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Education Bulletin

Dear Colleagues,

I hope you are having a good week.

Updated Sufficiency Reports are now available on our [website](#). These reports provide valuable insights into the current and projected demand for educational provision across the county. We encourage all stakeholders to review these documents to understand the planned developments and to explore opportunities for collaboration in meeting the evolving educational needs of our community.

Last month, it was confirmed that 13 schools in Worcestershire will take part in the [breakfast clubs early adopter scheme](#). The [scheme](#) is designed to break down barriers to opportunity, as well as tackle the impact of child poverty. Schools that become early adopters will get early access to government funding to deliver free and universal breakfast clubs from the first day of summer term 2025.

We recently welcomed the news that the [Holiday Activities and Food \(HAF\) programme will be extended for another year](#). This vital initiative provides families with children receiving benefits related free school meals with enriching activities and nutritious meals during school holidays. Since its inception, the HAF programme has been a lifeline for families across Worcestershire, ensuring that children have access to healthy food and engaging activities while also easing financial pressures on parents and carers. More details on the programme and how schools can become involved can be found on page 4.

And finally, congratulations to National Star College who have been shortlisted for the [2025 Natspec Innovation Awards](#). They are shortlisted in the Innovative specialist/mainstream partnership working category in recognition of their outstanding collaboration with The Heart of Worcestershire College. This nomination highlights their commitment to fostering inclusive education through strategic partnerships, enhancing learning opportunities for students with disabilities. The winners will be announced during an online ceremony on Thursday 27th March 2025.

Wishing you all the best.

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Latest education news and updates

Update to free school meals guidance from 1 April 2025

We are expecting from 1 April 2025, the Government's transitional protection arrangements for means tested Free School Meals (FSM) will end. These were put in place while the government rolled out Universal credit. This is now complete, and there is no indication that Transitional Protection will be extended again.

This will not impact any children who are **already confirmed as eligible** while at your school / until the end of their current phase of education (i.e. Primary phase into Secondary phase). At that point, they will be re-assessed for their eligibility status on a regular basis. Most Middle schools in Worcestershire are deemed Secondary, the following are deemed primary schools by the DfE, and the expected guidance will mean we treat them as primaries:

- St Barnabas CofE First and Middle School
- Abbey Park Middle School
- St Nicholas' CofE Middle School
- Westacre Middle School
- Witton Middle School

Any eligible claims confirmed on or after April 1st will not be protected. This will also apply to all those children moving into secondary phase. All children confirmed as eligible for free school meals from 1 April 2025 will be subject to ongoing regular checks to confirm continued eligibility.

If your school subscribes to the council's Free School Meal Checking Service SLA, we will undertake these regular checks on the school's behalf and notify schools and where possible parents of any change to FSM status. If the feeder school does not purchase the service those families will need to apply using our Citizen Portal website, as we do not have a record of their details required for the check. We may need to ask for your help in getting in touch with parents and communicating these changes to their status, as some of our contact details for parents will be out of date.

Actions between now and 28 March 2025

It is important for schools to remind all parents and guardians who do not have a current claim or eligibility for FSM to apply for FSM between now and the end of March 2025 if they think their child may be eligible, to ensure their claim and future funding are protected. **Only applications processed before 1 April 2025 will maintain transitional protection.**

Please use [Citizen Portal - Sign in](#) to submit an application.

Holiday Activities and Food (HAF) Programme

HAF has been confirmed for the financial year 2025-2026! This means that all Free School Meal eligible families will have access to free holiday provision at lots of different activity clubs during Easter, summer and winter school holidays. Previously, children, have participated in activities from go karting to multi-sports and ice skating to day trips, and so much more, as part of the HAF programme.

How can families access the programme?

We would ask all schools to encourage all families who are Free School Meal eligible to [sign up for the HAF Programme](#).

Use the materials in the [communications toolkit](#) to:

- Promote and communicate HAF to families.
- Focus on supporting families who are eligible for free school meals, as these are the children eligible for places.

All of the materials found in the toolkit are ready to use - just copy and paste them for electronic distribution or print for physical distribution (although, you can edit the content if you wish).

We will share a list of Easter providers when bookings go live to families.

