



# DIOCESE OF WESTMINSTER EDUCATION SERVICE CPD PROGRAMME

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## SPRING TERM 2025



# DIOCESE OF WESTMINSTER EDUCATION SERVICE

## Course Delivery

All online courses will be delivered 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.

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## 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.

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## 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** JUBILEE YEAR, PILGRIMS OF HOPE - PRIMARY ONLINE SESSION
  
- 2** FOUNDATIONS OF FAITH COURSE
  
- 3** LEADERSHIP PROJECT FOR ASPIRING LEADERS
  
- 5** RACIAL JUSTICE, EQUALITY AND DIVERSITY CPD PROGRAMME
  
- 6** RJED SESSION 2: ALL SCHOOL STAFF ONLINE COURSE  
APPOINTING HEADS AND DEPUTIES GOVERNORS ONLINE COURSE
  
- 7** SECONDARY CHAPLAINCY DAY CONFERENCE  
HEADTEACHERS RETREAT
  
- 9** SECONDARY HEADS OF RE UPDATES AND SHARING ONLINE FORUM  
PRIMARY REC DAY CONFERENCE
  
- 11** USING CES POLICIES AND PROCEDURES GOVERNORS ONLINE COURSE  
PRIMARY EYFS TWILIGHT SHARING ONLINE COURSE
  
- 12** SECONDARY UNDERSTANDING THE THEOLOGY YEAR 8 BRANCH 4 ONLINE  
SAFEGUARDING FOR GOVERNORS ONLINE COURSE
  
- 13** PRAYER AND LITURGY UPDATES AND SHARING ONLINE FORUM  
GUIDANCE AND UPDATES FOR RE LINK GOVERNORS
  
- 14** PRIMARY PREPARATION FOR CSI INSPECTION ONLINE COURSE  
INTRODUCTION TO GOVERNORSHIP ONLINE COURSE
  
- 15** DIOCESAN HEADTEACHERS RESIDENTIAL CONFERENCE

# PAGE OF CONTENTS

- 16** CATHOLIC LIFE AND MISSION UPDATE AND SHARING ONLINE FORUM  
PRIMARY EYFS TWILIGHT SHARING ONLINE FORUM
  
- 17** SECONDARY SECOND IN CHARGE OF RE DEVELOPMENT DAY  
SECONDARY UNDERSTANDING THE THEOLOGY YEAR 8 BRANCH 5 ONLINE
  
- 18** NEW CHAIR OF GOVERNORS TRAINING ONLINE COURSE  
GOVERNORS ADMISSION APPEALS ONLINE COURSE
  
- 19** PRIMARY YEAR 1 RED BRANCHES 6 AND 6 THEOLOGY ONLINE COURSE  
PRIMARY YEAR 2 RED BRANCHES 6 AND 6 THEOLOGY ONLINE COURSE
  
- 20** PRAYER AND LITURGY DAY CONFERENCE LITURGICAL MUSIC
  
- 21** GOVERNORS COMPLAINTS ONLINE COURSE  
PRIMARY YEAR 1 & 2 RED BRANCHES 5 AND 6 PLANNING WORKSHOP
  
- 22** PRIMARY YEAR 1 & 2 RED BRANCHES 5 AND 6 PLANNING WORKSHOP  
RSE TRAINING FOR GOVERNORS ONLINE COURSE
  
- 23** CROSS PHASE RSE ONLINE CONFERENCE
  
- 24** BOOKING TERMS AND CONDITIONS
  
- 25** COURSE CONTACT LIST



# JUBILEE YEAR, PILGRIMS OF HOPE PRIMARY ONLINE SESSION

Thursday 9 January | 3.30pm - 4.30pm

**Course Aim:** The aim of this course is to provide RECs with an introduction to the Jubilee Year, Pilgrims of Hope.

**Course Content:**

- Relevant and useful updates regarding the Jubilee Year.
- An opportunity to highlight available resources and events across the year.
- An opportunity for advisors to address any questions or concerns.

