



# **Diocese of Westminster Education Service CPD Programme**

---

**Autumn Term 2024**



# Diocese of Westminster Education Service

## **Course Delivery**

All governor courses will be delivered online using Zoom. This booklet is complete with all course booking links. To book your ticket or reserve a place please click on the link below each course or contact your school to make your booking.

---

## **Booking Process**

Bookings will close for each event at 4pm two days prior to your course. Please do ensure you allow time to book in advance. Once closed, a Zoom link will be sent to delegates along with any pre-course information.

For single tickets please include the email address of the person attending the course so that they can receive the Zoom invitation. If you are booking a school ticket, then please share the name and email address of a nominated person to receive and share the link with other colleagues.

---

## **Course Testimonials**

"A brilliant session. Wish we had longer because it was such a rich session. Thank you!"

"A very good course that was led by a subject expert".

"I have come away with lots of lovely ideas to use in my class and to share with my colleagues."

"Really used to refresh myself on everything, particularly the available documents on CES and to reread Learning to love."

"Following the training, I feel much more knowledgeable about the new inspection framework and what governors need to know."

"Really enjoyed the course, great subject knowledge and even better suggestions. Thank you"

# Page of Contents

- 1**    **SECONDARY: Chaplains Updates and Sharing Forum**  
**PRIMARY: Understanding the Theology Year 1 RED Branch 2**
- 2**    **PRIMARY: Understanding the Theology Year 2 RED Branch 2**  
**PRIMARY: Year 1 and 2 Planning Workshop Branches 1 and 2**
- 3**    **PRIMARY: Year 1 and 2 Planning Workshop Branches 1 and 2**  
**SECONDARY: New Head of RE Induction Part 1**
- 4**    **PRIMARY: REC Welcome and Induction Day**  
**SECONDARY: Understanding the Theology Year 8 Branch 1**
- 5**    **PRIMARY: Prayer & Liturgy Updates/Sharing Forum**  
**GOVERNOR: Appointing Heads and Deputies**
- 6**    **SECONDARY: New to Teaching Religious Education**  
**PRIMARY: Current Challenges and Possible Solutions Session 1**
- 7**    **PRIMARY: EYFS Planning Workshop for the New RED**  
**SECONDARY: New to Chaplaincy**
- 8**    **PRIMARY: Current Challenges and Possible Solutions Session 2**  
**GOVERNOR: Safeguarding for Governors**
- 9**    **SECONDARY: New Head of RE Induction Part 1**  
**CROSSPHASE: RSE Lead Induction**
- 10**    **CSI INSPECTORS: CSI Update Session**  
**SECONDARY: Catholic Life and Mission Update**
- 11**    **GOVERNOR: New Chair of Governor Training Course**  
**PRIMARY: Current Challenges and Possible Solutions Session 3**
- 12**    **GOVERNOR: Admissions Course**  
**GOVERNOR: New Chair of Governor Training Course Session 2**
- 13**    **CROSSPHASE: Prayer and Liturgy Day Conference**  
**SECONDARY: Understanding the Theology Year 8 Branch 2**
- 14**    **GOVERNOR: Using CES Policies and Procedures**  
**PRIMARY: EYFS RED Twilight Sharing Session**

# Page of Contents

- 15** GOVERNOR: New Governor Induction Course  
CROSSPHASE: RJED Updates and Sharing Forum
- 16** PRIMARY: New to Catholic Education  
SECONDARY: RSE Sharing and Update Session
- 17** PRIMARY: RSE Sharing and Update Session  
SECONDARY: New Head of RE Induction Part 1
- 18** PRIMARY: Understanding the Theology Year 1 Branch 3 and 4  
PRIMARY: Understanding the Theology Year 2 Branch 3 and 4
- 19** SECONDARY: Head of RE Conference  
SECONDARY: Chaplains Update and Sharing Forum
- 20** PRIMARY: Year 1 and 2 Planning Workshop Branch 3 and 4  
PRIMARY: Year 1 and 2 Planning Workshop Branch 3 and 4
- 21** SECONDARY: Second in Charge of RE Forum  
SECONDARY: New Head of RE Induction Twilight Session 4
- 22** SECONDARY: Understanding the Theology Year 8 Branch 3  
HEADTEACHER: Headteachers Retreat
- 23** Aspiring Leaders CPD Programme
- 25** RJED Programme Autumn Term
- 26** RJED Programme Spring Term
- 27** RJED Programme Summer Term
- 28** CPD Contact List
- 29** Booking Terms and Conditions



# Chaplains Updates and Sharing Forum

Tuesday 10th September | 3.45 - 5.45pm

**Course Aim:** The aim of this course is to explain to Chaplains diocesan and national updates and give them an opportunity to ask questions, share good practice and network.

**Course Content:**

- Relevant and useful updates regarding chaplaincy.
- An opportunity for advisors to address any question or concerns regarding chaplaincy.
- Time to share good practice and network with other chaplains
- An opportunity to gather in prayer and fellowship.

**Target Audience:** Chaplains and Liturgy Coordinators.

**Booking Link:** <https://courses.rcdow.org.uk/event/secondary-chaplains-update-and-sharing-forum-1st-october/>

# Understanding the Theology Year 2 RED Branch 2

Wednesday 11th September | 3.30 - 5.45pm

**Course Aim:** The aim of this course is to support Year 1 teachers and RECs with theology for Branches 1 & 2.

**Course Content:**

- Engaging explanation of the theology content of Creation & Covenant and Prophecy & Promise.
- Investigating the themes of these branches.
- Exploring scripture and key theological vocabulary.
- Opportunities to ask questions.

