

APPENDIX to CPD Programme

- We are currently using the more traditional methods to book a course for the rest of the autumn term through the JET team. This is because we are no longer using Eventbrite and are instead moving to a new online system in January called “Life Event”. We may be piloting this during the autumn term with some of our courses.
- For those **courses that are in person**, we are quite restricted with numbers unless we hire an external facility which obviously increases the cost of the course. The maximum number for a course at Church House in North Shields is 20; for Cuthbert House in Durham, it is 30. For this reason, we ask you to let us know as soon as possible if you are unable to attend so that we can invite colleagues from our waiting list and, in doing so, avoid any charges to the school. We have continued to try to keep prices down and don’t charge for any courses that link to Christian Distinctiveness or SIAMS. Usual attendance is 2 attendees per school. However, we sometimes do receive requests for more staff. If this is the case, simply ask for an additional place on our waiting lists and we will contact you closer to the event if places are available. For those courses that are significantly over-subscribed, we will try to repeat the event later in the year, but this cannot be guaranteed unfortunately.
- For **courses that are online**, we realise that this is a very cost-effective way for schools to enable more staff to attend than might be possible in person. We do aim to keep the costs down too and so have a nominal £10 charge for each school that is part of our Partnership Agreement. There is a slight additional cost for those schools that have not signed up to the Partnership Agreement but would like to attend.
- Booking a course: In order to ensure that we can shape the training to the attendees, it is important that the **name and job title** of each person is completed on the form. Usually, we would encourage up to TWO delegates per school in the first instance, but, as mentioned earlier, we have decided to have a reserve list should places become available. Once the form has been completed, you will receive confirmation of your booking. If you are unable to attend, please inform us at least 48 hours in advance so that we can contact those on waiting lists in a timely manner. We really appreciate your support with this.
- Finally, it is not possible for us to open up bookings for the courses in advance for the full year. As usual, we will be opening bookings for each course around **a half-term in advance**, but we thought it might be useful for you to have the complete schedule for your diaries so you can plan which courses might be of interest in advance.