Online	BUSINESS MANAGERS	Meeting of Business Managers, led by the Finance Director to discuss strategic areas of improvement across the Trust, current issues and share updates and best practice.	Y
Leaders Meeting	25-Apr-25	9:30am - 10:30am	Online	HEADTEACHERS, HEADS OF SCHOOL, ELT, HEADS OF SERVICE	Meeting of School Leaders, led 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.	Y
Aspiring SENDCos	30-Apr-25 AMENDED DATE!	3.30pm - 4.30pm	TBC	ANY ALT STAFF MEMBER	A session for anyone wanting to know more about the SENDCo role, as well as to hear from experienced SENDCos and their career journeys, and how ALT supports it's SENDCos	N
Governors Training (1/2)	6-May-25	5:00pm - 6:00pm	Online	ALL GOVERNORS	These sessions are designed to provide essential updates, new insights, and effective strategies to enhance your governance role within our school community.	N
SEND CPD	7-May-25	2:00pm - 4:00pm	Online	ALT SENDCOS	Golden Threads' in good quality pupil planning through to classroom practice. Other staff and governors can attend (optional)	Y SENDCos
SENDCo Network Meeting (Cambs)	10-June-25 AMENDED DATE!	2:00pm - 4:00pm	Online and In Person	CAMBS SENDCOS	Local updates and Trust updates. A chance to share resources and problem solve with other SENDCos. (other leaders can attend, optional)	Y



Summer Term

Title	Date	Time	Venue/ Online	Attendees	Description	Mandatory (Y/N)
Business Managers Meeting	14-May-25	9:30am - 10:30am	Online	Business Managers	Meeting of Business Managers, led by the Finance Director to discuss strategic areas of improvement across the Trust, current issues and share updates and best practice.	Y
Mental Health Working Group	14-May-25	2:30pm - 3:30pm	Online	Open to All Staff	A mental health working group plays a crucial role in creating a supportive and inclusive work environment. Opportunity as a group to discuss how to promote mental wellbeing, raise awareness, provide support to ensure everyone feels valued, supported with regards to their mental health.	Y
Leaders Meeting	16-May-25	9:30am - 10:30am	Online	Headteachers, Heads of School, ELT, Heads of Service	Meeting of School Leaders, led 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 from 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.	Y
Behaviour Leads Meeting	20-May-25	2:00pm - 4:00pm	Bury St Edmunds	Behaviour Leads	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.	Y
Pupil Welfare Network Meeting (Attendance)	22-May-25	11.30am - 12.30pm	Online	Attendance Leads	Training on strategies. Updates from government/OFSTED guidance. Sharing best practice and contextual data updates.	Y
Pupil Welfare Network Meeting (DSLs)	22-May-25	3.30pm - 4.30pm	Online	Safeguarding Leaders	OFSTED and government guidance with critical dates. Safeguarding training. Sharing best practice and contextual data updates.	Y
Pupil Welfare Network Meeting (SG Governors)	22-May-25	7:00pm - 8:00pm	Online	Safeguarding Governors	Training for Governor's for monitoring Safeguarding. National guidance updates.	Y
Site Team Meeting	22-May-25	9:30 am- 10:30am	Online	Site Teams	Meeting of site staff with Director of Operations to discuss current issues, provide training and share good practice.	Y
Business Managers Meeting	4-Jun-25	9:30am - 10:30am	Online	Business Managers	Meeting of Business Managers, led by the Finance Director to discuss strategic areas of improvement across the Trust, current issues and share updates and best practice.	Y



