

2019 – 2020

Sheffield



**Including Statutory
and Free Training**

**Professional Development
Opportunities for EYFS Practitioners**

**People Services
Inclusion and Learning Services**



Dear Colleague

EY Traded Services Booklet 2019 / 20

I am delighted to share with you our refreshed 2019/20 Early Years Traded Service Brochure. Subscriptions to our early years programme have been popular over the last few years and I am confident that you will find the new version better than ever.

We have managed to maintain good value for money and as in previous years we are able to provide some free and reduced places at our annual conference. Our 2019/20 conference will focus on the importance of the learning environments, both indoors and outside. Within the new Ofsted Inspection Framework the environments will be a key area of focus for inspectors who will want to draw from teachers how the environment supports children's learning and development.


We continue to celebrate good outcomes in Sheffield for our children at the end of the Early Years Foundation Stage. I am happy to report that we have maintained the good standards of the previous year both with the Good Level of Development (GLD) and the continued effort to close the achievement gap. Our schools and teachers strive to make the Reception Year an exciting place for children to develop and learn and I have observed superb teaching and learning in all schools I have visited during the 2018/19 academic period. I am always so impressed with the level of commitment to do the best we can for our children and I would like to take this opportunity to thank all our Reception class teachers and teaching assistants for their hard work and commitment to improve outcomes for our children.

We always aim to ensure that our EYFS support packages are planned and delivered in line with the latest research and theory relating to the early years. This combined with changes nationally to the EYFS Framework and Ofsted Inspection Framework has influenced the contents of the traded services programme for 2019/20. I am confident that the package reflects these changes and is putting in place a range of opportunities to help support you to develop and grow within the forthcoming challenges.

As in previous years, the early years traded service package provides a range of courses as well as bespoke training and development to meet the needs of your school and your staff teams.

I look forward to working with you throughout the 2019/20 academic period.

Maureen Hemingway



EYFS Quality, Access and Moderation Manager

July 2019

Subscribed: Foundation Stage Teaching & Learning Traded Service Package

- EYFS Conference - one free place at either the morning or the afternoon Early Years conference. Additional places can be purchased at half price.
- Access to Sheffield Early Years Forum
- EYFS Coordinator Briefings
- Up to 4 days Bespoke (these may be taken as Projects, Focus Days, Half-Days, Twilights and / or in-school support by a member of the Early Years Team) - see Pick 'n' Mix for ideas on page 49

Schools that have subscribed to the package can book more than one person onto a Focus Day or Network Meeting at no extra cost as it will only count as one allocation.

The yellow boxes show the cost from the training package for subscribed schools

Academy Information: If your school is in a Multi-Academy Trust, the charge for the package remains the same as non-academy schools but each individual school will need to subscribe.

In the event of oversubscription places on training may be limited to one person per school. If your school is affected you will be contacted by a member of the Early Years Team at least one week in advance.

Traded Service Package: £849

Additional days: £125 (no limit to number of practitioners)

Half days / Twilights £65 (no limit to number of practitioners)

Non subscribed: Foundation Stage Teaching & Learning Traded Service Package

Focus Days:	£250 per person
Half days / Twilights:	£125 per person
EYFS Coordinators Briefing (1.5 hours, termly):	£50 per person

Full venue addresses:

Moorfoot Building	Sheffield S1 4PL
Learn Sheffield	Lees Hall Road, Sheffield S8 9JP
Town Hall	Pinstone Street, Sheffield S1 2HH
Woodland Discovery Centre	Ecclesall Woods, Abbey Lane, Sheffield S7 2QZ
Scrap Creative Reuse Arts Project Ltd	The Spinning Mill, Sunny Bank Mills, Paradise Street/Charles Street, Off Farsley Town Street, Farsley Leeds LS28 5UJ
Watercliffe Meadow Community Primary School	Boynton Road, Sheffield S5 7HL
Salvation Army - Citadel	12 Psalter Lane, Sheffield S11 8YN
St Catherine's Catholic Voluntary Academy	Firshill Crescent, Sheffield S4 7BX

BOOKING PROCEDURES

If you wish to subscribe to the Foundation Stage Teaching & Learning Traded Service Package, please contact the Early Years Business Support or email : EarlyYearsBusinessSupport@sheffield.gov.uk.

Enquiries about booking procedures can be made by contacting the Early Years Team on 0114 250 6852. Please note that course bookings will **NOT** be accepted over the phone.

Enquiries or advice about the course content can be made by contacting the Facilitators Tel: 0114 250 6852 or email kate.dudley@sheffield.gov.uk and andrea.lancaster@sheffield.gov.uk

Bookings need to be done by using the booking form (page 51). All sections need to be **completed**. If you would like an electronic version of this form please email: EarlyYearsBusinessSupport@sheffield.gov.uk.

All bookings for Moderation Training will now be through Eventbrite and you will find a link on the individual pages (43- 48)

Booking is essential for all courses and briefings. People who turn up and are not on the register could to be turned away.

Delegates who have booked onto a course and do not attend (without appropriate cancellation) will be '**charged**' as per the Traded Service allocation, or actual cost for non-subscribed school.

All cancellations must be made at least a week in advance, unless in exceptional circumstances via email (EarlyYearsBusinessSupport@sheffield.gov.uk).

Tea and coffee are available but please note that lunch is **NOT** provided (unless stated). Participants are welcome to bring their own lunch.

Any bookings made will receive a confirmation.

PLEASE NOTE: It is the school's responsibility to keep a record* of all training attended and in school support that relates to the Bespoke Package offer. Schools will **NOT** be notified if they have gone over the subscribed allocation and will be charged as below:

Package / Additional Costs:

Additional days: £125 (no limit to number of practitioners)

Half days / Twilights £65 (no limit to number of practitioners)

*A Training Log Sheet has been added to the back of this booklet for your convenience.

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Sheffield Inclusion & Learning Service

**Two Conferences
in One Day**

**Superb
Environments**

Monday 21st October 2019

Sheffield Town Hall

Morning Conference 8:30 – 12:00 Afternoon Conference 12:30 – 16:00

This year we are doing things a little differently.

We usually have a morning conference followed by the same conference repeated in the afternoon.

At last year's Early Years Conference, Anna Ephgrave talked about the Importance of having 'superb environments'. We thought we could work with that idea and so this year we bring to you two conferences in one day:

'Superb Outdoor Environments' in the morning with Professor Jan White
then

'Superb Indoor Environments' in the afternoon with Clare Williams from A+ Education.

As usual, there is a free morning or afternoon place for each subscribed school or PVI setting. If you would like to attend both we have a list of options detailed below.

More information about the two conferences can be found on the next two pages.

	Full Price	Additional places for subscribed schools
Morning conference	£50.00	£25.00
Afternoon conference	£50.00	£25.00
AM + PM + Lunch*	£90.00	£45.00
Lunch (grab bag style packed lunch)		£6.25

If booking a lunch please indicate any dietary requirements.

Please note that there are also lots of food outlets within walking distance of the Town Hall and you are also welcome to bring your own packed lunch.

When booking please state how many of each type of place you require.

For conference enquiries/bookings please contact the

Early Years Team on: Email: EarlyYearsCONFERENCE2019@sheffield.gov.uk

Superb Outdoor Environments

Professor Jan White

Monday 21st October 2019

08.30 - 12.00

How can we harness the outdoors to be the powerful learning environment that it has the wonderful potential to be?

What should the outdoor half of the early years environment look and feel like, and what must it enable young children to be like and do? How can we capture its special nature to provide what the indoors is weak at or cannot do? And what makes adults feel that they want to be outside with children for the long periods of time needed for deep exploration and play to emerge each day?

Sharing examples from across the UK and beyond, outdoor play enthusiast and child development specialist Jan White will take you on a virtual tour exploring the features and characteristics that add up to make an outdoor environment that is superb for young children's wellbeing, learning and development, and which can potentially be achieved whatever outdoor space you are working with.

Professor Jan White



Working as an independent consultant across the UK and internationally, Jan is a leading thinker and writer on outdoor play and advocate for high quality outdoor provision for services for children from birth to seven. She is an honorary Professor of Practice with the University of Wales Trinity St David and co-founder/strategic director of *Early Childhood Outdoors*, the National Centre for Play, Learning and Wellbeing Outdoors.

With over thirty years' experience in education, Jan has developed a deep commitment to the consistently powerful effect of the outdoors on young

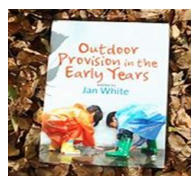
children. She has developed national support for early years outdoor provision with Learning through Landscapes and Early Excellence, and designed post-graduate courses at the Centre for Research in Early Childhood. She is an Associate with Early Education, convenor of the *Landscapes for Early Childhood* national network and provides training, conference keynotes and consultancy for a wide range of early years settings.

Jan has received national awards for both her books, *Playing and Learning*

Outdoors and *Every Child a Mover*, is editor of *Outdoor Provision in the Early Years* and

collaborated with Siren Films to make the award-winning training DVDs *Babies*

Outdoors, *Toddlers Outdoors* and *Two Year-olds Outdoors*. Her ground-breaking initiative with MuddyFaces, *Making a Mud Kitchen* has significantly influenced the outdoor play experiences of young children throughout the UK and is available in ten languages, including Welsh and English.



Superb Indoor Environments

Clare Williams

Monday 21st October 2019

12:30 - 16:00

Using evidence from research and practice to build a superb environment for your children

Clare will share some of the learning from the recent URLEY research study including practical advice about small changes that can have a big impact on children's learning and development.



Clare Williams

Clare has worked in both mainstream and special schools for more than 30 years and is passionate about the right of each child to a high quality early years education. As head of an inner - city nursery school and children's centre until 2010, Clare was privileged to work in partnership with the families of the rich and diverse community that we served as well as colleagues across social care and health.

Over the last nine years Clare has worked closely with many well-respected early years academics and researchers bringing together research and practice into professional development and learning programmes that are focused on what works in the real world of busy classrooms! Together with Associates from A+ Education Clare has worked with practitioners in baby rooms, toddler rooms, nurseries and reception classes to guide the creation of language rich environments that support practitioners to make every interaction count.