**Target Audience:** All RECs.

**Booking Link:** <https://courses.rcdow.org.uk/event/primary-jubilee-year-pilgrims-of-hope-primary-online-session/>



# FOUNDATIONS OF FAITH COURSE

Online Course  
6 Sessions



Across Spring and Summer Term 2025  
3.45pm to 5.00pm



Foundations of Faith introduces participants to key Catholic beliefs and practices. Each session will start and finish with prayer and will link the content of session to the life of a saint. The session will contain engaging content to aid participants learning. They will be high expectation in regards to participants contributing to discussion and activities. This structure hopes to provide a comprehensive introduction to Catholicism while allowing for discussion and personal engagement. Each session builds upon the previous one, creating a cohesive learning experience.

Session 1 Tuesday 14th January: Introduction to Catholicism

Session 2 Wednesday 29th January : Revelation in Jesus Christ, the Church, and the Bible

Session 3 Thursday 27th February: Catholic Liturgy and Sacraments

Session 4 Tuesday 25th March: Understanding the Mass and Catholic Prayer

Session 5 Thursday 8th May: Catholic Morality and Social Teaching

Session 6 Thursday 20th May: Catholicism in the Modern World

**Tickets: Single and School Ticket Available.**

**Target Audience: All School Staff.**



**Booking Link:**

<https://courses.rcdow.org.uk/event/crossp-hase-foundation-of-faith-course-online-course/>



# LEADERSHIP PROJECT FOR ASPIRING LEADERS 2024/25



Across Spring and Summer Term 2025

## Leadership Project for Aspiring Leaders | 2024/25

This course is for anyone considering leadership in a Catholic School. It works alongside the CCRS and NPQs to help prepare candidates to reflect on the uniqueness of Catholic Schools as places of learning, of Worship and of community.

### Unit 1 : Setting and articulating a Vision | In Person

Tuesday 14th January 2025 – 1.00pm to 4.00pm

- Set and articulate the vision for the school.
- Setting a vision, shaping a school culture, leading a worshipping community, chaplaincy and Catholic Life.

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

### Unit 2: Developing people, Culture, Teams and Motivation | Online Sessions

- Developing a professional Development Culture.
- Recruitment and retention of staff.
- Developing Teams.
- Leadership and Motivation.

Session 1: Tuesday 4th February 2025 – 5.00pm to 7.00pm

Session 2: Tuesday 25th February 2025 – 5.00pm to 7.00pm

### Unit 3: Developing a school | Online Sessions

- To ensure our schools are the embodiment of inclusivity and celebrate their uniqueness communities.
- To help schools act as a lens whereby our students can see faith acted out in daily practice.
- 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.
- To protect, serve and guide our future Catholic Leaders.

Unit 3 – Session 1: Tuesday 18th March 2025 – 5.00pm to 7.00pm

Unit 3 – Session 2: Tuesday 1st April 2025 – 5.00pm to 7.00pm

Unit 3 – Session 3: Tuesday 29th April 2025 – 5.00pm to 7.00pm

# LEADERSHIP PROJECT FOR ASPIRING LEADERS 2024/25



Across Spring and Summer Term 2025

## Unit 4: Securing Accountability | Online Session

Tuesday 13th May 2025 – 5.00pm to 7.00pm

- To explore the links between accountability in our personal life and professional life as a Catholic.
- To develop an understanding of the purpose, need and importance of accountability to be an effective Catholic leader.
- To develop an understanding of the difference between responsibility and accountability.

## Unit 5: Leading Community | Online Session

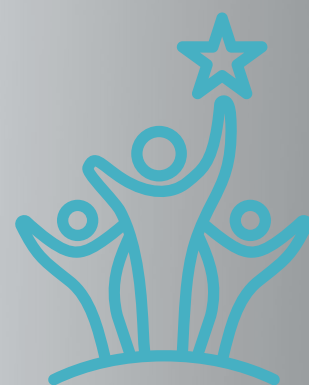
Tuesday 13th May 2025 – 5.00pm to 7.00pm

- Review relationships within and beyond the school, working in partnership with parents, carers, the Parish, Trust, diocese and the local community.
- Examine how schools can work successfully with other Catholic schools and other schools and organisations in a climate of mutual challenge and support.
- To understand your own school's context and consider current links in the community.

