



Integrated
Early Years' Service

Grow well
in Tower Hamlets



TOWER HAMLETS

Early Years Learning and Development Training Directory

Spring Term 2020

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For the latest information, visit:

www.towerhamlets.gov.uk/earlyyearstraining

To book onto any of our courses, visit:

<http://tiny.cc/eybooking>

Contact us: Early Years Training, 5th Floor, Mulberry Place, 5 Clove Crescent, London, E14 2BG

Email: eytraining@towerhamlets.gov.uk

Telephone: 020 7364 7947

Opening hours: Monday – Friday 9:00am – 5:00pm

Welcome

Dear Early Years Practitioners,

Welcome to the Spring Term 2020 training booklet for Early Years settings and practitioners.

This term we have added a new course of Level 2 Forest School training and this would allow a practitioner to become a Forest School assistant that is run by another practitioner who has completed a level 3 Forest School course. You can book onto the Level 3 Forest School course as well that is due to start in October.

Settings are advised to fill in the online skills and qualifications audit questionnaire. The questionnaire has now been amended to allow you to move on to other questions and made these non-mandatory to answer. In order to make sure we receive a reasonable number of responses from a cross section of settings, the deadline to fill in the questionnaire has now been extended to Friday 7th February 2020. Please click onto the below link to access the questionnaire;

https://forms.towerhamlets.gov.uk/service/IEYS_qualifications_and_skills_form

As part of our commitment in reducing the number of printouts, we will be emailing all attendees with certificates that you would be able to save electronically instead of printing and posting. This applies to all courses apart from the accredited courses where you will receive certificates from the awarding body.

We look forward to working with you all and receiving your booking requests.

Early Years Workforce Development Team

Integrated Early Years Service

Early Years Foundation Stage (EYFS) documents



Statutory framework for the early years foundation stage

Setting the standards for learning, development and care for children from birth to five

Published: 3 March 2017

Effective: 3 April 2017

The Early Years Foundation Stage

The Early Years Foundation Stage (EYFS) sets standards for the learning, development and care of children from birth to five years old. All schools and Ofsted-registered Early Years providers, including childminders, pre-schools, nurseries and school reception classes must follow the EYFS.

The statutory framework for the EYFS supports an integrated approach to early learning and care. It gives all professionals a set of common principles and commitments to deliver quality early education and childcare experiences to all children.

As well as being the core document for all professionals working in the foundation years, the framework can reassure parents. Regardless of where they choose for their child's early

education, they can be assured that the same statutory commitments and principles will underpin their child's learning and development experience.

To view a copy of the Revised Statutory Framework for the EYFS click on the image of the document. The revised version came into effect from April 2017 and all practitioners, settings and childminders must ensure they are implementing the changes that have been introduced. Should you require further information on the changes please contact your Early Years Advisor.

Alternatively visit www.towerhamlets.gov.uk/earlyyears and go to useful practitioners' resources.

Early Years Foundation Stage Profile (EYFSP)



Early years foundation stage profile

2019 handbook

November 2018

The Early Years Foundation Stage Profile (EYFSP)

The Early Years Foundation Stage Profile is statutory. The Integrated Early Years Service (IEYS) offers schools a three point moderation programme. 25% of schools in Tower Hamlets are notified and moderated annually. The data return based on the early learning goals (ELGs) is statutory for every setting which takes eligible (5 year old) children; for schools this will be the end of the Reception Year. The statutory return is completed every academic year during the summer term. Ofsted uses the 'Early Years Outcomes' to measure progress and attainment in early years and therefore all IEYS moderation events and assessment advice to schools are based on this document and Standards and Testing Agency requirements.

There will be a number of events to support practitioners with the EYFSP. All of the events are open to schools and settings that may have children for whom they will be completing a profile. To download a copy of

the 2019 Early Years Foundation Stage Profile Handbook visit www.towerhamlets.gov.uk/earlyyears and go to useful practitioners resources.

You can also find the most recent Tower Hamlets Moderation Plan there.