**Target Audience:** Year 1 teachers and RECs.

**Booking Link:** <https://courses.rcdow.org.uk/event/primary-year-1-red-branches-1-2-theology-online-course/>

## Understanding the Theology Year 2 RED Branch 2

Wednesday 11th September | 3.30 - 5.45pm

**Course Aim:** The aim of this course is to support Year 2 teachers and RECs with theology for Branches 1 & 2.

### Course Content:

- Engaging explanation of the theology content of Creation & Covenant and Prophecy & Promise.
- Investigating the themes of these branches.
- Exploring scripture and key theological vocabulary.
- Opportunities to ask questions.

**Target Audience:** Year 2 teachers and RECs.

**Booking Link:** <https://courses.rcdow.org.uk/event/primary-getting-to-know-the-red-year-2-theology-branches-1-2-wednesday-11th-september/>

## Year 1 and 2 Planning Workshop Branches 1 and 2

Thursday 12th September | 9.30am - 12.00pm

**Course Aim:** The aim of this course is to provide Y1 & Y2 teachers/RECs with opportunities to collaborate, develop activities and planning for Branches 1 & 2.

### Course Content:

- To investigate content of Creation & Covenant and Prophecy and Promise branches (including sample resources).
- Work with DOWES team and colleagues.
- Plan activities linked to the Ways of Knowing and Knowledge Lenses
- Opportunities to ask questions and share expertise.

**Target Audience:** Year 1 and 2 teachers.

**Location:** Vaughan House, 46 Francis Street, London, SW1P 1QN

**Location:** Diocese of Westminster, Vaughan House, London, SW1P 1QN.

**Booking Link:** <https://courses.rcdow.org.uk/event/primary-year-1-and-2-red-planning-workshop-branches-1-2/>



# Year 1 and 2 Planning Workshop Branches 1 and 2

Thursday 12th September | 9.30am - 12.00pm

**Course Aim:** The aim of this course is to provide Y1 & Y2 teachers/RECs with opportunities to collaborate, develop activities and planning for Branches 1 & 2.

## Course Content:

- To investigate content of Creation & Covenant and Prophecy and Promise branches (including sample resources).
- Work with DOWES team and colleagues.
- Plan activities linked to the Ways of Knowing and Knowledge Lenses.
- Opportunities to ask questions and share expertise.

**Target Audience:** Year 1 and 2 teachers.

**Location:** Hesdin Hall, Pembroke Rd, Ruislip, HA4 8NN.

**Booking Link:** <https://courses.rcdow.org.uk/event/primary-year-1-and-2-red-planning-workshop-branches-1-2-2/>

# New Head of RE Induction

Thursday 12th September | 9.30am - 3.00pm

**Course Aim:** To induct new Heads of RE regarding the national and diocese expectations for RE.

## Course Content:

- Engaging explanation about the national and diocese expectation for RE.
- Shared expertise from an establish and outstanding Head of RE.
- Practical ideas about how to plan and effectively lead an RE Department in the context of a Catholic secondary school.
- Opportunities to share good practice and network with other new Heads of RE.

**Target Audience:** New Heads of RE.

**Location:** Diocese of Westminster, Vaughan House, London, SW1P 1QN.

**Booking Link:** <https://courses.rcdow.org.uk/event/new-head-of-re-induction-programme-autumn-term-package-2024/>

# REC Welcome and Induction Day

Monday 16th September | 9.30am - 3.00pm

**Course Aim:** The aim of this course is to provide welcome, support and information to new RECs.

## Course Content:

- Opportunity to meet the Primary Advisory Team and learn about the support available.
- Exploration and importance of the role in school.
- Develop understanding of expectations and monitoring of subject areas.
- Overview of responsibilities for RE, P&L and CLM.

**Target Audience:** Chaplains and Liturgy Coordinators.

**Location:** Diocese of Westminster, Vaughan House, London, SW1P 1QN.

**Booking Link:** <https://courses.rcdow.org.uk/event/primary-new-rec-welcome-and-induction-event-thursday-19th-september/>

# Understanding the Theology Year 8 Branch 1

Monday 16th September | 3.45pm - 5.00pm

**Course Aim:** The aim of this course is to ensure non-specialist RE teachers understand the theology in Year 8 Branch 1.

## Course Content:

- Engaging explanation of the theology in Year 8 Branch 1.
- Opportunities to ask questions to develop understanding of the Catholic beliefs and practices in Year 8 Branch 1.
- Practical suggestions for teaching Year 8 Branch 1.
- Sharing of course resources for further future reference.

**Target Audience:** Secondary teachers.

**Location:** London Jesuit Centre, 114 Mount Street London W1K 3AH.

**Booking Link:** <https://courses.rcdow.org.uk/event/secondary-understanding-the-theology-branch-1-package-session-1/>



# Prayer & Liturgy Updates/Sharing Forum

Monday 23rd September | 3.45pm - 5.00pm

**Course Aim:** The aim of this course is to explain to primary teacher in charge of Prayer and Liturgy diocesan and national updates and give them an opportunity to ask questions, share good practice and network.

## Course Content:

- Relevant and useful updates regarding prayer and liturgy.
- An opportunity for advisors to address any question or concerns regarding prayer and liturgy.
- Time to share good practice.
- An opportunity to gather in prayer and fellowship.

**Target Audience:** Primary teacher in charge of Prayer and Liturgy/RECs.

**Booking Link:** <https://courses.rcdow.org.uk/event/primary-prayer-liturgy-updates-sharing-forum-monday-23rd-september/>

# Appointing Heads and Deputies

Monday 23 September | 6.00pm - 7.30pm

**Course Aim:** The aim of this course is to help governors understand the process of appointing senior leaders from advertising the post to appointment.

## Course Content:

- The regulations from the Bishops' conference on appointing senior staff.
- Putting together an advertisement.
- Shortlisting.
- Running an interview day/days.