**Target Audience:** Anyone considering leadership within a Catholic School.

### Booking Link:

<https://courses.rcdow.org.uk/event/leadership-project-for-aspiring-leaders-2025/>







# RACIAL JUSTICE, EQUALITY AND DIVERSITY SCHOOL CPD PACKAGE

We are pleased to offer your school our RJED CPD package for the 2024/25 academic year. For a one-time fee of £100.00, your school can join us for a series of specialised RJED sessions and sharing forums.

This package is designed to equip your governors, teachers, RJED coordinators, and senior leaders with the insights, practical tools, and network support necessary to champion RJED principles within your school community.

## RJED PROGRAMME 2024/25

Session 1 - Governors  
(Recording Available with purchase)

Session 2 - Teachers | 13th January 2025  
3.45pm to 5.00pm

Updates and Sharing Forum | 1st April 2025  
3.45pm to 5.00pm

Updates and Sharing Forum | 22nd May 2025  
3.45pm to 5.00pm

Session 3 - School Leaders | 12th June 2025  
3.45pm to 5.00pm



**Session 1  
Governors  
Mpula Lawton**

A former primary school teacher turned equality lawyer, Miss Lawton founded **ARISE: Anti-Racism in Schools and Education** in 2019 after noticing a lack of training and support for dealing with racist incidents in schools.

Since its foundation, **ARISE** has become one of the most reputable educational organisations in the UK and is a testament to the importance and impact of our work.

By providing educational professionals with the necessary tools, support and guidance, we aim to create safer and more inclusive learning environment for all.

Mpula has delivered anti-racism training sessions for a wide range of stakeholders and has spoken at conferences all over the world.

She is a recurrent guest lecturer at the University of Cambridge, has appeared on several podcasts and has contributed to programmes on BBC Radio 4.

**Session 1 Recording available with school ticket purchase.**



**Session 2  
All School Staff  
Aisha Thomas MBE**

Aisha studied law before becoming Assistant Head at an inner-city secondary school. Today she is Educational Consultant in her own organisation, **Representation Matters Ltd**, and has a firm focus on anti-racist practice, equity, justice and liberation.

Aisha has presented a BBC documentary about the lack of black teachers in Bristol and delivered a TEDx talk: 'Why Representation Really Matters'.

She won Positive Role Model for Race/Ethnicity at the Bristol Diversity Awards 2020, received a 2021 Special Recognition Award from Bristol Black History Month magazine and won the 2021 Baton Awards Campaigner of the Year.

Aisha is also a university guest lecturer, and her book 'Becoming an anti-racist educator' was released on 12 May 2022.

In June 2022, Aisha was awarded an MBE for her services to education and her anti-racist practice work via **Representation Matters Ltd**.

**Monday 13th January 2025  
3.45pm to 5.00pm**



**Session 3  
School Leaders  
Shalina Patel**

Shalina Patel is an award-winning educator and writer, recognised as a leader in decolonising the UK curriculum.

With over a decade of experience at **Claremont High School** in West London, she serves as the Senior Teaching and Learning Leader.

A sought-after speaker at events such as the Schools and Academies Show and TEDx, she also writes for **Eastern Eye** and has been featured on BBC Radio 4 and **The Guardian**.

During the 2020 lockdown, Shalina launched **The History Corridor** on Instagram, now with over 22,000 followers.

Shalina Patel has won the Silver Pearson Teaching Award and the GG2 Leadership & Diversity Award, and she has trained hundreds of educators across the UK.

**Thursday 12th June 2025  
3.45pm to 5.00pm**

# RACIAL JUSTICE, EQUALITY AND DIVERSITY SESSION 2: ALL SCHOOL STAFF ONLINE COURSE

Monday 13 January | 3.45pm - 5.00pm

**Course Aim:** The aim of this course is to ensure all school staff are informed about issues concerning RJED and know how to champion and support RJED within their schools.

## Course Content:

- Relevant and useful teachers training from an RJED expert.
- Practical suggestions about how to monitor, support and develop RJED.
- An opportunity to ask questions to gain a great insight into the role of the school community within RJED.