Schools can apply for funding

Applications are now live for new providers to receive funding to offer HAF activities for Easter. Lots of schools have successfully provided these amazing activities in previous holidays and in other local authorities. Your school could be the next for Easter!

Applications for providers are live for Easter - [apply now](#)

To find out how other schools have successfully run HAF, please contact: providers@hafworcestershire.co.uk.

You can also check out the [HAF for schools](#) section of the Worcestershire HAF website.

How else can schools support HAF?

- Make a member of staff a HAF 'advocate' – someone who can promote HAF regularly and we can work with directly. It would be great if you could send us a name and email address for your 'Champion'.
- Please display the poster in the [communications toolkit](#) around the school and on any digital or physical noticeboards.
- Share our [Facebook](#) - with your PTA or any other group you know, particularly any local parent/carers groups who have a social media presence.

Other children and young people may also be eligible under HAF. More information about the HAF Programme can be found here: www.worcestershire.gov.uk/HAF.

Higher Level Teaching Assistant (HLTA) status

Strictly Education, as part of the HLTA national assessment partnership (www.hlta.org.uk), are the regional provider of Higher-Level Teaching Assistant (HLTA) status in Worcestershire.

They would like to offer teaching assistants / LSA the opportunity to gain HLTA status during the summer term 2024/25.

They have a suite of online HLTA preparation courses available in the spring term. All courses are delivered online with options for AM / PM or Twilight cohorts. Leading to a half-day (3 hour) remote assessment. The total cost per candidate is £780.

An application pack and course dates can be found on their website: [HLTA Status | Strictly Education](#).

Alternatively, please contact the HLTA department at Strictly Education for further details: HLTA@strictlyeducation.co.uk

Health & safety webinar for schools

We would like to invite all Heads/SLTs, Site Managers/Caretakers and Health and Safety School Governors to our Health and Safety Webinar on Tuesday 18th March 2025, 10.00am to 12.00pm where the following will be covered:

- Updates and changes to H&S Law
- Slips/trips and falls - We have the UK expert on slip safety attending the webinar
- Lessons learnt from insurance claims
- Utilising psychology to positively influence health and safety that can help to provide the highest standards of education - we have the U.K.'s expert on Behavioural Science and Performance Psychology attending
- Institution of Occupational Safety and Health (IOSH) - National IOSH lead for schools, will be doing a presentation on school safety
- SLA and other services the H&S team provide
- Outstanding Practice and areas for improvement

Please register via the following link: [Microsoft Virtual Events Powered by Teams](#)

Exploring Careers in Local Councils

West Midlands Employers and WM Jobs are now opening up registrations for their *Exploring Careers in Local Councils* resource pack.

This resource is designed for use within schools and colleges to support careers leaders in delivering input on careers in the sector. The resource pack includes:

- Ready to use lesson plans, presentations and resources
- Career case studies
- Classroom activities and a regional competition
- Links to labour market information
- Practical tips on finding and applying for roles
- Is designed to align with the Gatsby Benchmarks of Good Career Guidance
- Content aimed at those in year 7 – 11, but suitable for anyone post 11 years

The resources will be live and sent to those registered before the end of March 2025, and then within 2 working days of registration from that point onwards.

Register your interest to receive your resource pack today using the link below!

<https://wmemployers.org.uk/exploring-careers-in-local-councils-an-essential-guide-inspiring-the-next-generation-of-local-government-professionals/>

Latest attendance news and guidance

Attendance Data Information

FAO School Attendance Leads – A message from the DfE

You can now download the latest attendance summary report specific to schools in your local authority. New files are added at the end of each half and full term. To download it:

1. [Log in to View your education data \(VYED\)](#) using your DfE Sign-in credentials.
2. Select 'Monitor your school attendance'.
3. Select 'Your attendance summary reports'.

If you do not already have access to the tool, you can request access to your attendance data. Your organisations DfE sign-in approver will need to approve your access request.

Improvements made

In response to feedback, they have made some improvements to your attendance summary report. In the latest file, attendance measures have been broken down to show highest and lowest performing schools in the local authority. Depending on the types of schools within your local authority, you can receive up to 4 reports:

- maintained primary schools
- maintained secondary schools
- academy primary schools
- academy secondary schools

How to use your attendance summary report

Attendance summary reports are designed to help you meet expectations set out in the [working together to improve school attendance guidance](#). They can help you identify school level variation within the local authority and facilitate additional support where appropriate.

