



Programme 2009-2010

Introduction

Welcome to our programme for 2009-2010.

Our planning this year has again been carefully based on consultations with schools about their priorities and evaluation of our previous work, including feedback from participants.

You will find in this programme a wide range of activities, from network meetings through to courses, projects and longer-term developments, including an increasing range of activities specifically for support staff.

We are particularly pleased to be encouraging a range of opportunities for teachers' CPD, including school-based and action-based research which can/will be more formally recognised through frameworks such as -

- Teacher Learning Academy (General Teaching Council – GTC)
- Chartered London Teacher (London Challenge)

In parallel, our work supports schools within the Investors in People Standard and links explicitly to both the Workforce Reform agenda and the Every Child Matters outcomes.

If you are in a Croydon school you will know that we are able to offer a Service Agreement, which we hope you will consider carefully. Otherwise you can of course be charged per activity.

If you want to know more about an activity or cannot find what you want, please contact either the course organiser or a member of the Croydon QDI (Quality, Development, Improvement) team. All this information is also available on our website

www.croydonqdi.co.uk

My best wishes to all colleagues for a successful year of Continuing Professional Development in 2009 and 2010. For more information about the 2009/2010 programme you can contact us on 020 8726 6000 or email to teachers.courses@croydon.gov.uk

Head of CPD
Croydon QDI (Quality, Development, Improvement)



INVESTOR IN PEOPLE

INTRODUCTORY NOTES

What is in this programme

The activities in this programme are mainly those traditionally described as courses or network meetings. An increasing number entail school-based work as part of the development strategy for the specific activity. **With the current rate of educational change at national level, we expect additional activities will be advertised to you during the year – these will most certainly include activities supporting the various National Strategies.**

Other services from QDI

Many other aspects of the work of the QDI team are described in other plans such as 'The Children and Young People's Plan', about which schools will have received other communications. As far as the CPD tutors are concerned, many schools will find us in their schools as part of specific local and National Strategies. In addition, there will be a limited amount of time available for 'bespoke' school-based work; enquiries should be addressed to the Head of CPD.

How the programme is set out

We have divided our activities into sections by main subject or topic. Please note that there are sections for Primary, Early Years, NQT, Support Staff, Inclusion, Leadership and Management, as well as the subjects you would expect. Following your feedback we have retained the Child Protection, Healthy Schools and Environmental Sustainability sections. This year for the first time we have put together a section labelled "The Arts" to reflect CYPL department structure and curriculum development in schools.

Quality Assurance

All our provision is set against a rigorous QDI CPD Code of Practice, Service Charter and revised Complaints Procedure. We seek to continuously improve the provision and always apply the principles of Best Value.

Tutors

Many activities will be tutored and led by the Croydon QDI team but we are now engaging a growing number of external, locally and nationally recognised consultants, all of whom will work within the QDI CPD Code of Practice. In addition we are using the considerable wealth of local expertise by involving more Croydon teachers in planning and delivering activities such as Network Meetings and Conferences, especially the team of Advanced Skills Teachers.

Enquiries

For further information about any specific activity contact the 'Activity Organiser' shown for that activity.

For other enquiries about educational content, please contact the appropriate member of staff.

All Croydon Council staff can be contacted by e-mail using the format: *firstname.surname@croydon.gov.uk* and/or for staff based in Leon House telephone on 020 8726 6000. Please see below for 'Other Contacts', and useful telephone numbers at the back of the book.

For administrative enquires, please contact Glynis Jones, 020 8726 7358 (internal extension 15358).

For service agreements and other financial or contractual matters, please contact Dawn Warren, 020 8726 7359 (internal extension 15359).

Other Contacts:

All the following staff can be contacted by e-mail using the format: *firstname.surname@croydon.gov.uk*

Music and The Arts

Graeme Smith	Head of Music and Arts	020 8681 0909
Helen Bretherick	Assistant Head of Music and Arts (Primary Creative Arts)	

Email: music.service@croydon.gov.uk

Child Protection

Sarwan Jandu	Safeguarding Children Co-ordinator	020 8686 4433 [Ext 65460]
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Communication Support Services

Jennifer Kidd	Head of Service	020 8683 4849
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Educational Psychology

Bob Tyler	Senior Educational Psychologist	020 8686 0393
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Every Child Matters Facilitator

Murielle McClelland		020 8686 4433 [Ext 62362]
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Financial Services to Schools

David Dilling	Manager CYPL Finance (Schools)	020 8760 5610
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Email : schoolsfinance@croydon.gov.uk

Management Information and Performance System

Stephen Schwartz	ICT Strategy Manager (Schools)	020 8726 7386
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Youth Service

Ian Marshall	Head of Youth Service	020 8686 4433
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ext 65456



Croydon QDI Professional Development Centre

Leon House
233 High Street
Croydon CR0 9XT

We are very pleased to welcome you to the Professional Development Centre. The training and meeting rooms are all on the 8th Floor. The course administration office, along with several other CYPL Department teams, is based on the 7th Floor.