**Target Audience:** All School Staff.

**Booking Link:** <https://courses.rcdow.org.uk/event/racial-justice-equality-and-diversity-session-2-all-school-staff-13th-january-2025/>

# GOVERNORS: APPOINTING HEADS AND DEPUTIES ONLINE COURSE

Tuesday 14th January | 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.

**Booking Link:** <https://courses.rcdow.org.uk/event/governor-appointing-heads-and-deputies-online-course-tuesday-14th-january/>

# SECONDARY CHAPLAINCY DAY CONFERENCE

Thursday 16th January | 9.30am - 3.30pm

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

## Course Content:

- Relevant and useful training from experts that will support chaplains in ministering to their school community.
- Practical suggestions to develop chaplaincy.
- Opportunities to share good practice and network.
- An opportunity to gather in prayer and fellowship.

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

**Booking Link:** <https://courses.rcdow.org.uk/event/secondary-chaplaincy-day-conference-thursday-16th-january/>

# HEADTEACHERS RETREAT

Friday 17th January | 9.00am - 4.00pm

**Retreat Aim:** The aim of this retreat 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/17th-january-headteachers-retreat/>

**DIOCESE OF WESTMINSTER  
EDUCATION SERVICE**

**HEADTEACHERS**

*Retreat*



*Hearts on Fire, Feet on the Move*

This retreat offers a unique opportunity to step away from the busyness of school life and find space for reflection and spiritual nourishment.

Through guided reflection on scripture, thoughtful discussion and prayer, this is a chance to reconnect with your faith, gain inspiration for your leadership, and embrace the hope that underpins our shared journey in Catholic education.

Don't miss this enriching day of renewal in a peaceful setting.



**GUEST SPEAKER:  
SISTER JUDITH RUSSI**

**ALSO INTRODUCING  
THE JUBILEE YEAR**

**[CLICK HERE TO  
BOOK YOUR PLACE](#)**



**Friday 17th January | 9.30am to 3.30pm | Waxwell Farm, HA5 3EP**

**Booking Link:** <https://courses.rcdow.org.uk/event/17th-january-headteachers-retreat/>

# SECONDARY HEADS OF RE UPDATES AND SHARING ONLINE FORUM

Thursday 23rd January | 3.45pm - 5.00pm

**Course Aim:** The aim of this course is to explain to Heads of RE diocesan and national updates and give them an opportunity to ask questions, 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.
- Opportunities network with other Heads of RE.

**Target Audience:** Heads of RE.

**Booking Link:** <https://courses.rcdow.org.uk/event/heads-of-re-updates-and-sharing-forum-thursday-23rd-january/>

# PRIMARY REC DAY CONFERENCE

Thursday 30th January | 9.30am - 3.30pm

**Conference Aim:** The aim of this conference is to provide RECs with relevant and useful training, and practical ideas so they can excel in their roles and have an opportunity to network and share good practice.

## Conference Content:

- Engaging explanation of the theology of Branch 6 - Dialogue & Encounter
- Relevant and useful training on Dialogue & Encounter.
- Engaging and motivating speakers on Dialogue & Encounter.
- To share good practice with colleagues.

**Target Audience:** RECs.

**Venue:** Bishop Stortford College, Maze Green Road, Bishop's Stortford, Hertfordshire, CM23 2PQ.

**Booking Link:** <https://courses.rcdow.org.uk/event/primary-rec-conference-people-of-dialogue-thursday-30th-january/>



# DIOCESE OF WESTMINSTER EDUCATION SERVICE

# REC *Conference*

Thursday 30th January | Time: 9.30am to 3.30pm  
Bishops Stortford College, CM23 2PQ

GUEST SPEAKER

**BISHOP PAUL  
MCALEENAN**



GUEST SPEAKER

**DAVID  
WELLS**



GUEST SPEAKER

**ROS  
STUART-BUTTLE**



GUEST SPEAKER

**JAMES  
HOLLAND**



Conference Theme:

*People of Hope  
People of Dialogue*

**Booking Link:** <https://courses.rcdow.org.uk/event/primary-rec-conference-people-of-dialogue-thursday-30th-january/>

# USING CES POLICIES AND PROCEDURES GOVERNORS ONLINE COURSE

Tuesday 4th February | 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:** Governors.

