

DEPARTMENT FOR SCHOOLS AND COLLEGES

“may i know you
more clearly”

St Richard of Chichester



BOOKLET OF COURSES 2023/2024

CONTINUING PROFESSIONAL DEVELOPMENT
IN A CATHOLIC SETTING

This document is available from schools.cliftodiocese.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 2023/24. 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.cliftondiocese.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@cliftondiocese.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 email so please keep a look out. **Registration for these additional one-off events will be via Eventbrite to allow us to trial this online events management platform. The Department is considering moving most of our course bookings (with the exception of our Governance training) for the school year 2024/2025 to Eventbrite which would involve schools paying the course fee at the time of booking rather than being invoiced after the event.**

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 or virtual training

Cancellation for our courses hosted at Alexander House or online via Teams 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;
- Less than 5 full school days or 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.

Cancellation – external venues

In the case of external 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

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

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

Bill McEntee

0117 902 5599

Governance Officer

Key Responsibilities

Policy Development

Foundation Governor & Director Development

Academy Conversion

Overseeing Arrangements for AGMs of Academy Trusts

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

Roisin Johnson

0117 902 5593

(Term time only)

Schools Office Administrator

Key Responsibilities

Course Bookings

Invoicing

Maintaining/updating department databases

Venues

Aerospace Bristol

Hayes Way
Patchway
BS34 5 BZ
<http://aerospacebristol.org>

Alexander House

160 Pennywell Road
Bristol
BS5 0TX
Tel: 0117 9025593
www.cliftondiocese.com

Ammerdown Retreat Centre

Ammerdown Park
Radstock
BA3 5SW
Tel: 01761 433709
www.ammerdown.org

Cathedral Church of SS Peter & Paul

Clifton Park
Bristol
BS8 3BX
Tel: 0117 9738411
cliftoncathedral.org

Monastery of Our Lady & St Bernard

Brownhill
Stroud
GL6 8AL
Tel: 01453 8833084
www.bernardine.org/brownhill

Sacred Heart Church

Grange Court Road
Westbury-on-Trym
Bristol BS9 4DR
www.sacredheartchurch.co.uk

St Bede's Catholic College

Long Cross
Lawrence Weston
Bristol BS11 0SU
www.stbedesccl.org

St Dunstan's Parish Hall

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

Tortworth Court Hotel

Wotton Under Edge GL12
8HH
<https://www.devere.co.uk/tortworthcourt>

Events for Pupils

Commissioning of Chaplaincy Teams

DATE	VENUE	TIME	COST
Primary schools 12 th October 2023	Clifton Cathedral	11.00 am – 12.30 pm	£30 per school which will be paid to the Cathedral to cover the cost of toilets and stewards.
Secondary schools 8 th November 2023	Clifton Cathedral & Apostle Room	11.00 am – 12.30 pm (service, then lunch) 1:00 pm – 2:30 pm (activities)	

**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 to come together and share what they do.

Primary schools: Schools in attendance at the Cathedral will receive a chaplaincy training pack to take back to the school, filled with activities for chaplains and ideas for chaplaincy events the school can put in place for the school year ahead.

If your primary school is unable to attend the service at the Cathedral for cost reasons, please let the Diocese know as soon as possible. It is open to your school to celebrate a commissioning event locally with your partnership schools if necessary. Provided enough notice is given, we can arrange to provide your school with a draft service, certificates, badges and a chaplaincy training pack.

Secondary schools: After the commissioning service, pupils will have time for lunch. Louise will then run activities about the work and duties of a secondary school chaplain.

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, 29th September 2023 (for primary schools)** and **Friday, 20th October 2023 (for secondary 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

Year 6 Primary Leavers' Mass

DATE	VENUE	TIME	COST
13 th June 2024	Clifton Cathedral	11.00 am	£30 per school which will be paid to the Cathedral to cover the cost of toilets and stewards.
14 th June 2024	Clifton Cathedral	11.00 am	

Target Audience: Year 6 Pupils and Staff

Theme: “Live Simply”

What does “living simply” mean to your school community? How does your school show that you are reflecting on the teachings of Laudato Si’ and Catholic Social Teaching in your parish, local community and our global family? For the offertory procession, please produce something no bigger than A4 which represents your school living simply.

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.

In order to balance numbers and conform to health and safety requirements, schools from the Aquinas, Dunstan, Emmaus and Camino Partnerships are requested to attend on the 13th June. Schools from the Samuel, Little Way and Newman Partnerships are requested to attend on the 14th June.