Training tailored to your needs

Full team training has been shown to strengthen the positive impact on children's outcomes; therefore we have developed several training courses which you can request to be delivered in your setting. See below for an outline of the courses. These are focused on narrowing the gap between the most disadvantaged children and their peers. The content can be discussed in more detail with the trainer and can be adapted to meet the needs of the learners.

Every Tower Hamlets Child a Talker

This training focusses on the importance of learning language and its fundamental relationship to learning. It identifies approaches and practical strategies for maximising children's opportunities to learn language.

Sustained Shared Thinking (SST) and Emotional Well-being

This training focusses on the vital role adults play in helping children to be emotionally and intellectually ready to think and learn. It identifies the skills and approaches that settings can focus on to develop in their practice.

Inclusion and Special Educational Needs

Specialist training in this area continues to be provided by Phoenix and Stephen Hawking schools – contact these schools directly if you wish to access their support. The six maintained nursery schools also have a wealth of experience in this area and are willing to share with Primary colleagues. Please contact the Workforce Development Team for further information.

Supporting Young Children's Mathematical Development

This training focuses on an area of the curriculum that supports narrowing the gap. We have developed a modular package of training which aims to increase children's understanding and attainment in mathematics; develop practitioner understanding of children's mathematical development; increase practitioner confidence to support parents and families; develop a toolkit of SST strategies that support open-ended mathematical investigation and to support practitioners to use the rich environment around them and enhance it with mathematical development in mind.

Packages

Each training package consists of a total of 5 hours training. Please call us to discuss your needs further. The costs will vary according to delivery requirements and whether a venue will need to be booked (if you are not using your own setting). Costs will be in the region of £550 for schools and £275 - £300 for PVI settings.

Settings or schools may wish to work in partnership with each other to share the cost. The total number of participants in a group should not exceed 15. Larger groups will necessitate an additional trainer, and will be charged accordingly.

Please note it is the settings' responsibility to ensure that our tutors have adequate IT equipment available if the training is to be held at your designated venue. This includes the following:

- an interactive whiteboard that will enable trainers to use Microsoft PowerPoint programme to present slideshows.
- internet and TV/DVD player access
- a venue large enough to accommodate the number of participants

Please contact the Workforce Development Team if you would like to discuss dates and packages.

Training programme dates

Session Title	Duration	Dates	Session times	Aimed at	Total attendance fee
Introduction to Forest School	1	26 th June 2020	9:00 - 16:00	All Early Years Practitioners	£25 - Childminders £75 - Children's Centres £75 - Schools £35 - Childcare settings
Level 2 Award in Forest School	5	31st March, 1st, 2nd & 3rd April 2020 19th June 2020	9:00 - 16:00	All Early Years Practitioners	£550
Level 3 Certificate Forest School Leaders	9	7th, 8th & 9th October 2020 3rd, 4th & 5th February 2021 9th, 10th & 11th June 2021	9:00 - 16:00	All Early Years Practitioners	£890
Bilingualism and Multilingualism: Valuing Children's Home Languages and Supporting Children with English as an Additional Language	0.5	15/01/2020	9.15 - 12.30	- Childminders - Children's Centres - Schools - Childcare settings	£25 - Childminders £75 - Children's Centres £75 - Schools £35 - Childcare settings
Supporting Young Children's Mathematical Development	Two half day sessions	14/02/2020 & 28/02/2020	9.15 - 12.15	- Childminders - Children's Centres - Schools - Childcare settings	£25 - Childminders £75 - Children's Centres £75 - Schools £35 - Childcare settings
Inclusion Coordinator Support Group	1hr 30 mins	18/03/2020	13.00 - 14.30	Inclusion Coordinators	Free
Early Years Foundation Stage Coordinators' Forum	1	06/03/2020	9:15 - 15:30	Early Years Coordinators	Free
PVI Managers' Forum	1	06/03/2020	9:15 - 15:30	Childcare Managers	Free
The Leuven Scales of Wellbeing and Involvement	1	03/03/2020	9:15 - 16:45	- Childminders - Children's Centres - Schools - Childcare settings	£25 - Childminders £75 - Children's Centres £75 - Schools £35 - Childcare settings
First Aid at Work	3	11/03/2020 12/03/2020 13/03/2020	9:15 - 16:45	- Children's centres - Schools - Childcare settings	£225 - Children's Centres £225 - Schools £105 - Childcare settings
Foundation Food Safety	1	25/02/2020	9:15 - 16:45	- Childminders - Children's Centres - Schools - Childcare settings	£25 - Childminders £75 - Children's Centres £75 - Schools £35 - Childcare settings
Paediatric First Aid	2	16/01/2020 & 23/01/2020	9:30 - 17:00	- Children's Centres - Schools - Childcare settings - Childminders	£150 - Children's Centres £150 - Schools £70 - Childcare settings £50 - Childminders