**Booking Link:** <https://courses.rcdow.org.uk/event/governors-using-ces-policies-and-procedures-tuesday-4th-february/>

# PRIMARY EYFS TWILIGHT SHARING ONLINE SESSION

Wednesday 5th February | 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 4.

**Course Content:**

- Relevant and useful updates regarding resources for Nursery & EYFS.
- Opportunity for advisors to address any concerns/questions regarding planning/RED.
- Time to share good practice and network with practitioners.

**Target Audience:** EYFS teachers, EYFS leads and RECs.

**Booking Link:** <https://courses.rcdow.org.uk/event/primary-eyfs-twilight-sharing-forum-wednesday-5th-february/>



# SECONDARY UNDERSTANDING THE THEOLOGY YEAR 8 BRANCH 4 ONLINE COURSE

Thursday 6th February | 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 4.

## Course Content:

- Engaging explanation of the theology in Year 8 Branch 4.
- Opportunities to ask questions to develop understanding of the Catholic beliefs and practices in Year 8 Branch 4.
- Practical suggestions for teaching Year 8 Branch 4.
- 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-4-of-6-thursday-6th-february/>



# SAFEGUARDING FOR GOVERNORS ONLINE COURSE

Tuesday 25th February | 6.00pm - 7.30pm

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

## 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:** Governors.

**Booking Link:** <https://courses.rcdow.org.uk/event/governors-safeguarding-tuesday-25th-february/>



# PRIMARY PRAYER AND LITURGY UPDATES AND SHARING ONLINE FORUM

Thursday 27th February | 3.30pm - 5.00pm

**Course Aim:** The aim of this course is to explain to those leading their school's prayer and liturgy diocesan and national updates and give them an opportunity to 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-and-liturgy-updates-and-sharing-forum-thursday-27th-february/>

# GUIDANCE AND UPDATES FOR RE LINK GOVERNORS ONLINE COURSE

Tuesday 27th February | 5.00pm - 6.30pm

**Course Aim:** The aim of this course is to provide governors with a greater knowledge and understanding of Religious Education, Prayer and Liturgy and the Catholic Life and Mission of our schools.

## Course Content:

- Exploration of the role of the RE Link Governor.
- Examination of diocesan expectations in relation to RE, Prayer and Liturgy and Catholic Life and Mission.
- Key updates in relation to RE, Prayer and Liturgy and Catholic Life and Mission.

**Target Audience:** RE Link Governors.

**Booking Link:** <https://courses.rcdow.org.uk/event/governors-guidance-and-updates-for-re-link-governors-thursday-27th-february-2/>

# PRIMARY PREPARATION FOR CSI INSPECTION ONLINE COURSE

Friday 28th February | 9.30am - 12.30pm

**Course Aim:** The aim of this course is to provide an overview of the CSI inspection process.

**Course Content:**

- Relevant and useful training on the CSI framework.
- Support for preparing for CSI inspection.
- Overview of CSED and ongoing monitoring.

**Target Audience:** Governors.

**Booking Link:** <https://courses.rcdow.org.uk/event/primary-preparation-for-csi-inspection-friday-28th-february/>

# INTRODUCTION TO GOVERNORSHIP ONLINE COURSE

Wednesday 5th March | 5.00pm - 7.00pm

Monday 10th March | 5.00pm - 7.00pm

Wednesday 12th March | 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-3-sessions-5th10th-12th-march-2025/>

# DIOCESAN HEADTEACHERS RESIDENTIAL CONFERENCE

**Thursday 6th March to Friday 7th March**

**Conference Aim:** The aim of this conference is to explore major issues and challenges impacting upon the Catholic school and its distinctive nature. It also provides a much-needed opportunity for spiritual nourishment, reflection and prayer.