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

Schools must submit total numbers attending the mass by Friday, 17th May 2024.

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
27 th June 2024	Clifton Cathedral	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
Day 1 29 th September 2023	Aerospace Bristol, John James Theatre	9.30 am – 3.30 pm	£70 for first applicant & £55 per additional
Day 2 26 th January 2024	St Dunstan's Parish Hall	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, the new RE Directory and spirituality across the curriculum.

Aims of the Course

To:

- provide support in understanding the new RE Directory;
- develop an understanding of the distinctive nature of the Catholic school;
- develop an understanding of the roles/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;
- visit and explore our mother church, the Cathedral.

Note: Day 1 will be held at Aerospace Bristol, in a meeting room located next to the world famous Concorde. The lunch will be held under the wings of the plane and participants will have the opportunity to board Concorde and visit the Concorde exhibition after the day-long training. Parking is available on-site on a first come first served basis.

Closing date for bookings: Friday, 15th September 2023.

Cross Phase Modular Course

DATE	VENUE	TIME	COST
Day 1 31 st January 2024	Alexander House	10.00 am – 3.30 pm	£220 for all three Modular days. Minimum of 10 participants.
Day 2 13 th March 2024	Alexander House	10.00 am – 3.30 pm	
Day 3 24 th April 2024	Alexander House	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 new RE 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 new RE 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 19th January 2024.

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.

“This month the new Religious Education Directory (RED), is being included and the new inspection framework for Section 48 will begin next month. This is an opportunity to improve the quality of Religious Education for our students. Some schools have volunteered to pilot some of the work of the new RED over the next academic year. The new framework requires an understanding of scripture, aspects of Catholic theology and practice, the way faith and life are connected and the importance of respect and dialogue with others.

I would encourage you, the senior leaders teams and RE staff to take advantage of all opportunities provided for training and where possible consider the Catholic Certificate in Religious Studies (CCRS). I know that the modules are being slightly adapted to ensure they cover all aspects of the new framework.”

*Bishop Declan
January 2023*

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 Old Testament, New Testament, Person of Jesus and our specialist module will be Theology of Inclusion. 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
Old Testament Sat 7 th October 2023 Mon 9 th October 2023	Online Alexander House	10.00 am – 12.30 pm 9.30 am – 3.30 pm	£75
New Testament Sat 20 th January 2024 Mon 22 nd January 2024	Online Alexander House	10.00 am – 12.30 pm 9.30 am – 3.30 pm	£75
Person of Jesus Sat 2 nd March 2024 Mon 4 th March 2024	Online Alexander House	10.00 am – 12.30 pm 9.30 am – 3.30 pm	£75
Theology of Inclusion Sat 6 th July 2024 Mon 8 th July 2024	Online Alexander House	10.00 am – 12.30 pm 9.30 am – 3.30 pm	£75

Lunch will be provided on the Monday sessions. Please let us know of any special dietary requirements.

Secondary Heads of RE Conference

DATE	VENUE	TIME	COST
Day 1 26 th September 2023	Alexander House	9.30 am – 3.30 pm	£50
Day 2 8 th March 2024	St Bede's secondary school	9.30 am – 3.30 pm	£50

Target Audience: Secondary Department Heads of RE

Facilitator: Louise White, RE Adviser

Day 1: The new RE Directory: Bring the world into your RE classroom

Speaker: Susan Kambalu, CAFOD

A day to work together to plan units of work for the new KS3 curriculum, as well as exploring new CAFOD resources to support the new RE Directory. Enrich your KS3 Religious Education curriculum through the perspectives and experiences of our global neighbours. Susan Kambalu from CAFOD works closely with the NBRIA RE advisers and was on the new RED writing group. We will explore the opportunities to embed global social justice and Catholic Social Teaching across the curriculum, including new CAFOD resources as well as other strategies, tools and resources, inspired by CAFOD's work overseas.

Day 2: RE Directory Planning for Year 8

- To consider different approaches to the implementation of the RED.
- To collaborate on the development of schemes of work, planning engaging lessons and sharing resources.
- Department Heads of RE will be informed of new initiatives and resources that will enhance RE in their school.
- Department Heads of RE will have the opportunity to network and share good practice.