**Target Audience:** Governors and those responsible for the appointing process.

**Booking Link:** <https://courses.rcdow.org.uk/event/governors-appointing-heads-and-deputies-online-training-monday-23rd-september>

# New to Teaching Religious Education

Tuesday 24th September | 9.30am - 1.30pm

**Course Aim:** The aim of this course is to induct new RE teachers about expectations for RE in Catholic schools.

## Course Content:

- To provide engaging explanation about the expectations for RE and RE teachers in Catholic schools in England.
- To provide guidance on the RED.
- To provide shared expertise from a recent RE ECT.
- To provide practical ideas about how to effectively deal with specific issues arising regarding RE in a Catholic school.

**Target Audience:** Secondary RE ECTs and those new to teaching RE in a Catholic secondary school.

**Location:** Diocese of Westminster, Vaughan House, London, SW1P 1QN

**Booking Link:** <https://courses.rcdow.org.uk/event/secondary-new-to-catholic-education-tuesday-24th-september/>

# Current Challenges and Possible Solutions Session 1

Tuesday 24th September | 10.00am - 11.30pm

**Course Aim:** Session 1 is targeted at one form entry schools to target current challenges and provide possible solutions.

## Course Content:

- Falling school roll issues and associated budget deficits. What does the future look like?
- Taking stock of the situation and facing it head on. Three year pupil roll projections and the impact on school finances.
- What can you do now? - staffing structures, combining classes, partnership and academisation.

**Target Audience:** Executive Headteachers, Headteachers and Chairs of Governors.

**Booking Link:** <https://courses.rcdow.org.uk/event/primary-current-challenges-and-possible-solutions-online-session-1-tuesday-24th-september/>

# EYFS Planning Workshop for the new RED

Thursday 26th September | 9.30am - 3.00pm

**Course Aim:** The aim of this course is to understand the content of the EYFS RED and develop planning for branches 1-6.

## Course Content:

- Subject Knowledge for branches 1-6.
- Exploration of planning approaches.
- Sharing of resources & strategies.
- Practical planning time with colleagues for implementation in schools.

**Target Audience:** RECs and EYFS teachers who did not attend some or any of the previous workshops.

**Location:** Niland Conference Centre, Rosary Priory, 93 Elstree Road, Bushey Heath, Herts. WD23 4EE

**Booking Link:** <https://courses.rcdow.org.uk/event/primary-eyfs-planning-workshop-for-the-new-red-thursday-26th-september/>

# New to Chaplaincy

Thursday 26th September | 9.30am - 1.30pm

**Course Aim:** The aim of this course is to induct new Chaplains to the Diocese of Westminster to our expectations for Catholic Life and Mission, and Prayer and Liturgy in our Catholic schools.

## Course Content:

- To provide engaging explanation about our expectations for Catholic Life and Mission, and Prayer and Liturgy in our Catholic schools.
- To provide guidance on the Prayer and Liturgy Directory.
- To provide shared expertise from a recent chaplain.
- To provide practical ideas about how to effectively deal with specific issues arising regarding chaplaincy in a Catholic school.

**Target Audience:** Secondary Chaplains.

**Venue:** London Jesuit Centre, 114 Mount Street London W1K 3AH

**Booking Link:** <https://courses.rcdow.org.uk/event/secondary-new-to-chaplaincy-thursday-26th-september/>

# Current Challenges and Possible Solutions Session 2

Tuesday 1st October | 10.00am - 11.30pm

**Course Aim:** Session 2 is targeted at combining classes and delivering the curriculum to mixed age groups.

## Course Content:

- What does a good mixed age curriculum look like?
- A pedagogical approach to mixed age groups.

**Target Audience:** Executive Headteachers, Headteachers and Chairs of Governors.

**Booking Link:** <https://courses.rcdow.org.uk/event/primary-current-challenges-and-possible-solutions-session-2-tuesday-1st-october/>

# Safeguarding for Governors

Tuesday 1st October | 6.00pm - 7.30pm

**Course Aim:** Schools have a statutory duty to safeguard and promote the welfare of all pupils. This course will cover essential information to help governors understand their responsibilities.

## Course Content:

- Latest update from Keeping Children Safe in Education.
- Updates on Ofsted.
- The role of the link governor for safeguarding.
- Examples of monitoring for link governors.

**Target Audience:** All governors, but especially Chairs and Link Safeguarding governors.

**Booking Link:** <https://courses.rcdow.org.uk/event/governors-safeguarding-online-training-course-tuesday-1st-october/>

# New Head of RE Induction Course Part 2

Wednesday 2nd October | 3.45pm - 5.00pm

**Course Aim:** The aim of this course is to induct new Heads of RE regarding the RE curriculum.

**Course Content:**

- Exploration of the importance of the RE curriculum.
- Engaging explanation about how to effectively implement the RE curriculum.
- Practical examples of how to support the RE curriculum in KS3, KS4 and KS5.
- Opportunities to ask questions and address concerns about the RE curriculum.

**Target Audience:** New Heads of RE.

**Booking Link:** <https://courses.rcdow.org.uk/event/new-head-of-re-induction-programme-autumn-term-package-2024/>

# RSE Lead Induction

Thursday 3rd October | 3.45pm - 5.00pm

**Course Aim:** The aim of this course is to provide an introduction to new RSE leads on the policy and practice of leading RSE in Westminster schools.

**Course Content:**

- To provide an understanding of the diocesan vision and requirements for RSE.
- To provide an understanding of the expectations of the RSE lead role.
- To provide an overview of existing support documentation and resources.
- To provide an opportunity to ask questions relating to the role of RSE coordinator.