Get help

If you're having trouble using the tool, access the DfE customer support portal. Log in using your DfE sign in credentials, select '*Get help with DfE systems*' then '*Attendance reporting/Wonde*'.

Latest Public Health news and updates

Norovirus

The Public Health Team at Worcestershire County Council are asking schools to be vigilant about norovirus following a recent rise in cases. It only takes small measures to reduce the spread of infections. By following advice such as good hygiene habits and knowing when to keep children at home, schools and parents can protect children and the wider school community.

Norovirus causes [diarrhoea](#) and [vomiting](#) and is one of the most common stomach bugs in the UK. It is also called the 'winter vomiting bug' because it is more common in winter, but you can catch it at any time of the year. Norovirus can be very unpleasant but usually clears up by itself in a few days.

Individuals who show symptoms whilst at school should wait in a location away from communal/busy areas where they can be observed and monitored until a parent or approved emergency contact can collect them. Ideally, they should also have a dedicated bathroom. The isolation area, areas where they have been unwell (i.e. vomited) and bathrooms used should be thoroughly cleaned after use (see link to cleaning guidance [here](#)).

Norovirus can spread very easily, especially in close contact settings such as schools and nurseries where outbreaks can occur. While children are encouraged to stay in education or childcare with symptoms such as a runny nose, sore throat, or slight cough (if otherwise well and do not have a high temperature), children should stay home from school or nursery if they're displaying the following symptoms:

- a fever and unwell. Children and Staff should stay home from school or nursery until the fever has passed and they are well enough to attend.
- diarrhoea and/or vomiting. Children and Staff should stay off school or nursery for at least 48 hours after their symptoms have cleared up – this will help stop the spread of norovirus.

Good hand hygiene is important to stop norovirus spreading. To avoid catching norovirus or passing it on to others, children should wash their hands frequently with soap and warm water and dry them thoroughly. Hand gels do not kill norovirus.

Norovirus is easily transmitted through contact with people with the infection and with contact with surfaces or objects which have been contaminated with the virus. In the event of an outbreak enhanced or more frequent cleaning to help reduce the risk of transmission may be required. Further guidance is available at [managing outbreaks and incidents](#).

Further information, resources, and guidance:

- Public Health recently developed and sent local a information pack providing advice about managing winter infections in children. The pack contains information and advice including:
 - Common winter illnesses
 - How infections are spread

- What measures schools can take to stop the spread of winter infections
 - How long staff and children should remain of school, if required, for different infectious diseases
 - Vaccinations to prevent infectious diseases
 - Worcestershire school immunisation service – Vaccination UK
 - How and who to reporting infectious diseases to
- The UKHSA blog ['What winter bug do I have? Know the signs and symptoms'](#) provides explains important information about common winter infections, signs and symptoms, and information about who is eligible for vaccination.
 - The UKHSA blog ['Norovirus'](#) contains useful information for parents and schools on signs, symptoms, and preventing the spread of Norovirus.
 - The UKHSA blog, ['5 things to do to help manage winter illness'](#), sets out some of the simple actions that parents of school age children can take to help protect their families and those around them.
 - The [Health protection in children and young people settings, including education](#) is a practical guide produced by UKHSA for staff on managing cases of infectious diseases in education and childcare settings and also provides useful information including:
 - What infections are, how they are transmitted and those at higher risk of infection
 - Preventing and controlling infections
 - Supporting immunisation programmes
 - Managing outbreaks and incidents
 - Managing specific infectious diseases: A to Z
 - Specific educational settings and populations: additional health protection considerations
 - Children and young people settings: tools and resources
 -
 - The [Children and young people settings: tools and resources](#) indicates the time period an individual should not attend a setting to reduce the risk of transmission during the infectious stage.
 - The [e-bug resources](#) includes information/ games/ lesson plans to teach children about infections.
 - ['Clean Hands Safe Hands'](#) resources and toolkits. The toolkits include ideas, activities, and messages to encourage children to regularly wash their hands as part of their everyday routine.

