

**Supporting Pre-schools Programme – Spring 2018**

**FREE - Training**

*Devon Pre-school Learning Alliance*



Dear Setting

Please find below our Supporting Pre-schools Programme for the Spring term. Our programme of short information sessions are designed to

cover some of the most important factors in managing your early years setting. The sessions are therefore targeted at Pre-school Managers, Senior Staff and Members of the Pre-school Committee (if your setting has one).

**FREE Training – we have received some funding this term for member settings within Devon, we can therefore offer all of the training below at no cost to the setting. We are also offering it to non-member settings at a subsidised rate of £20 per person.**

If you would like any more information with regard to the sessions below or would like to book a place/s please contact**: Jeanne Cook – Devon SPDW:**

**e-mail:** [**jeanne.cook@pre-school.org.uk**](mailto:jeanne.cook@pre-school.org.uk) **or telephone: 07443633080**

**Cancellation:** We reserve the right to cancel a session if we have insufficient numbers – we will endeavor to always notify settings at least 48 hours in advance if possible.

**Attendees;** are required to give 48 hours’ notice if they are unable to attend. **NOTE:** **Non Attendance will incur a fee of £20 per person.**

**Facilitators**

Sessions are delivered by either:

**Jeanne Cook – Devon Senior Pre-school Development Worker.**

Jeanne is an experienced Childcare and Early Years Development Worker who has been supporting and advising settings in Devon & Torbay for more than 15 years. Jeanne’s areas of expertise lies in Management and all aspects of Committee Support.

**or**

**Nicci Hooper MAAT - Payroll Services Manager**

Nicci manages the Devon Payroll Service which offers a service to more than 230 early years’ settings. She is also a member of the Association of Accounting Technicians and has over 13 years’ experience in payroll and pre-school accounts.

