

DEPARTMENT FOR SCHOOLS AND COLLEGES

IT IS NEVER THE WILL  
OF YOUR FATHER  
IN HEAVEN



THAT ONE OF  
THESE LITTLE ONES  
SHOULD BE LOST

MISSION  
PRAYER  
COMMUNION

A FUTURE  
FULL OF HOPE  
CLIFTON DIOCESE

# BOOKLET OF COURSES 2022/2023

CONTINUING PROFESSIONAL DEVELOPMENT  
IN A CATHOLIC SETTING

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This document is available from [schools.cliftdiocese.com](http://schools.cliftdiocese.com)

### **Acknowledgements**

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## Introduction

Welcome to the Department for Schools and Colleges Annual Professional Development Booklet. This booklet details the planned training and events for the academic year 2022/23. We would ask you to share this with your governors, directors, senior leaders, and other appropriate staff to make them aware of what is available to support them in their role.

The training courses detailed in this booklet should be booked online at the Schools and Colleges website. You can access a downloadable copy of this booklet and the booking form directly from this link: <https://schools.cliftdiocese.com/courses>.

Please use your school email address when registering. Once you have completed the booking form, please select the payment option and click the 'Submit' button at the foot of the form. You will then be taken to a confirmation screen where you also have the option to pay for the course at this stage if you had previously selected to pay by Credit Card/PayPal on the booking form screen. A confirmation message will be sent to the email address on the booking form. If you do not receive a confirmation straight away, please check your spam folder. You will receive a reminder of your booking by email around 2 weeks prior to the course taking place. If you have any queries regarding your booking please contact Roisin Johnson at: [roisin.johnson@cliftdiocese.com](mailto:roisin.johnson@cliftdiocese.com).

**Please can we emphasise the need to inform us of attendance at course and events to ensure their viability, health and safety issues around the accommodation provided, and the correct numbers for catering. Failure to do so may unfortunately result in being turned away on arrival.**

If you require any further details about any of the courses in this booklet you are welcome to contact the office on **0117 902 5593**.

Whilst these are the planned courses and events, should there be any additional events or courses running throughout the year you will be informed of them via individual flyers or emails so please keep a look out.

By booking on any of the courses we are committed to providing:

- *what is clearly indicated on the course details;*
- *a non-profit based cost to support the budgetary difficulties schools face;*
- *a comfortable and accessible venue, where applicable, allowing for reasonable travel time;*
- *an opportunity to be listened to and opinions and concerns respected and valued;*
- *training that will incorporate a range of presentational strategies to engage and motivate attendees;*
- *an opportunity to collaborate and network with colleagues;*
- *an opportunity to provide feedback;*
- *where appropriate, outside speakers that will motivate, inspire and provide relevant and up to date information;*

- *a warm welcome and a friendly face.*

In return we ask that attendees commit to:

- *ensuring they have booked on the course;*
- *arriving on time, registering their attendance and staying for the duration;*
- *participating in a positive and open manner;*
- *being respectful of colleagues and air views in a professional, non-personal way;*
- *providing feedback, which is honest, purposeful and constructive.*

### **Cancellation policy – Alexander house courses**

Cancellation for our courses hosted at Alexander House incur the following charges:

- 10 full school days in advance of the course: no fee payable;
- Less than 10 full school days: 50% of the fee payable;
- Non-attendance on the day, the full cost of the course will be charged.

All cancellations should be made by email to: [roisin.johnson@cliftondiocese.com](mailto:roisin.johnson@cliftondiocese.com).

### **Cancellation – external venues**

In the case of external hotel / retreat venues, cancellation is in accordance with the venue's cancellation policy as the Diocese has already incurred charges when booking the dates. Please contact Roisin Johnson for more details.

As you will appreciate, all the Department's services and activities have cost implications and therefore the Department must be financially viable and sustainable. In order to achieve this and support schools, the Department implements a Service Level Agreement which entitles all schools to a core service, as set out in the document which can be viewed at the Clifton Diocese Schools and Colleges website at: <https://schools.cliftondiocese.com/governance>.

Services outside of the Service Level Agreement, such as inset will incur separate costs negotiated at the time of booking. Where the training is online and only involves current diocesan staff, minimal cost will be incurred, however where there is an outside speaker, costs to cover their time will need to be charged.