**Target Audience:** New or recently appointed RSE coordinators.

**Booking Link:** <https://courses.rcdow.org.uk/event/cross-phase-rse-lead-induction-thursday-3rd-october/>

# CSI Update Online Session

Friday 4th October | 10.00am - 12.30pm

**Course Aim:** The aim of this course is to provide mandatory updates and training for licensed CSI inspectors.

**Course Content:**

- Reminders
- Updates
- Safeguarding
- Issues arising

**Target Audience:** CSI Inspectors.

**Booking Link:** <https://courses.rcdow.org.uk/event/csi-update-online-session-friday-4th-october/>

# New Senior Leaders - Catholic Life and Mission Induction

Thursday 8th October | 3.45pm - 5.00pm

**Course Aim:** The aim of this course is to induct new senior teachers regarding the national and Diocesan expectations for Catholic Life and Mission

**Course Content:**

- Engaging explanation about the national and diocese expectation for Catholic Life and Mission in schools.
- Shared expertise from an establish and outstanding senior leaders in charge of Catholic Life and Mission.
- Practical ideas about how to plan and effectively lead the Catholic Life and Mission of a Catholic secondary school.
- Opportunities to share good practice and network with other new senior leaders in charge of Catholic Life and Mission.

**Target Audience:** New Senior Leaders in Charge of Catholic Life and Mission

**Booking Link:** <https://courses.rcdow.org.uk/event/secondary-new-senior-leaders-in-charge-of-catholic-life-and-mission-induction-tuesday-8th-october/>



# New Chair of Governors Training Course

Tuesday 8th October | 5.00pm - 7.00pm

Thursday 10th October | 5.00pm - 7.00pm

**Course Aim:** The aim of this course over two sessions is to provide new Chairs of Governors (and others) in Catholic schools with the knowledge and expertise to manage this important role with confidence.

## Course Content :

- The key responsibilities of the Chair of Governors in a Catholic school.
- Providing leadership & direction.

**Target Audience:** Newly appointed / Inexperienced Chairs, Vice-Chairs, Co-Chairs, Committee Chairs and those who aspire to become Chairs.

**Booking Link:** <https://courses.rcdow.org.uk/event/governors-new-chair-of-governors-online-training-course-2-sessions-8th-10th-october/>

# Current Challenges and Possible Solutions Session 3

Wednesday 9th October | 10.00am - 11.30am

**Course Aim:** Session 3 is targeted at designing leadership models for long term exceptional outcomes

## Course Content:

- Are exceptional outcomes for pupils possible in small schools?
- Subject leadership.
- Partnerships and how they can help.
- Ambitious, inspirational and strategic governance in small schools.
- What does it look like?

**Target Audience:** Executive Headteachers, Headteachers and Chairs of Governors

**Booking Link:** <https://courses.rcdow.org.uk/event/primary-current-challenges-and-possible-solutions-session-3-wednesday-9th-october/>

# Governor Admissions Online Course

Wednesday 9th October | 5.00pm - 7.00pm

**Course Aim:** The aim of this course is to enable governors/schools/academies to act confidently in the context of the School Admissions Code and Diocesan Guidance on admissions and for governors to understand the new annual timescales for consultation and determination of admission policies.

**Course Content:**

- An update on recent legislation and guidance.
- Admission policies in the context of the School Admissions Code.
- The Diocese as religious authority and the Certificate of Catholic Practice.
- In-Year Admissions.
- The role of the Admissions Committee.

**Target Audience: Governors**

**Booking Link:** <https://courses.rcdow.org.uk/event/governors-admissions-online-course-wednesday-9th-october/>

# New Chair of Governors Training Course

Session 2 Thursday 10th October |  
5.00pm - 7.00pm

**Course Aim:** The aim of this course over two sessions is to provide new Chairs of Governors (and others) in Catholic schools with the knowledge and expertise to manage this important role with confidence.

**Course Content :**

- The key responsibilities of the Chair of Governors in a Catholic school.
- Providing leadership & direction.

**Target Audience:** Newly appointed / Inexperienced Chairs, Vice-Chairs, Co-Chairs, Committee Chairs and those who aspire to become Chairs.

**Booking Link:** <https://courses.rcdow.org.uk/event/governors-new-chair-of-governors-online-training-course-2-sessions-8th-10th-october/>

# Prayer and Liturgy Day Conference

Thursday 10th October | 9.30am - 3.30pm

**Course Aim:** The aim of this course is to provide schools with relevant and useful training in regards to Prayer and Liturgy and give participants the opportunity to share good practice and network.

## Course Content:

- Using DOWES' vision, principles and lenses to support with the implementation of the new Prayer and Liturgy Directory with a specific focus on prayer.
- Relevant and useful training from experts that will help support Prayer and Liturgy within school community.
- Practical suggestions to develop Prayer and Liturgy.
- Opportunities to share good practice and network.

**Target Audience:** Headteachers, RECs, Primary and Liturgy Coordinator, Chaplains, Senior Teachers in Charge of Catholic Life and Mission.

**Venue:** Cathedral Hall, Ambrosden Ave, London SW1P 1QW.

**Booking Link:** <https://courses.rcdow.org.uk/event/secondary-prayer-and-liturgy-day-conference-thursday-10th-october/>

# Understanding the Theology Year 8 Branch 2

Tuesday 15th October | 3.45pm - 5.00pm

**Course Aim:** The aim of this course is to ensure non-specialist RE teachers understand the theology in Year 8 Branch 2.

## Course Content:

- Engaging explanation of the theology in Year 8 Branch 2
- Opportunities to ask questions to develop understanding of the Catholic beliefs and practices in Year 8 Branch 2.
- Practical suggestions for teaching Year 8 Branch 2.
- Sharing of course resources for further future reference.

**Target Audience:** Secondary non-specialist RE teachers.

**Booking Link:** <https://courses.rcdow.org.uk/event/secondary-understanding-the-theology-year-8-branch-2-tuesday-15th-october/>

# Using CES Policies and Procedures

Tuesday 15th October | 6.00pm - 7.30pm

**Course Aim:** The aim of this course is to familiarise governors with the CES Policies and Procedures around employment.