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

Primary RE Update

DATE	VENUE	TIME	COST
Day 1 6 th October 2023	St Dunstan's Parish Hall	10.00 am – 3.30 pm	£60
Day 2 14 th March 2024	St Dunstan's Parish Hall	10.00 am – 3.30 pm	£60

Target audience: All primary RE Co-ordinators

Facilitator: Louise White, RE Adviser

Day 1: Planning the New RE Directory

This meeting will provide knowledge of the RED branches and lenses content. We will look at different ways to plan engaging RE learning opportunities and develop resources. There will be a chance for all RE Co-ordinators to hear about the latest information regarding CSI and RE teaching and learning. We will share ideas that celebrate prayer life and the Catholic ethos in school.

Day 2: Teaching other faiths in the RE Curriculum – Judaism
Speaker: Dr. Iris Segall, Bristol & West Progressive Jewish Congregation

Dr. Iris Segall is a native of Israel and a member of the Bristol Progressive Synagogue. Although Iris studied engineering, she regularly delivers educational sessions as well as training on Judaism. Dr. Segal will speak about the spectrum within Jewish observance, Shabbat, the Torah, and the Synagogue. Living Judaism: traditions, festivals, and their relevance in today's world.

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

Chaplaincy Days

DATE	VENUE	TIME	COST
Primary & secondary 22 nd September 2023	St Dunstan's Parish Hall	10.00 am – 3.30 pm	£65
Secondary <u>Day 1</u> 4 th October 2023 <u>Day 2</u> 18 th April 2024	Alexander House	10:00 am – 3:30 pm	£65
Primary <u>Day 1</u> 10 th November 2023 <u>Day 2</u> 17 th January 2024 <u>Day 3</u> 23 rd April 2024	St Dunstan's Parish Hall Alexander House St Dunstan's Hall	10.00 am – 3.30 pm	£65

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

Facilitator: Louise White, RE Adviser

Chaplaincy Day for Primary & Secondary Schools on 22nd September 2023

Speakers: Susan Kambalu and Beth Friery, CAFOD

The new CSI framework provides opportunities for school chaplains to demonstrate the many ways that you support the Catholic life and mission of your primary and secondary schools. This day with CAFOD will highlight some of the ways in which our resources and activities can support you in this mission. This will include taking part in elements from a discipleship, mission and vocation workshop, using our resources to explore the purpose and methods of campaigning in school, and being reminded of our many other resources (including the Live Simply Award) that we hope will help your children and young people to respond to Pope Francis's call not to observe life from a balcony, but to go out and fly.

Chaplaincy Days for Secondary Schools

Day 1: Chaplaincy in the New Inspection Framework

Chaplains will discuss and explore the role and contribution made by Chaplains in secondary schools. We will share best practice which will support them in their important ministry.

Day 2: Theme and guest speaker to be confirmed.

After the main speaker, Jason Charewicz from Clifton Diocese's Adult Education Department will talk about the Faith in Action Awards.

Chaplaincy Day for Primary Schools

Day 1 morning: Contemplative imaginative prayer
Speaker: Maria Wojciechowska-Caneda

Maria has delivered contemplative, imaginative prayer and photograph sessions for over 11 years. She has 21 years' experience of working in primary education. She will lead a session entitled "Seeing with the eyes of your heart" on imaginative prayer and contemplative photography.

Day 1 afternoon: Christmas in a Box
Speakers: Liz Ogborne and Jane Gillis

'Christmas in a Box' with Liz Ogborne and Jane Gillis from the Bristol Schools Connection will be introducing a church/school-based resource for Christmas. The resource is suitable for Year 3 and above. 'Easter in a Box' will follow on Day 2 – 17th January 2024.

Day 3: CST in the primary curriculum
Speaker: Beth Friary, CAFOD

This session will look at Catholic Social Teaching and how it is an inherent part of the Catholic life and mission of the school. It will make links with key documents such as the RE Directory and the Inspection Framework. The session will include tools, activities, and printed resources to take back to school and implement straight away, inspiring and supporting the living out of CST for the whole school community.

Beth Friary is the CAFOD's Primary CPD Coordinator on the Education Team. She has been delivering CPD for CAFOD in locations across England and Wales for six years, inspiring teachers and their pupils to work for global justice and to act in solidarity for the common good. She was part of the writing group for the new RE Directory. Before working at CAFOD, Beth was a primary teacher, RE Coordinator, and lay chaplain, with specialisms in Early Years education and music. With Catholic social teaching at the heart of CAFOD's work, Beth works with schools, dioceses, MATs and Senior Leadership Conferences to embed Catholic Social Teaching within the Catholic life and mission of the school.

