

<p>Course Name SUPPORTING POLICY WRITING WORKSHOPS</p>					
<p>Target Group: Early years practitioners with designated responsibilities, in private, voluntary, independent and maintained settings</p>					<p>CYPP REF</p>
<p>Course Description</p> <p>These workshops aim to support practitioners in reviewing and revising their policies and procedures in line with the statutory framework within the Early Years Foundation Stage. The workshops have specific themes as featured in the Islington Early Years Policy Support Tool Kit (2008).</p> <p>A policy sets out the agreed guiding principle of the setting, while a procedure details the course of action that the setting will take. As a matter of good practice the Early Years Foundation Stage states that;</p> <p>Group settings will be expected to have written copies of any policies and procedures which are required, for example, to safeguard children, promote equal opportunities and so on. Providers should ensure that all members of staff have been given copies of these policies and procedures as part of their induction, and that they are explained to, and accessible to, all parents. (EYFS 2008, pg 21).</p> <p>The objective of these sessions is to provide practitioners with the tools to raising quality of provision, and the improvement of practice. Please bring a copy of your setting's current policy relevant to the workshop, and a copy of your setting's policy tool kit.</p> <p>Dates:</p> <p>10/09/09 Developing your Developmental Learning Policy 30/09/09 Developing your Equal Opportunity Policy * (at 38 Mayton Street N7) 14/10/09 Developing your Uncollected Child Policy 28/10/09 Developing your Safeguarding and Promoting Children's Welfare Policy 11/11/09 Developing your Admissions Policy 25/11/09 Developing your Food Policy 09/12/09 Developing your Complaints Policy 13/01/10 Developing your Sick Child & Emergency Policy 27/01/10 Developing your Lost Child Policy 10/02/10 Developing your Health & Safety Policy</p>					
Date	As above	Organiser	EYFS Team	Cost	Free
Time	4.00-5.30	Tutor(s)	EYFS Team	Venue	Laycock Centre Laycock Street N1 1TH and Islington Childcare Trust, 38 Mayton Street N7

Course Name:

INTRODUCTION TO THE SELF EVALUATION FORM (SEF) - PART 1

SEF WRITING WORKSHOP - PART 2

N.B Candidates must attend both sessions

Target Group:

Heads, managers and deputy managers in private and voluntary early years settings

CYPP REF
2.6

Course Description:

Registered providers who will be delivering the Early Years Foundation Stage (EYFS) will be advised to complete an Early Years SEF.

The main reasons to complete the SEF are:

- It will help you to consider how best to maintain and improve your setting, so that it meets the highest standard and offers the best experience for young children.
- An up to date, accurate SEF gives Ofsted inspectors an idea of which aspects of your provision you consider work well and which you are seeking to improve.

We will be providing some key questions for you to think about, as you evaluate your provision and practice and consider ways of improvement in relation to:

- The EYFS welfare requirements
- EYFS good practice guidance
- The 5 Every Child Matters (ECM) outcomes

AIMS AND OBJECTIVES:

By the end of the session participants will have had the opportunity to:

- Identify evidence from your provision and practice to support your quality improvement cycle and feed into your self evaluations.
- Link the EYFS and ECM to your self evaluations
- Use the SEF form to highlight areas for development for your setting's Training and Development Plan
- Plan how to involve all your staff, parents and children in the self evaluation.
- Have an opportunity to begin to write your SEF with the support of the EYFS team.

EYFS Themes: All

EYFS Commitments: All

EYFS Ref: Practice Guidance, Quality improvement 1.21

Date (please select)	Part 1 21/09/09 Part 2 16/11/09	Organiser	EYFS Team	Cost	See costing guidance
Time	9.15 –12.15	Tutor(s)	EYFS Team	Venue	Laycock Centre Laycock Street N1 1TH

Course Name:
EARLY YEARS FOUNDATION STAGE NETWORK: 6 sessions

Target Group: All early years practitioners, including teachers, in maintained, private, voluntary or independent settings and childminders	CYPP REF EYP 1
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Course Description:

This series of network meetings will continue to focus on developing a shared understanding of the Early Years Foundation Stage Framework and new initiatives in early years education, as well as providing an opportunity to bring forward any concerns or issues arising in your settings. Each session is an opportunity to explore and discuss a relevant topic, initiative, or issue, which is underpinned by the 4 main principles of the EYFS framework. There will also be time to discuss issues personal to your settings. This will be an opportunity for you to share issues or challenges with colleagues, with the view to making a resolution.