Summer Term

Title	Date	Time	Venue/ Online	Attendees	Description	Mandatory Y/N
Leaders Meeting	6-Jun-25	9:30am - 10:30am	Online	HEADTEACHERS, HEADS OF SCHOOL, ELT, HEADS OF SERVICE	Meeting of School Leaders, led 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 from 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.	Y
Governors Training (2/2)	10-Jun-25	5:00pm - 6:00pm	Online	ALL GOVERNORS	These sessions are designed to provide essential updates, new insights, and effective strategies to enhance your governance role within our school community.	N
SENDCo Network Meeting (N Suffolk)	11-Jun-25	2:00pm - 4:00pm	Online and In Person	NORTH SUFFOLK SENDCOS	Local updates and Trust updates. A chance to share resources and problem solve with other SENDCos. (other leaders can attend, optional)	Y
Early Years Leads Network Meeting (Ipswich)	12-Jun-25	10:00am - 3:00pm	In Person	EYFS LEADS	Exploring, sharing and deepening our understanding of the Active Learning Trust 'Vision and Values in EYFS' and seeing best practice against this in our settings.	Y
Inspiring HT Programme (1/3)	13-Jun-25	9:15am - 4:00pm	Seckford Hall	INSPIRING HEADS MEMBERS, MENTORS, AND AS INVITED	The Inspiring Heads course requires members to attend on three separate days over the twelve-month course, with concurrent support from an assigned mentor. We aim to encourage and inspire, Assistant and Deputy Headteachers to consider becoming our future school leaders.	Y
Clerks Update	17-Jun-25	4:00pm - 5:00pm	Online	ALL CLERKS	This session is designed to provide essential updates and insights on governance practices, ensuring that our clerks are well-equipped with the latest information and tools.	N
Chairs Briefing	17-Jun-25	5:00pm - 6:00pm	Online	CHAIRS OF LGBS	An informative session tailored to the needs of chairs, where we will cover key governance updates and strategies to enhance leadership effectiveness.	Y
Designated Teachers for CiC	18-Jun-25	2:00pm - 3:30pm	Online	ALT DESIGNATED TEACHERS FOR CIC	Local Authority Virtual School and Trust updates and Trust. A chance to share resources and problem solve with other Designated Teachers for Children in Care	Y
Business Managers Meeting	25-Jun-25	9:30am - 10:30am	Online	BUSINESS MANAGERS	Meeting of Business Managers, led by the Finance Director to discuss strategic areas of improvement across the Trust, current issues and share updates and best practice.	Y
Summer Leaders Conference	27-Jun-25	9.30am - 4:30pm	Newmarket Racecourse	HEADTEACHERS, HEADS OF SCHOOL, ELT, HEADS OF SERVICE	Joint meeting to summarise progress, look at specific project outputs, celebrate good practice and to network with colleagues.	Y
Pupil Welfare Network Meeting (Attendance)	3-Jul-25	11.30am - 12.30pm	Online	ATTENDANCE LEADS	Training on strategies. Updates from government/OFSTED guidance. Sharing best practice and contextual data updates.	Y
Pupil Welfare Network Meeting (DSLs)	3-Jul-25	3.30pm - 4.30pm	Online	SAFEGUARDING LEADERS	OFSTED and government guidance with critical dates. Safeguarding training. Sharing best practice and contextual data updates.	Y