**Course Content:**

- To examine policies for Grievances, Sickness absence, Capability and Disciplinary.
- To examine the procedures and practical arrangements for these.
- To examine scenarios where these might be used.

**Target Audience:** Headteachers, RECs, Primary and Liturgy Coordinator, Chaplains, Senior Teachers in Charge of Catholic Life and Mission.

**Booking Link:** <https://courses.rcdow.org.uk/event/governors-ces-policies-and-procedures-online-course-tuesday-15th-october/>

# EYFS RED Twilight Sharing Session

Wednesday 16th October | 3.30pm - 5.00pm

**Course Aim:** The aim of this course is to continue to support EYFS teachers and provide collaborative sharing opportunities for the RED.

**Course Content:**

- To explore new resources & ideas.
- To review planning & pupils' work.
- To provide the opportunity to share questions and answers.

**Target Audience:** EYFS and RECs

**Booking Link:** <https://courses.rcdow.org.uk/event/primary-eyfs-red-twilight-sharing-session-wednesday-16th-october/>

# New Governors Induction Course

Session 1: Wednesday 16th October | 5.00pm - 7.00pm

Session 2: Monday 21st October | 5.00pm - 7.00pm

Session 3: Wednesday 23rd October | 5.00pm - 7.00pm

**Course Aim:** The aim of this course to address the main issues that will be faced by a new (or nearly new) governor. This course takes place over three sessions.

## Course Content :

- Governance in a Catholic context.
- Understanding the language of governance.
- Committees and school visits. Legal duties and responsibilities.
- Strategic v Operational issues.

**Target Audience:** Newly appointed Governors.

**Booking Link:** <https://courses.rcdow.org.uk/event/governors-introduction-to-governorship-online-course-3-sessions-16th-21st-23rd-october/>

# RJED Updates and Sharing Forum

Thursday 17th October | 3.45pm - 5.00pm

**Course Aim:** The aim of this session is to explain to RJED Coordinators diocesan updates and give them an opportunity to ask questions, share good practice and network.

## Course Content:

- Relevant and useful updates regarding RJED.
- An opportunity for advisors to address any question or concerns regarding RJED.
- Time to share good practice.

**Target Audience:** RJED Coordinators.

**Booking Link:** <https://courses.rcdow.org.uk/event/rjed-updates-and-sharing-forum-thursday-17th-october/>

## New to Catholic Education

Thursday 24th October | 9.30am - 3.00pm

**Course Aim:** The aim of this session is to welcome new colleagues and provide overview of Catholic education.

**Course Content:**

- To meet Primary Advisory Team and learn about support available.
- To explore the distinctive nature of Catholic Education.
- To develop understanding of P&L, CLM and RE.

**Target Audience:** ECTs and teachers new to Catholic Education.

**Venue:** London Jesuit Centre, 114 Mount Street London W1K 3AH.

**Booking Link:** <https://courses.rcdow.org.uk/event/primary-new-to-catholic-education-day-thursday-24th-october/>

## RSE Sharing and Update Session

Wednesday 6th November | 3.45pm - 5.00pm

**Course Aim:** The aim of this course is to give secondary RSE leads diocesan and national updates and an opportunity to ask questions, share good practice and network.

**Course Content:**

- To provide relevant and useful updates regarding RSE.
- To provide an opportunity for advisors to address any question or concerns regarding RSE.
- To provide time to share good practice and network with other RSE leads.

**Target Audience:** RSE Coordinators in Secondary Schools.

**Booking Link:** <https://courses.rcdow.org.uk/event/secondary-rse-sharing-and-update-online-session-wednesday-6th-november/>



# RSE Sharing and Update Session

Thursday 7th November | 3.45pm - 5.00pm

**Course Aim:** The aim of this course is to give primary RSE leads diocesan and national updates and an opportunity to ask questions, share good practice and network.

**Course Content:**

- To provide relevant and useful updates regarding RSE
- To provide an opportunity for advisors to address any question or concerns regarding RSE.
- To provide time to share good practice and network with other RSE leads.

**Target Audience:** RSE Leads in Primary Schools.

**Booking Link:** <https://courses.rcdow.org.uk/event/primary-rse-sharing-and-update-online-session-thursday-7th-november/>

# New Head of RE Induction Session 3

Thursday 14th November | 3.45pm - 5.00pm

**Course Aim:** The aim of this course is to induct new Heads of RE regarding monitoring and evaluation of RE.

**Course Content:**

- Exploration of the importance of monitoring and evaluating RE.
- Engaging explanation about how to effectively monitor and evaluate RE.
- Practical examples of how to effectively monitor and evaluate RE.
- Opportunities to ask questions and address concerns about monitoring and evaluating RE.

**Target Audience:** New Heads of RE.

**Booking Link:** <https://courses.rcdow.org.uk/event/new-head-of-re-induction-programme-autumn-term-package-2024/>

## Understanding the Theology Year 1 Branch 3 and 4

Wednesday 20th November | 3.30 - 5.00pm

**Course Aim:** The aim of this course is to support Year 1 teachers and RECs with theology for Branches 3 and 4.

### Course Content:

- Engaging explanation of the theology content of Creation & Covenant and Prophecy & Promise.
- Investigating the themes of these branches.
- Exploring scripture and key theological vocabulary.
- Opportunities to ask questions.

**Target Audience:** Year 1 teachers and RECs.

**Booking Link:** <https://courses.rcdow.org.uk/event/primary-getting-to-know-the-red-year-1-theology-branches-3-4-wednesday-20th-november/>

## Understanding the Theology Year 2 Branch 3 and 4

Wednesday 20th November | 3.30 - 5.00pm

**Course Aim:** The aim of this course is to support Year 2 teachers and RECs with theology for Branches 3 and 4.

### Course Content:

- Engaging explanation of the theology content of Creation & Covenant and Prophecy & Promise.
- Investigating the themes of these branches.
- Exploring scripture and key theological vocabulary.
- Opportunities to ask questions.