We will aim to deliver information based on the interests and needs that you share with us in the first session.

Anyone working with the EYFS framework is welcome to attend these sessions. You will be able to dip in and out of the EYFS networks as you feel necessary. Foundation Stage co-ordinators and managers, who are leading their teams in developing knowledge of the EYFS, may find it useful to attend themselves or to send some of their staff in preparation for further discussion in the setting.

Session 1: 15/10/09 – Progress Matters – a new initiative from the DCSF

EYFS Theme: Enabling Environments. **EYFS Commitment:** 3.1

Common Core: Effective communication and engagement with children, young people, their families and carers, 1; Child and young person development, 2; Sharing information, 6

Session 2: 03/12/09 – Topic TBC

Session 3: 11/02/10– Topic TBC

Session 4: 25/03/10– Topic TBC

Session 5: 20/05/10– Topic TBC

Session 6: 01/07/10– Topic TBC

Dates (select as appropriate)	15/10/09 03/12/09 11/02/10 25/03/10 20/05/10 01/07/10	Organiser	Early Years Foundation Stage Team	Cost	FREE
Time	4.00-5.30	Tutor(s)	Members of the Early Years Foundation Stage Team	Venue	Laycock Centre Laycock Street N1 1TH

Course Name: WORKFORCE DEVELOPMENT FORUM					
Target Group: Managers and deputies in the PVI sector					CYPP REF
<p>Course Description:</p> <p>The Workforce Forum will be held once a term and will be an opportunity for the management teams of private, voluntary and independent sector nurseries to receive guidance and discuss issues related to the early years workforce including:</p> <ul style="list-style-type: none"> • Current early years workforce policy • Funding availability and the application process • Completing a workforce audit • Ensuring professional development is reflected in training and development plans, appraisals and supervisions • Ensuring access to the integrated training programme which provides free training for all staff including Induction, Leadership and Management, CAF, Lead Professional and Introduction to Training • An opportunity to input on the review and evaluation of funding procedures and the early years workforce strategy • Information on where and how to access qualifications <p>AIMS AND OBJECTIVES:</p> <p>By the end of the session participants will have had the opportunity to:</p> <ul style="list-style-type: none"> • Consider and discuss early years workforce issues • Share good practice with colleagues on systems and procedures to support workforce development • Receive guidance and support from the early years workforce team <p>EYFS Theme:</p> <p><i>Welfare requirements</i></p> <p>EYFS Commitment:</p> <p>Common Core:</p>					
Dates	19/10/09 08/02/10 24/05/10	Organiser	EYFS Team	Cost	FREE
Time	3.00-5.30	Tutor(s)	Gwen Fitzpatrick	Venue	Laycock Centre Laycock Street N1 1TH

Course Name -
EARLY YEARS FOUNDATION STAGE CO-ORDINATORS' GROUP

Target Group : Foundation Stage co-ordinators in schools and children's centres	CYPP REF EAP1b
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Course Description:

This termly meeting is a discussion and training forum and network opportunity for those with responsibility for managing the Early Years Foundation Stage.

Topics for discussion are decided by the group. Good practice contributions from participants are welcomed.