The key message is washing your hands with soap and water is still the best way to make sure your hands are germ-free as hand sanitisers are not effective against some germs like the winter sickness bug, Norovirus.

Measles

The Public Health Team are also raising awareness about measles and encouraging the uptake of the MMR vaccine following a further increase of cases across England.

Measles can be a very serious infection, especially if it spreads to other parts of the body, such as the lungs or brain, and can cause pneumonia, meningitis, blindness, and seizures (fits).

Measles usually starts with cold-like symptoms, followed by a rash a few days later. Some people may also get small spots in their mouth. The rash usually starts on the face and behind the ears before spreading to the rest of the body. The spots of the measles rash are sometimes raised and join together to form blotchy patches. They're not usually itchy and look brown or red on white skin. It may be harder to see on brown and black skin.

Measles is one of the easiest diseases to catch through coughing or sneezing. It can spread quickly from person to person, especially in schools and a child with measles will infect almost all unprotected children they have contact with. The most effective way to control measles is by having 2 doses of measles, mumps, and rubella (MMR) vaccine.

MMR vaccination

Outbreaks can occur in schools when not enough children have been vaccinated.

Whilst MMR vaccines are usually delivered as part of the routine childhood immunisation programme, this may have been missed due to a number of reasons. It is never too late to catch up and parents should be encouraged to speak to their GP if they are unsure if their child has received the vaccination or to arrange for it to be given.

Response to a case

Individuals with measles infection are infectious from about 4 days before rash onset until 4 full days after the rash appears. If you suspect a child has a case of measles or you are notified of a confirmed or suspected case, please contact UKHSA immediately for support and advice on 0344 225 3560 Option 2.

Unvaccinated contacts of a confirmed case of measles

Unvaccinated individuals exposed to measles, may be advised to isolate for up to 21 days to prevent potential transmission, as the incubation period for measles can range from 7 to 21 days. UKHSA will provide clarification of isolation periods on a case-to-case basis.

Further Guidance and resources about measles for educational settings are below:

- [Measles: information for schools and healthcare centres.](#)
- [Measles awareness posters](#)
- [Measles warn and inform letters](#)

Publications including posters and leaflets on measles and other infectious diseases can be ordered, in bulk free of charge [here](#). Publications are available in different languages and are **delivered within 3-5 working days**.

Maternal Pertussis (whooping cough) vaccination uptake

Cases in whooping cough continue to remain high therefore there is the potential for outbreaks in nurseries, schools and childcare settings.

Whooping cough, also known as pertussis, is a respiratory disease which is spread by coughing and sneezing. The symptoms often start like a cold, progressing to outbursts of coughing which can sometimes cause vomiting or choking. The cough sometimes has a characteristic 'whoop' sound and can last for up to 3 months or more in some people.

Whooping cough can affect people at all ages; however, severe complications and deaths occur mostly in infants under 6 months of age. Complications can include, pneumonia, difficulty in breathing and seizures.

Immunisation is the most effective way to protect against whooping cough. It is vital that:

- Pregnant women get vaccinated to protect their babies from birth. Women can be vaccinated against whooping cough at any time in pregnancy from 16 weeks gestation until when they give birth. However, ideally pregnant women should receive the vaccine between 20-32 weeks gestation. This ensures the mother has enough time to respond to the vaccine and for antibodies to be transferred to the baby across the placenta. If the vaccine is given after the 18-20-week congenital anomaly scan this means that, even if a baby is born prematurely, they are likely to have some protection.
- Infants receive their vaccines at 8, 12 and 16 weeks of age or as soon as possible after that if their vaccines are delayed. This will offer them protection against Pertussis until their booster at age 3.

Whooping cough is a notifiable disease in England and Wales. This means health professionals must inform local health protection teams of suspected or confirmed cases.

Further information can be found at the following links:

- <https://www.nhs.uk/conditions/whooping-cough/>
- [Information for individuals who have whooping cough - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/information-for-individuals-who-have-whooping-cough)
- [Confirmed cases of pertussis in England by month - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/statistics/confirmed-cases-of-pertussis-in-england-by-month)

HPV Vaccination

Both the NHS and the UK Health & Security Agency have been urging young people to take up the offer of the HPV vaccine.