Paediatric First Aid	2	27/02/2020 & 28/02/2020	9:30 - 17:00	- Children's Centres - Schools - Childcare settings - Childminders	£150 - Children's Centres £150 - Schools £70 - Childcare settings £50 - Childminders
Paediatric First Aid	2	26/03/2020 & 27/03/2020	9:30 - 17:00	- Children's Centres - Schools - Childcare settings - Childminders	£150 - Children's Centres £150 - Schools £70 - Childcare settings £50 - Childminders
Paediatric First Aid (Saturday)	2	14/03/2020 & 21/03/2020	9:30 - 17:00	- Children's Centres - Schools - Childcare settings - Childminders	£150 - Children's Centres £150 - Schools £70 - Childcare settings £50 - Childminders
Introduction to Safeguarding Children	1	12/02/2020	9:15 - 16:45	- Childcare settings - Children's Centres - Schools	Free to Childcare Settings £75 - Children's Centres £75 - Schools
Safeguarding Children Advanced - for Designated Safeguarding Lead	2	06/02/2020 & 07/02/2020 12/03/2020 & 13/03/2020	9:15 - 16:45	- Designated Safeguarding Lead	Free to childcare settings £150 - Children's Centres £150 - Schools
Safeguarding Children for Childminders (Saturday)	1	15/02/2020	9:15 - 16:45	- Childminders	Free
Moderation agreement trialling events	0.5	24/03/2020 22/04/2020 27/04/2020 30/04/2020	8:30 – 12:30 16:00 – 18:00 16:00 – 18:00 13:30 – 15:30	All Early Years Practitioners	Free
Early Years Foundation Stage Profile (EYFSP) moderation support session for PVI's	0.5	27/04/2020	13:00 – 15:30	PVI practitioners	Free

Session Title	Duration (No. of days)	Date 1	Course times	Aimed at (practitioners in)	Attendance fee
Inclusion Coordinators' Support Group	0.5	18/03/2020	13:00 – 14:30	- Childminders - Children's Centres - Schools - Childcare settings	£25 - Childminders £75 - Children's Centres £75 - Schools £35 - Childcare settings

Introduction	Session Aims
<p>This support group provides opportunities for Inclusion Coordinators to share ideas and best practice, gain support from colleagues and keep up to date with local and national developments relating to inclusion. This is also an opportunity for Inclusion Coordinators to celebrate successful practice as well as discussing ways forward with any issues they are experiencing in planning for children's needs. The session also provides an opportunity to follow up any developments and queries relating to the 'Special educational needs and disability code of practice: 0 to 25 years'.</p>	<ul style="list-style-type: none"> • To provide an opportunity to meet with other Inclusion coordinators • Support professional development • Share best practice and resources.

This course/session is aimed at:
<p>Inclusion Coordinators in maintained, private, voluntary and independent (PVI) childcare settings.</p>

PVI Childcare Managers' Forum

Session Title	Duration (No. of days)	Date	Session times	Aimed at	Attendance fee
PVI Managers' Forum	1	06/03/2020	09:15 - 15:30	Childcare Managers	Free

Introduction	Forum Aims
<p>The forum provides opportunities to promote and share best practice in supporting learning and development for young children.</p> <p>The morning of the day will bring together schools, settings and children's centres to network and promote joint working.</p> <p>A detailed agenda will be shared closer to the event.</p>	<ul style="list-style-type: none"> To provide an opportunity to meet colleagues, make links, share and discuss common issues. To keep childcare providers up to date with local and national initiatives and opportunities. To aid managers in offering high quality care and learning for young children.

