



# **Training Brochure for Professionals**

**2018 - 2019**

## **SPECIALIST TEACHING AND LEARNING SERVICE**

The Specialist Teaching Team for the Gravesham District advise and support early years settings and schools to build the capacity and confidence to deliver high quality provision for children and young people with special educational needs and disabilities (SEND).

Mrs Mandy Braisted, Assistant Head and Director of Inclusion, Ifield School

Mr Jason Owen, Specialist Teacher, Social, Emotional & Mental Health

Ms Ruth Cubitt, Specialist Teacher in Cognition & Learning

Mrs Helen Cottage, Specialist Teacher for Communication & Interaction

Mrs Claire Noordally, Specialist Teacher for Communication & Interaction

Mrs Julie Hawkins, Specialist Teacher for Inclusion

Ms Janice Gibson, Specialist Teacher for Inclusion

Ms Cathy Fidgett, Specialist Teacher for SEND in Early Years

Ms Hannah Day, Specialist Teacher for SEND in Early Years

Mrs Julie Bruce, Specialist Teacher for Hearing Impairment

Mrs Pam Shetra, Specialist Teacher for Physical Impairment &  
Multi-sensory Impairment

Mr Andy Taylor, Specialist Teacher for Visual Impairment

Mr Tom Lloyd, Specialist Teacher for Visual Impairment



**Mrs Abigail Birch, Executive Headteacher, The Cedar Federation, Ifield School**

## **FOREWORD**

Welcome to the Ifield SMILE Brochure 2018-2019.

As you can see from our fully packed brochure we have tried very hard to provide a range of training courses, delivered by the specialist teaching and learning service and outside providers, to suit the needs of our schools and Early Years providers in Gravesham.

When booking on these courses a booking form needs to be completed and sent to [chall@ifield.kent.sch.uk](mailto:chall@ifield.kent.sch.uk) at Ifield Smile. Usually schools and settings will be invoiced after attendance at the training session.

Details of all of our courses for parents and professionals are advertised on the Ifield School website including a downloadable booking form.

Where a course is extremely popular we will keep a waiting list or if a course is undersubscribed we may need to cancel or re-arrange the session.

There will be no charge for training sessions cancelled with more than 48 hours' notice but we would be grateful if cancellation could be sent by email.

Please note that non-attendance or cancellation within 48 hours will be charged the full amount.

Training is also offered by the Dartford and Sevenoaks specialist teaching and learning service and advertised on Valence School website and Rowhill School website.

**Please be aware that the specialist teachers can also deliver school based training, either during an INSET day or during a twilight staff meeting. Please contact me at [mbraisted@ifield.kent.sch.uk](mailto:mbraisted@ifield.kent.sch.uk) to discuss what would be required and the cost of delivery.**

**School based speech and language and Makaton training can also be delivered by the Ifield School speech and language therapists. Please contact Carol Parry for more information at [cparry@ifield.kent.sch.uk](mailto:cparry@ifield.kent.sch.uk)**

We really look forward to working with you.

Happy Training.

Mandy

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# **COMMUNICATE IN PRINT**

**Wednesday 9<sup>th</sup> January 2019**

**09:30 – 12:30**

## **Workshop Objectives:**

Participants will learn how to use the desktop publishing program Communicate: in Print. This workshop will also provide an opportunity for participants to make bespoke resources.

## **Workshop Content:**

Participants will learn how and when this tool may be used for creating accessible resources for use at home and at school. Communicate: in Print 2 resources can be used to support individual students, groups or whole school. Resources may include schedules, timetables, prompt cards, choice boards, working for cards as well as supporting delivery of the EYFS and National Curriculum.

This workshop will also include an opportunity for participants to make resources relevant to the children and young people they're working with.

## **Target Audience:**

All staff in pre-school settings, mainstream and special schools.

## **Presented by:**

**Kirsty Jewell**

**Speech & Language Therapist**

£33.00 per delegate (Schools)

£16.00 per delegate (EY settings)

Refreshments are provided

# **KENT CORE M.A.D. 4 BEHAVIOUR**

## **PRIMARY TEACHERS & TEACHING ASSISTANTS**

**Wednesday 23<sup>rd</sup> January 2019**

**09:30-15:00**

### **Workshop Objectives:**

'Making a Difference 4 Behaviour' is a one-day training event in which participants will gain an overview of general behaviour strategies and will consider how to develop effective behavioural strategies in order to return to their classrooms with a toolbox of ideas.