Contact. Website: Aplus-education.co.uk Email: clare.williams@applus-education.co.uk

Involvement in research projects

Talking Time - 2019 – 2020	Member of the writing and delivery team for this Nuffield funded randomised control trial of a language programme for 3-5 year olds.
Using Research Tools to Improve Language in the Early Years (URLEY) 2016 - 2020	Co-author and lead for the programme delivery team for this Education Endowment Foundation (EEF) funded randomised control trial with 120 schools in two areas of the country.
Evaluation of Children's Centres in England (ECCE) 2013 – 2016	Fieldwork researcher for this DFE funded study
Language First – Black Country Strategic School Improvement Project (SSIF3) 2018- 2020	Working with 40 schools across Liverpool and Sefton using the URLEY programme including specialist coaching in school/setting.
Baby URLEY	A programme for Baby Room and Flying start practitioners in Newport Wales
Essex Quadrants	Building communities of practice using URLEY in schools and settings in two areas of the LA.



THE NEW EYFS STATUTORY FRAMEWORK

COMING SOON

BOOKING WILL BE ESSENTIAL

Target Group: EYFS leaders/coordinators, teachers, practitioners in schools and PVI settings

Email: EarlyYearsBusinessSupport@sheffield.gov.uk

Contact Number: 0114 250 6852

In September 2018, a pilot EYFS profile handbook was published by the DfE, accompanied by a pilot EYFS Statutory Framework for use *only* by schools involved in trialing the pilot EYFS profile. The outcome of these trials has not yet been announced, and to date no indication has been given as to the content of the anticipated new statutory framework, and whether or not it will include some of the pilot materials.

Additionally, from September 2019 Ofsted will be starting to inspect using the new Education Inspection Framework, in which inspectors will particularly consider the intent, implementation and impact of the school's early years curriculum.

All schools/settings will currently be reflecting on and reviewing their curriculum in respect of all phases of education, and considering the needs of, and aspirations for, their children and families. Even without the new framework, EYFS leaders and practitioners are in a good position to be contributing to these discussions.

As soon as the new EYFS Statutory Framework is published, the LA will be co-ordinating training, information and support to Sheffield EYFS practitioners to understand the new content, and its implications.

Depending on the timing of the publication of the new framework, these may be full or half day training sessions, using days/half-days from the Traded Service package accordingly. If you are a subscribed school (and subject to capacity) you will be able to send as many practitioners as you wish.

The sessions will also be open to non-subscribed schools, who will need to pay per person per session at the rates shown on page 4

Facilitator/contact: Kate Dudley

For further details please contact the Early Years Team or to book places (when details have been released), please complete the booking form on page 51

SHEFFIELD EYFS CHARTER FOR QUALITY

Showcase Events

BOOKING IS ESSENTIAL

FREE

Target Group: EYFS Practitioners from school and PVI sectors, Leadership Teams (including Governors and Committee members) and Guests

Email: EarlyYearsBusinessSupport@sheffield.gov.uk

Contact Number: 0114 250 6852

The Charter for Quality is a research based quality improvement tool that focuses on three aspects of quality:

- **Practice and Provision**
- **People and Partnerships**
- **Priorities and Impact**

These events are a celebration of the schools and settings who have achieved the Sheffield Early Years Charter for Quality. Newly accredited schools and settings are presented with their award and are encouraged to invite members of staff and leadership teams (including governors and committee members). Schools and settings achieving a reaccreditation are presented with their certificates and are also asked to showcase one of their areas of quality and expertise. A list of these areas of expertise is regularly posted on the Sheffield Early Years Forum. Schools and settings are encouraged to refer to this when seeking peer support and examples of good practice.

Anyone involved in or interested in the Charter for Quality is welcome, indeed encouraged, to book places at this event.



Date	Time	Venue
09 December 2019	16:30 - 18:30	Town Hall - Reception Room A & B
11 May 2020	16:30 - 18:30	Town Hall - Reception Room B

Facilitators: Maureen Hemingway, The Early Years Team & The EY Quality Improvement Team

For further details please contact the Early Years Team on the email address above or to book places please complete the booking form on page 51

EYFS COORDINATOR BRIEFINGS

BOOKING IS ESSENTIAL

Free to subscribed schools
£50 pp - Unsubscribed

Target Group: EYFS Coordinators / Leaders and Teachers

Email: EarlyYearsBusinessSupport@sheffield.gov.uk

Contact Number: 0114 250 6852



This is your opportunity to receive local and national updates, see a range of interesting EYFS - related presentations and develop networking links between schools.

The network meetings will be repeated over three days in various locations, during the last week before each half term break.

Further details and agendas will be available closer to the dates.

The focus of guest speaker slots will be as follows:

Autumn Term - Maths

Spring Term - Writing

Summer Term - Loose Parts

Course Code	Date	Time	Venue
EY-1101	22 October 2019	16:15 - 17:45	Woodland Discovery Centre
EY-1102	23 October 2019	16:15 - 17:45	Watercliffe Meadow Community Primary School
EY-1103	24 October 2019	16:15 - 17:45	Learn Sheffield
EY-1201	10 February 2020	16:15 - 17:45	Learn Sheffield
EY-1202	11 February 2020	16:15 - 17:45	Woodland Discovery Centre
EY-1203	12 February 2020	16:15 - 17:45	Watercliffe Meadow Community Primary School
EY-1301	18 May 2020	16:15 - 17:45	Learn Sheffield
EY-1302	19 May 2020	16:15 - 17:45	Woodland Discovery Centre
EY-1303	20 May 2020	16:15 - 17:45	Watercliffe Meadow Community Primary School

Facilitators: Maureen Hemingway, Kate Dudley & Andrea Lancaster

For further details please contact the Early Years Team on the email address above or to book places please complete the booking form on page 51

SPECIAL INTEREST GROUPS

A Sheffield EYFS SIG is a collaborative network of EYFS practitioners who are interested in researching and developing a specific aspect of early years practice.

Aims:

- To develop a community of reflective practice based on a specific EYFS theme
- To develop practice and improve outcomes for children through an action research approach
- To share good practice within the SIG community and beyond

SHEFFIELD EYFS SPECIAL INTEREST GROUP (SIG)

Inspiring Writing

BOOKING IS ESSENTIAL

Free to subscribed schools

Target Group: EYFS teachers/practitioners in schools and PVI settings

Email: EarlyYearsBusinessSupport@sheffield.gov.uk

Contact Number: 0114 250 6852

Aims of the Inspiring Writing SIG:

- To share a range of ways that the SIG members are inspiring (or planning to inspire) writing in EYFS
- To explore and develop strategies and approaches which will improve outcomes for children

This Special Interest Group has been timed to link with (and literally 'spin off') the Trisha Lee 'Helicopter Stories' Focus Day. It is anticipated that the enthusiasm from this training will create a group of EYFS teachers and practitioners who will be keen and committed to sharing and developing this approach to inspiring writing in EYFS.

However, attendance is not dependant on having attended the Trishia Lee training – perhaps you have been inspired yourselves through other training you have received through the LA Traded Service and/or elsewhere over the last few years? Have Kathy Ring's courses about boy's writing, drawing and text-making influenced your approach? Did Anna Ephgrave inspire you to start scribing stories to support their talking and story-making? Did Kath Bransby's Stories & Rhymes training give you a new and practical approach to storying with children?

Wherever and however you have been inspired yourself - if you are looking to share and seek further ideas to motivate your children to write, then the Inspiring Writing SIG could be for you.



Course Code	Date	Time	Venue
EYQ-2101	19 November 2019	16:15 – 17:45	Learn Sheffield
EYQ-2102	28 January 2020	16:15 – 17:45	Learn Sheffield
EYQ-2103	14 April 2020	16:15 – 17:45	Learn Sheffield

Facilitators: Andrea Lancaster & EY Quality Improvement Team

For further details please contact the Early Years Team on the email address above or to book places please complete the booking form on page 51

SHEFFIELD EYFS SPECIAL INTEREST GROUP (SIG)

Loose Parts Outdoors

BOOKING IS ESSENTIAL

Free to subscribed schools

Target Group: EYFS teachers/practitioners in schools and PVI settings

Email: EarlyYearsBusinessSupport@sheffield.gov.uk

Contact Number: 0114 250 6852

Aims of Loose Parts Outdoors SIG:

- To share, explore and develop strategies and approaches to using loose parts outdoors to the benefit of children in the EYFS

Over the last two years groups of Sheffield practitioners have met regularly to explore the use of loose parts outdoors. Those sessions were led by Professor Jan White and involved an element of teaching in each session. This year we intend having a Loose Parts Outdoors Special Interest Group where practitioners who have attended those past SIGs can continue their journey. We also welcome newcomers to the group, including those who have attended the Loose Parts Outdoors training at St Catherine's on October 2, 2019.

The sessions are free to all schools subscribed to the Foundation Stage Traded Service. The meetings will take place at St Catherine's RC Primary School where there is exemplary use of loose parts in the outdoor environment. Those attending the SIG could be at any stage of their loose parts journey, from those just starting out to those who have been developing their practice for some time. There is an expectation that over time practitioners will be involved in presenting aspects of their own practice, will debate issues related to the use of loose parts and contribute to the development of practice guidance for Sheffield and further afield. The sessions will be co-ordinated by Emma Sefton, Andrea Lancaster and, where possible, by Jan White.



Course Code	Date	Time	Venue
EYQ-2201	21 November 2019	16.00 - 17.45	St Catherines RC Voluntary Academy
EYQ-2202	27 February 2020	16.00 - 17.45	St Catherines RC Voluntary Academy
EYQ-2203	25 June 2020	16.00 - 17.45	St Catherines RC Voluntary Academy

Facilitators: Emma Sefton, St Catherine's & Andrea Lancaster

For further details please contact the Early Years Team on the email address above or to book places please complete the booking form on page 51

SHEFFIELD EYFS SPECIAL INTEREST GROUP (SIG)

Maths

BOOKING IS ESSENTIAL

Free to subscribed schools

Target Group: EYFS teachers/practitioners in schools and PVI settings, maths co-ordinators

Email: EarlyYearsBusinessSupport@sheffield.gov.uk

Contact Number: 0114 250 6852

Aim of the Maths SIG:

- Understand ways in which informal maths-talk contributes to children's learning
- Develop and test methods for auditing the quantity and quality of informal maths-talk in settings
- Create new opportunities for informal maths-talk in settings
- Evaluate the effect of increased quantity and quality of maths-talk on children's learning

This SIG is for practitioners who want to develop their provision and/or practice in relation to mathematical development with the support of other interested practitioners. You do not have to be a maths expert, you just need to be curious about the way your children are learning and have a desire to find out more about how reviewing and changing an aspect of your provision and/or practice could potentially improve mathematical outcomes for some, or all of your children.