NB: We will be unable to run the Chaplaincy Days for Secondary Schools unless we have a minimum of 10 participants, and the Chaplaincy Days for Primary Schools unless we have a minimum of 20 participants. Lunch and refreshments will be provided.

Secondary Chaplains Retreats

DATE	VENUE	TIME	COST
Day 1 – Advent 17th November 2023	Sacred Heart Church	9.30 am – 3.30 pm	£30
Day 2 - Lent 7 th February 2024	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.

Leadership and Management

Headteacher monthly coffee morning and reflection

DATE	VENUE	TIME	COST
2 nd October 2023	Virtual	11.00 am – 11.30 am	No Charge
6 th November 2023	Virtual	11.00 am – 11.30 am	No Charge
4 th December 2023	Virtual	11.00 am – 11.30 am	No Charge
9 th January 2024	Virtual	11.00 am – 11.30 am	No Charge
5 th February 2024	Virtual	11.00 am – 11.30 am	No Charge
4 th March 2024	Virtual	11.00 am – 11.30 am	No Charge
16 th April 2024	Virtual	11.00 am – 11.30 am	No Charge
8 th May 2024	Virtual	11.00 am – 11.30 am	No Charge
5 th June 2024	Virtual	11.00 am – 11.30 am	No Charge
1 st July 2024	Virtual	11.00 am – 11.30 am	No Charge

Target Audience: Headteachers and deputy headteachers

Starting on Monday, 2nd October 2023, and continuing the first Monday, Tuesday or Wednesday of each month during term-time, this is an opportunity for headteachers and deputy headteachers to switch off, take a moment and reflect on the working month ahead. These prayerful sessions will be guided by either Louise White or one of our school chaplains. There is no need to register in advance. A Teams link will be sent out the Friday before to all headteachers and deputies. It's just turn up if you can – preferably with a cup of tea or coffee in hand.

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

DATE	VENUE	TIME	COST
19 th September 2023	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
Louise White, RE Adviser

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.

Headteachers' Conference

DATE	VENUE	TIME	COST
24 th November 2023	Tortworth Court Hotel, Brunel's Suite	9.00 am – 4.00 pm	£120 per delegate

Target Audience: Headteachers and other members of the SLT

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

Speaker: Philip Robinson, Senior Policy and Education Advisor, CES;

This year's conference will focus on the new Religious Education Directory (RED) for Catholic schools, colleges and academies in England and Wales.

It will be an opportunity for head teachers to come together to learn about the implementation of the RED. There will be opportunities for networking, discussion and spiritual reflection.

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

Senior Leadership Retreat Day

DATE	VENUE	TIME	COST
25 th June 2024	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

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
Day 1 16 th November 2023	Alexander House – Introduction	9.30 am to 3.30 pm	£200 per person for the 5-day programme.
Day 2 20 th March 2024	Alexander House – Presentation of project	9.30 am to 3.30 pm	
Day 3 16 th May 2024	Alexander House – Spirituality across the curriculum	9.30 am – 3.30 pm	
Day 4 4 th June 2024	Visit to a Multi-Academy Trust school	12:30 pm to 3.30 pm	
Day 5 5 th July 2024	Monastery of Our Lady & St Bernard, Brownhill	9.30 am – 3.30 pm	

Target Audience: Senior Leaders

**Facilitators: Mary Cox, Director of Schools & Colleges
Louise White, RE Adviser
Sr 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
Little Way 24 th October 2023 20 th February 2024	Virtual	3.30 pm – 4.30 pm	No charge
Dunstan 1 st November 2023 21 st February 2024	Virtual	3.30 pm – 4.30 pm	No charge
Emmaus 2 nd November 2023 22 nd February 2024	Virtual	3.30 pm – 4.30 pm	No charge
Camino 3 rd November 2023 23 rd February 2024	Virtual	3.30 pm – 4.30 pm	No charge
Aquinas 7 th November 2023 27 th February 2024	Virtual	3.30 pm – 4.30 pm	No charge
Samuel 8 th November 2023 28 th February 2024	Virtual	3.30 pm – 4.30 pm	No charge
Newman 9 th November 2023 29 th February 2024	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:

- There will be an update on Section 48 Inspections and the new RE Directory;
- To inform RE Leads of new initiatives and resources that will enhance RE in their school;
- 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
Day 1 7 th September 2023	Virtual	6.30 pm – 8.00 pm	£10
Day 2 13 th September 2023	Virtual	6.30 pm – 8.00 pm	£10
Day 3 21 st September 2023	Virtual	6.30 pm – 8.00 pm	£10
Day 1 (repeated) 16th January 2024	Virtual	6.30pm – 8.00pm	£10
Day 2 (repeated) 23 rd January 2024	Virtual	6.30pm -8.00pm	£10
Day 3 (repeated) 1 st February 2024	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 Directory (RED)

Day 3 – Section 48

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

Governor Induction Training

DATE	VENUE	TIME	COST
16 th November 2023 (Thursday)	Virtual	6.30 pm – 8.00 pm	£10
2 nd March 2024 (Saturday)	Virtual	10.00 am – 11.30 am	£10
6 th June 2024 (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 help 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
4 th November 2023 (Saturday)	Virtual	10.00 am – 11.30 am	£10
23 rd May 2024 (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 new MAT Directors to enable them to undertake their roles and responsibilities of governing a Catholic school / MAT 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 / trust and the expectations of being the Bishop's representative on a governing body / board of directors.

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 director within the Catholic school / trust;
- remind Governors / directors of the expectations of being the Bishop's representative on a governing body / board of directors;
- 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
28 th September 2023 (Thursday)	Virtual	6.30 pm – 8.00 pm	£10
18 th May 2024 (Saturday)	Virtual	10:00 am – 11:30 am	£10

Target Audience: All Governors, Directors, Clerks / Governance Leads/Professionals and staff involved in school admissions.

Facilitator: Bill McEntee, Governance Officer

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

Aims of the Training

To:

- provide guidance on some of 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.

Training for Clerk to Governors, Governance Leads / Professionals

DATE	VENUE	TIME	COST
12 th October 2023 (Thursday)	Virtual	6.30 pm – 8.00 pm	£10
6 th February 2024 (Tuesday)	Virtual	9.30 am – 11.00 am	£10

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

Target Audience: Clerks to Governors, Governance Leads / Professionals

Facilitator: Bill McEntee, Governance Officer

This session is to support both new and experienced Clerks, Governance Leads / Professionals in their role. It focuses on the particular requirements of clerking at a Catholic school / trust.

Aims of the Training

To:

- provide an understanding of the particular requirements of clerking at a Catholic school/trust.
- 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/trust 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.

CPD Yearly Planner

Date	Course	Venue	Page
SEPTEMBER 2023			
07/09/23	RE Link Governor – role/responsibilities	Virtual	27
13/09/23	RE Link Governor training – the new RED	Virtual	27
19/09/23	Introduction to the Diocese for new heads, deputies and assistant heads	Alexander House	21
21/09/23	RE Link Governor training – Section 48	Virtual	27
22/09/23	Chaplaincy Day for Primary and Secondary	St Dunstan’s Parish Hall	17
26/09/23	Secondary Heads of RE Conference	Alexander House	15
28/09/23	Admissions training for Governors	Virtual	30
29/09/23	Programme for those new to Catholic Education - Day 1	Aerospace Bristol	10
OCTOBER 2023			
02/10/23	Headteacher coffee morning and reflection	Virtual	20
04/10/23	Chaplaincy Day for Secondary Schools	Alexander House	17
06/10/23	Primary RE Update	St Dunstan’s Parish Hall	16
07/10/23	CCRS ‘Old Testament’ Part 1	Virtual	13
09/10/23	CCRS ‘Old Testament’ Part 2	Alexander House	13
12/10/23	Commissioning of Chaplaincy Teams – primary	Clifton Cathedral	7
12/10/23	Training for Clerk to Governors, Governance Leads / Professionals	Virtual	31
24/10/23	Partnership meeting for RE Leads – Little Way	Virtual	26
NOVEMBER 2023			
01/11/23	Partnership meeting for RE Leads – Dunstan	Virtual	26
02/11/23	Partnership meeting for RE Leads – Emmaus	Virtual	26
03/11/23	Partnership meeting for RE Leads – Camino	Virtual	26
04/11/23	Governor Refresher Training	Virtual	29
06/11/23	Headteacher coffee morning and reflection	Virtual	20
07/11/23	Partnership meeting for RE Leads – Aquinas	Virtual	26
08/11/23	Commissioning of Chaplaincy Teams – secondary schools	Clifton Cathedral	7
08/11/23	Partnership meeting for RE Leads – Samuel	Virtual	26
09/11/23	Partnership meeting for RE Leads – Newman	Virtual	26
10/11/23	Chaplaincy Day for Primary Schools	St Dunstan’s Parish Hall	17
16/11/23	Aspiring Leaders – Day 1 (Introduction)	Alexander House	24
16/11/23	Governor Induction Training	Virtual	28
17/11/23	Secondary Chaplains Retreat (Advent)	Sacred Heart Church	19
24/11/23	Headteachers’ Conference	Torthworth Court Hotel	22
DECEMBER 2023			
04/12/23	Headteacher coffee morning and reflection	Virtual	20
JANUARY 2024			
09/01/24	Headteacher coffee morning and reflection	Virtual	20
16/01/24	RE Link Governor – role/responsibilities (repeat)	Virtual	27
17/01/24	Easter in Box	Alexander House	17
20/01/24	CCRS ‘New Testament’ Part 1	Virtual	13
22/01/24	CCRS ‘New Testament’ Part 2	Alexander House	13
23/01/24	RE Link Governor – new RED (repeat)	Virtual	27
26/01/24	Programme for those New to Catholic Education – Day 2	St Dunstan’s Parish Hall	10
31/01/24	Cross Phase Modular – Day 1	Alexander House	11