### **Workshop Content:**

Participants will:

- Reflect on their own classroom practice in relation to pro-active classroom management
- Extend their ability to effectively use recognition, affirmation and praise as part of a linked classroom system
- Extend the range of positive strategies for immediate use in the classroom
- Understand the difference between primary and secondary behaviour
- Examine how language can affect behaviour
- Develop awareness of using a staged approach

### **Target Audience:**

This workshop is particularly suitable for teachers and teaching assistants plus learning / behaviour mentors who teach groups / whole classes in Primary schools.

### **Presented by:**

**Jason Owen**

**Gravesend Specialist Teaching & Learning Service**

**£45.00 per delegate**

Lunch and refreshments are provided

# **VISUAL SUPPORT IN EARLY YEARS**

**Friday 25th January 2019**

**09:30 – 12:30**

## **Workshop Objectives:**

Participants will consider the benefits of using visual supports for young children with a range of additional needs.

## **Workshop Content:**

This half day workshop introduces participants to a range of strategies and interventions that can be successfully used within the education and home environment.

This workshop is suitable for all staff of children with a wide range of difficulties including Down syndrome, ASD, Social Communication Difficulties and those with complex needs. Staff supporting children without these difficulties who are new to the learning environment may also find the workshop useful.

## **Target Audience:**

All staff in Early Years settings.

## **Presented by:**

**Cathy Fidgett, Gravesham Specialist Teaching and Learning Service**

£16.00 per delegate

Refreshments are provided

# **KENT CORE DYSLEXIA AWARENESS RAISING**

**2 training sessions commencing 29<sup>th</sup> January,**

**Tuesday 29<sup>th</sup> January 2019**

**Tuesday 5<sup>th</sup> March 2019**

**09:30-12:30**

## **Workshop Objectives:**

- To raise awareness of the Kent Dyslexia Policy
- To understand some of the barriers to participation and learning experienced by pupils with dyslexia
- To identify pupils with dyslexic type difficulties
- To know some of the approaches that can support dyslexic pupils to enable inclusion within a classroom setting as part of quality first teaching

## **Workshop Content:**

We shall be considering the definition of dyslexia and what this means in terms of learning behaviours.

Delegates will apply this knowledge in order to help them to better identify specific areas of need.

We shall be considering how to adapt teaching methods to support students with these difficulties.

## **Target Audience:**

This workshop is suitable for teachers and teaching assistants working with primary and secondary aged pupils in mainstream schools.

There will be a small task for delegates to complete between the first and second session.

## **Presented by:**

**Ruth Cubitt (Session 1 & 2) Julie Hawkins (Session 2)**

**Gravesend Specialist Teaching & Learning Service**

£45.00 per delegate

Refreshments are provided.

# **PAEDIATRIC FIRST AID IN EARLY YEARS**

**Friday 1<sup>st</sup> February 2019 & 8<sup>th</sup> February 2019**

**09:30 – 16:00**

## **Workshop Objectives:**

This Paediatric First Aid course is in line with the Statutory Framework for the Early Years Foundation Stage (EYFS) and meets the requirements of Ofsted.

## **Workshop Content:**

- Planning for first aid emergencies, dealing with emergencies
- Resuscitating
- Recognising and dealing with shock including anaphylactic shock and electric shock
- Recognising and responding appropriately to bleeding
- Responding appropriately to burns and scalds, choking and cases of poisoning
- Responding appropriately to suspected fractures and head, neck and back injuries
- Responding appropriately to foreign bodies in eyes, ears and noses, eye injuries, bites and stings
- Responding appropriately to effects of extreme heat and cold and febrile convulsions
- Recognising and responding appropriately to the emergency needs of chronic medical conditions including: epilepsy, asthma, sickle cell, diabetes
- Recognising and responding appropriately to meningitis and other serious sudden illness

## **Target Audience:**

This workshop is suitable for child minders, nursery and school staff (dealing with Foundation Stage) and anybody who works with children and wants a more in-depth course.