## Department Members

**Mary Cox**

0117 902 5599

**Director of Schools & Colleges**

**Louise White**

0117 902 5599

**RE Adviser**

**Key Responsibilities**

RE curriculum, Relationship and Sex Education

Collective worship

Effective monitoring of Catholicity for SLT

CCRS

Diocesan Inspections

**Jenny Fitzgerald**

0117 902 5599

**Department Officer**

**Key Responsibilities**

Administrative support for the Director

School Condition Allocations (SCA)

Diocesan & Ofsted Inspections

Advice on Leadership Recruitment

Schools' Department Website

School Communications

**Bill McEntee**

0117 902 5599

**Governance Officer**

**Key Responsibilities**

Policy Development

Foundation Governor & Director Development

Academy Conversion

Overseeing Arrangements for AGMs of Academy Trusts

**Paul Kehoe**

0117 902 5599

*(Term time only)*

**Schools Partnership Officer**

**Key Responsibilities**

Supporting the implementation of the Diocesan Strategy and planning for future school organisation

Supporting schools & Governors in collaborative working

Representing the Diocese at partnership meetings

Disseminating good practice across partnerships

**Roisin Johnson**

0117 902 5593

*(Term time only)*

**Schools Office Administrator**

**Key Responsibilities**

Course Bookings

Invoicing

Maintaining/updating department databases

## Venues

### **Alexander House**

160 Pennywell Road  
Bristol  
BS5 0TX  
Tel: 0117 9025593  
[www.cliftondiocese.com](http://www.cliftondiocese.com)

### **Ammerdown Retreat Centre**

Ammerdown Park  
Radstock  
BA3 5SW  
Tel: 01761 433709  
[www.ammerdown.org](http://www.ammerdown.org)

### **Bailbrook House Hotel**

Eveleigh Avenue  
Bath  
BA1 7JD  
[www.bailbrookhouse.co.uk](http://www.bailbrookhouse.co.uk)

### **Cathedral Church of SS Peter & Paul**

Clifton Park  
Bristol  
BS8 3BX  
Tel: 0117 9738411  
[cliftoncathedral.org](http://cliftoncathedral.org)

### **Emmaus House**

Sleep Lane  
Whitchurch  
Bristol  
BS14 0QN  
Tel: 01275 792670  
[emmaushouse.org.uk](http://emmaushouse.org.uk)

### **Monastery of Our Lady & St Bernard**

Brownshill  
Stroud  
GL6 8AL  
Tel: 01453 8833084  
[www.bernardine.org/brownshill](http://www.bernardine.org/brownshill)

### **Newman Hall**

Grange Court Road  
Westbury on Trym  
Bristol BS9 4DR  
[www.newmanhall-bristol.co.uk](http://www.newmanhall-bristol.co.uk)

### **Sacred Heart Church**

Grange Court Road  
Westbury-on-Trym  
Bristol BS9 4DR  
[www.sacredheartchurch.co.uk](http://www.sacredheartchurch.co.uk)

### **St Augustine's Parish Hall**

Boscombe Crescent  
Downend  
Bristol  
BS16 6QR  
<http://www.staugustinesbristol.co.uk/>

### **St Dunstan's Parish Hall**

Bristol Road  
Keynsham  
Bristol  
BS31 2BQ  
<https://www.calledtomorebristol.org.uk/>

### **St Joseph's Catholic College**

Ocotal Way  
Swindon  
SN3 3LR  
[www.stjosephscollege.net](http://www.stjosephscollege.net)

## Events for Pupils

### Commissioning of Chaplaincy Teams

DATE	VENUE	TIME	COST
<b>Secondary Schools</b> 22 <sup>nd</sup> September 2022	Clifton Cathedral	11.00 am – 12.30 pm	<b>£25 per school</b> which will be paid to the Cathedral to cover toilets and stewards.
<b>Primary Schools</b> 4 <sup>th</sup> November 2022	Clifton Cathedral	11.00 am – 12.30 pm	

**Target Audience: Members of chaplaincy teams  
(Initially a maximum of 10 per school)**

During both days Bishop Declan will commission pupil members of chaplaincy teams for the coming year. **New members** of chaplaincy teams will be presented with their badges.

It is an opportunity for pupils from across the Diocese to come together and share what they do.

In addition, those students who may not be members of the chaplaincy team but who have already achieved the **Platinum Award** for Leaders in Faith will be presented with their awards by Bishop Declan. Schools will need to have informed the Diocese of those pupils attending because of this achievement prior to attending.

**Please note all badges, both new and replacement, will be provided at a cost to the school of £1.00 per badge.**

Schools must submit total number of pupils attending by **Friday, 9<sup>th</sup> September 2022 (for Secondary Schools)** and **Friday, 14<sup>th</sup> October 2022 (for Primary Schools)** following which we will allocate any spare places. **Unfortunately, schools who have not submitted numbers before this date will not be permitted to attend.**

Please download and complete the Chaplaincy Commissioning attendance and badge order form here: <https://schools.cliftondiocese.com/courses>.