This course/session is aimed at:

Childminders	Children's Centre Family Support Staff	Children's Centre Play and Learning Staff	Childcare Managers	Nursery Staff	Playgroup Staff	Foundation Stage Teachers	School Support Staff
			✓				

We have organised safeguarding training into different levels of knowledge and skills. The level required will depend on the degree of contact you have with children and families and the role you play. It will allow those who work with, or take responsibility for, children and/or parents and carers at all levels to increase their knowledge and understanding of child protection and their ability to promote the safety and welfare needs of children.

Session Title	Duration (No. of days)	Date 1	Course times	Aimed at (practitioners in)	Attendance fee
Introduction to Safeguarding Children	1	12/02/2020	09:15 - 16:45	- Childcare settings - Children's Centres - Schools	Free to Childcare Settings £75 - Children's Centres £75 - Schools

Introduction	Session Aims	Session Learning Outcomes
<p>This session is suitable for staff who work regularly with children, families and carers and who have professional and organisational responsibility for safeguarding and promoting children's and young people's welfare.</p> <p>Who should attend?</p> <ul style="list-style-type: none"> • Childcare workers • Play workers • Teachers • Teaching Assistants • Educational support staff • Early years practitioners <p>This session is linked to the Statutory Framework for the Early Years Foundation Stage, Section 3 - the safeguarding and welfare requirements.(3.4 to 3.13).</p>	<p>The course aims to raise awareness about safeguarding processes and procedures in Tower Hamlets. It will also develop your understanding of your roles and responsibilities as well as those of other agencies.</p> <p>It aims to increase your skills in identifying and responding effectively when a child and/or their family needs intervention, to protect the child from abuse or neglect and/or promote their welfare in line with the London Child Protection procedures.</p> <p>It also aims to challenge your own personal attitudes and beliefs and the impact these may have on your practice.</p> <p>You will use case studies to apply your learning to realistic scenarios. Through discussions and exploration, you will gain confidence in assessing risk, making a sound professional judgement and acting on safeguarding/child protection issues, in line with national and local legislation and guidance.</p>	<p>By the end of this session you will:</p> <ul style="list-style-type: none"> • Be able to identify child abuse • Have an overview of diversity and child protection • Be able to describe the categories of abuse and show an understanding of the components within the different categories • Have an overview of stress and risk factors • Feel more confident in assessing and making a sound professional judgement about a situation and how to respond • Have an awareness of legislation and guidance • Have the knowledge and skills to respond to concerns about the safety and welfare of a child, including recording, information sharing, who to contact, making a referral, what to expect after referral and where to access support.

This course/session is aimed at:

Childminders	Children's Centre Family Support Staff	Children's Centre Play & Learning Staff	Childcare Managers	Nursery Staff	Playgroup Staff	Foundation Stage Teachers	School Support Staff
	✓	✓	✓	✓	✓		✓

Session Title	Duration (No. of days)	Dates	Course times	Aimed at (practitioners in)	Attendance fee
Safeguarding Children Advanced - for Designated Safeguarding Lead	2	06/02/2020 & 07/02/2020 12/03/2020 & 13/03/2020	09:15 - 16:45	- Designated Safeguarding Person	Free to childcare settings £150 - Children's Centres £150 - Schools

Information

The content of this two day (12 learning hours) training course has been designed in accordance with Tower Hamlets safeguarding policies and procedures. It is delivered in line with 3.5 of the Statutory Framework for the Early Years Foundation Stage (EYFS):

The first day will follow the course content of Introduction to Safeguarding Children and the second day will focus on the roles and responsibilities of the Designated Safeguarding Lead.

On completion of the two day course, participants will be issued with an official Tower Hamlets Council Designated Safeguarding Person Certificate.