## **Conference Content:**

- [Keynote Speakers](#)
- [Sharing of Good Practice](#)
- [Opportunities for Networking](#)
- [Time for reflection, prayer and worship](#)

**Target Audience:** Primary and Secondary Headteachers and CEO's.

**Accommodation:** Oxford Thames Hotel, Henley Road, Sandford-on-Thames, Oxford, OX4 4GX.

(Registration will open at 9:00am on Thursday 6th March)

**Booking Link:** <https://courses.rcdow.org.uk/event/diocesan-headteachers-conference-6th-7th-march/>



# CROSS PHASE CATHOLIC LIFE AND MISSION UPDATE AND SHARING ONLINE FORUM

**Tuesday 11th March | 3.45pm - 5.00pm**

**Course Aim:** The aim of this course is to explain to those leading their school's Catholic Life and Mission diocesan and national updates and give them an opportunity to share good practice and network.

**Course Content:**

- Relevant and useful updates regarding Catholic Life and Mission.
- An opportunity for advisors to address any question or concerns regarding Catholic Life and Mission.
- Time to share good practice.
- Opportunity to network with other senior leaders in charge of Catholic Life and Mission.

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

**Booking Link:** <https://courses.rcdow.org.uk/event/cross-phase-catholic-life-and-mission-update-and-sharing-forum-tuesday-11th-march/>

# PRIMARY EYFS TWILIGHT SHARING ONLINE FORUM

**Wednesday 12th March | 3.45pm - 5.00pm**

**Course Aim:** The aim of this course is to provide EYFS teaches with an opportunity to share good practice, resources and planning for the RED branches.

**Course Content:**

- Relevant and useful updates regarding resources for Nursery & EYFS.
- Opportunity for advisors to address any concerns/questions regarding planning/RED.
- Time to share good practice and network with practitioners.
- 

**Target Audience:** EYFS Teachers, EYFS Leads and REC's.

**Booking Link:** <https://courses.rcdow.org.uk/event/primary-eyfs-twilight-sharing-forum-wednesday-12th-march/>

# SECONDARY SECOND IN CHARGE OF RE DEVELOPMENT DAY

Thursday 13th March | 9.30am - 3.30pm

**Course Aim:** The aim of this course is to provide RE teachers who are 2nd in charge of RE with relevant and useful training, and practical ideas so they can excel in their roles and have an opportunity to share good practice and network.

## Course Content:

- Relevant and useful training that will support 2nds in charge of RE as they help lead their school's RE Department.
- Practical suggestions to develop teaching and learning in RE.
- Support to effectively implement the RE curriculum.
- Opportunities to share good practice and network.

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

**Booking Link:** <https://courses.rcdow.org.uk/event/secondary-second-in-charge-of-re-development-day-thursday-13th-march/>

# SECONDARY UNDERSTANDING THE THEOLOGY YEAR 8 BRANCH 5 ONLINE COURSE

Thursday 18th March | 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 5.

## Course Content:

- Engaging explanation of the theology in Year 8 Branch 5.
- Opportunities to ask questions to develop understanding of the Catholic beliefs and practices in Year 8 Branch 5.
- Practical suggestions for teaching Year 8 Branch 5.
- 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-5-of-6-thursday-18th-march/>

# NEW CHAIR OF GOVERNORS ONLINE TRAINING COURSE

Tuesday 18th March | 5.00pm - 7.00pm

Thursday 20th March | 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-training-course-18th-and-20th-march-2025/>

# GOVERNORS ADMISSION APPEALS ONLINE COURSE

Thursday 18th March | 6.00pm - 7.30pm

**Course Aim:** The aim of this course is to provide Governing Bodies with information concerning the Admissions Appeals process.

## Course Content:

Meeting the requirements of the School Admission Appeals Code including:

- The appeals process.
- Formation of an Appeals panel.
- The role of the clerk/chair of the Appeals panel.
- Communicating the decision.