This SIG has been timed to follow the session on Noticing and Creating Opportunities for Number Talk by Professor Tim Jay of Sheffield Hallam University. If you were part of last year's maths SIG, you may want to continue your journey with other interested colleagues.



Course Code	Date	Time	Venue
EYQ-2301	27 November 2019	16.00—17.45	Salvation Army Citadel Psalter Lane
EYQ-2302	11 March 2020	16.00—17.45	Salvation Army Citadel Psalter Lane
EYQ-2303	03 June 2020	16.00—17.45	Salvation Army Citadel Psalter Lane

Facilitators: Andrea Lancaster & EY Quality Improvement Team

For further details please contact the Early Years Team on the email address above or to book places please complete the booking form on page 51

PROJECTS AND EXTENDED COURSES

REAL

Raising Early Achievement in Literacy

BOOKING IS ESSENTIAL

Subscribed – 1 day of package
Not subscribed – £500 pp
2 day course

Target Group: EYFS teachers/practitioners in schools and PVI settings

Email: EarlyYearsBusinessSupport@sheffield.gov.uk

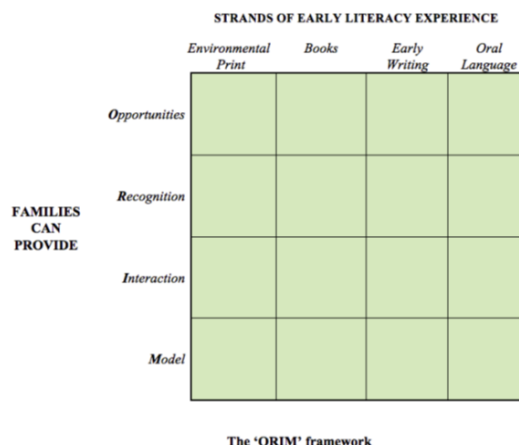
Contact Number: 0114 250 6852

The REAL Project has been running successfully in Sheffield for many years now. It is based on the ORIM framework (see image below) and the project involves a combination of home visiting and workshops to support targeted parents to understand and be involved in their children's literacy development.

This two day course takes participants through the theory underpinning the approach. For the most part it is very practical, sharing ideas for work with parents in each aspect of early literacy development. This includes how to plan and carry out the home visits and workshops based on successful strategies other schools and settings have used over the years.

At the end of the two days participants will:

- Know how to select and engage families in the programme
- Have a plan for a series of visits and events
- Have resources (can be photocopied) to use with parents if they wish to use them
- Have a method of tracking the success of the intervention (children's progress and family engagement)



Wherever possible we would encourage 2 people from each school or setting to attend this course

Course Code	Date	Time	Venue
EYQ-3101	03 October 2019	09:00 - 16:00	Salvation Army Citadel Psalter Lane
	04 October 2019	09:00 - 16:00	Salvation Army Citadel Psalter Lane

Facilitators: Rachel Gillett & Maureen Hemingway

For further details please contact the Early Years Team on the email address above or to book places please complete the booking form on page 51

RISK, RESILIENCE and RELATIONSHIPS

BOOKING IS ESSENTIAL

Subscribed – 1 day of package
Not subscribed –£500 pp
2 Day Course

Target Group: EYFS teachers/practitioners in schools and PVI settings, Early Years SENCOs

Email: EarlyYearsBusinessSupport@sheffield.gov.uk

Contact Number: 0114 250 6852

This two day course will cover topics such as:

- Putting social, emotional and mental health at the heart of providing high quality provision
- The importance of the people in the child's world and how their relationship influences the child
- Why understanding how young children's brains develop supports our understanding of how to support their emotional, social and mental health development.
- What does stress in young children look like, what do we see, how do we respond when a child is stressed and how does the child learn how to cope in the future?
- Being aware of factors which may put a young child's social, emotional and mental health development at risk.
- Looking at a whole setting ethos which values the social, emotional worlds of children, staff and parents

Julie is a well established independent consultant, speaker and trainer specialising in inclusion in the early years and understanding the importance of early child development on later outcomes, including supporting young children with neurodevelopmental differences. Julie also works for a range of national organisations such as Nasen, British Association of Early Education, Council for Disabled Children, Action for Children. Julie is currently involved in the delivery of a number of national projects to increase access and inclusion of children with SEND in the early years.



When booking on please ensure that you can attend both days. To maximise impact we would recommend that wherever possible two practitioners attend from a each school or setting.

Course Code	Date	Time	Venue
EYQ-3201	10 October 2019	09:00 – 16:00	Salvation Army Citadel, Psalter Lane
	24 October 2019	09:00 – 16:00	Salvation Army Citadel, Psalter Lane

Facilitator: Julie Revels

For further details please contact the Early Years Team on the email address above or to book places please complete the booking form on page 51

RAINBOW TALK & EY PHILOSOPHY FOR CHILDREN (P4C) FOR TALK & WRITING

BOOKING IS ESSENTIAL

Subscribed – 1 day of package
Not subscribed – £625 pp
2.5 Day Course

Target Group: EYFS teachers/practitioners in schools and PVI settings

Email: EarlyYearsBusinessSupport@sheffield.gov.uk

Contact Number: 0114 250 6852

Rainbow Talk is a fun, organised and creative way of encouraging talk and promoting thinking skills. It is effective with children of all abilities and ages, including EAL and SEND children from Early Years to Key Stage 2. It has proven to be especially effective in promoting boys' talk and writing, and has transformed learning for reluctant talkers. Rainbow Talk supports children in becoming deeper thinkers and more confident and articulate talkers. Rainbow Talk is a fantastic 'pre-P4C' tool and is loved by the children.

EY Philosophy for Children (Rainbow Thinking) will enable the children to build upon their experiences from Rainbow Talk and empower them to use new vocabulary and a framework to engage and interact with others. It will help them to become more confident and to be able to discuss their thoughts and ideas with others, as well as being more able to take other ideas into account. P4C has been proven to help children to manage their own feelings and behaviours, leading to more positive and engaged learning behaviours.

Both Rainbow Talk and Rainbow Thinking lead into Rainbow Writing, using the resources from the day's training. After this training delegates will feel prepared and have resources to start this exciting work with their children the very next day!

The focus day will be followed up by three twilight training sessions (also with Ann Dawson), to support reflection, sharing and to extend the learning.

Ann Dawson has taught in Early Years in EAL schools for over 20 years, leading Foundation Stage as a teacher and as part of the SLT. Ann is the creator of Rainbow Talk and is passionate about enabling children to be confident and articulate communicators through Rainbow Talk and Early Years P4C. Ann now works as an Early Years consultant and trainer. She has led training for DECSY, ESCAL, Protocol Education and schools throughout Sheffield.



Places are limited to 30, so please book as soon as possible.

This is an extended course with commitment to 1 full day and 3 twilight sessions.

Course Code	Date	Time	Venue
EYQ-3301	14 November 2019	09:30 – 15:30	Learn Sheffield
	26 November 2019	16:15 – 17:45	Learn Sheffield
	04 February 2020	16:15 – 17:45	Learn Sheffield
	21 April 2020	16:15 – 17:45	Learn Sheffield

Facilitator: Ann Dawson For further details please contact the Early Years Team on the email address above or to book places please complete the booking form on page 51

BRILLIANT BOYS

BOOKING IS ESSENTIAL

Subscribed – 1 day of package
Not subscribed – £625 pp
2.5 Day Course

Target Group: EYFS teachers/practitioners in schools and PVI settings

Email: EarlyYearsBusinessSupport@sheffield.gov.uk

Contact Number: 0114 250 6852

In 2018 the gender gap between boys and girls at the end of the Foundation Stage in Sheffield was 13.3%. 77.2% of girls compared to 63.9% of boys achieved a 'Good Level of Development' and were therefore considered as being 'ready' for Year One. The main areas of learning where boys (and girls) achieved less well were reading, writing and number.

Rather than focusing on what boys cannot do, the aim of this series of sessions is to explore ways of improving outcomes for boys by considering their strengths and reflecting on the circumstances where boys have been seen to achieve well; a positive rather than deficit model. This is an action research project with gap tasks between sessions and it may well extend beyond the academic year. It draws heavily on the findings of the High Achieving White Working Class (HAWWC) Boys Project <http://www.crec.co.uk/hawwc-boys>.

The second session is a full day with Dr Kathy Ring focusing on the progression from drawing to writing and understanding some of the differences between boys' and girls' development in writing (see page 38). This particular session can be accessed separately from the Brilliant Boys project. Other half-day sessions will focus more broadly on the learning environment and how we can work with parents to support boys' achievement.