3.5 of the Statutory Framework for the EYFS

'A practitioner must be designated to take lead responsibility for safeguarding children in every setting. Childminders must take the lead responsibility themselves. The lead practitioner is responsible for liaising with local statutory children's services agencies, and with the London Safeguarding Children Board. They must provide support, advice and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue as required. The lead practitioner must attend a child protection training course that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect (as described at paragraph 3.6).'

This course/session is aimed at:

The named 'Designated Safeguarding Lead'.

Safeguarding Children for Childminders

Session Title	Duration (No. of days)	Date 1	Course times	Aimed at (practitioners in)	Attendance fee
<u>Safeguarding Children for Childminders</u> (Saturday)	1	15/02/2020	09:15 - 16:45	- Childminders	Free

Introduction	Session Aims	Session Learning Outcomes
<p>This session is the same as the Introduction to Safeguarding Children. The session is suitable for registered childminders who work regularly with children, families and carers.</p> <p>The course is linked to the Statutory Framework for the Early Years Foundation Stage, especially Section 3 - the safeguarding and welfare requirements (3.4 to 3.13).</p>	<p>The course aims to raise awareness about safeguarding processes and procedures in Tower Hamlets. It will also develop your understanding of your roles and responsibilities as well as those of other agencies. It aims to increase your skills in identifying and responding effectively when a child and/or their family needs intervention, to protect the child from abuse and/or promote their welfare in line with the London Child Protection procedures. It will also identify and challenge your own personal attitudes and beliefs and the impact these may have on your practice.</p> <p>You will use case studies to apply your learning to realistic scenarios. Through discussions and exploration, you will gain confidence in assessing risk, making a sound professional judgement and acting on safeguarding/child protection issues, in line with national and local legislation and guidance.</p>	<p>By the end of this session you will:</p> <ul style="list-style-type: none"> • Be able to identify child abuse • Have an overview of diversity and child protection • Be able to describe the categories of abuse and show an understanding of the components within the different categories • Have an overview of stress and risk factors • Feel more confident in assessing and making a sound professional judgement about a situation and how to respond • Have an awareness of legislation and guidance • Have the knowledge and skills to respond to concerns about the safety and welfare of a child, including recording, information sharing, who to contact, making a referral, what to expect after referral and where to access support.

This course/session is aimed at:

Childminders	Children's Centre Family Support Staff	Children's Centre Play and Learning Staff	Childcare Managers	Nursery Staff	Playgroup Staff	Foundation Stage Teachers	School Support Staff
✓							

Introduction	Session Outcomes
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The Early Years Foundation Stage Profile is statutory. Schools must continue to complete the EYFSP for their reception-year pupils in the summer term by 27 June 2020, and report the results to local authorities. The baseline introduced two years ago will not be used by the Department for Education (DfE) or Ofsted. The early learning goals (ELGs) remain statutory at the end of reception. Ofsted advises that they will therefore continue to use the 'Early Years Outcomes' to measure progress and attainment in early years.

There are a number of different events during the spring term to support practitioners with the EYFSP. Events are open to schools and settings that may have children for whom they will be completing a profile. Please refer to page 5 for more information. To download a copy of the 2020 Early Years Foundation Stage Profile Handbook visit www.towerhamlets.gov.uk/earlyyears and go to useful practitioners resources.

Schools are reminded that they must attend two events during the year, including one moderation agreement trialling event. Drop-ins can only count for one of these events. This is a statutory requirement. Attending LA events is an important way to build shared understanding of the ELGs and the national exemplification of standards. Further events will be announced for the spring and summer terms.

Moderation drop-ins – a great opportunity to look round other early years' settings. It's a drop-in, so there's no need to book. If you are coming in a large group let us know so that we can have an idea of numbers.