Completed forms should be emailed to: [roisin.johnson@cliftondiocese.com](mailto:roisin.johnson@cliftondiocese.com)



## Year 6 Primary Leavers Mass

DATE	VENUE	TIME	COST
14 <sup>th</sup> June 2023	Clifton Cathedral	11.00 am	<b>£25 per school</b> which will be paid to the Cathedral to cover toilets and stewards.
15 <sup>th</sup> June 2023	Clifton Cathedral	11.00 am	

**Target Audience: Year 6 Pupils and Staff**

### **Theme: ‘Mission in the Local Community’**

How does your school make a difference in your local community? (e.g. supporting food banks, visiting care homes, carol singing, harvest festivals, supporting local charities, helping the homeless)

This is the annual celebration for all year 6 pupils moving on to the next phase of their education. It is possibly the only time many of our children will visit the Cathedral or meet Bishop Declan, something that those who attend really treasure.

***All schools are expected to attend this event and make this a priority over other events that may occur on the same date.***

***Please note the following:***

In order to balance numbers and conform with Health and Safety requirements, schools from the Aquinas, Dunstan, Emmaus and Samuel Partnerships are requested to attend on Wednesday, 14<sup>th</sup> June 2023. Schools from the Camino, Little Way and Newman Partnerships are requested to attend on Thursday, 15<sup>th</sup> June 2023.

***Any school not able to comply with the above MUST consult with the Department.***

Schools must submit total numbers attending the mass by Friday, 19th May 2023.

**Please make sure to book your bus transportation well in advance as this is a particularly busy time for bus companies with school tours, music festivals, etc.**

## Education Mass

DATE	VENUE	TIME	COST
3 <sup>rd</sup> November 2022	Clifton Cathedral + Apostle Room	7.00 pm	No charge

**Target Audience: All those connected with Catholic education in Clifton Diocese**

This is an annual Mass bringing all our school community members together as a diocesan family with the Bishop to celebrate Catholic education.

The Mass offers an opportunity for all those connected with Catholic education in Clifton Diocese to renew their commitment to Catholic education.

# Teaching and Learning

## Programme for those new to Catholic Education

DATE	VENUE	TIME	COST
<b>Day 1</b> 19 <sup>th</sup> September 2022	Bailbrook House Hotel, Bath	9.30 am – 3.30 pm	£85 for first applicant & £60 per additional
<b>Day 2</b> 27 <sup>th</sup> January 2023	Clifton Cathedral, Apostle Room	9.30 am – 3.30 pm	£30

**Target audience:** ECTs and those new to teaching in a Catholic School across all phases

**Facilitators:** Mary Cox, Director of Schools & Colleges; and Louise White, RE Adviser

**Day 1:** Providing an overview of what is meant by the ‘distinctive nature of the Catholic School’, collective worship and prayer.

**Day 2:** For primary colleagues only - quality RE, assessment and spirituality across the curriculum.

### Aims of the Course

To:

- develop an understanding of the distinctive nature of the Catholic school;
- develop an understanding of the roles and responsibilities aligned with working in a Catholic school;
- provide ideas to support quality teaching and learning in primary RE;
- provide ideas to support the development and understanding of prayer and liturgy;
- work collaboratively and provide an opportunity to network with other colleagues;
- acquire answers to any questions that are related to teaching in a Catholic school;
- provide strategies to support spirituality across the whole curriculum;
- develop a knowledge and understanding of effective RE assessment;
- visit and explore our mother church, the Cathedral.

## Cross Phase Modular Course

DATE	VENUE	TIME	COST
<b>Day 1</b> 1 <sup>st</sup> February 2023	St Augustine's Parish Hall	10.00 am – 3.30 pm	£200 for all three Modular days. Minimum of 10 participants.
<b>Day 2</b> 15 <sup>th</sup> March 2023	St Augustine's Parish Hall	10.00 am – 3.30 pm	
<b>Day 3</b> 19 <sup>th</sup> April 2023	St Augustine's Parish Hall	10.00 am – 3.30 pm	

**Target Audience:** Those who have been teaching RE for 2 to 5 years, and primary RE co-ordinators who have not yet completed this course.

(It is a requirement by the Bishop that all RE Co-ordinators in post will have acquired this qualification within two years of their appointment.)