Course Code	Date	Time	Venue
EYQ-3401	09 January 2020	13.00—16.00	Salvation Army Citadel, Psalter Lane
	27 February 2020	09:00 – 16:00	Salvation Army Citadel, Psalter Lane
	16 April 2020	13.00—16.00	Salvation Army Citadel, Psalter Lane
	04 June 2020	13.00—16.00	Salvation Army Citadel, Psalter Lane

Facilitators: Andrea Lancaster & Dr Kathy Ring

For further details please contact the Early Years Team on the email address above or to book places please complete the booking form on page 51

USING ECERS & ITERS

Self-evaluation and improvement using environmental rating scales

BOOKING IS ESSENTIAL

Subscribed – 1 day of package
Not subscribed – £750 pp
3 day course

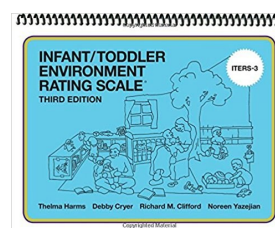
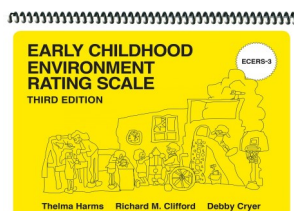
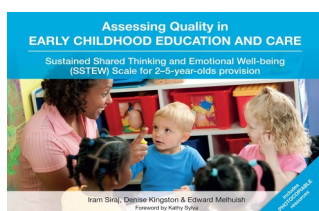
Target Group: EYFS Co-ordinators/managers,
EYFS teachers/practitioners in schools and PVI settings

Email: EarlyYearsBusinessSupport@sheffield.gov.uk

Contact Number: 0114 250 6852

This course is for anyone who wants to learn to use the suite of environmental rating scales, particularly ECERS-3 that is aimed at provision for children aged 3-5. (If you work with under-threes, please let us know when booking so that we can adjust the session to meet your needs). The course covers each of the 35 items in the ECERS-3 scale, supporting you to understand the pedagogy underpinning each aspect and to help you to articulate the choices you make in your provision, for example, when discussing provision and practice with Ofsted. A significant part of the course will be discussion and practical activities to support you to understand the scales and achieve accurate scores when carrying out audits yourself. There will be gap tasks between days One and Two, and between days Two and Three where you will be expected to audit and improve small aspects of provision and practice.

Day One:	Day Two:	Day Three:
<ul style="list-style-type: none"> Understanding the scales A focus on room layout Routines and the adult role <p>Environments to Support:</p> <ul style="list-style-type: none"> PSED and a sense of belonging 	<ul style="list-style-type: none"> Sharing findings from Day One <p>Environments to Support:</p> <ul style="list-style-type: none"> Children's meaning making Communication, language and literacy 	<ul style="list-style-type: none"> Sharing findings from Day Two <p>Environments to Support:</p> <ul style="list-style-type: none"> Mathematical development, science and technology Physical Development, Health and Self-Care



Course Code	Date	Time	Venue
EYQ-3501	16 January 2020	09:00 - 16:00	Moorfoot Conference Suite
	13 February 2020	09:00 - 16:00	Salvation Army Citadel Psalter Lane
	19 March 2020	09:00 - 16:00	Salvation Army Citadel Psalter Lane

Facilitators: Andrea Lancaster & Vicky Carr

For further details please contact the Early Years Team on the email address above or to book places please complete the booking form on page 51

A SEASONAL CURRICULUM OF STORIES & SONGS

Using Stories and Rhymes to Build Vocabulary and Develop Imagination

BOOKING IS ESSENTIAL

Subscribed – 1 day of package
Not subscribed – £750 pp
3 day course

Target Group: EYFS teachers/practitioners in schools and PVI settings

Email: EarlyYearsBusinessSupport@sheffield.gov.uk

Contact Number: 0114 250 6852

One of the most important things we can do for our children in EYFS is to help them develop a rich vocabulary as a strong foundation for all of their future learning. Some of the research underpinning this assertion tells us that:

- Vocabulary at age 5 has been found to be the best predictor (from a range of measures at age 5 and 10) of whether children who experienced social deprivation in childhood were able to 'buck the trend' and escape poverty in later adult life (Blanden, 2006).
- Researchers have found that, after controlling for a range of other factors that might have played a part (mother's educational level, overcrowding, low birth weight, parent a poor reader, etc), children who had normal non-verbal skills but a poor vocabulary at age 5 were at age 34 one and a half times more likely to be poor readers or have mental health problems and more than twice as likely to be unemployed as children who had normally developing language at age 5 (Law et al., 2010).



This **three day course** will support you to use storytelling and rhyme as a powerful means of building children's vocabulary, supporting their phonological awareness, and developing their understanding of the world. With a mixture of theory, practice and practical skills, you will make and take away resources that will enable you to quickly implement what you have learned.

A teacher for 15 years, Kath Bransby has led both a community preschool and a large Early Years department in a school. She now lectures in Early Years Education at Sheffield Hallam University and works as an education advisor across the country.



Course Code	Date	Time	Venue
EYQ-3601	05 February 2020	09:00 - 16:00	Salvation Army Citadel Psalter Lane
	11 March 2020	09:00 - 16:00	Salvation Army Citadel Psalter Lane
	29 April 2020	09:00 - 16:00	Salvation Army Citadel Psalter Lane

Facilitator: Kath Bransby

For further details please contact the Early Years Team on the email address above or to book places please complete the booking form on page 51

JABADAO: WHAT CHILDREN'S BODIES NEED

Using a Developmental Movement Play (DMP) Approach

BOOKING IS ESSENTIAL

Subscribed – 1 day of package
Not subscribed – £500 pp
2 day course

Target Group: EYFS teachers/practitioners in schools and PVI settings

Email: EarlyYearsBusinessSupport@sheffield.gov.uk

Contact Number: 0114 250 6852

This course takes a fresh look at what kinds of movement experience babies and young children need to support their development and learning. It is based on the well-researched JABADAO approach called Developmental Movement Play (DMP). This is child-led, play-based and as much about the development of the brain as it is about the development of physical strength, co-ordination movement, health and wellbeing. DMP underpins all areas of the curriculum.



Course content:

An introduction to developmental movement:

Why do children move as they do?

Which kinds of movement might be important?

Reviewing what hinders or supports sound development

Practical work:

How can we prepare the body for reading and writing?

Using a movement approach to support children who find 'self-regulation' hard

How to set up an indoor Movement Play area

Identifying simple things you can change immediately back at your setting?

Identifying challenges that will need addressing if you want to develop practice.

Information for participants

The course is very informal, with a mixture of discussion, practical movement work to explore developmental movement theory; and information offered by the tutor

Everyone is invited to participate in their own way. It is suitable for every body

Wear comfortable clothes and soft shoes /warm socks you can move in

Bring something soft to sit on – e.g. a blanket, mat or sleeping bag



Penny Greenland is Director of JABADAO and has worked alongside the early years sector for over 30 years. She led the 11-year research project into how adults support young children's physicality from which the DMP approach was created. She is author of *Hopping Home Backwards: body intelligence and movement play* and has contributed to several early years publications.

There are a maximum 24 places therefore bookings will be limited initially to 1 per school or setting. A waiting list for additional places will be kept on a first come, first served basis.

Course Code	Date	Time	Venue
EYQ-3701	05 March 2020	09:00 – 16:00	Learn Sheffield
	12 March 2020	09:00 – 16:00	

Facilitator: Penny Greenland

For further details please contact the Early Years Team on the email address above or to book places, please complete the booking form on page 51

FOCUS DAYS / FOCUS HALF-DAYS

USING OUTDOORS TO ENHANCE STORIES & DEVELOP IMAGINATION

BOOKING IS ESSENTIAL

Subscribed – 1 day of package

Not subscribed – £250 pp

Target Group: EYFS teachers/practitioners in schools and PVI settings

Email: EarlyYearsBusinessSupport@sheffield.gov.uk

Contact Number: 0114 250 6852

Adam Dove of Bush Babies Woodland Adventures has lots of experience bringing stories to life and making the outdoors a magical experience for children.



This Focus Day is aimed at practitioners who want to explore the rich possibilities provided by using outdoor environments, to excite and develop children's imagination.

The first part of the day will be spent in the classroom and will focus on using open ended materials for small world play and to develop children's imagination. The afternoon will be spent with Adam in Ecclesall Woods learning how to bring stories such as the Gruffalo to life.

The day will end reflecting on what you have learned and how you will put it into practice whilst standing around a fire, drinking hot chocolate and eating freshly made popcorn. If you still need convincing you can find out more about Adam's work by going to his website:

<http://www.thewoodlandadventurecompany.co.uk>.

Adam has published his first book; 'The Woodland Adventure Handbook'

Please bring with you:

- Warm, waterproof outdoor clothing
- Packed lunch

Accessibility:

The afternoon session will take place in the woods, approximately ten minutes walk from the Woodland Discovery Centre. Please contact us if you have any concerns about accessibility.



Course Code	Date	Time	Venue
EYQ-4101	18 September 2019	09:00 - 16:00	Woodland Discovery Centre

Facilitators: Adam Dove, Vicky Carr & Claire Murgatroyd

For further details please contact the Early Years Team on the email address above or to book places please complete the booking form on page 51

LOOSE PARTS OUTDOORS

BOOKING IS ESSENTIAL

Subscribed – 1 day of package
Not subscribed – £250 pp

Target Group: EYFS teachers/practitioners in schools and PVI settings

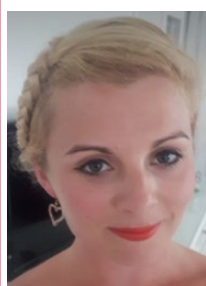
Email: EarlyYearsBusinessSupport@sheffield.gov.uk

Contact Number: 0114 250 6852

The outdoor environment at St Catherine's is a wonderful example of how loose parts can be used outdoors to encourage children's independent exploration and develop imagination. This half day session combines theory and practice. Using photographs and video footage, Emma will share their approach to supporting all of the Prime Areas of learning and how this has had positive impact on all of the Specific Areas of Learning. After school there will be an opportunity to explore the outdoor environment first hand and so it is important that participants come prepared for the weather.

During the five hour session we will:

- Explore the theories underpinning the use of loose parts in the EYFS
- Consider how to support colleagues to make the most of loose parts outdoors
- Consider the selection, organisation and storage of resources
- Explore first hand the outdoor environment at St Catherine's



Emma Sefton has taught in Early Years, in a two form entry school, for four years and has been Foundation Stage Leader for two years. Emma is part of an Early Years review team for schools in Sheffield. Emma Sefton has worked with Jan White and Andrea Lancaster on loose part play outdoors and presented at the BECERA conference in Birmingham.

Course Code	Date	Time	Venue
EYQ-4201	02 October 2019	13.00—17.45	St Catherine's RC Primary

Facilitator: Emma Sefton

For further details please contact the Early Years Team on the email address above or to book places please complete the booking form on page 51

HELICOPTER STORIES

BOOKING IS ESSENTIAL

Subscribed – 1 day of package
Not subscribed – £250 pp

Target Group: EYFS teachers/practitioners in schools and PVI settings

Email: EarlyYearsBusinessSupport@sheffield.gov.uk

Contact Number: 0114 250 6852

Helicopter Stories approach, pioneered by **Vivian Gussin Paley** and championed in the UK by **Trisha Lee**, supported by **Isla Hill** and theatre and education charity **MakeBelieve Arts**, harnesses the power of storytelling to inspire powerful learning outcomes in key curriculum areas, such as Communication and Language, Personal, Social and Emotional Development and early compositional skills in Writing. Trisha Lee's workshops are fully interactive and practical.