**Sharon Bond – Lead EAL Advisor, Somerset Pre-school Learning Alliance**

The Pre-school Learning Alliance's EAL Advisory Service provides advice and practical support for all early years providers across Somerset to develop inclusive and effective early learning environments, and in particular, develop an effective communicative environment for all children.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATES & TIMES** | **SESSION** | **WHO IS THE FOR?** | **SESSION CONTENT** | **LOCATION** |
| **Tuesday 23rd January 10.00am – 1.00pm**  Facilitator:  Sharon Bond | **Working with EAL Learners**  A hands on workshop to explore various aspects of working with EAL children & their families in Early Years Settings | Practitioners working with children with English as an additional language | * To be able to link the Statutory Framework to practical examples & actions for supporting children & families with EAL. * To have an opportunity to share past & current experiences, expectations & concerns. * To have an increased confidence in providing improved outcomes for all children in your care. | Devon PLA  Training Room  Palace Gate Centre,  3 Palace Gate, Exeter EX1 1JA |
| **Wednesday 21st February 9.30am – 12.30pm**  Facilitator:  Jeanne Cook | **Managing**  **Disciplinary**  **Grievance and staff Capability in the Early Years Setting** | Setting Managers, Senior Staff and Committee Members | * Why we need D, G & C procedures and the principles of employment law behind them * The difference between misconduct and capability issues * Disciplinary & grievance and capability procedures into practice * Who needs to be involved and when? * Some strategies for managing difficult employees | Plympton Library  Ridgeway, Plympton, PL7 2AS |
| **Thursday 22nd February 10.00am – 1.00pm**  Facilitator:  Nicci Hooper | **Managing the Pre-school Finances** | Setting Managers, Administrators and Treasurers | * The Cash Book – recording and monitoring income and expenditure * Pre-school procedures of authorising expenditure * Protecting against finance fraud * Finance reporting at meetings * Year-end summary – annual returns to Charity Commission & HMRC | Devon PLA  Training Room  Palace Gate Centre,  3 Palace Gate, Exeter EX1 1JA |
| **Tuesday 27th February**  **10.00am -1.00pm**  Facilitator:  Jeanne Cook | **Charitable Incorporated Organisations**  **(CIO’s)**  **What they are and how they work** | Committee members and Managers of pre-schools and nurseries who want to explore a potentially better structure for their organisation. | * What is a CIO and how does this differ from an unincorporated organisation? * Key features and characteristics of a CIO * The CIO Constitution * Having a CIO Action Plan * The registration process * What happens next? How to dissolving the existing charity | Devon PLA  Training Room  Palace Gate Centre,  3 Palace Gate, Exeter EX1 1JA |
| **Wednesday 28th February 9.30 – 12.30**  Facilitator:  Sharon Bond | **Working with EAL Learners**  A hands on workshop to explore various aspects of working with EAL children & their families in Early Years Settings | Practitioners working with children with English as an additional language | * To be able to link the Statutory Framework to practical examples & actions for supporting children & families with EAL. * To have an opportunity to share past & current experiences, expectations & concerns. * To have an increased confidence in providing improved outcomes for all children in your care. | Plympton Library  Ridgeway, Plympton, PL7 2AS |
| **Wednesday**  **7th March 10.00am – 1.00pm**  Facilitator: Nicci Hooper | Setting and Working to a Pre-school Budget | Setting Managers, Administrator and Treasurers | * The benefits of setting a pre-school budget * Budget forecasting and monitoring * Working to a budget and taking appropriate action when necessary * Childcare terms and conditions for parents * Fees policy | Devon PLA  Training Room  Palace Gate Centre,  3 Palace Gate, Exeter EX1 1JA |
| **Wednesday 14th March**  **9.30am – 12.30pm**  Facilitator:  Sharon Bond | **Working with EAL Learners**  A hands on workshop to explore various aspects of working with EAL children & their families in Early Years Settings | Practitioners working with children with English as an additional language | * To be able to link the Statutory Framework to practical examples & actions for supporting children & families with EAL. * To have an opportunity to share past & current experiences, expectations & concerns. * To have an increased confidence in providing improved outcomes for all children in your care. | Barnstaple Library  2 Tuly St, Barnstaple EX31 1EL |
| **Wednesday 14th March, 1.00pm – 3.20pm**  Facilitator:  Jeanne Cook | **Charitable Incorporated Organisations**  **(CIO’s)**  **What they are and how they work** | Committee members and Managers of pre-schools and nurseries who want to explore a potentially better structure for their organisation. | * What is a CIO and how does this differ from an unincorporated organisation? * Key features and characteristics of a CIO * The CIO Constitution * Having a CIO Action Plan * The registration process * What happens next? How to dissolving the existing charity | Barnstaple Library  2 Tuly St, Barnstaple EX31 1EL |
| **Wednesday 21st March**  **10.00am – 1.00pm**  Facilitator:  Jeanne Cook | **Managing**  **Disciplinary**  **Grievance and staff Capability in the Early Years Setting** | Setting Managers, Senior Staff and Committee Members | * Why we need procedures and the principles of employment law behind them * The difference between misconduct and capability issues * Disciplinary & grievance and capability procedures into practice * Who needs to be involved and when? * Some strategies for managing difficult employees | Devon PLA  Training Room  Palace Gate Centre,  3 Palace Gate, Exeter EX1 1JA |
| **Wednesday 23rd May**  **9.30am – 12.30pm**  Facilitator:  Nicci Hooper | **Managing the Pre-school Finances** | Setting Managers, Administrators and Treasurers | * The Cash Book – recording and monitoring income and expenditure * Pre-school procedures of authorising expenditure * Protecting against finance fraud * Finance reporting at meetings * Year end summary – annual returns to Charity Commission & HMRC | Plympton Library  Ridgeway, Plympton, PL7 2AS |
| **Monday 4th June**  **9.30am – 12.30pm**  Facilitator: Nicci Hooper | Setting and Working to a Pre-school Budget | Setting Managers, Administrator and Treasurers | * The benefits of setting a pre-school budget * Budget forecasting and monitoring * Working to a budget and taking appropriate action when necessary * Childcare terms and conditions for parents * Fees policy | Plympton Library  Ridgeway, Plympton, PL7 2AS |