**Target Audience:** Year 2 teachers and RECs.

**Booking Link:** <https://courses.rcdow.org.uk/event/primary-getting-to-know-the-red-year-2-theology-branches-3-4-wednesday-20th-november/>

## Heads of RE Day Conference

Thursday 21st November | 9.00am – 3.00pm

**Course Aim:** The aim of this course is to provide Heads of RE with relevant and useful training, and practical ideas so they can excel in their roles and have an opportunity support one another and network.

### Course Content:

- Relevant and useful training from experts that will support Heads of RE. in leading their RE Department.
- Practical suggestions to develop teaching and learning in RE.
- Support in implementing the RE curriculum.
- Opportunities to share good practice and network.

**Target Audience:** Heads of RE.

**Venue:** Diocese of Westminster, Vaughan House, 46 Francis Street, London SW1P 1QN.

**Booking Link:** <https://courses.rcdow.org.uk/event/secondary-heads-of-re-day-conference-thursday-21st-november/>

## Chaplains Update and Sharing Forum

Tuesday 26th November | 3.45 – 5.00pm

**Course Aim:** The aim of this course is to explain to Chaplains diocesan and national updates and give them an opportunity to ask questions, share good practice and network.

### Course Content:

- Relevant and useful updates regarding chaplaincy.
- An opportunity for advisors to address any question or concerns regarding chaplaincy.
- Time to share good practice and network with other chaplains
- An opportunity to gather in prayer and fellowship.

**Target Audience:** Chaplains and Liturgy Coordinators.

**Booking Link:** <https://courses.rcdow.org.uk/event/secondary-chaplains-updates-and-sharing-forum-tuesday-26th-november/>

# Year 1 and 2 Planning Workshop - Branch 3 and 4

Thursday 28th November | 9.30am - 12.00pm

**Course Aim:** The aim of this course is to provide Y1 & Y2 teachers/RECs with opportunities to collaborate, develop activities and planning for Branches 3 & 4.

## Course Content:

- To investigate content of Galilee to Jerusalem & Desert to Garden branches (including sample resources).
- Work with DOWES team and colleagues.
- Plan activities linked to the Ways of Knowing and Knowledge Lenses.
- Opportunities to ask questions and share expertise.

**Target Audience:** Year 1 and 2 Teachers / RECs.

**Location:** London Jesuit Centre,

**Booking Link:** <https://courses.rcdow.org.uk/event/primary-year-1-and-2-red-planning-workshop-branches-3-4-thursday-28th-november-2/>

# Year 1 and 2 Planning Workshop - Branch 3 and 4

Thursday 28th November | 9.30am - 12.00pm

**Course Aim:** The aim of this course is to provide Y1 & Y2 teachers/RECs with opportunities to collaborate, develop activities and planning for Branches 3 & 4.

## Course Content:

- To investigate content of Galilee to Jerusalem & Desert to Garden branches (including sample resources).
- Work with DOWES team and colleagues.
- Plan activities linked to the Ways of Knowing and Knowledge Lenses.
- Opportunities to ask questions and share expertise.

**Target Audience:** Year 1 and 2 Teachers / RECs.

**Location:** Hesdin Hall, Pembroke Rd, Ruislip, HA4 8NN.

**Booking Link:** <https://courses.rcdow.org.uk/event/primary-year-1-and-2-red-planning-workshop-branches-3-4/>

# Second in Charge of RE Online Forum

Thursday 28th November | 3.45pm - 5.00pm

**Course Aim:** The aim of this course is to explain Diocesan and national updates to teachers who are 2nd in charge of RE and give them an opportunity to share good practice and network.

**Course Content:**

- Relevant and useful updates regarding RE.
- An opportunity for advisors to address any question or concerns regarding RE.
- Time to share good practice and network with other 2nd in charge of RE.

**Target Audience:** Second in Charge of RE.

**Booking Link:** <https://courses.rcdow.org.uk/event/secondary-second-in-charge-of-re-online-forum/>

# New Head of RE Induction Twilight Session 4

Tuesday 3rd December | 3.45 - 5.00pm

**Course Aim:** The aim of this course is to induct new Heads of RE regarding the CSI Framework.

**Course Content:**

- Exploration of the purpose of the CSI framework.
- Engaging explanation about the role of the Head of RE during a CSI inspection.
- Practical examples of how to prepare for a CSI inspection.
- Opportunities to ask questions and address concerns about the CSI inspection.

**Target Audience:** New Heads of RE.

**Booking Link:** <https://courses.rcdow.org.uk/event/new-head-of-re-induction-programme-autumn-term-package-2024/>

## Understanding the Theology - Year 8 Branch 3

Thursday 12th December | 3.45pm - 5.00pm

**Course Aim:** The aim of this course is to ensure non-specialist RE teachers understand the theology in Year 8 Branch 3.

### Course Content:

- Engaging explanation of the theology in Year 8 Branch 3.
- Opportunities to ask questions to develop understanding of the Catholic beliefs and practices in Year 8 Branch 3.
- Practical suggestions for teaching Year 8 Branch 3.
- Sharing of course resources for further future reference.

**Target Audience:** Secondary non-specialist RE teachers.

**Booking Link:** <https://courses.rcdow.org.uk/event/secondary-understanding-the-theology-year-8-branch-3-of-6-thursday-12th-december/>

## Headteachers Retreat

Friday 17th January | 9.30am - 3.30pm

**Retreat Aim:** The aim of this course is to provide Headteachers with opportunities to reflect, pray and be spiritually nourished.