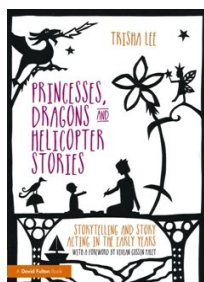
"One of, if not the best INSET I've ever attended."

EYFS Teacher, Oxford 2019



What are Helicopter Stories?

- It is an inclusive whole-class approach to learning that values every child's contribution.
- It engages creativity, boosts self-confidence and improves speaking and listening skills
- It promotes collaborative learning in a supportive, safe environment
- And it allows children to explore the power of words, forming a bridge into the world of writing



There are a maximum 40 places therefore bookings will be limited initially to 1 per school or setting. A waiting list for additional places will be kept on a first come, first served basis. Books will be available to purchase on the day. Please indicate on booking whether you would like to reserve a copy of Princesses, Dragons & Helicopter Stories at a discounted cost of £16.00

Please Note: Registration on arrival at 09.15 for a prompt start at 09.30

Course Code	Date	Time	Venue
EYQ-4301	08 October 2019	09:15 – 15:00	Salvation Army Citadel Psalter Lane

Facilitator: Trisha Lee

For further details please contact the Early Years Team on the email address above or to book places please complete the booking form on page 51

THE LOST WORDS

How to bring wild Britain back into our classrooms

BOOKING IS ESSENTIAL

Subscribed – 1 day of package
Not subscribed – £250 pp

Target Group: EYFS teachers/practitioners in schools and PVI settings

Email: EarlyYearsBusinessSupport@sheffield.gov.uk

Contact Number: 0114 250 6852

Supporting all children to develop a breadth and depth of vocabulary contributes to the closing of the disadvantage gap. In 2007, forty common nature words were dropped from the Oxford Junior Dictionary, as they were no longer being used by children; words like otter and acorn, kingfisher, conker blackberry and bluebell. These words are part of our cultural heritage and yet increasingly parents and practitioners alike are becoming less familiar with them.

A 2012 study showed that children were nearly twice as likely to be able to identify a Pokemon character than an oak tree or a badger.

The new Ofsted Inspection Handbook highlights the requirement to ensure that all children develop “the knowledge and cultural capital they need to succeed in life” (Ofsted, 2019, p. 47). This practical one day course is designed to help practitioners to support children to experience and learn about everyday nature, through stories and songs, indoor and outdoor activities, and bring the ‘lost words’ back into children’s vocabulary and imagination.



Much of this course will take place outdoors in the woods. Please come dressed for the weather.

Course Code	Date	Time	Venue
EYQ-4401	16 October 2019	09:00 – 16:00	Woodland Discovery Centre

Facilitator: Kath Bransby

For further details please contact the Early Years Team on the email address above or to book places please complete the booking form on page 51

EYFS & EAL

BOOKING IS ESSENTIAL

Subscribed – 1 day of package
Not subscribed – £250 pp

Target Group: EYFS teachers/practitioners in schools and PVI settings

Email: EarlyYearsBusinessSupport@sheffield.gov.uk

Contact Number: 0114 250 6852

This day is focused specifically on the needs of EYFS children. The first part of the day will focus on strategies and resources that promote talk and develop the language of EAL learners and will benefit newly arrived children and those who enter school with very low levels of English.

This part of the session will cover:

- Using visual support to scaffold language development
- Ensuring pupils are registered with accurate ascription
- The importance of maintaining and developing a child's first language
- Supporting a bi-lingual learner through the silent phase
- Development of key vocabulary and language for the EAL learner

The last part of the day will outline how you can create a culturally inclusive environment. It will examine the diversity scales within the Early Childhood Environmental Scale Third Edition (ECERS 3) audit and suggest suitable resources to meet the criteria, with details of where they can be obtained. This part of the session will also be useful for schools preparing for the Sheffield Charter for Quality in Early Years.

This part of the session will cover:

- Using the ECERS 3 audit to evaluate your existing practice and set priorities for future developments
- Early Years Pedagogy that underpins an inclusive learning environment
- Examples of good practice in working with children and families
- What a culturally inclusive setting might look like, including books, dolls and other support material



Course Code	Date	Time	Venue
EYQ-4501	18 October 2019	09:00 - 16:00	Moorfoot Learning Centre rooms 2/3

Facilitators: Shabnam Shah & Vicky Carr

For further details please contact the Early Years Team on the email address above or to book places please complete the booking form on page 51

NOTICING and CREATING OPPORTUNITIES for NUMBER TALK

BOOKING IS ESSENTIAL

Subscribed – 0.5 day of package

Not subscribed – £125 pp

Target Group: Maths coordinators, EYFS teachers/practitioners in schools and PVI settings

Email: EarlyYearsBusinessSupport@sheffield.gov.uk

Contact Number: 0114 250 6852

This session is for practitioners working in the Foundation Stage with an interest in children's mathematical learning. It builds on research showing the importance of a good range and depth of informal maths and number talk in supporting young children's learning of number and mathematics. The session comprises of a full morning interactive lecture on early mathematical development. It focuses on evidence for the importance of informal talk about number and mathematics in settings and in the home and provides some background on the way that young children at Foundation Stage ages develop concepts of number and other mathematical concepts.

This session would be helpful for those who are currently reviewing their maths curriculum, provision and practice in the early years. Colleagues who attended Tim's extended course last year may want to recommend the session to their colleagues in order to deepen understanding and embed new practices. Also, for those colleagues concerned about children's levels of language in general, this session may support them to look at vocabulary and concept development in this specific area of learning.



Tim Jay is Professor of Psychology of Education in the Sheffield Institute of Education. He has a background in psychology and in mathematics teaching. His main research interests are focused on individual differences in the ways that young children learn about number and mathematics.

Course Code	Date	Time	Venue
EYQ-4601	12 November 2019	09:00 – 12:00	Woodland Discovery Centre

Facilitator: Professor Tim Jay Sheffield Hallam University

For further details please contact the Early Years Team on the email address above or to book places please complete the booking form on page 51

AN INTRODUCTION TO SOCIAL EMOTIONAL AND MENTAL HEALTH IN THE EARLY YEARS

BOOKING IS ESSENTIAL

Subscribed – 1 day of package
Not subscribed –£250 pp

Target Group: EYFS teachers/practitioners in schools and PVI settings, Early Years SENCOs

Email: EarlyYearsBusinessSupport@sheffield.gov.uk

Contact Number: 0114 250 6852

This session provides an opportunity to focus on the social emotional and mental health as one of the 4 areas of Special Educational Needs identified in the Code of Practice (2015). It explores some of the underpinning issues which are related to understanding social, emotional and mental health in young children. There will be opportunities to share ideas and sign post to relevant sources of information. This session compliments the CPD for Early Years SENCO's in fulfilling their role as specified by DFE (2018).

Aims

- Introduction to and history of, how social, emotional and mental health needs have been defined and understood.
- To provide an overview of how early development and experiences shape the social, emotional foundations for future development.
- Offer the opportunity to share ideas and develop an increased understanding of how all practitioners can support young children's development of strong social and emotional and mental health.

Learning outcomes;

- To be able to support other practitioners to understand the importance of social , emotional and mental health in the early years.
- Understand the varying influences on the development of strong social, emotional and mental health in young children.
- Understand the implications of early experiences and how they shape the development of social, emotional and mental health, including the impact on early brain development.

Julie is a well established independent consultant, speaker and trainer specialising in inclusion in the early years and understanding the importance of early child development on later outcomes, including supporting young children with neuro developmental differences. Julie also works for a range of national organisations such as Nasen, British Association of Early Education, Council for Disabled Children, Action for Children. Julie is currently involved in the delivery of a number of national projects to increase access and inclusion of children with SEND in the early years.



Course Code	Date	Time	Venue
EYQ-4701	20 November 2019	09:00 - 16:00	Salvation Army Citadel Psalter Lane

Facilitator: Julie Revels

For further details please contact the Early Years Team on the email address above or to book places please complete the booking form on page 51

USING LOOSE PARTS

BOOKING IS ESSENTIAL

Subscribed – 0.5 days of package
Not subscribed –£125 pp

Target Group: EYFS teachers/practitioners in schools and PVI settings,

Email: EarlyYearsBusinessSupport@sheffield.gov.uk

Contact Number: 0114 250 6852

This will be the fourth year that we have held sessions at 'SCRAP'. The session will be a combination of theory and practical aspects of using loose parts play to inspire children and enhance their learning. 'SCRAP' which is based at Sunny Bank Mills in Leeds, is possibly the biggest scrapstore you are ever likely to visit. It also houses a training area and a continuously changing display which is an innovative EYFS environment enhanced with scrap – it really is amazing! We have made arrangements for you to be able to make purchases in the scrapstore so an empty car boot may also be a good idea.

Arrangements:

Participants will need to make their own way to the venue in Leeds. We have organised the day to avoid the worst of the Leeds rush hour traffic. Registration is at 10:30 and participants will have the opportunity to browse the scrapstore and discover the EYFS environment before the training session starts promptly at 11:00. There will be a short break for lunch. There is no café on site, so we suggest that you bring a packed lunch. The training session finishes at 14:30 with further opportunities to browse.