The full agenda for each meeting, will be publicised through the Schools' circular and on the EYFS team website: www.islington.gov.uk/eyfs

Agenda items for the Autumn meeting will include:

Action planning for the Foundation Stage

- Analysing FSP data
- Monitoring EYFS implementation

EYFS Theme: All

EYFS Commitments: All

Common Core: All

Date	20/10/09 02/02/10 04/05/10	Organiser	EYFST	Cost	FREE
Time	9:00-12.30	Tutor(s)	Penny Kenway	Venue	Laycock Centre Laycock Street N1 1TH

<p>Course Name THE ROLE AND RESPONSIBILITIES OF THE FOUNDATION STAGE CO-ORDINATOR</p>					
<p>Target Group : Existing and aspiring Foundation Stage co-ordinators in schools and children's centres</p>					<p>CYPP REF EAP 1a</p>
<p>Course Description:</p> <p>This course will offer participants an opportunity to reflect on their role in leading practice development with their team. It will encourage co-ordinators, and those aspiring to this role, to develop leadership and management strategies and systems.</p> <p>AIMS AND OBJECTIVES</p> <p>By the end of the course participants will have explored:</p> <ul style="list-style-type: none"> • The characteristics of effective leaders and teams • The role and responsibilities of the leader in: <ul style="list-style-type: none"> • developing a vision and setting high standards for practice • evaluating their team's strengths and areas for development (including professional development) • managing the change and development process (including action planning) • monitoring and evaluating practice <p>Course members should bring to the day:</p> <ul style="list-style-type: none"> • The Early Years Foundation Stage pack • An example of a record of achievement for one of the children in their group <p>EYFS Themes: A Unique Child; Positive Relationships; Enabling Environments; Learning and development</p> <p>EYFS Commitments: All</p> <p>Common Core: Effective communication and engagement with children, young people, their families and carers, 1; Child and young person development, 2</p>					
Date	16/11/09	Organiser	EYFS Team	Cost	See costing guidance
Time	9:30 –3:30	Tutor(s)	Margaret Edgington Independent Early Years Consultant	Venue	Laycock Centre Laycock Street N1 1TH

Course Name :
INTRODUCTION TO TRAINING

Target Group: Those new to delivering training sessions, information sessions and/or workshops	CYPP REF
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Course Description:
 This **2 day** course will give those new to delivering training, information and /or workshops to parents, colleagues and/or other professionals an opportunity to develop their presentation skills.

The course will cover:

- Understanding your audience
- Learning styles and group dynamics
- Good practice guidance on presenting information effectively
- Examples of ice breakers and activities to support audience engagement

AIMS AND OBJECTIVES:
 By the end of the session participants will have had the opportunity to:

- Develop an awareness of how to organise and deliver information to a wide audience affectively
- Plan and deliver a brief presentation

EYFS Theme:

EYFS Commitment:

Common Core:
 Effective communication and engagement with children, young people, their families and carers, 1

Dates	05/03/10 & 12/03/10 Participants are required to attend both dates	Organiser	EYFS Team	Cost	See costing guidance
Time	9.30-4pm	Tutor(s)	Michelle Viridi & Gwen Fitzpatrick	Venue	Laycock Centre Laycock Street N1 1TH

<p>Course Name STEP UP TO MANAGEMENT</p>					
<p>Target Group: Those new to leading and managing in the early years including, managers, deputies, Foundation Stage co-ordinators and EYPs</p>					<p>CYPP REF EAP1b</p>
<p>Course Description:</p> <p>This 2 day course will give advice, guidance and background knowledge to help support participants to develop their management and team leadership skills for effective performance. Designed specifically to meet the needs of all those who have recently moved into – or are about to take up – a managerial / team leader position within early years and childcare.</p> <p>Including:</p> <ul style="list-style-type: none"> • How do I build a successful team? • What are good leadership skills? • How can I make certain the systems I have in place are effective? • How do I ensure there is effective communication in my setting? <p>EYFS Theme:</p> <p>EYFS Commitments:</p> <p>Common Core: Effective communication and engagement with children, young people, their families and carers, 1</p>					
Date	21/06/10 & 22/06/10 Attendance on both days is required	Organiser	EYFST	Cost	See costing guidance
Time	9.30-4.30	Tutor(s)	Phil Churchill	Venue	Laycock Centre Laycock Street N1 1TH