**Facilitator:** Louise White, RE Adviser

**Speaker:** Ann Fowler, RE Consultant

### Modular Themes

**Day 1:** Revelation – Teaching RE in a Catholic school

**Day 2:** Celebration – Sacramental life and prayer in a Catholic school

**Day 3:** Life of Christ – The distinctive nature of the school

The fourth theme of Church will span across all three days.

A programme designed to develop and support teachers in their theological and practical RE knowledge. The course takes the four major documents of Vatican II, as outlined in the 'Revised Curriculum Directory' and considers their implication both for teaching and the life of the school. It aims to be practical as well as enhance subject knowledge. The course is suitable for primary staff, including teaching assistants, who may not hold a formal qualification in RE or who may wish to deepen their understanding of Catholic thought and theology.

### **Aims of Course**

To:

- develop a clearer understanding of the key themes outlined in the Curriculum Directory and how this might affect the teaching of RE;

- promote practical strategies and ideas to support RE provision (both classroom RE and the Religious understanding gained through the life of the school as a whole);
- develop a deeper understanding of key scriptural pieces of text specifically linked to liturgical seasons and the Church's teachings;
- consider the nature of Sacraments;
- provide a deeper understanding of the distinctive nature of a Catholic school.

**Closing date for bookings: Friday 20<sup>th</sup> January 2023.**

**NB: This course will not run unless we have a minimum of 10 participants.**

## CCRS for Teachers

### A Brief Outline of the Certificate

The Catholic Certificate in Religious Studies (CCRS) is managed and awarded by the [Board of Religious Studies](#) on behalf of the Bishops' Conference.

It was introduced in 1991 to replace its predecessors, The Catholic Teachers' Certificate and the Certificate in Religious Education. Any teacher who is, or who wishes to be involved in Catholic Education may apply for the course.

The course seeks to ensure that participants have at least a basic knowledge and understanding of the beliefs of the Catholic Faith. It also provides a basis for further study. The course consists of eight modules in total: six core modules and two specialist modules. The core modules are: Old Testament; New Testament; the Person of Jesus; the Church; Sacramental Life; and Moral Understanding. Each module requires 10 hours contact time with a written assignment of 1500 words. You may of course choose to do the modules out of interest and not complete the written assignment; however, you will not be awarded a CCRS certificate unless you complete the written assignments.

“I would like to commend the CCRS Course as a necessary part of ongoing formation for teachers within our Catholic schools both at primary and secondary level. To maintain and help develop the Catholic ethos of our schools it is essential that teachers have a basic knowledge of the Catholic faith and are able to share this with students. Young people can sometimes be very challenging in their questions and this is true in matters of faith and belief. This course is designed to help teachers respond to the needs of their students as they make their journey in faith.”

*Bishop Declan*  
12.05.2016

### Practical details

**Facilitator:** Louise White, RE Adviser

**Speaker:** Ann Fowler, RE Consultant

**Timing:** The certificate is normally acquired over two years with a maximum of five years' study. The diocese will offer four modules a year on a two-year cycle. Each year will consist of three core modules and a specialist module. You may choose to do four modules per year to complete the course over two years or you may space it out over a longer period if you wish. Once you begin the first module you must complete within five years. This academic year will consist of eight days in total with four days in school time and four days on a Saturday.

**Assessment:** To gain accreditation you must attend each module and successfully complete an assignment. In this year we will consider: The Church, The Sacraments, Morality and our specialist module will be the Faith & Science.

You are welcome to attend the sessions without seeking accreditation through the submission of essays.

**Cost:** Registration fee £20 to be paid when returning Application Form. In addition, each module will carry a separate fee as indicated in the schedule to cover relevant expenses.

### CCRS for Teachers

DATE	VENUE	TIME	COST
<b>The Church</b> Sat 1 <sup>st</sup> October 2022 Mon 3 <sup>rd</sup> October 2022	Online Alexander House	10.00 am – 12.30 pm 9.30 am – 3.30 pm	£15 £50
<b>The Sacraments</b> Sat 28 <sup>th</sup> January 2023 Mon 30 <sup>th</sup> January 2023	Online Alexander House	10.00 am – 12.30 pm 9.30 am – 3.30 pm	£15 £50
<b>Morality</b> Sat 4 <sup>th</sup> March 2023 Mon 6 <sup>th</sup> March 2023	Online Alexander House	10.00 am – 12.30 pm 9.30 am – 3.30 pm	£15 £50
<b>Faith &amp; Science</b> Sat 1 <sup>st</sup> July 2023 Mon 3 <sup>rd</sup> July 2023	Online Alexander House	10.00 am – 12.30 pm 9.30 am – 3.30 pm	£15 £50