Course Code	Date	Time	Venue
EYQ-4801	27 September 2019	10:30 - 14:30	The Spinning Mill, Sunny Bank Mills, Paradise Street/Charles Street, Off Farsley Town Street, Farsley Leeds LS28 5UJ
EYQ-4802	22 May 2020	10:30 - 14:30	

Facilitators: EY Quality Improvement Team

For further details please contact the Early Years Team on the email address above or to book places please complete the booking form on page 51

WOODWORK IN THE EARLY YEARS

BOOKING IS ESSENTIAL

Subscribed – 1 day of package
Not subscribed –£250 pp

Target Group: EYFS Practitioners, EYFS Teaching Assistants

Email: EarlyYearsBusinessSupport@sheffield.gov.uk

Contact Number: 0114 250 6852

There is something really special about woodwork. The smell and feel of wood, using real tools, working with a natural material, the sounds of hammering and sawing, hand and minds working together to express imagination and solve problems, the use of strength and coordination: all go to combine captivating young children's interest. It provides a truly unique experience. Woodwork is hugely popular with children, providing a rich source of enjoyment as well as learning. It is truly cross-curricular embracing so many areas of learning as well as building on children's dispositions for learning. The impact is profound and long term. This practical workshop will look at ways in which woodworking can be safely introduced in your early years setting. We will look at the theory and the associated learning and development relating to the EYFS. We will examine the historical context and look at examples from other countries that have been working successfully with wood for many years. There will be explanations of the most suitable tools for children and instruction on how best to use them. We will look at the most suitable woods. Information on potential suppliers of wood/tools will be provided. Explanations on how to set up a woodworking area. Suggestions for activities, open-ended explorations and longer term projects. There will be practical sessions for teachers to explore the tools, gain confidence and share the experience of making creations in wood.

From this course you will:

- Understand the value and theory of woodwork especially in relation to D & T
- Learn about the historical context of woodwork
- Understand the potential of woodwork for creativity and critical thinking
- Learn how to introduce woodwork safely, implementing an effective risk assessment
- Understand the most suitable tools for young children and how to use them



There are a maximum 40 places therefore bookings will be limited initially to 1 per school or setting. A waiting list for additional places will be kept on a first come, first served basis.

Pete Moorhouse is an early years creative consultant. He is an associate trainer for Early Education and is an honorary research fellow at The Graduate School of Education, University of Bristol researching creative and critical thinking in early years. He is the author of several journal articles and books, including 'Learning through Woodwork' and a Member of ICEnet – the International Creative Education Network.

Course Code	Date	Time	Venue
EYQ-4901	14 January 2020	09:00 - 16:00	Learn Sheffield Room 2

Facilitator: Pete Moorhouse

For further details please contact the Early Years Team on the email address above or to book places please complete the booking form on page 51

CHATTA

Talk is half way between thinking and writing

BOOKING IS ESSENTIAL

Free to subscribed schools

Target Group: EYFS teachers/practitioners in schools and PVI settings,

Email: EarlyYearsBusinessSupport@sheffield.gov.uk

Contact Number: 0114 250 6852

Chris will provide an overview of the Chatta approach and resources, explore the research which informs the Chatta approach and look at the evidence of impact. Chatta is used as a resource for both whole classes and groups and includes software, resources and training. Chatta will be leading a free term-long pilot project for schools and PVI settings in the Spring Term 2020. This introductory session provides an opportunity to find out more about how Chatta can support your setting's development priorities. Detailed below are the expectations of the project: what you can expect from Chatta and what the team at Chatta would expect from you. You are under no obligation to trial the use of the app, however, if you decide to take up the opportunity to trial Chatta free of charge for one term.

Chatta will provide:

Chatta Champion training (2 hours)
Action Plan support
Early Years Activity Resources x 12
Helpdesk support
Online training materials
Chatta software licence
Impact review



The Participating School/Nursery will:

Provide active support from HT/manager and EYFS Lead
Ensure that the necessary resources are made available
Use Chatta with a group/full class at least twice a week.
Provide feedback on impact and pupil progress.
Take part in a follow up feedback phone call following the project.



Chris Williams is the founder of Chatta. Chatta is a powerful approach to support progress in communication, language and literacy which is used by schools, nurseries, children's centres and families. Chatta links experiences with images and language and leads to strong progress in both speaking and writing. <https://chattalearning.com>

Course Code	Date	Time	Venue
EYQ-4111	23 January 2020	09:00 – 12:00	Moorfoot Conference Suite

Facilitator: Chris Williams

For further details please contact the Early Years Team on the email address above or to book places please complete the booking form on page 51.

STORIES FOR TALKING

BOOKING IS ESSENTIAL

Subscribed – 1 day of package
Not subscribed – £250 pp

Target Group: EYFS teachers/practitioners in schools and PVI settings

Email: EarlyYearsBusinessSupport@sheffield.gov.uk

Contact Number: 0114 250 6852

Teachers report that significant numbers of children who start school at 2, 3 and 4 years of age have starting points that are below that typically expected for their age, particularly in Communication and Language. Many Sheffield schools are already using the 'Stories for Talking' approach to support young children's language development.

The session is delivered by Rebecca Bergmann, a Specialist Speech and Language Therapist, who has been working with children, parents and practitioners in schools, Early Years settings and specialist units for over 20 years. She is the author of the book 'Stories for Talking' which aims to improve children's language skills through a structured yet flexible language programme, utilising stories and storytime within the setting. The approach is useful for a wide range of children including those who have additional needs or language delay, as well as children with normally developing language or those learning English as an additional language. Rebecca's courses aim to give practitioners an in depth knowledge of the Stories for Talking programme as well as lots of practical activities to provide more resources and to boost confidence in implementing the approach.



Course Code	Date	Time	Venue
EYQ-4121	30 January 2020	09:00 - 16:00	Moorfoot - Conference Suite

Facilitator: Rebecca Bergmann

For further details please contact the Early Years Team on the email address above or to book places please complete the booking form on page 51

BOYS' WRITING

BOOKING IS ESSENTIAL

Subscribed – 1 day of package
Not subscribed – £250 pp

Target Group: EYFS teachers/practitioners in schools and PVI settings

Email: EarlyYearsBusinessSupport@sheffield.gov.uk

Contact Number: 0114 250 6852

Kathy has worked with us in Sheffield for two years now on 'Boys' writing projects. At the end of last year, in the schools that took part in the project, there was an average increase in boys' writing ELG of 3.09 percentage points. This year she will only be doing one training day with us and it is a day jam-packed with theory and ideas. As one Sheffield participant wrote, it is a *"Great explanation of not only why boys struggle with writing but how we can support their development at their pace"*. Kathy takes us through the theory of children's progression through drawing to writing and helps us to consider our practice in the light of this information.

The session is relevant for all EYFS practitioners interested in children's literacy development, particularly those working with children aged 3-5. If you have already taken part in one of the Boys' Writing Projects with Kathy then you may want to recommend this one day course to other col- leagues in order to sustain and embed practice.

Please Note:

This day can also be accessed as part of the Brilliant Boys Project (see page 22 –course code EYQ-3401)



Dr Kathy Ring researches and writes about how young children (aged between 3 and 7) develop and learn and how this can best be supported in educational settings. She is the co-author of 'Making Sense of Children's Drawings' (OUP, 2003) and contributed to 'Mark Making Matters' (DCSF, 2008).

Course Code	Date	Time	Venue
EYQ-4131	27 February 2020	09:00 - 16:00	Salvation Army Citadel Psalter Lane

Facilitator: Dr Kathy Ring

For further details please contact the Early Years Team on the email address above or to book places please complete the booking form on page 51.

LEARNING OUTDOORS

DEN BUILDING, MUD KITCHENS AND SMALL WORLD

BOOKING IS ESSENTIAL

Subscribed – 1 day of package

Not subscribed – £250 pp

Target Group: EYFS teachers/practitioners in schools and PVI settings

Email: EarlyYearsBusinessSupport@sheffield.gov.uk

Contact Number: 0114 250 6852

This course aims to deepen understanding and thinking about the well-being and developmental needs of EYFS children and how this relates to outdoor provision, supporting practitioners to develop their vision, provision and practice.

We are very fortunate to have been able to secure the services of Jan White who works across the UK and internationally. Jan is a leading thinker and writer on outdoor play and advocate for high quality outdoor provision for services for children from birth to seven. With thirty years' experience in education, she has developed a deep commitment to the consistently powerful effect of the outdoors on young children. She is currently an Early Education Associate, adviser for several landscape and equipment companies, co-founder of the Landscapes for Early Childhood Network, sits on the International Advisory Group of the World Forum on Early Education and Care, and teaches on the Masters programme at CREC (Birmingham City University). She provides training courses, conference keynotes and consultancy for a wide range of early years settings.



Jan is award-winning author of *Playing and Learning Outdoors: making provision for high quality experiences in the outdoor environment with children 3-7* (Routledge, 2nd edition 2014), and *Making a Mud Kitchen* (Muddy Faces 2012), editor of *Outdoor Provision in the Early Years* (Sage, 2011), and collaborated with Siren Films to make the award-winning training DVDs *Babies Outdoors*, *Toddlers Outdoors* and *Two Year-olds Outdoors* (Siren Films, 2011). She blogs at: <https://janwhitenaturalplay.wordpress.com>

The course will provide a mix of input, discussion and planning in whole and small group activity, supported by extensive use of images and DVD clips.

This course involves working practically outdoors for part of the day. Please dress for the weather

Course Code	Date	Time	Venue
EYQ-4141	7 May 2020	09.00—16.00	Woodland Discovery Centre

Facilitators: Jan White

For further details please contact the Early Years Team on the email address above or to book places please complete the booking form on page 51

Nature 2 Nurture

BOOKING IS ESSENTIAL

Subscribed – 1 day of package
Not subscribed – £250 pp

Target Group: EYFS teachers/practitioners in schools and PVI settings

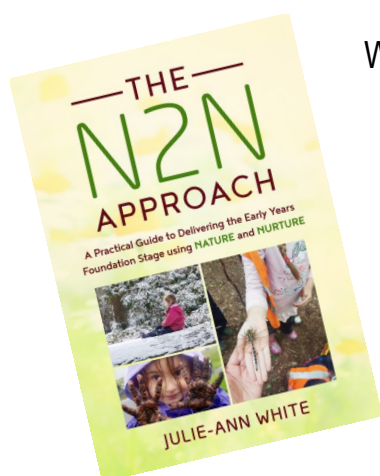
Email: EarlyYearsBusinessSupport@sheffield.gov.uk

Contact Number: 0114 250 6852

Julie-Ann White is the founder of Nature 2 Nurture outdoor preschool. Over the past 3 years it has received an outstanding in all areas judgement and national preschool winners 2 years in a row.

The setting is currently participating in a longitudinal study with Liverpool Hope University looking at the benefits that nature has on children's physicality, wellbeing and cognition. The setting has been able to use the research to support a range of additional needs and this workshop will provide simple natural solutions to support the development of children's sensory foundational systems.