If you are coming to the Professional Development Centre, please make your way to the 8th Floor where directions to the various courses and activities will be clearly signposted.

All the training and meeting rooms are fully equipped with state-of-the-art facilities and technology.

You can unwind and meet up with colleagues in the Restaurant situated on the 8th Floor. Refreshments are available before the start of each course or activity and during breaks. You can enjoy a cappuccino or latte from the coffee range or choose from the speciality range of teas and soft drinks. In keeping with the Healthy Schools agenda you can purchase your lunch from the salad bar or choose from the range of healthy snacks.

The Restaurant is open from 9.00 am to 4.30, Monday to Friday in term time.

ADMINISTRATION NOTES

How to Apply

Applications can be made using any of the following:

For multiple applications: Application Form SAS035

For single applications: Application Form SAS036 (*the example in this booklet can be photocopied*)

or by e-mail to: teachers.courses@croydon.gov.uk

or through the Croydon QDI Continuing Professional Development (CPD) Website
www.croydonqdi.co.uk

Please note that in line with the Race Relations (Amendment) Act 2000, we invite applicants to provide some additional information. This will enable our provision to be monitored as we seek to make continuous improvements. **Please also see paragraph below concerning disability and access/evacuation from the Centre in an emergency.**

All application forms should be returned to:

Finance Section

Phone: 020 8726 7358

Croydon QDI

Fax: 020 8726 0725

7th Floor Leon House

233 High Street

Croydon CR0 9XT

When to Apply

We appreciate early applications, and of course that makes it more likely that the application will be successful. In particular, we can provide our best service to you if places are booked at least two weeks before any event.

If you are giving us less than two week's notice of an applicant, please first phone our Finance Section (020 8726 7358) to check the status, date and availability of the activity. As soon as the Finance section receives applications, they are processed and confirmation is then sent to the school CPD co-ordinator the following Friday.

If you have not received a confirmation, please phone to check the status of the booking rather than just turn up in hope. We regret that for practical reasons we may have to turn away at the door those who have not booked and secured a place.

Applications: Summary to CPD Co-ordinators

As last year, we will be sending the weekly confirmation letter of application results to co-ordinators. **It is essential that co-ordinators convey this information to their staff as soon as possible.**

Leon House Evacuation Procedure

We have now installed 'EVAC' chairs which require trained staff. It is therefore **essential** that you tell us well in advance if any participant would be unable to leave in the usual way by a staircase in an emergency.

Disability

If you have a disability that entails special requirements (eg hearing loop), please write or phone to make your requirements clear. (Contact : Finance Section or Activity Organiser – there is also the opportunity to indicate on the application form if you have a disability.)

'Selective Criteria' Activities

There are very few of these and the course details will make it clear why this is necessary. All applications for activities which have special criteria will be placed 'on hold' initially, as the organiser will make the final decision on who attends. In this case, applicants may not be told of their status until nearer the date of the activity.

Unsuccessful Applications and Oversubscribed Activities

Staff who are unsuccessful in gaining a place on a particular activity will be notified through their co-ordinator via the weekly confirmation letter. When activities are over-subscribed, they may be repeated, in which case all applications on 'reserve' will automatically be transferred to the repeat activity.

Replacement Applicants

If a place on an activity becomes available at short notice, and there is a reserve list, applicants will be contacted by telephone, in priority order, to see if they are available to attend.

Charges to Schools: 2009-2010

Charge Codes:

All activities show one of the following:

Code B: (Buy-back) all activities covered by a service agreement, which may alternatively be booked ad hoc.

Code C: (Centrally-funded) all activities for which Croydon LEA schools will not be charged.

Code X: is used for special conferences or activities outside the service agreement for funding reasons.

CPD Activities	Croydon LEA Schools	All other schools buying services (please add VAT)
Day (2 Sessions)	£172	£172
Half day (1 Session)	£86	£86
Twilight (0.5 Session)	£43	£43
Networks (per meeting)	Nil	£43

Please see below for
“Cancellation Policy – CPD Activities: Ad hoc purchase”

School-Based Work

School-based work will be costed according to the amount of time spent supporting schools, **both on and off site.**

ALL SCHOOLS	Plus VAT where appropriate
Full Day (approx 6 hrs delivery)	£495
Hourly rate	£82.50

Cancellation Policy – CPD Activities: Ad hoc purchase

There will be no refunds for non-attendance. Substitutes are acceptable. However, if a place is cancelled at least 10 working days prior to the first session of a course, then the school will be able to transfer the place to a later date or to another course (like a credit note). If notice of cancellation is given less than 10 working days beforehand then the fee or place is forfeited. Schools will be given credit for courses/sessions postponed or cancelled by us for whatever reason, at the appropriate rate for that course: this will constitute the limit of our liability in these circumstances.

At the end of the financial year, any credited sessions accumulated due to school withdrawals will be lost.