### Retreat Content:

- Headteachers will receive a relevant and well planned retreat day from an experienced retreat leader. This will support them in leading their faith community.
- Time and space away from school to intentionally spend time with God.
- Encouragement and ideas about ways to support their faith journey after the retreat.

**Target Audience:** Headteachers.

**Venue:** Waxwell House, 125 Waxwell Lane, Pinner, London, HA5 3EP

**Booking Link:** <https://courses.rcdow.org.uk/event/headteachers-retreat/>



# Aspiring Leaders - 2024/25

Course	Date / Location	Time
<p><b>Setting and articulating the Vision</b></p> <p>Setting a vision, shaping a school culture, leading a worshipping community, chaplaincy and Catholic Life</p>	<p>15th October 2024</p> <p><b>DIOCESE OF WESTMINSTER VAUGHAN HOUSE, 46 FRANCIS STREET, LONDON, SW1P 1QN</b></p>	<p>1.00pm to 4.00pm</p>
<p><b>Developing people, Culture, Teams and Motivation</b></p> <ul style="list-style-type: none"> <li>Developing a professional Development Culture</li> <li>Recruitment and retention of staff</li> <li>Developing Teams Leadership and Motivation</li> </ul>	<p>5th November 2024 <b>ONLINE COURSE DELIVERY</b></p> <p>14th January 2025 <b>ONLINE COURSE DELIVERY</b></p> <p>25th February 2025 <b>ONLINE COURSE DELIVERY</b></p> <p>18th March 2025 <b>ONLINE COURSE DELIVERY</b></p>	<p>3.30pm to 6.00pm</p> <p>3.30pm to 6.00pm</p> <p>3.30pm to 6.00pm</p> <p>3.30pm to 6.00pm</p>
<p><b>Developing a School</b></p> <ul style="list-style-type: none"> <li>To ensure our schools are the embodiment of inclusivity and celebrate their uniqueness communities.</li> <li>To help schools act as a lens whereby our students can see faith acted out in daily practice through daily prayer, relationships with both staff and pupils.</li> <li>To develop curriculum design and implementation to include Virtues which replicate the skills which will enable pupils to cope with the demand of modern life.</li> <li>To protect, serve and guide our future Catholic Leaders in the hope that they will feel empowered to 'Live life to the full' in the roles as Servant Leaders for the Common Good.</li> </ul>	<p>29th April 2025</p> <p><b>DIOCESE OF WESTMINSTER VAUGHAN HOUSE, 46 FRANCIS STREET, LONDON, SW1P 1QN</b></p> <p>3rd June 2025</p> <p><b>DIOCESE OF WESTMINSTER VAUGHAN HOUSE, 46 FRANCIS STREET, LONDON, SW1P 1QN</b></p>	<p>9.00am to 4.00pm</p> <p>9.00am to 4.00pm</p>

**Booking Link:** <https://courses.rcdow.org.uk/event/aspiring-leaders-2024-to-2025/>

# Aspiring Leaders - 2024/25

Course	Date / Location	Time
<b>Securing Accountability</b> <ul style="list-style-type: none"><li>• To explore the links between accountability in our personal life and professional life as a Catholic.</li><li>• To develop an understanding of the purpose, need and importance of accountability to be an effective Catholic leader.</li><li>• To explore and acknowledge who we are accountable to and who we need to hold to account as leaders.</li><li>• To develop an understanding of the difference between responsibility and accountability.</li></ul>	7th October 2025 <b>DIOCESE OF WESTMINSTER VAUGHAN HOUSE, 46 FRANCIS STREET, LONDON, SW1P 1QN</b>	9,00am to 4.00pm

## Leading Community

- Review relationships within and beyond the school.
- Examine how schools can work successfully with other Catholic schools and other schools and organisations.
- Consider ways to establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils.
- To understand your own school's context and consider current links in the community.

4th November 2025

**DIOCESE OF WESTMINSTER  
VAUGHAN HOUSE,  
46 FRANCIS STREET,  
LONDON, SW1P 1QN**

9,00am to 4.00pm

**Booking Link:** <https://courses.rcdow.org.uk/event/aspiring-leaders-2024-to-2025/>

# RJED Programme - 2024/25

## Autumn Term

Course	Date / Location	Time
<b>RJED Updates and Sharing Forum</b>  <b>Course Aim:</b> To explain to RJED Coordinators diocesan updates and give them an opportunity to ask questions, share good practice and network.  <b>Course Content:</b> 1. Relevant and useful updates regarding RJED. 2. An opportunity for advisors to address any question or concerns regarding RJED. 3. Time to share good practice.  <b>Target Audience: RJED Coordinators</b>	17th October 2024 <b>ONLINE COURSE DELIVERY</b>	3.45pm - 5.00pm
<b>RJED Session 1 - Governors</b>  <b>Course Aim:</b> To ensure governors are informed about issues concerning RJED and know how to champion and support RJED within their schools.  <b>Course Content:</b> 1. Relevant and useful governor training from an RJED expert. 2. Practical suggestions about how to monitor, support and develop RJED. 3. An opportunity to ask questions to gain a great insight into the role of governors in RJED.  <b>Target Audience: Governors</b>	12th November 2024 <b>ONLINE COURSE DELIVERY</b>	6.00pm - 7.30pm

RJED Booking Link: <https://courses.rcdow.org.uk/event/rjed-cpd-programme-session-1-2-3-and-sharing-forum-1-2-3-2024-25/>

# RJED Programme - 2024/25

## Spring Term

Course	Date / Location	Time
--------	-----------------	------

### RJED Session 2 - Teachers

13th January 2025

3.45pm - 5.00pm

**ONLINE COURSE DELIVERY**

**Course Aim:** To ensure ECTs and classroom teachers are informed about issues concerning RJED and know how to champion and support RJED within their classrooms.