The day will cover the nature nurture approach and consist of sharing simple naturalistic activities that will link to the EYFS. We will also explore how the natural environment supports the development of children's sensory foundational systems and the link with cognition. We will also look at how risk and challenge supports the development of a strong emotional intelligence.



Winner of Nursery Worlds Pre-School of the Year 2017 & 2018

Outstanding in all areas -Ofsted 2016

BBC Documentary - <https://youtu.be/bWcGMOWVQs0>

BBC Radio 4 broadcast - <https://www.bbc.co.uk/programmes/b09z5lvc>



Course Code	Date	Time	Venue
EYQ-4151	19th June 2020	09:00 - 16:00	Moorfoot Conference Suite

Facilitator: Julie-Ann White

For further details please contact the Early Years Team on the email address above or to book places please complete the booking form on page 51

PROFESSIONAL DEVELOPMENT FOR EYFS TEACHING ASSISTANTS & PVI PRACTITIONERS

BOOKING IS ESSENTIAL

Subscribed – 0.5 day of package
Not subscribed – £125 pp
0.5 day course

Target Group: EYFS Teaching Assistants, PVI Practitioners

Email: EarlyYearsBusinessSupport@sheffield.gov.uk

These professional development sessions for teaching assistants are now open to practitioners working in the PVI sector. These sessions are all available as twilight sessions in schools / settings (see Pick 'n' Mix on page 49)

Tuning into 2 year olds

This course explores how 2 year olds become lifelong learners. We will cover brain development and attachment theories and how these can influence your daily provision and practice. There is the opportunity to develop the use of open ended resources to embrace children's natural curiosity and thirst for learning. We will look at how to incorporate the Prime Areas of Learning within the flexible routines you have in your provision, enhancing the learning experiences for 2 year olds within the indoor and outdoor curriculum. With the support of our EY Quality Improvement Team there will be the opportunity to develop learning activities and reflect on your current environment, share good practice and identify areas for development.

Characteristics of Effective Learning including Leuven Involvement and Wellbeing Scales

The Characteristics of Effective Learning are a key element of the EYFS and guide how children should learn from their activities, experiences and environment within your setting. This course will develop practitioner's knowledge as to why the Characteristics of Effective Teaching and Learning are so important and understand how each child applies them on a daily basis. It may be that a child does not follow a conventional approach to learning, but their own learning style should be supported and encouraged.

High Quality Interactions – Sustained Shared Thinking

The Research into Effective Pedagogy in the Early Years (REPEY project) identified that the highest quality settings were where more sustained shared thinking occurred. This session teasing apart the concept of sustained shared thinking: What does it mean? Why is it important? What does it look like in practice? and, What qualities of the emotional and physical environment and what attributes of adults make episodes of sustained shared thinking possible?

Course Code	Date	Time	Venue
EYQ-4161	Tuning in to 2 year olds		
	21 November 2019	13:00 - 16:00	Moorfoot - Conference Rooms 8 & 9
EYQ-4162	Characteristics of Effective Learning including Leuven Involvement and Wellbeing Scales		
	Spring 2020 TBC	13:00 - 16:00	TBC
EYQ-4163	High Quality Interactions - Sustained Shared Thinking		
	14 May 2020	13:00 - 16:00	Moorfoot - Conference Room 3

Facilitators: Early Years Quality Improvement Team & Andrea Lancaster

For further details please contact the Early Years Team on the email address above or to book places please complete the booking form on page 51

MODERATION TRAINING & SUPPORT LINKED TO STATUTORY EYFS ASSESSMENT

(EYFS profile and two-year-old progress check)

The two-year-old progress check and EYFS profile are both EYFS statutory requirements.

This range of opportunities for training and support is designed to meet the needs of practitioners in all schools and settings, whether experienced or new to EYFS.

Please note in particular the EYFS PROFILE / MODERATION TRAINING sessions (taking place w/c 23 March 2020) – **non-attendance at this training may result in a targeted statutory moderation visit being made to your school**. For further information, including who needs to attend this training, please see page 45

POST-MODERATION SUPPORT VISITS

FREE IN-SCHOOL SUPPORT LINKED TO STATUTORY ASSESSMENT

**APPOINTMENTS WILL BE OFFERED TO
& MADE WITH INDIVIDUAL SCHOOLS**

FREE

Target Group: EYFS leaders and teachers/practitioners who were moderated in 2019

Statutory moderation visits often result in discussions and recommendations to support and strengthen practice in relation to EYFS profile assessment, both for the current and subsequent cohorts.

As part of our ongoing commitment to support Sheffield schools in respect of understanding and producing accurate data and assessment, we are offering all schools that were moderated in 2019 the opportunity for a bespoke appointment to discuss and reflect on EYFS Profile assessment 2019, and its implications for their 2020 cohort.

Visits are arranged at a convenient time for schools. Schools that received one of these visits last year found the experience positive.

If you were moderated in 2019, you will be contacted directly and offered a support visit. The duration, date and time will be tailored to your individual needs and wishes, as will any further support visits throughout the year.

EYFS Leaders will receive an email via the school's office/admin email address, but if you think you have not received your invitation, or if you would like to contact us directly to arrange your appointment, please email EarlyYearsBusinessSupport@sheffield.gov.uk

Facilitator: Kate Dudley

Any queries please email EarlyYearsBusinessSupport@sheffield.gov.uk
Tel No: 0114 250 6852

NEW TO EYFS PROFILE / MODERATION

FREE TRAINING LINKED TO STATUTORY ASSESSMENT

FREE

BOOKING IS ESSENTIAL

Target Group: EYFS teachers / practitioners responsible for the completion of the EYFS profile in schools and PVI settings

Please book places via Eventbrite

<https://www.eventbrite.com/e/new-to-eyfs-profile-moderation-free-training-linked-to->

We recognise that each year some teachers/practitioners will be completing the EYFS profile for the first time. This can be for a range of reasons, for example:

NQTs and RQTs

Teachers working in Reception for the first time – whether experienced in other year groups or not, supply teachers or temporary appointments (that are often made in the Spring/Summer term)

PVI settings and school nurseries (who do not always need to complete the EYFS profile), and where Summer born children may be remaining and going straight into Year 1 in September

Anyone falling into the above categories is very welcome to also attend the main EYFS profile/moderation training in March 2020 as well as one of the training sessions below (which are designed specifically to meet the needs of teachers/practitioners new to EYFS profile).

In these sessions, practitioners will be introduced to the principles of EYFS profile assessment, and supported through practical activities to understand and apply 'best fit', and to use the national exemplification materials to make consistent, accurate judgements at 'emerging', 'expected' and 'exceeding' levels.

Further details will be provided closer to the time about what to prepare and bring along, how-ever schools/settings will need to ensure that they are compliant with GDPR 2018 when bringing and using materials at training sessions.

New to EYFS Profile / Moderation Training		
Date	Time	Venue
Mon 18 November 2019	09:00 - 12:00	Moorfoot, Conference Room 2
Mon 18 November 2019	13:00 - 16:00	Moorfoot, Conference Room 2
Thurs 23 April 2020	09:00 - 12:00	Moorfoot, Conference Room 3
Thurs 23 April 2020	13:00 - 16:00	Moorfoot, Conference Room 3

Facilitator: Kate Dudley

Any queries please email EarlyYearsBusinessSupport@sheffield.gov.uk
Tel No: 0114 250 6852

EYFS PROFILE / MODERATION TRAINING

FREE TRAINING LINKED TO STATUTORY ASSESSMENT

BOOKING IS ESSENTIAL

FREE

Target Group: EYFS teachers / practitioners responsible for the completion of the EYFS profile
Please book places via Eventbrite <https://www.eventbrite.com/e/eyfs-profilemoderation-training-linked-to-statutory-assessment-tickets-64423693000>

The Standards & Testing Agency expects LAs to offer training to their schools on the EYFS Profile and it is recommended that practitioners responsible for the completion of the EYFS profile attend this training. This specific training, which includes agreement trialing, is provided to ensure that EYFS profile assessments are in line with the requirements set out in the EYFS statutory framework.

***Teachers/practitioners who are responsible for the completion of the EYFS profile should attend one half day session during the week commencing 23rd March 2020**

LAs are required to have systems in place to follow up concerns raised by moderators during training, to monitor attendance at training events and to follow up non-attendance where appropriate.

Concerns raised or non-attendance at this training may result in a statutory moderation visit being made to your school.

* If it is not possible for *all* teachers/practitioners responsible for the completion of the EYFS profile to attend, then at least one per school should attend and take responsibility for cascading the information from the training to colleagues.

Places are limited to 30 per session, and will be taken on a first-come, first-served basis. Please book early as some sessions will book up very quickly.

This session is for special schools and integrated resources only.

Further details will be provided closer to the time about what to prepare and bring along, however schools/settings will need to ensure that they are compliant with GDPR 2018 when bringing and using materials at training sessions.

EYFS Profile / Moderation Training		
23 March 2020	09.00 - 12.00	Moorfoot Conference Suite
23 March 2020	13.00 - 16.00	Moorfoot Conference Suite
24 March 2020 #	09.00 - 12.00	Moorfoot Learning Centre
25 March 2020	09.00 - 12.00	Moorfoot Conference Suite
25 March 2020	13.00 - 16.00	Moorfoot Conference Suite
26 March 2020	09.00 - 12.00	Moorfoot Conference Suite
26 March 2020	13.00 - 16.00	Moorfoot Conference Suite
27 March 2020	09.00 - 12.00	Moorfoot Conference Suite
27 March 2020	13.00 - 16.00	Moorfoot Conference Suite

Facilitators: Kate Dudley & EYFS Moderation Team
 Any queries please email EarlyYearsBusinessSupport@sheffield.gov.uk
 Tel No: 0114 250 6852

QUALITY ASSURANCE OF EYFS PROFILE

FREE TRAINING LINKED TO STATUTORY ASSESSMENT

BOOKING IS ESSENTIAL

FREE

Target Group: EYFS teachers / practitioners responsible for the completion of the EYFS profile in schools and PVI settings, and persons with responsibility for assessment in schools and settings.