Next term's drop-in dates and venues (all take place after school, 4-5.15pm):

- Thursday 30th January: Old Church Nursery School
- Thursday 27th February: Manorfield Primary School
- Thursday 26th March: Rachel Keeling Nursery School
- Four moderation agreement trialling events to be held in March and April 2020 on the following dates; please book online: <http://tiny.cc/eybooking> or email eytraining@towerhamlets.gov.uk

Date	Times		Venue	
24/03/2020	9:00 – 12:00	Moderation agreement trialling events	PDC	All moderation training events are free
22/04/2020	16:00 – 18:00	Moderation agreement trialling events	PDC	
27/04/2020	16:00 – 18:00	Moderation agreement trialling events	PDC	
30/04/2020	13:30 – 15:30	Moderation agreement trialling events	PDC	
27/04/2020	13:30 – 15:30	Early Years Foundation Stage Profile (EYFSP) moderation support session for PVI's	PDC	

It is a statutory requirement that an EYFSP is completed on children who were born between September 1, 2013 and August 31, 2014.

The EYFSP 2020 handbook has yet to be released and once this has been received we shall be updating our website with the new publication.

By the end of these sessions:

- Participants will be clearer and more confident in making judgements for the EYFSP.

- Participants will be clear about the process for making judgements and submission to the Local Authority

- Participants will build a shared understanding of the exemplification materials, the importance of the CoEL, and a deeper capacity to reflect on what exceeding looks like.

Some of our courses have a contribution fee. How much will it cost you to attend?

I am a registered childminder	I work in a maintained, private, voluntary or independent (PVI) registered childcare setting	I work in a: <ul style="list-style-type: none"> • children’s centre • school 	<ul style="list-style-type: none"> • I’m an assistant to a childminder • I work for a non-registered childcare organisation.
Your fee is £25 per day	Your fee is £35 per day	Your fee is £75 per day	Your fee is £75 per day

Half-day sessions are charged at the per day fee above. Refer to the programme of sessions for details of specific course cost details.

Are fees refundable if I cannot attend?

A cancellation received four or more working days prior to the session start date will **not** be charged. Any cancellations made within the three working days leading up to the start date will incur in Early Years Training retaining the total course fee. This includes courses that run for a number of days. Alternatively you may send another member of staff to attend from the same setting. More information can be found on **page 34**.

A full refund will be given if the Early Years Training service cancels an event and you do not wish to attend a forthcoming session which we may offer.

Are any sessions free?

Yes, there are various sessions in our programme that are free to attend. Refer to the programme at the beginning of this brochure for more details.

Please note our ‘free to attend’ sessions are subject to our non-attendance and cancellation policy. Please take time to read this. Details can be found on **page 34**.

How do I make payment?

You are required to pay for your course place at the point of booking. Payment can be made over the phone using a debit or a credit card. If you do not have this facility, please let us know and we can arrange to invoice you or your employer.

Booking Information

How do I apply?

Have you/the staff member attended a session provided by the Integrated Early Years Service before?

YES

Complete the online booking form : <http://tiny.cc/eybooking> (Select 'YES' to the first question)

NO

Please complete a registration form: <http://tiny.cc/eybooking> (Select 'NO' to the first question)

How will I know I have been offered a place?

The Workforce Development Team will update you regarding the booking through a return email or, on the phone when you request the booking. You will also receive a course confirmation email.

What do I do if I have not received a confirmation email?

If you do not receive a confirmation email, it may mean you do not have a place on the session. Please contact the Workforce Development Team at least two days prior to the session start date to confirm if you have a place.

What happens if I'm turned away from a course for arriving late?

Anyone arriving to a session more than 15 minutes after the start time may not be allowed to attend the training and this is at the discretion of the facilitator. Late arrivals cause great disruption to other course participants and the planned schedule. In such cases, the employer will still be expected to pay the attendance fee for the course booked. With regards to 'free to attend' sessions the employer will be charged a non-attendance fee.

What happens if I turn up to a session without booking?

It is your responsibility to ensure that you have a place before you arrive at one of our training venues. Our training rooms hold a specific number of people and if they are overfilled we are in breach of Health and Safety Regulations. Therefore, people turning up on the day without prior booking will be turned away.

Can I book more than two staff from my setting to attend training?

In order to cater for all our childcare settings, each course is normally limited to two early years' practitioners per setting/per venue however, additional practitioners can attend if places are available. Courses are booked on a first come first served basis, therefore book early to avoid disappointment.

