**Nottingham City Virtual School Annual Programme of Support**

**2018-19.**

**The Nottingham City Virtual School responsibility.**

Virtual Schools have a statutory duty to promote the educational achievement of looked after children and previously looked after children, they play a key role in ensuring children in care have the maximum opportunity to reach their full educational potential.

As part of the Virtual School’s duty to improve and promote the education of children in care and previously looked after children, we are required to ensure appropriate arrangements are in place to meet the training needs of those responsible for promoting the educational achievement of looked-after and previously looked-after children, for example carers, adoptive parents, designated teachers, other school staff, social workers and IROs.

The Annual Programme of Support provided by the Nottingham City Virtual School provides details of our training and support to professionals in the 2017-18 academic year.

**The training programme**

The information and material provided in our training is in line and accordance to relevant policy and legislation relating to the education of children in care and previously looked-after children and is in relation to Nottingham City Council social care and Virtual School arrangements.

All training delivered is evaluated and reviewed annually, or sooner where changes in legislation or policies requires it. We ask that participants at our training take the time to complete the training evaluations as this helps us to ensure our training remains effective, informative and relevant.

Training is free, and light refreshments will be provided.

**Booking onto training**

You can book onto training using the online training booking form at the following link <https://www.snapsurveys.com/wh/s.asp?k=153777614931>

Please note this link is only accessible to Nottingham City schools and employees. Alternatively you can request an online booking form by emailing: Virtualschool@nottinghamcity.gov.uk

Please ensure you only book onto training relevant to your role and responsibilities.

**Cancellations**

We aim to always deliver training as scheduled in the Annual Programme, however, there may be rare occasions where we have to cancel training at short notice, in such incidents we will inform delegates as soon as possible before the date the training is due to be delivered. It is important therefore to provide a means of contact when booking training in case we need to get in touch.

Places on our training are limited, it is therefore important that you contact the Virtual School on either 0115 8764692 or by emailing virtualschool@nottinghamcity.gov.uk as soon as possible if you are unable to attend training booked, so we can release your place to another person.

**Designated Teacher Network**

Detail: A network for Nottingham City Designated Teachers to support them in their duties to promote and support the educational achievement of looked after and previously looked after children. Network meetings provide opportunities for sharing evidence-based good practice and information relating to the education of looked after and previously looked after children, and is an opportunity for Designated Teachers to share their experiences and establish links with colleagues with similar roles.

Date 1: 17th October 2018

Time: 1300-1600

Venue: Jurys Inn, Nottingham

Date 2: 13th March 2019

Time: 1300-1600

Venue: Jurys Inn, Nottingham

Date 3: 19th June 2019

Time: 1300-1600

Venue: Jurys Inn, Nottingham

**Designated Teacher Training**

Detail: Training and awareness raising in respect to the role and responsibilities of Designated Teachers in promoting and supporting the educational achievement of looked after children and previously looked after children.

Training will consider and explore Personal Education Plans, Pupil Premium Plus and other funding for looked-after and previously looked-after children, transitions between schools and key stages, behaviour and exclusions, special educational needs and interventions and practices that support the educational achievement of looked after and previously looked after children.

Date 1: 17th October 2018

Time: 0930 - 1230

Venue: Jurys Inn, Nottingham

Date 2: 13th March 2019

Time: 0930 - 1230

Venue: Jurys Inn, Nottingham

Date 3: 19th June 2019

Time: 0930 - 1230

Venue: Jurys Inn, Nottingham

**Social Worker Training- the education of children in care.**

Detail: Training and awareness raising in respect to the role and responsibilities of social workers and other key people (Designated Teachers, Virtual Schools, carers and Independent Reviewing Officers) in promoting and supporting the educational achievement of looked after children.

 Training will consider and explore 1) the role of key people in promoting the education of looked after children, 2) school admission arrangements, 3) behaviour, attendance and exclusions, 4) Personal Education Plans, 5) Pupil Premium Plus and other funding, 6) transitions between schools and key stages and 7) special educational needs and disabilities..

Training is delivered in blocks of one hour for each theme, delegates can therefore either attend the entire training or attend themed blocks relevant to their need.

**Venue:** Nottingham City Council, Loxley House, Station Street, Nottingham

**Day 1:**  11th Oct 2018 0930 – 1600 **Room:** LH 2.17

Time: 0930 – 1130 Theme 1: *The Role of Key People in Promoting the Education of*

 *Children in Care*

Time: 1130 – 1230 Theme 2: *School Admissions and Transitions*

Time: 1300 – 1600 Theme 3: *PEPs and the PEP QA Process*

**Day 2:** 31st Oct 2018 1030 – 1530 **Room:** 1.31

Time: 1030 – 1230 Theme 1: *Behaviour, Attendance and Exclusions*

Time: 1300 – 1430 Theme 2: *Special Educational Needs*

*Time: 1430 – 1530 Theme 3: Funding – Pupil Premium Plus, Additional Funding Request, Education Progress Grant and Post 16*