The HPV vaccine has been offered to all girls in school year 8 since September 2008. From September 2019, the vaccine has also been offered to year 8 boys. This is because the evidence is clear that the HPV vaccine helps protect both boys and girls from HPV-related cancers.

National figures have shown that one in six girls and in one in five boys are not fully vaccinated by year 10.

The HPV vaccine protects against human papillomavirus (HPV) which is the most common cause of cervical cancer, as well as other cancers such as some cancers of the head and neck. HPV infection is very common and more than 70% of unvaccinated people will get it. Vaccinating both girls and boys against HPV in schools is helping the NHS reach its pledge to eliminate cervical cancer by 2040.

The HPV vaccine is offered to all 12-13 years olds in schools, with parents required to consent.

Following updated guidance in 2023, the HPV vaccination programme has moved to a single dose instead of two doses for most under 25s, making it easier than ever for young people and parents of 12–13-year-olds to ensure they are protected.

Schools can help protect children and young people by supporting the national vaccination programme. Vaccination UK is the current organisation responsible for delivering vaccinations in schools in Worcestershire and will keep disruption to a minimum when vaccinating in school settings. Vaccination UK have a school portal where you can log into, and view consent form return rates and immunisation uptake rates for your school.

For further details on how to sign up please contact Vaccination UK via the details below.

Where vaccination visits have been most successful, the school and Vaccination UK have worked in close partnership, respecting each other's different roles and responsibilities whilst working flexibly and planning together.

If you have any queries regarding immunisations offered in schools Vaccination UK can be contacted on 01527 390030 or via the website www.schoolvaccination.uk

Useful links

- [NHS HPV Vaccine Overview](#)
- [NHS childhood immunisation vaccination schedule](#)
- [Booking your child's vaccination appointment](#)
- [UKHSA blog](#)

Child Sexual Abuse Response Pathway Webinars

FAO: DSLs, Pastoral Leads

Action: Please share with all relevant staff and attend appropriate webinars.

All regional Children's Services, Policing and other agencies are aiming to embed the Child Sexual Abuse Centre's response pathway for West Mercia and region. The Child Sexual Abuse Response Pathway webinar and training dates for this year can be found on our [Google Drive](#).

The webinars are designed for a range of staff not just DSLs.

The webinars run from March to July 2025 lasting from 1 hour to 1 day.

The webinars include:

- The Response Pathway
- An introduction to Intrafamilial child sexual abuse - taking a multiagency approach
- Spotting the signs and indicators of child sexual abuse
- Communicating with children about sexual abuse
- Supporting parents and carers when their child has been sexually abused
- Responding to harmful sexual behaviour in education settings

Information for all settings: Norovirus resources and toolkit

Norovirus rates are currently higher than normal.

The UK Health Security Agency (UKHSA) has updated its [toolkit](#) with posters and social media materials promoting easy ways to prevent norovirus spreading, like handwashing and staying at home for 48 hours if you get norovirus.

See pages 29 to 36 of the toolkit PDF for a list of available resources. The resources are also available to download via the [assets](#) folder.

Mental Health Policy for schools - template launched

The mental health policy template was launched at the beginning of February with 40 schools joining the introductory webinar which explained the template and suggestions for its use both for schools with a mental health policy and those without. Feedback on the policy template, accompanying audit tool and webinar was very positive.

You can access the template and audit tool on the Google Drive via the following links:

[Download audit tool for schools' whole system approach to mental health and wellbeing](#)
[Download Mental Health and Wellbeing Policy Template](#)

To support the roll out of the policy template Public Health colleagues will be delivering a repeat of the webinar for those schools that were unable to attend.

Please register to join the webinar that will run on Tuesday 1st July 2024 4-5pm via this webpage:
[Training and Continuing Professional Development \(CPD\) | Worcestershire County Council](#)

INTENT smoking and vaping prevention teaching resource

FAO: PSHE Leads

Access for this teaching resource is now available to schools until 31 December 2025. After this date invited schools will be able to continue to deliver the programme. These schools will be contacted directly. To be considered teachers should ensure that they complete the very short feedback form before or after each lesson. This allows WCC to know in which schools the resource is being used.