**N.B. Lunch will be provided on Mondays only.**

## Secondary Heads of RE Conference

DATE	VENUE	TIME	COST
<b>Day 1</b> 13 <sup>th</sup> October 2022	St Joseph's Catholic College, Swindon	9.30 am – 3.30 pm	£50
<b>Day 2</b> 8 <sup>th</sup> March 2023	Alexander House (meeting point)	9.30 am – 3.30 pm	£20 (donated to religious venues)

**Target Audience:** Secondary Department Heads of RE

**Facilitator Day 1:** Louise White, RE Adviser – Curriculum Directory

**Facilitator Day 2:** Louise White, RE Adviser

**Aims:**

### Day 1 – Curriculum Directory

- To provide knowledge of the new Curriculum Directory content and the impact on the planning and content of RE.
- Department Heads of RE will be informed of new initiatives and resources that will enhance RE in their school.
- There will be an update on Section 48 Inspections.
- Department Heads of RE will have the opportunity to network and share good practice.

### Day 2 – Other Faiths

We will visit a Hindu Temple, a Synagogue, and a Mosque

- These visits will help you to prepare the pupils in your schools for life in modern Britain.
- This in turn will improve social cohesion and contribute to the common good by increasing mutual respect between those of different religions.

Lunch and refreshments will be provided on day 1 (please let us know of any dietary requirements when you book). Please bring a packed lunch for day 2.



## Primary RE Update

DATE	VENUE	TIME	COST
<b>Day 1</b> 6 <sup>th</sup> October 2022	St Dunstan's Parish Hall	10.00 am – 3.30 pm	£55
<b>Day 2</b> 20 <sup>th</sup> April 2023	St Dunstan's Parish Hall	10.00 am – 3.30 pm	£65

**Target audience:** All Primary RE Coordinators

**Facilitator Day 1:** Louise White, RE Adviser

**Facilitator Day 2:** Louise White; and  
Ann Angel, Jewish teacher, Manchester

**Aims:**

### **Day 1 – Planning the New Curriculum**

- To provide knowledge of the new Curriculum Directory content and the impact on the planning and content of RE

### **Day 2 – Teaching Other Faiths in the RE Curriculum**

- Ann Angel is an extremely successful teacher of Judaism. She explores and explains the Jewish way of life through storytelling, puppetry, drama and Hebrew songs.
- RE Coordinators will be given training on the Jewish faith and will be given exciting ideas for resources to bring back to their schools
- Minimum of 15 participants needed.

Lunch and refreshments will be provided, please let us know of any dietary requirements.

## Chaplaincy Days

DATE	VENUE	TIME	COST
<b>Day 1 - Secondary</b> 27 <sup>th</sup> September 2022	Alexander House	10.00 am – 3.30 pm	£65
<b>Day 1 - Primary</b> 18 <sup>th</sup> October 2022	St Dunstan's Parish Hall	10.00 am – 3.30 pm	£55
<b>Day 2 - Primary and Secondary</b> 22 <sup>nd</sup> March 2023	St Dunstan's Parish Hall	10.00 am – 3.30 pm	£55

**Target Audience:** Primary and Secondary staff responsible for co-ordinating chaplaincy within schools

**Facilitator:** Louise White, RE Adviser

**Speakers:** Secondary Day 1 - with John Mannix  
Primary Day 1 - with Maria Wojciechowska-Caneda

### Day 1 Secondary

John has experience across all sectors in education teaching RE from primary to postgraduate level. As a Head of RE for 10 years, he was responsible for chaplaincy and spirituality provision in his school. John has served as an OFSTED inspector, Investors in People Adviser and Head Teacher Performance Review Adviser. He was Director of Schools for 13 years in Plymouth Diocese, where he designed, implemented and was CEO of the Plymouth CAST.

John will share his thoughts on Chaplaincy in the Secondary School setting with those involved in secondary school.

### Day 1 Primary

Maria has delivered contemplative, imaginative prayer and photography sessions for over 10 years. She has over 20 years' experience of working in primary education. She will lead a guided session to be used with children based on Ignatian spirituality.

### Day 2 Primary & Secondary

The aim of the course is for primary and secondary chaplains to come together and share strategies for the effective transition of pupils from Year 6 to Year 7. There will be opportunities for the chaplains to plan partnership events for the forthcoming year.

