

Serving Solihull, Redditch, Bromsgrove and Stratford-on-Avon

NPQLTD Course Overview

Autumn 2023

Tudor Grange Teaching School Hub

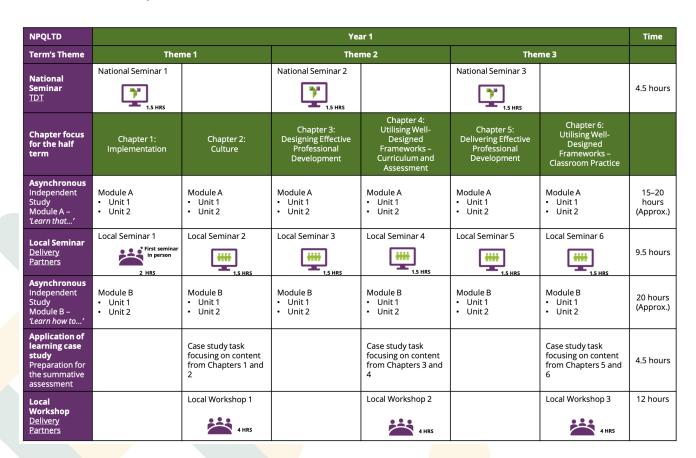


Dear Facilitator,

Thank you for joining Tudor Grange Teaching School Hub as a valued member of the facilitation team.

You may find the NPO Facilitator Information area of our website useful for information about events, training and tips.

Here is an overview of your course:



Communications from the teaching school hub

We will contact you the week before sessions to remind you to get in touch with your participants and to share links for online sessions. We will also be in touch with termly surveys and evaluations after events. If you need any further information from us, please don't hesitate to get in touch by emailing bstewart@solihull.tgacademy.org.uk or calling us on 0121 703 8250.

Tudor Grange Teaching School Hub



Expectations during sessions

Online

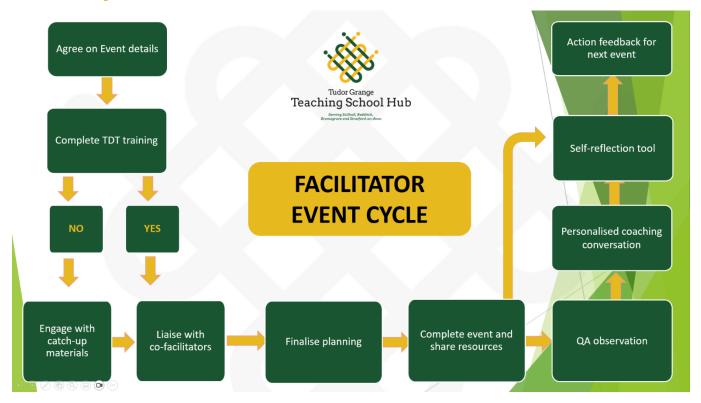
- Practice before the session!
- Log in using the TDT zoom login only.
- Log in a little early and check the mic, speakers and PowerPoint.
 - Some find logging in using the participant link on a phone useful here!
- Set expectations for participants:
 - o Name and phase (no school names).
 - o Cameras on.
- Consider ways to increase engagement using online tools

For more help with Zoom, please login to TDT Learn Facilitator Training.

Face to Face

- Arrive in time to get set up (up to 30 minutes before your session).
- Ensure safeguarding and fire policies are shared at the start of the session.
- Do not go anywhere on site unless accompanied by a member of TSH staff.
- · Greet participants warmly.
- Make an effort to learn names.
- Stick to timings, but priorities discussions where necessary.

Event Cycle:



Session information

Delivery Session Name	Participant Links	Date	Start Time	End Time	Zoom Login Userna me	Zoom Passwo rd	QA Visits
National Seminar 1	<u>Online</u>	13/11/2023	15:30	17:00			
Local Seminar 1	Face to face	05/12/2023	09:30	11:30			
Local Seminar 2	<u>Online</u>	15/01/2024	15:30	17:00	tudor2npq@teach erdevelopmenttru st.org		Yes
Face to face workshop 1	Face to face	06/02/2024	08:30	12:30			
National Seminar 2	<u>Online</u>	05/03/2024	15:30	17:00			
Local Seminar 3	<u>Online</u>	19/03/2024	15:30	17:00	tudornpq@teache rdevelopmenttrus t.org		
Local Seminar 4	<u>Online</u>	07/05/2024	15:30	17:00	tudor2npq@teach erdevelopmenttru st.org		
Face to face workshop 2	Face to face	05/06/2024	09:30	13:30			
National Seminar 3	<u>Online</u>	13/06/2024	15:30	17:00			
Local Seminar 5	<u>Online</u>	01/07/2024	15:30	17:00	tudornpq@teache rdevelopmenttrus t.org		
Local Seminar 6	<u>Online</u>	11/09/2024	15:30	17:00	tudor2npq@teach erdevelopmenttru st.org		
Face to face workshop 3	Face to face	23/09/2024	12:30	16:30			

The Face-to-Face sessions will be conducted at Tudor Grange Academy Solihull in The Lodge building. *Please use the QR code to access the map to see where this is located on the Academy site:*





Dingle Lane, Solihull, West Midlands, B91 3PD Tel: 0121 705 5100

Fax: 0121 703 8226

Email: tsh@tgacademy.org.uk



@tudorgrangetsh