To register to use the teaching package and self-directed training, use this link: [Login | smoking prevention programme | Evidence to Impact](#)

Latest Government news and updates

Free tax lessons

Planning to teach tax skills as part of a maths lesson? [Tax Facts](#), HMRC's free education programme, is here to help.

Teachers can download free ready-to-go resources, designed to give students aged 14 to 17 a practical introduction to the tax system. This includes a full lesson plan that links in with PSHE education, as well as a delivery guide, videos, and activities. There is also a new Quick Answer Sheet to help you answer any questions pupils may have.

An HMRC member of staff can also visit your school to help run the session, which counts towards career guidance goals – such as Gatsby benchmarks

10-year study on youth vaping

Last month the Department of Health and Social Care announced a [£62 million research project into adolescent health](#), which will track 100,000 young people aged eight-to-18 years over a decade to collect data on behaviour, biology and health records to understand what affects young people's health and wellbeing, including the impact of vaping.

The study is one of three sets of research being commissioned by the government, alongside the launch of a public health marketing campaign to educate children on vaping harms.

Latest grants and funding news

UK Schools invited to enter Energy Saving Competition

Schools educating children aged 5-11 in the UK can enter the Everyday Energy Competition, which encourages young people to promote energy saving habits in their communities. Participants must design a banner illustrating the small changes they will make as part of their class's Everyday Energy pledge, alongside an inspirational message to engage others.

The competition offers a £5,000 British Gas Positive Energy Grant to the first-place school, supporting sustainability and accessibility improvements. The winning design will also be used to create a banner for display at the school.

Additionally, 25 runner-up schools will each receive a £500 grant to support eco-clubs, eco-councils or other sustainability-focused educational initiatives. These schools will also receive a banner featuring the winning design for display outside their premises.

The competition is open to all UK schools and equivalent education organisations catering for children aged 5-11. Home-educated children may enter, but home education settings are not eligible for the grant funding. The £5,000 grant must be used for ecological infrastructure or initiatives to enhance sustainability and accessibility within the winning school.

The deadline for applications is 25th April 2025.

For more information, please visit: [Get Set | Everyday Energy Competition](#)

Kellogg's School Breakfast Club Grants Programme accepting applications for 2025

Kellogg's, in partnership with Forever Manchester, is accepting applications for the Breakfast Club Grants Programme.

Grants of up to £1,000 are available to schools across the UK to help fund breakfast clubs aimed at pupils between reception class and year 13 to ensure that those who need it most receive a morning meal. Priority will be given to schools that either:

- Have 35% and above of children eligible for pupil premium funding (for England) and eligible for free school meals (Northern Ireland, Scotland, and Wales); or
- Are based in an area which is classified as falling in the 10% of most deprived areas (30% for secondary schools) according to the Index of Multiple Deprivation.

Only one grant per school in each academic year is available. A limited number of grants are available, and the fund may close at short notice if oversubscribed. Fee paying schools are not eligible to apply.

Applications can be submitted at any time.

For more information, please visit: [Grants For Schools | Kellogg's](#)

Latest training news and conferences

eStore now open for 2025/26 SLA Orders

Schools and Academies may now place their Service Level Agreement Orders via eStore for 2025/26 ([Education eStore](#)).

The new Directories have been emailed to all schools, but if you require copy of the new Directory, please contact Mark Ballett, Traded Services Manager (MBallett@worcestershire.gov.uk).

Maintained Schools are reminded that in order to qualify for the Early Bird Discount, orders should be made by 31st March 2025. For Academies, the Early Bird closing date is 31st July 2025.

Please note that discounts are available for the Safeguarding SLA for qualifying schools/Academies.

If you do have any queries regarding your SLA requirements or ordering services, please contact schoolservices@worcestershire.gov.uk

Using legal action to address pupil absence: Guidance for schools

This training session is intended for Worcestershire school-based staff who may need to instigate a request for legal proceedings as part of their school attendance escalation process.

The training will explore when a request for legal proceedings maybe appropriate and the requirements upon schools in making such requests. The session will focus on unauthorised pupil absence (including unauthorised leave in term time) and will provide delegates with the latest information and appropriate resources to demonstrate what is required in order for the Local Authority to consider the issuing of a penalty notice or undertake a prosecution.