**NB: We will be unable to run the course on Day 1 for Secondary Schools unless we have a minimum of 15 participants, and for Day 1 for Primary Schools unless we have a minimum of 20 participants. Lunch and refreshments will be provided.**

## Secondary Chaplains Retreats

DATE	VENUE	TIME	COST
<b>Day 1 – Advent</b> 9 <sup>th</sup> November 2022	Sacred Heart Church	9.30 am – 3.30 pm	£30
<b>Day 2 - Lent</b> 8 <sup>th</sup> February 2023	Sacred Heart Church	9.30 am – 3.30 pm	£30

**Target Audience:** Secondary staff responsible for co-ordinating chaplaincy within schools

**Facilitator:** Fr Colin Mason

Fr Colin Mason is Vocations Director for Clifton Diocese and has a strong focus on promoting vocations within the Diocese. He leads a Vocations team that encourages and supports vocations to the priesthood, the religious life, the consecrated lay life and single life, and to the Permanent Diaconate.

Fr Colin is also the Parish Priest of two parishes, The Sacred Heart, Westbury-on-Trym, Bristol and St. Anthony's, Henbury, Bristol.

### **Aims:**

The retreats are an opportunity for secondary chaplains to be spiritually nourished, share and reflect on the scriptures of Advent and Lent. We will celebrate Mass together to end our retreat.

Lunch and refreshments will be provided, please let us know of any dietary requirements you have when booking.

## Leadership and Management

### Introduction to the Diocese for New Heads, Deputies or Assistant Heads

<b>DATE</b>	<b>VENUE</b>	<b>TIME</b>	<b>COST</b>
29 <sup>th</sup> September 2022	Alexander House	10.00 am – 3.30 pm	No Charge

**Target Audience:** Newly appointed Heads, Deputies and Assistant Heads

**Facilitators:** Mary Cox, Director of Schools & Colleges  
Paul Kehoe, Schools Partnership Officer  
Louise White, RE Adviser  
Diocesan Officers

This is an opportunity for newly appointed senior leaders to acquire an understanding of the Diocesan vision, expectations and ways of working. You will have the opportunity to meet staff from the Diocese with whom you will work and communicate, see the hub of the Diocese and network with other newly appointed leaders.

Lunch and refreshments will be provided, please let us know of any dietary requirements you have when booking.

## Head Teachers' Conference

DATE	VENUE	TIME	COST
25 <sup>th</sup> November 2022	Bailbrook House Hotel, Bath	9.00 am – 4.00 pm	£120 per delegate

**Target Audience:** Heads Teachers and other members of the SLT

**Facilitators:** Mary Cox, Director of Schools & Colleges; and Louise White, RE Adviser

**Guest Speaker:** To be confirmed

The theme of this year's conference will be announced in early September.

**Please note:** If you wish to stay at Bailbrook House Hotel the night before the conference, you will need to contact the hotel directly.

## Senior Leadership Retreat Day

DATE	VENUE	TIME	COST
26 <sup>th</sup> June 2023	Ammerdown Retreat Centre	9.30 am to 3.30 pm	£85

**Target Audience:** Heads Teachers and other members of the SLT

**Facilitators:** Mary Cox, Director of Schools & Colleges; and  
Louise White, RE Adviser

**Guest Speaker:** To be confirmed

Details to follow.

**Please note:** If you wish to stay in Ammerdown the night before you will need to contact the centre directly.

## Aspiring Leaders Programme

DATE	VENUE	TIME	COST
<b>Day 1</b> 15 <sup>th</sup> November 2022	Alexander House – Introduction	9.30 am to 3.30 pm	£180 per person for the 5-day programme.
<b>Day 2</b> 24 <sup>th</sup> March 2023	Alexander House – Project	9.30 am to 3.30 pm	
<b>Day 3</b> 17 <sup>th</sup> May 2023	Alexander House – Spirituality across the curriculum	9.30 am – 3.30 pm	
<b>Day 4</b> 9 <sup>th</sup> June 2023	Visit to Multi-Academy Trust school	12:30 pm to 3.30 pm	
<b>Day 5</b> 7 <sup>th</sup> July 2023	Monastery of Our Lady & St Bernard, Brownhill	9.30 am – 3.30 pm	

**Target Audience:** Senior Leaders

**Facilitators:** Mary Cox, Director of Schools & Colleges  
Paul Kehoe, Schools Partnership Officer  
Louise White, RE Adviser  
Sister Judith Russi (Day 5)

The programme consists of five face-to-face training days related to leadership of a Catholic school, together with the completion of a school-based project to enhance the Catholic life/Religious Education in your school. It also involves a visit to one of the Diocese's Multi-Academy Trust schools to evaluate the leadership characteristics and leadership strategies needed to successfully lead a Catholic school.