Waiting list

For all of our courses we have a waiting list for the current term. If places become available we will contact you to book your place. When a new term starts, you will need to contact our team to be placed on the new term's courses/waiting lists.

Schools

If the school admin is making the booking/s, please be aware that the confirmation will be sent to the email address they submit at time of booking. It is their responsibility to pass on the confirmation email to you.

Certificates

Participants are expected to attend the full duration of the course/sessions. Certificates will only be issued after full attendance and clearance of payments. For accredited courses, certificates can only be released when assignments/assessments have been passed by the Awarding Body.

Respect for others

When attending any training all delegates are politely requested to give their full attention to the trainer and follow their instructions. Inappropriate conduct at training events will be reported to setting managers and/or registered providers.

Refreshments

Refreshments are not provided as part of our training courses but we try and make sure that the venues we use have a café on site or nearby.

Parking

The venues we use do not have parking facilities but may have resident/pay-and-display on-street parking. Please plan well ahead when travelling to the venues.

Code of conduct

We want the training to be enjoyable and beneficial for all participants attending and therefore set out the following:

Please note: if any participant/s disrupts a training course, the trainer may ask the participant/s to leave the course.

- Ensure that you arrive on time for the course. It may be possible that if you arrive late you will not be able to stay for the session.
- Please return from all breaks on time to ensure training can restart in a timely fashion.
- Do not expect to be able to leave the course early without making prior arrangements.
- Ensure that all mobile phones are switched to silent/mute/switched off. If you need to take a call, please let the trainer/s know.
- Please do not use your mobile phone or tablet to play games, use social media sites, emails or internet, whilst the course is taking place.
- Respect confidentiality about issues raised in the training.
- Actively listen and respect other peoples' views (both trainer and other delegates).
- Engage and contribute to discussion, but ensure others are equally able to contribute.
- Respect the opinions and experience of others.
- Challenge discriminating attitudes and behaviour.

Please take the time to read our 'non-attendance and cancellation fee' policy. When booking a place on a session or course, the employer of the participant will be subject to our non-attendance and cancellation fee policy.

Policy

A cancellation received four or more working days prior to the session start date will not be charged. Any cancellations made within the three working days leading up to the start date will incur in Early Years Training retaining the total course fee. This includes courses that run for a number of days. Alternatively you may send another member of staff from the same setting.

The day you make your cancellation is classified as working day one. We refer to working days as Monday to Friday.

Employers and childminders may also be charged if a course participant arrives more than 15 minutes late to a session and as a result is turned away by the facilitator.

Cancellation fees are based on the duration (number of days) of the session booked.

Non-attendance and cancellation fees will not be applied to courses where there is an upfront attendance fee.

If we cancel

We reserve the right to cancel or postpone any course due to unforeseen operational difficulties or insufficient delegate numbers. If this happens, we will inform you as soon as possible using the contact details provided on the booking form. An alternative date will be offered if possible; otherwise a refund will be issued.

Please find our cancellation fees listed below.

PVI childcare settings	Schools/Children Centres	Registered Childminders
£100 per day of training (Two day course = £200 etc.) Half a day session charged at £75	£100 per day of training (Two day course = £200 etc.) Half a day session charged at £75	£50 per day of training (Two day course = £100 etc.) Half a day session charged at £25

For the latest information, visit: www.towerhamlets.gov.uk/earlyyearstraining



Integrated
Early Years' Service
Grow well
in Tower Hamlets



Up to 30 hours **FREE** childcare for working parents

Available
for 3 & 4
year olds



HMRC helpline
0300 123 4097

For more information, please visit
www.towerhamlets.gov.uk/earlylearning



Integrated
Early Years' Service
Grow well
in Tower Hamlets



15 hours free
early learning
for two
year olds

Development for children

Learning through activities and play enables children to grow and develop, as well as improve their communication and social skills.

Opportunities for parents

Early education is also good for parents – it can allow them a bit more time to spend with their other children, pursue a hobby, get into education, start training or go back to work.

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🌐 [www.towerhamlets.gov.uk/
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