FEBRUARY 2024			
01/02/24	RE Link Governors – Section 48 (repeat)	Virtual	27
05/02/24	Headteacher coffee morning and reflection	Virtual	20
06/02/24	Training for Clerk to Governors, Governance Leads / Professionals	Virtual	31
07/02/24	Secondary Chaplains Retreat (Lent)	Sacred Heart Church	19
20/02/23	Partnership meeting for RE Leads – Little Way	Virtual	26
21/02/24	Partnership meeting for RE Leads – Dunstan	Virtual	26
22/02/24	Partnership meeting for RE Leads – Emmaus	Virtual	26
23/02/24	Partnership meeting for RE Leads – Camino	Virtual	26
27/02/24	Partnership meeting for RE Leads – Aquinas	Virtual	26
28/02/24	Partnership meeting for RE Leads – Samuel	Virtual	26
29/02/24	Partnership meeting for RE Leads – Newman	Virtual	26
MARCH 2024			
02/03/24	Governor Induction Training	Virtual	28
02/03/24	CCRS ‘Person of Jesus’ – Part 1	Virtual	13
04/03/24	Headteacher coffee morning and reflection	Virtual	20
04/03/24	CCRS ‘Person of Jesus’ – Part 2	Alexander House	13
08/03/24	Secondary Heads of RE Conference	St Bede’s College	15
13/03/24	Cross Phase Modular – Day 2	Alexander House	11
14/03/24	Primary RE Update	St Dunstan’s Parish Hall	16
20/03/24	Aspiring Leaders – Day 2 (Project)	Alexander House	24
APRIL 2024			
16/04/24	Headteacher coffee morning and reflection	Virtual	20
18/04/24	Chaplaincy Day for Secondary Schools	Alexander House	17
23/04/24	Chaplaincy Day for Primary Schools	St Dunstan’s Parish Hall	17
24/04/24	Cross Phase Modular – Day 3	Alexander House	11
MAY 2024			
08/05/24	Headteacher coffee morning and reflection	Virtual	20
16/05/24	Aspiring Leaders – Day 3 (Spirituality across the curriculum)	Alexander House	24
18/05/24	Admissions training for Governors	Virtual	30
23/05/24	Governor Refresher Training	Virtual	29
JUNE 2024			
04/06/24	Aspiring Leaders – Day 4 (Visit to MAT)	TBC	24
05/06/24	Headteacher coffee morning and reflection	Virtual	20
06/06/24	Governor Induction Training	Virtual	28
13/06/24	Year 6 Leavers’ Mass	Clifton Cathedral	8
14/06/24	Year 6 Leavers’ Mass	Clifton Cathedral	8
25/06/24	Senior Leadership Retreat	Ammerdown Centre	23
27/06/24	Education Mass	Clifton Cathedral	9
JULY 2024			
01/07/14	Headteacher coffee morning and reflection	Virtual	20
05/07/24	Aspiring Leaders – Day 5 (Retreat)	Brownshill Monastery	24
06/07/24	CCRS ‘Theology of Inclusion’ Part 1	Virtual	13
08/07/24	CCRS ‘Theology of Inclusion’ Part 2	Alexander House	13



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.