### Aims of the Course

To:

- develop an insight into the complexities of leading a Catholic school;
- identify and develop the necessary skills required for senior leadership positions;
- develop strategic planning through the leading of a whole school development project;
- support the process of succession planning.

Those interested must acquire support and be recommended by their Head Teacher who should complete a Declaration of Interest for Applicants form which can be downloaded from here: <https://schools.cliftondiocese.com/courses>.

**NB: This course will not run unless we have a minimum of 10 participants. Failure to complete the full course will still incur the full costs.**

## Partnership Briefing Meetings for Chairs and Heads with the Director and Curia Staff

Following positive feedback from the virtual meetings held with chairs and heads, it is hoped that this will continue to take place virtually 3 times a year. Dates for these will be forwarded to Head Teachers and Chairs in due course.

**Target audience:** Head Teachers and Chairs

**Facilitators:** Mary Cox, Director of Schools & Colleges and Curia staff

**Cost:** Free of charge

### **Aims:**

- To keep chairs abreast of any diocesan or national updates;
- To enable chairs to seek clarity on any issues or ask questions;
- To provide an opportunity for specific training or updates from any curia departmental staff;
- To enable the sharing of practice or concerns across schools within the partnership;
- Act as a regular opportunity for the director and staff to meet chairs and provide support as necessary and appropriate including acting as a conduit between the CES, LA, RSC and OFSTED.



## Partnership Meetings for RE Leads

DATE	VENUE	TIME	COST
<b>Little Way</b> 1 <sup>st</sup> November 2022 21 <sup>st</sup> February 2023	Virtual	3.30 pm – 4.30 pm	No charge
<b>Dunstan</b> 2 <sup>nd</sup> November 2022 22 <sup>nd</sup> February 2023	Virtual	3.30 pm – 4.30 pm	No charge
<b>Emmaus</b> 3 <sup>rd</sup> November 2022 23 <sup>rd</sup> February 2023	Virtual	3.30 pm – 4.30 pm	No charge
<b>Camino</b> 4 <sup>th</sup> November 2022 24 <sup>th</sup> February 2023	Virtual	3.30 pm – 4.30 pm	No charge
<b>Aquinas</b> 7 <sup>th</sup> November 2022 28 <sup>th</sup> February 2023	Virtual	3.30 pm – 4.30 pm	No charge
<b>Samuel</b> 8 <sup>th</sup> November 2022 1 <sup>st</sup> March 2023	Virtual	3.30 pm – 4.30 pm	No charge
<b>Newman</b> 10 <sup>th</sup> November 2022 2 <sup>nd</sup> March 2023	Virtual	3.30 pm – 4.30 pm	No charge

**Target Audience:** Primary RE Coordinators; and  
Secondary Heads of Department

**Facilitator:** Louise White, RE Adviser

**Aims:**

- To inform RE Leads of new initiatives and resources that will enhance RE in their school;
- There will be an update on Section 48 Inspections and the new RECD;
- Provide updates and share resources for the Clifton Diocese;
- Discuss implications for the synod on the theme of synodality.

## Governance

### Religious Education Link Governor – What are your responsibilities?

DATE	VENUE	TIME	COST
<b>Day 1</b> 8 <sup>th</sup> September 2022	Virtual	6.30 pm – 8.00 pm	£10
<b>Day 2</b> 14 <sup>th</sup> September 2022	Virtual	6.30 pm – 8.00 pm	£10
<b>Day 3</b> 22 <sup>nd</sup> September 2022	Virtual	6.30 pm – 8.00 pm	£10
<b>Day 3 (repeated)</b> 26 <sup>th</sup> September 2022	Virtual	6:30pm – 8.00 pm	£10

**Target Audience:** New Religious Education Link Governors

**Facilitator:** Louise White, RE Adviser

Day 1 – The role of the RE Link Governor

Day 2 – The New RE Curriculum

Day 3 – The new Section 48 framework

***N.B. The cost of this training will be charged to the school.***

## Governor Induction Training

DATE	VENUE	TIME	COST
17 <sup>th</sup> November 2022 (Thursday)	Virtual	6.30 pm – 8.00 pm	£10
4 <sup>th</sup> March 2023 (Saturday)	Virtual	10.00 am – 11.30 am	£10
8 <sup>th</sup> June 2023 (Thursday)	Virtual	6.30 pm – 8.00 pm	£10

**N.B. Please select ONE of the above dates.**

**Target Audience: All Governors in their first term of office**

**Facilitator: Bill McEntee, Governance Officer**

This training session is the minimum requirement for all newly appointed Foundation Governors to enable them to undertake their roles and responsibilities of governing a Catholic school effectively and appropriately. It will explore what it means to be a Governor of a Catholic school and its distinctive nature, and the expectations of being the Bishop's representative on a governing body.