Audience: School Attendance Leads, Head teachers, School Attendance Officers, or any other school based associated staff with a key role in addressing pupil attendance, absence and welfare would be most welcome.

Cost: £38 + VAT per delegate

Discount: Book a delegate to attend both Using Legal & Witness Statements on the same day (does not need to be the same delegate per session but must be the same school) then pay only £51 +VAT for both sessions in total, a saving of £15 (full price for both sessions prior to discount is £66 + VAT)

- 2 April 2025, 9.30am to 12pm, Worcester, course code: 10283 / 90445
- 25 June 2025, 9.30am to 12pm, Worcester, course code: 10283 / 90446

Court Process & Writing Effective Witness Statements: Guidance for schools

This training session will inform school staff regarding court processes and equip them with sufficient knowledge and resources to complete witness statements effectively for prosecution of cases under s444(1)/ (1)A of the Education Act 1996 for unauthorised absences.

School Attendance Leads, Head teachers, School Attendance Officers, or any other school based associated staff with a key role in addressing pupil attendance, absence and welfare would be most welcome.

Candidates are advised to have a good working knowledge of or, completed the Using Legal Action to Address Pupil absence: Guidance for schools training, for a better understanding of this session.

Cost: £28 + VAT per delegate

Discount: Book a delegate to attend both Using Legal & Witness Statements on the same day (does not need to be the same delegate per session but must be the same school) then pay only £51 +VAT for both sessions in total, a saving of £15 (full price for both sessions prior to discount is £66 + VAT)

- 2 April 2025, 1pm to 3pm, Worcester, course code: 10283 / 90441
- 25 June 2025, 1pm to 3pm, Worcester, course code: 10283 / 90442

Person centred approaches and planning

A two-part twilight session to explore how person-centred approaches can be used in schools to help meet the needs of every learner. Sessions will be practical and offer a range of ideas that can be put into practice in all settings.

Cost: £40 + VAT per delegate

- 14 May and 11 June 2025, 3.30pm to 4.30pm, virtual delivery, course code: 10467 / 84695

Webcast: Taking a person-centred approach to preparing for adulthood

A free 25-minute webcast looking at Taking a person-centred approach to preparing for adulthood. By the end of this webcast, you will understand:

- SEND Code of Practice expectations in relation to Preparation for Adulthood
- Person-centred approaches to use with children and young people

Audience: All educational settings, especially secondary schools, high schools and Post 16 section

- Cost: Free
- Duration: 25 minutes
- CPD Course code: Search 10540

Effective Governance to Support School Attendance *NEW*

This training course explores the role of governors in ensuring schools are meeting their statutory duties relative to attendance. As all schools are required to deliver new statutory expectations to meet DfE 'Working Together to Improve School Attendance' requirements, this course will enable governors to provide support and challenge to drive improvement.

The course aims to assist governors to:

- Explore the governance core functions and their relevance to attendance
- Review how DfE attendance expectations and statutory duties are met
- Champion and support the promotion of attendance through policy and ethos
- Review data, challenge trends and support leaders to focus on strategies towards improvement
- Ensure staff receive adequate training and access to good practice guidance

Cost: £60 + VAT per delegate

- 1 May 2025, 6pm to 8pm, virtual delivery, course code: 10429 / 91363

ELSA: Emotional Literacy Support Assistants

The Educational Psychology Service are excited to be able to continue to offer ELSA (Emotional Literacy Support Assistants) training and supervision for practitioners working in Primary / First / Middle Secondary schools across Worcestershire.

The ELSA programme has been widely adopted as an evidence-based early intervention for children and young people in over 100 local authorities in the UK. ELSAs attend training days and group supervision sessions led by Educational Psychologists. They will be trained to plan and deliver individualised programmes of support for children to develop their emotional literacy, within a range of different areas.

The initial training is a mix of psychological theory and application of theory to support children and young people. The training involves discussion, activities and sharing of helpful resources. Resources to support work as an ELSA are shared and all delegates will be provided with a copy of the book "Emotional Wellbeing: An Introductory Handbook" within the price of the course.