Please book places via Eventbrite on <https://www.eventbrite.com/e/quality-assurance-of-eyfs-profile-free-training-linked-to-statutory-assessment-tickets-65114619580>

“Settings and LAs must have quality assurance processes in place to ensure that the data submitted for each child is an accurate reflection of their attainment... Practitioners, school managers, setting leaders and LAs are responsible for ensuring the quality, accuracy and reliability of data arising from EYFS profile assessment. They must ensure that data accurately reflects the attainment of their cohort of children.” (Early years foundation stage profile 2019 handbook, STA)

We support schools and setting with quality assurance of EYFS profile data in a variety of ways, including this specific training which is particularly useful for those new to EYFS profile assessment, such as

NQTs and RQTs

- Teachers working in Reception for the first time – whether experienced in other year groups or not
- Supply teachers and temporary appointments (often made in the Spring/Summer term)
- PVI settings and school nurseries (who do not always need to complete the EYFS profile), and where Summer born children may be remaining and going straight into Year 1 in September

This is also useful training for those with a wider responsibility for assessment in schools.

In these sessions, practitioners will be introduced to the ‘statements to support level setting’ and supported through practical activities to understand and apply these when exploring links between ELGs, and possible anomalies and unusual patterns in children’s attainment.

Further details will be provided closer to the time about what to prepare and bring along. Please note; schools/settings will need to ensure that they are compliant with GDPR 2018 when bringing and using materials.

Quality Assurance of EYFS Profile		
Date	Time	Venue
10 June 2020	09.00—12.00	Moorfoot Conference Suite
10 June 2020	13.00 - 16.00	Moorfoot Conference Suite

Facilitator: Kate Dudley

Any queries please email EarlyYearsBusinessSupport@sheffield.gov.uk

Tel No: 0114 250 6852

EYFSP MODERATION SURGERIES

FREE SUPPORT LINKED TO STATUTORY ASSESSMENT

BOOKING IS ESSENTIAL

FREE

Target Group: Teachers/practitioners in schools / PVI settings responsible for completing EYFS profile in 2020

Please book a place via Eventbrite <https://www.eventbrite.co.uk/e/eyfsp-moderation-surgeries-free-support-linked-to-statutory-assessment-tickets-65100271665>

As part of our ongoing commitment to support Sheffield schools and PVI settings in respect of understanding and producing accurate EYFS profile data and assessment, we are offering all schools/PVI settings the opportunity to attend EYFS profile /moderation surgeries around the city.

Our EYFS profile surgeries are an opportunity for any teacher/practitioner with responsibility for completing EYFS profile to discuss any last minute queries in respect of any ELGs, at any level, both general and those specific to individual children.

Each surgery is attended by LA moderators with the experience and expertise to support you with these judgements, and will take place across the city in June 2020.

You may attend a surgery in any area of the city.

(This is a booked drop in session and you may attend at any time during the surgery and do not need to stay for the whole duration).

*EYFS profile assessment and moderation support is also available throughout the year through local '**moderation clusters**'. These are often based on Families of Schools, and sometimes on MATs, triads and other schools links. If you are not involved in a moderation cluster and would like support in linking with one, please contact us via EarlyYearsBusinessSupport@sheffield.gov.uk

EYFSP Moderation Surgery		
Date	Time	Venue
15 June 2020	14.30 - 16.30	Coit Primary
16 June 2020	14.30 - 16.30	Birley Primary Academy
18 June 2020	14.30 - 16.30	Ecclesall Primary

Facilitators: Kate Dudley & EYFS Moderation Team

Any queries please email EarlyYearsBusinessSupport@sheffield.gov.uk
Tel No: 0114 250 6852

2 YEAR OLD MODERATION

FREE

BOOKING IS ESSENTIAL

Target Group: Practitioners working with 2 year-olds and responsible for completing the 2YO Progress Checks

Please book places via Eventbrite: <https://www.eventbrite.com/e/2-year-old-moderation-tickets-65092140344>

The two-year-old progress check is a statutory requirement for anyone providing early years care and education places for children between the ages of two and the. Practitioners are encouraged to complete the progress checks once a child has settled into provision, e.g. during the first term of accessing two-year-old FEL funding.

The purpose of the progress check is to assess the child against typical levels of development in the three Prime Areas of Learning: Communication and Language, Physical Development and Personal, Social and Emotional Development. If the child is not meeting developmental milestones, early identification allows interventions to be implemented where appropriate, to ensure the child is ready to access the next stage of their education.

In order to achieve the best outcomes for all children in Sheffield, these assessments need to be accurate. Sessions for moderating the assessments made of two-year-olds' learning and development will take place on a termly basis. Practitioners are therefore encouraged to book onto one session per term. (The morning and afternoon sessions are repeats). Sessions will also include signposting to up to date information and training to support practice and provision for this age-group of children.

Please bring to each session:

- A copy of Development Matters / Early Years Outcomes
- Records for three children (this could be lower, middle and higher ability or younger / older two- year-olds)
- If you have electronic record keeping systems please bring your device with you - there will be internet access at the venue.

Date	Time	Venue
23 September 2019	09:00 - 12:00	Moorfoot - Conference Suite
23 September 2019	13:00 - 16:00	
27 January 2020	09:00 - 12:00	
27 January 2020	13:00 - 16:00	
13 May 2020	09:00 - 12:00	
13 May 2020	13:00 - 16:00	

Facilitators: Quality Improvement Team

Any further queries email: EarlyYearsBusinessSupport@sheffield.gov.uk
Tel: 0114 2506852

PICK 'n' MIX

Target Group: EYFS Practitioners

Email: EarlyYearsBusinessSupport@sheffield.gov.uk

Contact Number: 0114 250 6852

The 'bespoke' part of the Traded Service Package includes **up to 4 days** central training, in-school support or a combination of the two. This is subject to availability of places at central training and the capacity of the Early Years Team. Please book early to avoid disappointment.

The in-school support can be tailored to your individual needs. The following Pick 'n' Mix selection include some of the most popular requests:

'Changing Rooms' (support to develop the learning environment)

Practical support to review and reorganise the learning environment (this could be after school or in the school holidays).

Range of bespoke staff training (can be delivered as twilights)

Role of the Adult – developing communication and language

High Quality Interactions - effective use of Praise

High Quality Interactions – Sustained Shared Thinking

Leuven Scales of Well Being and Involvement

One to One support for practitioners, e.g. new to the EYFS or the EYFS

Co-ordinator / Leader role. Support to analyse and present data

Assessment visit for the Sheffield Charter for Quality in Early Years.

This uses one day of your package as it includes preparation, the visit itself and a written report.

Environment Audits (including introductory sessions and various levels of support)

Using the Early Childhood Environmental Rating Scale (ECERS-3) or the Infant and Toddler Environmental Rating Scale (ITERS) we can either undertake an audit for you or with you. (The amount of days / half days from your Traded Service Package will depend on individual school requirements).

Facilitators: Maureen Hemingway, Kate Dudley & Andrea Lancaster

SUPERB ENVIRONMENTS

Professor Jan White (Outdoors) Morning
Clare Williams (Indoors) Afternoon

Monday 21st October 2019

Morning 08.30 - 12.00

Afternoon 12.30 - 16.00

BOOKING FORM

Setting / Organisation			
Address			
		Postcode	
Contact Name		Telephone	
Contact Email Address			

	A	B		C		
	Subscribed Free Place*	Subscribed No. Additional places		Not Subscribed No. places		Total cost £
Morning		£25		£50		
Afternoon		£25		£50		
am + pm + lunch	n/a	£45		£90		
lunch	n/a	£6.25		n/a	n/a	
Grand Total						

Note for subscribed schools

* All subscribed schools are entitled to one free morning or afternoon place. Please indicate your choice in column A.

If subscribed schools require any additional places, please indicate your choices in column B. Please note that delegates accessing a free place in the morning who wish to stay for the afternoon conference will need to choose the afternoon place at £25 lunch at £6.25 from column B **and not** am + pm + lunch.

Name of delegate	Dietary requirements

To book please complete and return this booking form to email:

EarlyYearsCONFERENCE2019@sheffield.gov.uk



EYFS Training Opportunities 2019 / 20

Booking Form

Name _____ Job Title _____

School _____

Telephone No _____ Email Address* _____

Code	Date	Delegate	Email Address
Title			
		1	
		Job Title	
		2	
		Job Title	
Title			
		1	
		Job Title	
		2	
		Job Title	
Title			
		1	
		Job Title	
		2	
		Job Title	
Title			
		1	
		Job Title	
		2	
		Job Title	

All sections of this booking form need to be completed.

Email confirmations will be sent to the delegate(s) email addresses and the person* who has made the bookings.

Please return this form to EarlyYearsBusinessSupport@sheffield.gov.uk as soon as possible.



BOOKING FORM & TRAINING LOG

PRIVACY NOTICE

How we will use your information?

The information provided to us when making bookings and attending training will be used to tailor the sessions to meet the needs of delegates, to communicate directly with delegates on matters relating to the training/sessions/courses/events, and to comply with health and safety requirements during these times (e.g. fire evacuation).

Who will we share your information with?

In most cases your information will only be used by the council and we will not share it with any third party.

However in some circumstances we will share your information with the following third parties:

- Event/training venues not owned/run by the Council – if you do not use the venue's system to sign in, we may provide them with a copy of our register/attendance sheet so they can have a record of people attending their premises.
- Guest trainers (as outlined in this booklet) – we may provide them with your booking/attendance information to help tailor the sessions to meet the needs of delegates, to communicate directly with you on matters relating to the training/sessions/courses/events, and to comply with health and safety requirements during these times (e.g. fire evacuation).

How long will we keep your information?

The information you provide will be kept until evaluations and feedback have been collated and acted upon, and then it will be deleted / destroyed. This will be after a maximum of 24 months.

What are your rights?

You have rights under Data Protection law. Further details about your rights, the contact details of our Data Protection Officer and your right to make a complaint please see our Data Protection web page: <https://www.sheffield.gov.uk/privacy>.

EYFS Training Opportunities 2019 / 20

Training Log

TRAINING LOG		
Course	Code: EY Title:	Date:
Attendees		
Course	Code: EY Title:	Date:
Attendees		
Course	Code: EY Title:	Date:
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