Summer Term

Title	Date	Time	Venue/ Online	Attendees	Description	Mandatory Y/N
Business Managers Meeting	16-Jul-25	9:30am - 10:30am	Online	BUSINESS MANAGERS	Meeting of Business Managers, led by the Finance Director to discuss strategic areas of improvement across the Trust, current issues and share updates and best practice.	Y
Leaders Meeting	18-Jul-25	9:30am - 10:30am	Online	HEADTEACHERS, HEADS OF SCHOOL, ELT, HEADS OF SERVICE	Meeting of School Leaders, led 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.	Y
Implementation Project	TBC	TBC	TBC	CHOSEN BY SCHOOLS	An email will be sent to those required to attend. Sessions must take place half termly.	Y
Maths Community	TBC	TBC	TBC	HEAD OF DEPARTMENT	Sessions must take place half termly.	Y
Personal Development Community	TBC	TBC	TBC	CHOSEN BY SCHOOLS	Sessions must take place half termly.	Y
Absence Management Training	By arrangement		Online, or In Person, as required	HEADTEACHERS, BUSINESS MANAGERS, HR MANAGERS	Headteachers, Business Managers, HR Managers	N
Conducting Appraisal Training for Appraisers	By arrangement		Online, or In Person, as required	HEADTEACHERS, BUSINESS MANAGERS, HR MANAGERS	Headteachers, Business Managers, HR Managers	N
Effective Recruitment & Onboarding	By arrangement		Online, or In Person, as required	HEADTEACHERS, BUSINESS MANAGERS, HR MANAGERS	Headteachers, Business Managers, HR Managers	N
Grievance and Disciplinary Investigation Training	By arrangement		Online, or In Person, as required	HEADTEACHERS, BUSINESS MANAGERS, HR MANAGERS	Contact your People Partner to arrange a session.	N
Handling Difficult Conversations	By arrangement		Online, or In Person, as required	HEADTEACHERS, BUSINESS MANAGERS, HR MANAGERS	Contact your People Partner to arrange a session.	N
People Essentials for Middle Leaders	By arrangement		Online, or In Person, as required	HEADTEACHERS, BUSINESS MANAGERS, HR MANAGERS	Contact your People Partner to arrange a session.	N
Wellbeing - How to ask if someone is ok	By arrangement		Online, or In Person, as required	HEADTEACHERS, BUSINESS MANAGERS, HR MANAGERS	Contact your People Partner to arrange a session.	N

NPQs

Title	Date	Time	Attendees	Mandatory (Y/N)
NPQSL(5) Clinic 4	12-May-25	3:45pm - 5:00pm	NPQSL(5) Autumn 2024 Cohort	Y
NPQSENCO Clinic 4	12-May-25	3:45pm - 5:00pm	NPQSENCO Autumn 2024 Cohort	Y
NPQLPM Clinic 4	12-May-25	3:45pm - 5:00pm	NPQLPM Autumn 2024 Cohort	Y



Summer Term

Title	Date	Time	Attendees	Mandatory (Y/N)
NPQs				
NPQEYL(3) Clinic 4	13-May-25	3:45pm - 5:00pm	NPQEYL(3) Autumn 2024	Y
NPQH(3) Clinic 4	19-May-25	3:45pm - 5:00pm	NPQH(3) Autumn 2024 Cohort	Y
NPQLTD(5) Clinic 4	19-May-25	3:45pm - 5:00pm	NPQLTD(5) Autumn 2024 Cohort	Y
NPQLT(4) Clinic 4	19-May-25	3:45pm - 5:00pm	NPQLT(4) Autumn 2024 Cohort	Y
NPQSL(5) SEND Clinic	23-Jun-25	3:45pm - 5:00pm	NPQSL(5) Autumn 2024 Cohort	Y
NPQEYL(3) SEND Clinic	23-Jun-25	3:45pm - 5:00pm	NPQEYL(3) Autumn 2024	Y
NPQH(3) SEND Clinic	23-Jun-25	3:45pm - 5:00pm	NPQH(3) Autumn 2024 Cohort	Y
NPQLTD(5) Clinic 5	30-Jun-25	3:45pm - 5:00pm	NPQLTD(5) Autumn 2024 Cohort	Y
NPQLT(4) Clinic 5	30-Jun-25	3:45pm - 5:00pm	NPQLT(4) Autumn 2024 Cohort	Y
NPQLPM Clinic 5	07-Jul-25	3:45pm - 5:00pm	NPQLPM Autumn 2024 Cohort	Y
NPQSL(4) Assessment Clinic	08-Jul-25	3:30pm - 5:30pm	NPQSL(4) February 2024 Cohort	Y
NOQH(2) Assessment Clinic	09-Jul-25	3:30pm - 5:30pm	NOQH(2) February 2024 Cohort	Y
ECTs				
Induction Tutor/CPD Lead Network Meeting	29-Apr-25	3:45pm - 5:00pm	Induction Tutor/CPD Leads	Y
ECT Year 2 Teachers Clinic 6	09-Jun-25	3:45pm - 5:00pm	ECT Year 2s	Y
Induction Tutor Network Meeting	17-Jun-25	3:45pm - 5:00pm	Induction Tutor/CPD Leads	Y



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