## **Presented by:**

**A Paediatric First Aid Trainer and includes both theory and practical sessions**

**£115.00 per delegate**

Lunch and refreshments are provided

# **SUPPORTING CHILDREN WITH SELF-REGULATION**

## **GETTING CALM AND STAYING CALM**

**Thursday 14<sup>th</sup> February 2019**

**09:30 – 12:30**

### **Workshop Objectives:**

This half day session will focus on understanding why some children struggle with staying in control of their emotions and suggest ways to support them in moving towards self-regulating.

### **Workshop Content:**

- Reasons why children can struggle to stay in control of their emotions
- How and why scaling questions can be useful
- The importance of a social navigator
- What works to support self-regulation
- How a 5 point scale can help

### **Target Audience:**

This workshop is suitable for anyone working with school age children who need assistance with self-regulation.

### **Presented by:**

**Claire Noordally**

**Gravesend Specialist Teaching & Learning Service**

**£33.00 per delegate**

**Refreshments are provided**

# **ATTACHMENT**

**Wednesday 27<sup>th</sup> February 2019**

**09:30 – 12:30**

**Workshop Objectives:**

This half day workshop provides an opportunity for all school staff to reflect on how an ethos of emotional well-being may strengthen inclusion, reduce disaffection and promote resilience. The workshop will provide practical advice and ideas.

**Workshop Content:**

A child's ability to take part in learning and be fully included in school life can be fundamentally affected by their experiences of early relationships or attachments.

This half day workshop, presented by Virtual Schools Kent, who have extensive experience working with children whose early attachment patterns have been disturbed, sets out to raise awareness of the link to behaviour and learning patterns.

**Target Audience:**

Anyone working directly with vulnerable children and young people.

**Presented by:**

**Joanne Kelly**

**Assistant Head, Virtual Schools Kent**

This workshop is FREE to attend

Refreshments are provided

# **CLEVER FINGERS**

## **DEVELOPING FINE MOTOR SKILLS**

**Friday 8<sup>th</sup> March 2019**

**09:30 – 12:30**

### **Workshop Objectives:**

To develop a greater understanding of fine motor skill development and competency and to raise awareness of the ‘Clever Fingers’ strategy and how to implement this fine motor skills resource in your school.

### **Workshop content:**

This training will introduce you to the building blocks of fine motor skill development, as well as ‘Clever Fingers’ and how it all works.

Do you work with pupils that have:-

Poor handwriting, poor scissor skills, poor motor co-ordination, dyspraxia, Developmental Coordination Disorder (DCD), poor fine motor skills, poor independence skills?

Then Clever Fingers is for you!

Clever Fingers is a ‘Best Practice’ strategy for AEN pupils. As a resource pack it comprises of an interactive web-based application (web app) with an accompanying book.

This training will provide you with practical hands-on opportunities to try out the resource pack and create your own ideas for a Clever Fingers Box and activities.

For further information about Clever Fingers visit [www.cleverfingers.co.uk](http://www.cleverfingers.co.uk)

### **Target Audience:**

This workshop is suitable for SENCOs, teachers, TAs, support/advisory services and parents.

### **Presented by:**

**Karen Al Khina, Paediatric Occupational Therapist**

£45.00 per delegate

# **UNDERSTANDING & SUPPORTING YOUNG PEOPLE WITH ADHD**

**Friday 15<sup>th</sup> March 2019**

**09:30 – 15:15**

## **Workshop Objectives:**

- To give an **overview of ADHD** with an opportunity for delegates to ask medical professionals present questions
- To summarise the symptoms, diagnosis and treatment available
- To have immediate impact in school, considering **strategies to manage** inattention, impulsivity and hyperactivity

## **Target Audience:**

The workshop is aimed at all school staff working in schools.

## **Presented by:**

**Dr Sunil Bhide, Consultant Community Paediatrician (Kent Community Health NHS Foundation Trust)**

**Dr Minoti Datta, Specialty Doctor, Community Paediatrics (Kent Community Health NHS Foundation Trust)**

**Jason Owen (Gravesend Specialist Teaching & Learning Service)**

**£45.00 per delegate**

Lunch and refreshments are provided

*Please note Dr Datta and Dr Bhide will only be present for the morning session.*

# **SPEECH & LANGUAGE IN MAINSTREAM CLASSROOM**

**Tuesday 26<sup>th</sup> March 2019**

**09:30 – 15:15**

## **Aim:**

This one day workshop will focus on children's speech and language development.