The initial training covers the following areas of emotional literacy:

- Day 1 – An Introduction to ELSA and emotional literacy: **please note: The line-manager or headteacher will be required to join their ELSA(s) for the morning of Day 1.**
- Day 2 – Security and affiliation (sense of belonging)
- Day 3 – Self-esteem, motivation and developing feelings of competency and self-efficacy
- Day 4 – Loss and bereavement
- Day 5 – Managing emotions and social/friendship skills
- Day 6 – Active listening, therapeutic stories and measuring outcomes

Cost: £630+ VAT per person and includes two supervision sessions in Spring 2026.

- Dates: 23 September, 7 October, 21 October, 11 November, 25 November and 8 December 2025.
- Time: 09: 30 to 15:30
- Location: Worcester - lunch is provided please ensure any dietary needs are included at the point of booking
- Course code: 10351

Book your place on our training and conferences via [CPD](#) using your school CPD leader login details. Confirmations are issued at the point of booking and go to the delegate email provided. If your school requires support when booking, please contact the training team on **01905 844 420** or email workforcesupport@worcestershire.gov.uk

Latest news from School Teaching Hubs

National Professional Qualifications (NPQs) - Spring 2025

The closing date for applications for NPQs is **6th April 2025**, and a limited number of funded places remain.

Please [download NPQs Spring 2025 Flyer](#) for more information and please register on the [DfE's NPQ portal](#) to secure any relevant funding.

Want to improve inclusion?

The [NPQ SENCO](#) is a fully-funded leadership qualification open to current or aspirant senior leaders, not just SENCOs.

By having more than one member of your school leaders trained on the NPQ SENCO, your school can develop a distributed leadership model that allows for succession planning as well as tackling bigger SEND and inclusion issues.

Find out more about NPQs on the [Tudor Grange Teaching School Hub website](#).

[Apply for an NPQ](#)



**Proudly serving
Bromsgrove, Redditch, Solihull
and Stratford-on-Avon**

Tudor Grange Teaching School Hub

Other local news and events

Young Voices New Visions Open for Entries

Severn Arts are excited to announce that Young Voices New Visions is back for 2025! Young Voices New Visions is an annual exhibition at Worcester Cathedral, showcasing visual artworks created by children and young people. The exhibition is open to all schools and community groups in Worcestershire who work with children and young people between the ages of 5 - 18. Work can be made collaboratively or by individuals in any visual art medium but must be submitted by the group leader or teacher. Large-scale and 3D work is particularly welcome.

The theme for the 2025 exhibition is ***Courage***. The exhibition will be open to the public from **Sunday 8th June until Monday 30th June 2025**.

How to enter:

Register to take part in the 2025 exhibition on their website: <https://www.severnarts.org.uk/yvny-2025>

Entry closes at 5pm on **Friday 2nd May**.

All work will need to be dropped off at Worcester Cathedral between the following times:

Sunday 1st June, 12.30-3pm

Monday 2nd June, 9am-5pm

If you are unable to drop off your work during these times, please email Jen at j.loffman@severnarts.org.uk to discuss alternative arrangements. They will ensure that all schools/groups are represented in the exhibition, but they cannot guarantee that every piece of work submitted will be displayed, due to limited space. Please make sure that each piece of artwork is labelled with the name of the school/group clearly marked and secured on the back.

Shaping the future of the Health and Work Strategy

Do you work with residents who access support for health conditions and disabilities in employment?

NHS Herefordshire and Worcestershire want your insights and input to shape the future of the Health and Work Strategy. Join their FREE event to:

- Learn about the future focus and planned programmes.
- Explore opportunities for your organisation.
- Discover practical support available for your residents.
- Share your thoughts and influence the strategy!

Register for your [FREE place today!](#)

[Download Health and Work Strategy Event Poster](#)

Invest in your employee health and wellbeing

Join us for a FREE and exclusive event for employers in Worcestershire.

Designed to equip employers with the tools and strategies to create a healthier, more engaged workforce.

- Discover practical tips for managing health conditions in the workplace.
- Learn effective absence management practices to boost productivity.
- Explore programmes and resources available to support employees with disabilities and health conditions.

When: 26th March at 9:30am

Book your [FREE place today](#) (event exclusive to employers only):

[Download Invest in your Employee Health and Wellbeing Event Poster](#)



Sarah Wilkins

Assistant Director for Education, Early Years, Inclusion and Pupil Place Planning

