



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

Tudor Grange Teaching School Hub

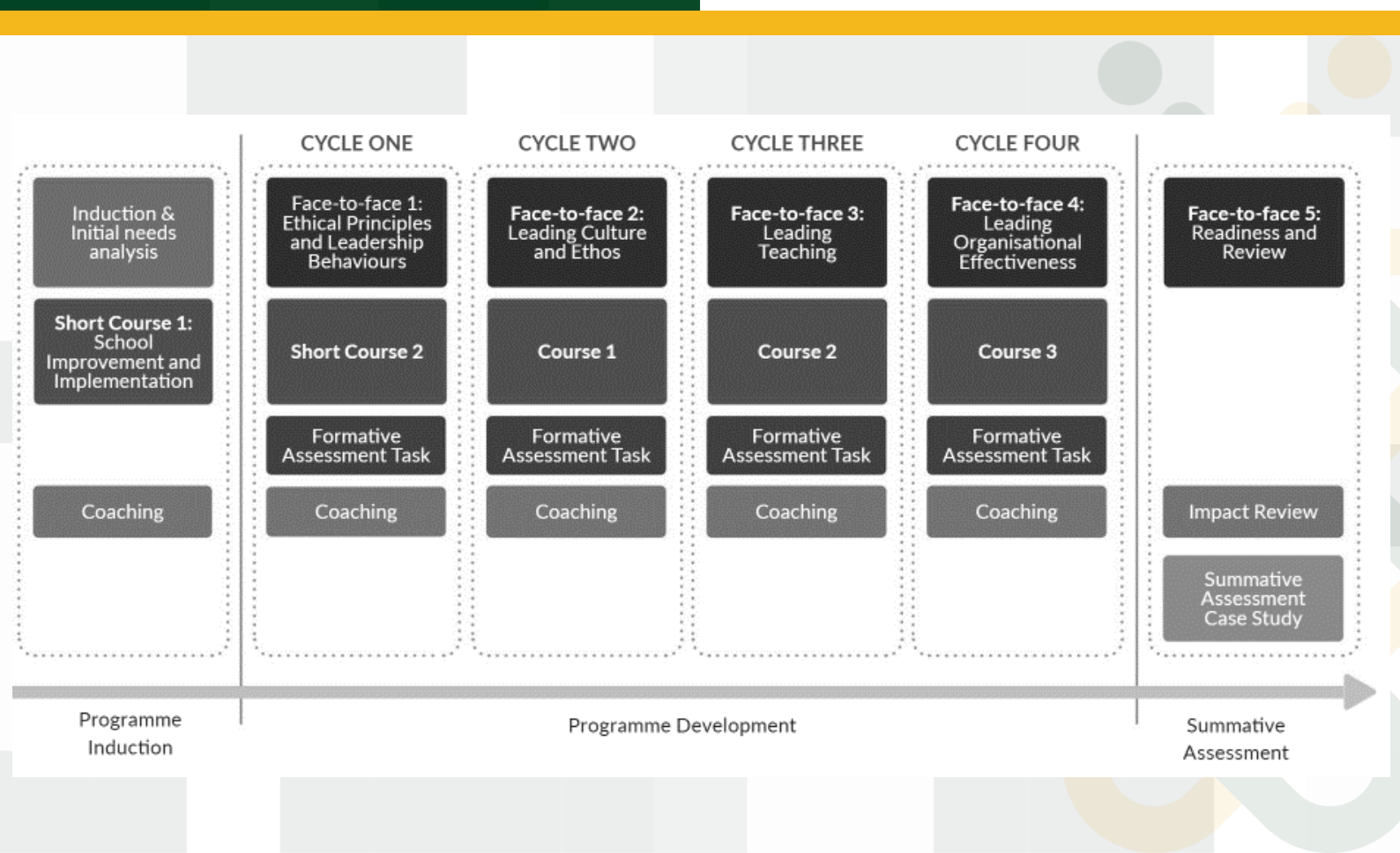
NPQ SENCO

Group 1
Autumn 2024

Dear Facilitator,

Thank you for joining Tudor grange TSH as a valued member of the facilitation team.

You may find the [NPQ Facilitator Information](#) area of our website useful for information about events, training and facilitation tips.



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 send out termly events to evaluate how we can better support you.

If you need any further information from us, please don't hesitate to get in touch by emailing Billie at bstewart@solihull.tgacademy.org.uk , or calling us on 0121 703 8250.

Session Expectations

Online

- Pre-session planning
- Log in to the correct Zoom account
- Check the mic, speakers and PowerPoint ahead of the session
- Housekeeping
 - Update name to include phase (not school name)
 - Cameras on
- Record the session (pause during breakout rooms)
- Consider ways to increase engagement:
 - Use of chat bar, polls, jam board etc.
 - Visit breakout rooms to monitor the quality of discussion
- Register completed within 24 hours

Face to Face

- Pre-session planning
- Arrive in time to get set up
 - Printing and room set up will be done for you
 - Send us updated slides/resources ahead of time
- Direct participants to safeguarding and fire safety policies on the tables
- Do not go anywhere unaccompanied if on a red lanyard
- Greet participants warmly and make an effort with names
- Stick to timings, but prioritise discussions where necessary
- Register completed within 24 hours



Programme Dates

[illegible]