It would also benefit non-foundation governors who are also encouraged to attend to support them in their role as a member of a Catholic school governing body.

### **Aims of the Training**

To:

- provide Governors with a clear understanding of their role and responsibility;
- inform Governors of the expectations of being the Bishop's representative on a governing body;
- develop Governors' understanding of how to govern a Catholic school;
- support Governors' knowledge and understanding of the legal differences of governing a Catholic school and a non-denominational school.

**N.B. The cost of this training will be charged to the school.**

## Governor Refresher Training

DATE	VENUE	TIME	COST
5 <sup>th</sup> November 2022 (Saturday)	Virtual	10.00 am – 11.30 am	£10
13 <sup>th</sup> April 2023 (Thursday)	Virtual	6.30 pm – 8.00 pm	£10

**N.B. Please select ONE of the above dates.**

**Target Audience:** All Governors who have been reappointed for another term of office & Multi-Academy Trust (MAT) Directors.

**Facilitator:** Bill McEntee, Governance Officer

This training session is the minimum requirement for all re-appointed Foundation Governors and MAT Directors to enable them to undertake their roles and responsibilities of governing a Catholic school effectively and appropriately. It is more in-depth than the induction session and it revisits and updates what it means to be a Governor of a Catholic school. It focuses on the distinctive nature of a Catholic school and the expectations of being the Bishop's representative on a governing body.

It would also benefit non-foundation governors who are also encouraged to attend to support them in their role as a member of a Catholic school governing body.

### Aims of the Training

To:

- refresh and revisit the role of a foundation governor or governor within the Catholic school;
- remind Governors of the expectations of being the Bishop's representative on a governing body;
- bring re-appointed governors up to date with any new directives or requirements;
- explore and discuss strategies for monitoring the Catholicity of their schools;
- share best practice.

**N.B. The cost of this training will be charged to the school.**

## Admissions Training

DATE	VENUE	TIME	COST
29 <sup>th</sup> September 2022 (Thursday)	Virtual	6.30 pm – 8.00 pm	£10

**Target Audience:** All Governors, Directors, Clerks and staff involved in school admissions.

**Facilitator:** Bill McEntee, Governance Officer

This training is to help Governors, Directors, Clerks and staff gain an understanding of the legal and Bishop's requirements involved in considering In-Year applications, ranking new intake applications, and determining admission arrangements in accordance with legislation.

### Aims of the Training

To:

- provide guidance on the legal requirement of the School Admissions Code.
- provide guidance on the processes for considering in-year applications.
- provide guidance on the ranking of new intake applications.
- provide guidance on oversubscription criteria and the process for determining admission arrangements in accordance with the Bishop's requirement and legislation.

**N.B. The cost of this training will be charged to the school.**

## Clerk to Governors Training

DATE	VENUE	TIME	COST
13 <sup>th</sup> October 2022 (Thursday)	Virtual	6.30 pm – 8.00 pm	£10
7 <sup>th</sup> February 2023 (Tuesday)	Virtual	9.30 am – 11.00 am	£10

**N.B. Please select ONE of the above dates.**

**Target Audience: Clerks to Governors**

**Facilitator: Bill McEntee, Governance Officer**

This session is to support both new and experienced clerks in their role. It focuses on the particular requirements of clerking at a Catholic school.

### **Aims of the Training**

To:

- provide an understanding of the purpose of Catholic education;
- understand the role of the foundation governor;
- understand the legislation relating to managing a Catholic school and support the clerking of the governing body of your school.

There is an expectation that all clerks will regularly undertake this training.

**N.B. The cost of this training will be charged to the school.**





## DIOCESAN PRAYER

God our Father,  
open the horizons of our minds and hearts  
so that we can see what hope your call holds for us.

Pour out the overflowing gifts of your Spirit  
so that we, your Church,  
may become a people of hope for our world.

We ask you this through Jesus Christ our Lord,  
who lives and reigns with you  
in the unity of the Holy Spirit,  
one God for ever and ever.

Our Lady, Woman of Hope,  
**pray for us.**

St Peter, Rock of Hope,  
**pray for us.**

St Paul, Apostle of Hope,  
**pray for us.**