**Day 3:**  5th Feb 2019 0930 – 1600 **Room:** LH1.18

Time: 0930 – 1130 Theme 1: *The Role of Key People in Promoting the Education of*

 *Children in Care*

Time: 1130 – 1230 Theme 2: *School Admissions & Transition*

Time: 1300 – 1600 Theme 3: *PEPs and the PEP QA Process*

**Day 4:** 26th Feb 2019 930 – 1530 **Room:** LH1.15

Time: 0930 – 1200 Theme 1: *Behaviour, Attendance and Exclusions*

Time: 1230 – 1430 Theme 2: *Special Educational Needs*

*Time: 1430 – 1600 Theme 3: Funding - Funding – Pupil Premium Plus, Additional Funding Request, Education Progress Grant and Post 16 and Post 16*

**Children Residential Social Care Worker Training- the education of children in care**

Detail: Training and awareness raising in respect to the role and responsibilities of carers and other key people (Virtual Schools, social workers, designated teachers and Independent Reviewing Officers) in promoting and supporting the educational achievement of looked after children.

Training will consider and explore the role of key people in promoting the education of looked after children, school admission arrangements, special education needs and disabilities, attendance and exclusions, Personal Education Plans and Pupil Premium Plus and other funding.

Training is delivered to residential teams during their development days/staff meetings and can be focussed on themes as required on dates convenient to teams.

Children Residential Care Training can be booked on dates and times to suit individual teams, please contact the Virtual School to arrange training.

**Foster Carer Training- The Education of Children in Care**

Detail: Training and awareness raising in respect to the role and responsibilities of foster carers and other key people (Virtual Schools, social workers, designated teachers) in promoting and supporting the educational achievement of children in care.

The training aims to empower foster carers to take an active role in the education of children in care. It will explore the role of key people in promoting education, the purpose and process of Personal Education Plans (PEPs), the impact of attendance, an overview of special educational needs and the funding that is available to support children in care with their education.

Date 1: 25th September 2018

Time: 0930 - 1230

Venue: Isabella Street

Date 1: 22nd January 2019

Time: 0930 - 1230

Venue: Loxley House, Nottingham

Room LB32

**Governors Training- education of children in care and the role of the Virtual School**

Detail: Training and raising awareness in respect to the role and duties of schools, governing bodies and other key people (Designated Teachers, Virtual Schools, and Independent Reviewing Officers) in promoting and supporting the educational achievement of looked after and previously looked after children.

Date 1: 12th Nov 2018

Time: 1800 – 2000

Venue: Nottingham City Council, Loxley House, Station Street, Nottingham

 Room: LB 32

Date 2: 11th Mar 2019

Time: 1800 – 2000

Venue: Nottingham City Council, Loxley House, Station Street, Nottingham

 Room: LB 32

**Promoting the Education of previously looked after children- training for parents of adoptive children and special guardianships.**

Detail: Training and awareness raising in respect to the role and duties of key people and bodies (Designated Teachers, Schools and Virtual Schools) in promoting and supporting the educational achievement of previously looked after children.

Training will consider and explore the role of key people in promoting the education of previously looked after children, school admission arrangements, attendance and exclusions, special education needs, Personal Education Plans and Pupil Premium Plus.

Date 1: 7th September 2018

Time: 13:00- 14:30

Venue: Loxley House Committee Room

Date 2: 3rd December 2018

Time: 13:00 – 14:30

Venue: Loxley House – room TBC

**Other support provided by the Nottingham City Virtual School**

In addition to the scheduled training programmes detailed above, the Nottingham City Virtual School also provide the following support to professionals in respect to supporting and promoting the education of children in care:

* Attendance at professionals’ team meetings and/or development days\*
* Presentations to newly qualified social workers during induction.
* One to one meeting with school staff\*
* Attendance at foster carer business meetings
* Attendance at Headteacher briefings

\* attendance at staff team meetings and/or development days and providing one to one support to school staff is subject to the Virtual School team having the time and capacity to do this. We would always encourage professionals to attend training wherever possible, particularly because we recognise that group training provides a valuable opportunity for people to learn from each other, something which one to one support cannot offer.

Nottingham City Virtual School handbook and policies

The Nottingham City Virtual School has also developed a handbook for professionals providing information in respect to the key principles of the education of children in care. The handbook also provides details of the roles, responsibilities and expectations of different professionals in the education of children in care.

The Virtual School handbook can be requested by emailing the Virtual School: virtualschool@nottinghamcity.gov.uk

The Nottingham City Virtual School has produced a number of policies that detail the arrangements in place to support and promote the education of children in care and previously looked-after children.

Our policies can be requested by emailing the Virtual School: virtualschool@nottinghamcity.gov.uk

The following policies and guidance documents are available:

PEP Policy

Pupil Premium Plus and Additional Funding Requests

Education Progress Grant Policy

Nottingham City Virtual School and its Support to Other Authorities’ Children in Care