## **Workshop Content:**

Participants will:

- Learn how to identify and support children with speech, language and communication difficulties in school
- Explore a range of resources available to facilitate the development of speech and language skills in children and young people
- Understand the referral process and consider how to make the best use of the speech and language services available
- Analyse speech and language therapy reports and consider how to implement their recommendations
- Give attendees practical suggestions and ideas

## **Target Audience:**

This workshop is suitable for teachers and support staff working with primary and secondary aged pupils in mainstream schools.

## **Presented by:**

**Helen Cottage, Gravesham Specialist Teaching & Learning Service**

**Kirsty Jewell, Speech & Language Therapist, Ifield School**

£45.00 per delegate

Lunch and refreshments are provided

# **SUPPORTING VULNERABLE YOUNG PEOPLE WITH TRANSITION**

**Friday 29<sup>th</sup> March 2019**

**09:30- 12.30**

## **Workshop Objectives:**

You are invited to spend a morning with us exploring transition for complex and vulnerable young people at a personalised level.

## **Workshop Content:**

This session provides a chance to reflect on and improve the experiences that young people have when they move schools, whether at usual transition times or through the academic year. Virtual Schools Kent (VSK) have successfully supported many young people through this stage of change, separation/loss and also prepared them to look forward to new and exciting times as they move on.

## **Target Audience:**

With the aim of sharing ideas and experiences through the morning, this workshop is for Primary and Secondary school staff who want to learn more about transition theory, planning personalised interventions and will also give an opportunity to make resources and develop creative approaches that can be taken back to school.

*Please note that this training does not look at whole school transitions systems or planning for a year group in general.*

## **Presented by:**

**Joanne Kelly**

**Assistant Head, Virtual Schools Kent**

This workshop is FREE to attend

Refreshments are provided

# **SPEECH & LANGUAGE IN EARLY YEARS**

**Monday 1<sup>st</sup> April 2019**

**09:30 – 12:30**

## **Workshop Objectives:**

This half day workshop will focus on children's speech and language development in the Early Years.

## **Workshop Content:**

Participants will:

- Learn how to identify and support children with speech, language and communication difficulties
- Explore a range of resources available to facilitate the development of speech and language skills in young children
- Understand the referral process and consider how to make the best use of the speech and language services available
- Analyse speech and language therapy reports and consider how to implement their recommendations

## **Target Audience:**

This workshop is suitable for teachers and support staff working in all pre-school and Early Years settings.

## **Presented by:**

**Cathy Fidgett, Gravesham Specialist Teaching & Learning Service**

**Carol Parry, Ifield Speech & Language Therapist**

£16.00 per delegate

Refreshments are provided

# **COGNITIVE BEHAVIOUR THEORY IN PRACTICE**

**Tuesday 2<sup>nd</sup> April 2019**

**09:30 – 12:30**

## **Workshop Objectives:**

Cognitive behaviour theory is a frame work for understanding the links between thoughts, emotions and behaviours. The process of cognitive behaviour theory can help young people in understanding their emotional states and challenge their negative assumptions by helping them to reframe difficult thoughts and learn how to change self-perception.

## **Workshop Content:**

The sessions will cover

- What is Cognitive Behaviour Theory and how does this differ from Cognitive Behaviour Therapy?
- How the underlying theories of CBT complement behaviour management and pastoral support tools.
- To understand key considerations when using these strategies with young people.

## **Target Audience:**

All staff with an interest or role in supporting the emotional wellbeing of children and young people in their care.

## **Presented by**

**Claire Noordally & Helen Cottage, Specialist Teaching and Learning Service**

£33.00 per delegate

Refreshments are provided

# **KENT CORE WELL-BEING: Building Resilience**

## **Using tools of positive psychology**

**TO BE REARRANGED**

### **Workshop objectives:**

Positive psychology focuses on subjective well-being or what most people refer to as ‘happiness’; and the factors that enable us to grow, develop and sustain ourselves in a positive manner. This session will help participants examine what actually works for us as individuals, as opposed to continually analysing what has gone wrong or what we are not good at.