#### Course Content:

1. Relevant and useful teachers training from an RJED expert
2. Practical suggestions about how to monitor, support and develop RJED
3. An opportunity to ask questions to gain a great insight into the role of teachers in RJED

**Target Audience: Teachers**

---

### RJED Updates and Sharing Forum

1st April 2025

3.45pm -5.00pm

**ONLINE COURSE DELIVERY**

**Course Aim:** To explain to RJED Coordinators diocesan updates and give them an opportunity to ask questions, share good practice and network.

#### Course Content:

1. Relevant and useful updates regarding RJED.
2. An opportunity for advisors to address any question or concerns regarding RJED.
3. Time to share good practice.

**Target Audience: RJED Coordinators**

---

RJED Booking Link: <https://courses.rcdow.org.uk/event/rjed-cpd-programme-session-1-2-3-and-sharing-forum-1-2-3-2024-25/>

# RJED Programme - 2024/25

## Summer Term

Course	Date / Location	Time
<b>RJED Updates and Sharing Forum</b>	22nd May 2025 <b>ONLINE COURSE DELIVERY</b>	3.45pm - 5.00pm
<b>Course Aim:</b> To explain to RJED Coordinators diocesan updates and give them an opportunity to ask questions, share good practice and network.		
<b>Course Content:</b>		
1. Relevant and useful updates regarding RJED.		
2. An opportunity for advisors to address any question or concerns regarding RJED.		
3. Time to share good practice.		
<b>Target Audience: RJED Coordinators</b>		
<hr/>		
<b>RJED Session 3 - School Leaders</b>	12th June 2025 <b>ONLINE COURSE DELIVERY</b>	3.45pm - 5.00pm
<b>Course Aim:</b> To ensure senior teachers are informed about issues concerning RJED and know how to champion and support RJED within their schools.		
<b>Course Content:</b>		
1. Relevant and useful senior leaders training from an RJED expert.		
2. Practical suggestions about how to monitor, support and develop RJED.		
3. An opportunity to ask questions to gain a great insight into the role of senior leaders in RJED.		
<b>Target Audience: Senior Leaders</b>		

RJED Booking Link: <https://courses.rcdow.org.uk/event/rjed-cpd-programme-session-1-2-3-and-sharing-forum-1-2-3-2024-25/>



# CPD Contact List

Contact	Email	Phone
Linette Blackmore <b>COURSES CONTACT</b>	linetteblackmore@rcdow.org.uk	0207 798 9189
Amanda Crowley <b>RE AND CATHOLIC LIFE</b>	amandacrowley@rcdow.org.uk	0207 798 9182
Catherine McMahon <b>GOVERNANCE AND LEADERSHIP</b>	catherinemcmahon@rcdow.org.uk	0207 798 9190
Deb Long <b>GOVERNANCE AND ADMISSIONS</b>	deblong@rcdow.org.uk	07981 908624
Nancy Conoboy <b>INSPECTIONS</b>	nancyconoboy@rcdow.org.uk	0207 798 9183
Claire O'Neill <b>SECONDARY ADVISOR</b>	claireoneill@rcdow.org.uk	0207 798 9192
Flic Henson <b>PRIMARY ADVISOR</b>	felicityhenson@rcdow.org.uk	0207 798 9195
Jo Browne <b>PRIMARY ADVISOR</b>	jobrowne@rcdow.org.uk	0207 798 9194
Jo March <b>PRIMARY ADVISOR</b>	jomارش@rcdow.org.uk	0207 798 9024
Tony Hall <b>PRIMARY ADVISOR</b>	tonyhall@rcdow.org.uk	0207 798 9469
Trisha Hedley <b>SECONDARY ADVISOR</b>	trishahedley@rcdow.org.uk	0207 798 9192





# Diocese of Westminster Education Service Cancellation Policy

## **Cancellation of course place:**

We acknowledge that sometimes there is a need to cancel your enrolment from a course/conference. If you cannot attend, or no longer require a place, please provide notice of to the course start date cancellation prior to the course start date (notice periods outlined below). Failure to provide sufficient notice will result in your being charged the full course/training workshop fee. A refund will not be granted if a delegate fails to attend an activity or does not provide the stated notice period prior to the activity.

## **We do however offer options where you are unable to attend a course or conference:**

- A cancellation fee will not be charged if you nominate another delegate from the same organisation to attend the course.
- If your school delegates cannot attend we can offer you the option to re-book onto an alternative course of your choice if your chosen course is not re-run the following term.
- Failure to provide any notice will result in your school/college being charged the full course/training workshop fee and associated costs.

## **Notice Periods:**

- **Residential Conference** – Notice to withdraw from a residential conference must be received 14 working prior to the event as there are substantial expenses that are chargeable in advance of your booking.
- **In Person Course** – Notice to withdraw from a course you are scheduled to attend must be received 5 working days prior to the course itself.
- **Online Course** – Notice to withdraw must be given 2 working prior to the course start date. (Example: if a course is being held on a Wednesday notice would be required close of business on the Monday).

## **Course cancellation initiated by the Diocese Education Service:**

The Education Service cancels events only when absolutely necessary, but reserves the right to do so, as well as to reschedule events and substitute presenters. If an event is cancelled or sufficient notice has been given regarding cancellation the Events and Marketing Coordinator will send you an email to advise you of the cancellation and, if possible provide a new date for the course. We will endeavour to give at least 10 working days for an in person course and 3 working days for an Online Course.

## **Refunds**

While we make every effort to run courses as advertised, we reserve the right to change course content, dates and Course Lead. Courses that cannot be continued or rescheduled will be refunded in full. It is possible for us to issue refunds if a course is cancelled by us or the delegate cancels within the time specified in our refund policy, however this can only be done by direct bank transfer. To request a refund or cancellation, please contact our courses coordinator who will be able to assist you with your request. All refunds will be made within 20 days. Saturdays, Sundays or UK public holidays are not counted as a working day.