### **Target Audience:**

All staff

### **Presented by:**

**Jason Owen**

**Gravesend Specialist Teaching & Learning Service**

£33.00 per delegate

Refreshments are provided

# SLEEP SOLUTIONS

**Wednesday 8<sup>th</sup> May 2019**

**09:30 – 12:30**

It is recognised that problems with sleeping can cause wider difficulties to the child or young person experiencing them and their families. Improving sleep can lead to families experiencing reduced stress and children and young people more able to access their learning opportunities.

This session is an opportunity for parents and professionals to explore some of the factors that may be causing sleep difficulties and to find out about practices and strategies that promote better sleep patterns.

The session will be part informative and part solution focused, giving individuals attending the opportunity to work with others and consider ways forward for their situation.

The sessions will cover

- Good sleep factors that promote getting to sleep and remaining settled
- Some commonly occurring sleep difficulties in children and young people including those with additional needs
- Group problem solving to find solutions

This session is suitable for parents and carers of children who are currently experiencing long term sleep problems and are looking for an opportunity to explore the reasons why this may be occurring and to find ways forward to improve things.

It may also be suitable for professionals working with children and families experiencing sleep difficulties who are new to role or who wish to refresh their awareness of sleep problems.

Presented by

**Claire Noordally, Specialist Teaching and Learning Service – (Communication & Interaction)**

£33.00 per delegate in schools and academies

£16.00 per delegate in EY Setting

# **EARLY YEARS AUTISM CHAMPIONS**

**Thursday 9<sup>th</sup> May, 16<sup>th</sup> May and 6<sup>th</sup> June 2019**

**09:30 – 12:30**

## **Workshop Objectives:**

Participants will increase their knowledge and understanding of autism and seek opportunities to share this knowledge with colleagues and families. As a result, practitioners will be able to lead effective change in their settings that improve outcomes for children with autism and to build capacity within local EY settings.

In order to support action plans, it may be possible for participants to arrange a mentoring session following the programme of taught sessions.

## **Workshop Content:**

The sessions will explore various aspects of autism and the impact this has on educational practice. The session will develop participant's knowledge and understanding of autism and how to use effective strategies and techniques in settings.

## **Target Audience:**

Staff with the potential to act as 'Champions' for pupils with autism in their setting and facilitate positive changes.

## **Presented by:**

**Helen Cottage**

**Gravesham Specialist Teaching and Learning Service**

**£45.00 per delegate**

**Payment must be made with booking**

**(We have a maximum of 12 places)**

# **MAKATON FOUNDATION**

**Monday 13<sup>th</sup> May 2019 & Monday 20<sup>th</sup> May 2019**

**09:30 – 15:15**

**Aim:**

Over 100,000 children and adults use Makaton symbols and signs, either as their main method of communication or as a way to support speech. The Foundation Workshop provides a detailed introduction to the Makaton Vocabulary combining a practical approach with theory and technical information. Signs and symbols from Core Vocabulary Stages 1-4 and Additional are taught during practical sessions.

**Workshop Content:**

The lecture sessions cover: research into sign use, symbols design themes, the use and purpose of Makaton, and an overview of alternative systems of communication.

**Target Audience:**

This Foundation workshop is recommended for professionals who need to use Makaton in their work, as well as for others who wish for a more in-depth training. This workshop is an essential part of entry criteria for Makaton Regional Tutor Training.

**Presented by:**

**Carol Parry, Ifield Speech & Language Therapist & Regional Makaton Tutor**

£80.00 per delegate for this two day workshop

Lunch and refreshments are provided

# KENT CORE WELL-BEING: MANAGING ANGER

**Friday 17<sup>th</sup> May 2019**

**9:30am – 12:00**

## **Workshop Objectives:**

The session will look at how people can express their anger effectively and share strategies for helping young people manage their anger.

## **Workshop Content:**

Participants will:

- Look at anger models and the assault cycle to better understand how anger develops through stages
- Gain an insight in to how to set up a group intervention
- Develop strategies for anger management that can be shared

## **Target Audience:**

All staff

## **Presented by:**

**Jason Owen**

**Gravesham & Dartford Specialist Teaching & Learning Service**

£33.00 per delegate

Refreshments are provided

# KENT CORE WELL-BEING - DE-ESCALATION

**Friday 24<sup>th</sup> May 2019**

**09:30 – 12:00**

## **Workshop objectives:**

This session will enable participants to reflect on how their behaviour can influence the behaviour of others with the intention of reducing escalations of conflicts

## **Workshop Content:**

Participants will:

- Reflect on their own classroom practice in relation to proactive classroom management
- Gain an overview of
- Extend their ability to effectively use verbal and non-verbal strategies to de-escalate, divert and distract
- Extend their range of other positive strategies for immediate use in the classroom
- Examine how language can affect behaviour
- Develop awareness of using a staged approach

There is no practical aspect to this session. The session will not cover examples of restraint.

## **Target Audience:**

All staff involved in teaching and learning; mainstream primary and secondary

## **Presented by:**

**Jason Owen**

**Gravesend Specialist Teaching & Learning Service**

**£33.00 per delegate**

Refreshments are provided

# **SOCIAL STORIES AND COMIC STRIP CONVERSATIONS**

**Thursday 13<sup>th</sup> June 2019**

**09:30-15:15**

## **Workshop Objectives:**

- To develop a greater understanding of the preparation and process involved in writing a social story
- To increase confidence and skills in using social stories and comic strip conversations to support children and young people with an Autism Spectrum Disorder

## **Workshop Content:**

This workshop will explore the use of social stories and comic strip conversations to help pupils understand social situations. It will provide participants with information about how to prepare, write and introduce a social story and how to create comic strip conversations. The workshop also includes practical elements.

## **Target Audience:**

The workshop is aimed at school staff working with children and young people who are diagnosed with autism or present with social communication and interaction difficulties.

## **Presented by:**

**Claire Noordally, Gravesham Specialist Teaching & Learning Service**

**£45.00 per delegate**

Lunch and refreshments are provided

# THE SMILE ASD PARENT SUPPORT GROUPS

**SENCOS - PLEASE SIGNPOST THIS SUPPORT GROUP TO ANY PARENT WHO  
YOU FEEL MAY BENEFIT**

**Sessions will take place on Thursday mornings 9:30 -11:45am**

***4<sup>th</sup> October 2018***

***22<sup>nd</sup> November 2018***

***17<sup>th</sup> January 2019***

***28<sup>th</sup> February 2019***

***25<sup>th</sup> April 2019***

***20<sup>th</sup> June 2019***

We welcome all parents/carers/family members of children or young people with ASD, Asperger Syndrome or Social Communication Difficulties or those going through the process of a diagnosis for their child.

It will be an opportunity to meet with other parents and gain further knowledge to support your child in a caring, nurturing environment; share and exchange ideas and strategies which work well for you. Parents will also be signposted to useful local services, activities and facilities.

These sessions offer a mixture of helpful presentations by experienced guest speakers (eg from the Kent Autistic Trust) focusing on topics of interest and real concern to parents as well as more informal, social sessions. All sessions aim to provide opportunities for discussing specific issues together.

What do parents/carers say?

‘This group is very friendly and welcoming’

‘It’s great to meet other parents who understand and share the same struggles’  
Flyers containing further details about individual sessions will be sent out to all local schools, nurseries and other organisations

**Sessions led by Claudia Goodman**

**To book a place, please telephone 01474 536924 and request a booking form. On booking, an email and contact telephone number must be given. Booking forms are also available on the Ifield website @ [www.ifieldschool.com](http://www.ifieldschool.com)**

Sessions are free and include refreshments.

# **ATTENTION ALL SENCOS!**

**The SENCo Forums for 2018/2019 will be held on:**

## **Early Years SENCo Forums**

Monday 19th November 2018 (pm)  
Wednesday 20th March 2019 (pm)  
Wednesday 26th June 2019 (pm)

## **Primary and Secondary SENCo Forums**

Thursday 22nd November 2018 (pm)  
Thursday 7th March 2019 (pm)  
Thursday 20th June 2019 (pm)

The aim of the Forums is to provide an opportunity for SENCos to come together to discuss relevant matters and share practical advice. It is a means of networking and providing support for each other and to receive guidance and training/presentations in significant issues.

The Senco Forum has a commitment to SEND and inclusion, and to offering a solution-focussed, collaborative and mutually supportive resource.

## **Transition Meetings for 2018/2019**

Early Years: Thursday 16<sup>th</sup> May 2019 (PM)  
Primary to Secondary: **TUESDAY 30<sup>TH</sup> APRIL 2019 (PM)**

| LIFT DATES 2018-2019 |          |          |          |          |          |          |
|----------------------|----------|----------|----------|----------|----------|----------|
|                      | Term 1   | Term 2   | Term 3   | Term 4   | Term 5   | Term 6   |
| LIFT 1               | 19.09.18 | 07.11.18 | 09.01.19 | 06.03.19 | 24.04.19 | 12.06.19 |
| LIFT 2               | 26.09.18 | 14.11.18 | 16.01.19 | 13.03.19 | 01.05.19 | 19.06.19 |
| LIFT 3               | 13.10.18 | 21.11.18 | 28.01.19 | 20.03.19 | 08.05.19 | 26.06.19 |
| LIFT 4               | 10.01.18 | 28.11.18 | 30.01.19 | 27.03.19 | 15.05.19 | 03.07.19 |
| LIFT 5               | 17.10.18 | 05.12.18 | 06.02.19 | 03.04.19 | 22.05.19 | 10.07.19 |
| LIFT 6               | 18.10.18 | 06.12.18 | 07.02.19 | 04.04.19 | 23.05.19 | 11.07.19 |

| EY LIFT DATES 2018-2019 |                  |                  |                  |                  |                                |
|-------------------------|------------------|------------------|------------------|------------------|--------------------------------|
| Term 1                  | Term 2           | Term 3           | Term 4           | Term 5           | Term 6                         |
| 18.09.18<br>(am)        | 06.11.18<br>(pm) | 08.01.19<br>(am) | 05.03.19<br>(pm) | 30.04.19<br>(am) | 11.06.19<br>(pm)               |
| 02.10.18<br>(pm)        | 20.11.18<br>(am) | 15.01.19<br>(pm) | 19.03.19<br>(am) | 07.05.19<br>(pm) | <b>MON</b><br>17.06.19<br>(am) |

## **FUTURE TRAINING OFFERS**

We hope to be able to offer training on the following in the near future. Dates to be confirmed. Details will be available on the Ifield website.

Dyspraxia

Memory

Mental Health Awareness

Additional Kent Core Autism Awareness for Early Years

Supporting Play in EY

PD Courses

## **VENUE HIRE DETAILS**

### **Venue Hire**

We have a large conference room suitable for groups of up to 60 and a meeting room suitable for groups up to 15 available for hire. We offer:

- Presentation equipment including Wi-Fi, Interactive Whiteboard, Laptop and Flipchart (in the conference room) – additional cost
- Telephone, email facilities – additional cost
- Printing (25p colour copy and 5p black and white)

### **Conference Room Tariff**

|                         |                                |
|-------------------------|--------------------------------|
| Voluntary Organisations | £15 per hour (Maximum of £90)  |
| Schools/Academies/KCC   | £20 per hour (Maximum of £120) |
| Commercial              | £25 per hour (Maximum of £150) |

### **Meeting Room Tariff**

|                         |                               |
|-------------------------|-------------------------------|
| Voluntary Organisations | £10 per hour (Maximum of £60) |
| Schools/Academies/KCC   | £12 per hour (Maximum of £72) |
| Commercial              | £15 per hour (Maximum of £90) |

### **Venue Cancellation Charges**

|   |                  |
|---|------------------|
| On the day:   | 100% venue costs |
| 48 hours or less:   | 50% venue costs  |
| 1 week or less:   | 25% venue costs  |
| In addition a £12 administration charge will apply for all cancellations. |                  |

### **Catering**

For bookings of the conference facilities an option to include lunch, at an additional cost, is available and prices start from £6.00 per head.

If you are booking a whole day workshop from the Smile brochure, then lunch and refreshments will be automatically provided unless otherwise stated. A vegetarian option is always provided.

## THE SMILE TEAM & BOOKING INFORMATION

If you would like to make a booking, be added to our mailing list or require further information, then please do not hesitate to contact the Smile Team:

Mrs Catherine Hall, Smile Centre Administrator, Ifield School

Email: [Smile@ifield.kent.sch.uk](mailto:Smile@ifield.kent.sch.uk)

Telephone 01474 536924

Ifield School and Smile Centre, Cedar Avenue,  
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