**Target Audience:** Governors/Admissions Committee.

**Booking Link:** <https://courses.rcdow.org.uk/event/governors-admission-appeals-online-course-tuesday-18th-march/>



# PRIMARY YEAR 1 RED BRANCHES 6 AND 6 THEOLOGY ONLINE COURSE

Wednesday 19th March | 3.30pm - 5.00pm

**Course Aim:** The aim of this course is to ensure Y1 teachers understand the theology in Branches 3 & 4.

**Course Content:**

- Engaging explanation of the theology in branches 5 & 6.
- Opportunities to explore scripture and 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-5-and-6-planning-workshop-wednesday-19th-march/>



# PRIMARY YEAR 2 RED BRANCHES 6 AND 6 THEOLOGY ONLINE COURSE

Wednesday 19th March | 3.30pm - 5.00pm

**Course Aim:** The aim of this course is to ensure Y2 teachers understand the theology in Branches 3 & 4.

**Course Content:**

- Engaging explanation of the theology in branches 5 & 6.
- Opportunities to explore scripture and theological vocabulary.
- Opportunities to ask questions.

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

**Booking Link:** <https://courses.rcdow.org.uk/event/primary-year-2-red-branches-5-and-6-online-course-wednesday-19th-march/>

# PRAYER AND LITURGY DAY CONFERENCE

## Liturgical Music

Thursday 20th March 2025

Cathedral Hall, Westminster

9.30am to 3.30pm



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

### Conference Content:

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

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

**Venue:** Cathedral Hall, Ambrosden Avenue, London, SW1P 1LT.

**Booking Link:** <https://courses.rcdow.org.uk/event/prayer-and-liturgy-day-conference-thursday-20th-march/>







# GOVERNORS COMPLAINTS ONLINE COURSE

Wednesday 26th March | 5.00pm - 7.00pm

**Course Aim:** The aim of the course is to enable those dealing with complaints to do so in line with the law and diocesan protocols.

## Course Content:

- Knowledge and understanding of the Complaints Procedures.
- An exploration of frequently asked questions.
- Sharing of best practice.

**Target Audience:** Governors.

**Booking Link:** <https://courses.rcdow.org.uk/event/governors-complaints-online-course-wednesday-26th-march-2025/>



# PRIMARY YEAR 1 & 2 RED BRANCHES 5 AND 6 PLANNING WORKSHOP

Thursday 27th March | 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 5 & 6.

## Course Content:

- To investigate content of To the Ends of the Earth and Dialogue & Encounter 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 Teachers, Year 2 Teachers and REC's.

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

**Booking Link:** <https://courses.rcdow.org.uk/event/year-1-2-red-branches-5-and-6-planning-workshop-thursday-27th-march-ljc/>

**PLEASE NOTE THAT THIS IS COURSE IS BEING RUN ACROSS TWO LOCATIONS. CHECK TO SEE WHICH VENUE SUITS YOUR REQUIREMENT BEFORE BOOKING.**

# PRIMARY YEAR 1 & 2 RED BRANCHES 5 AND 6 PLANNING WORKSHOP

Thursday 27th March | 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 5 & 6.

**Course Content:**

- To investigate content of To the Ends of the Earth and Dialogue & Encounter 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 Teachers, Year 2 Teachers and REC's.

**Venue:** Hesdin Hall, Most Sacred Heart Church, Pembroke Rd, Ruislip, HA4 8NN.

**Booking Link:** <https://courses.rcdow.org.uk/event/primary-year-1-2-red-branches-5-and-6-planning-workshop-thursday-27th-march-hh/>

**PLEASE NOTE THAT THIS IS COURSE IS BEING RUN ACROSS TWO LOCATIONS. CHECK TO SEE WHICH VENUE SUITS YOUR REQUIREMENT BEFORE BOOKING.**

# RSE TRAINING FOR GOVERNORS ONLINE COURSE

Thursday 27th March | 5.00pm - 6.30pm

**Course Aim:** The aim of this course is to provide governors with a greater knowledge and understanding of expectations relating to Relationships and Sex Education in Catholic schools.

**Course Content:**

- Exploration of the role of the Governor with responsibility for RSE.
- Clarification of diocesan expectations in relation to RSE.
- Examination of key documentation in relation to RSE.
- Discussion relating to current issues and key updates.

**Target Audience:** Governors with responsibility for RSE.

**Booking Link:** <https://courses.rcdow.org.uk/event/governors-rse-training-course-thursday-27th-march/>

# CROSS PHASE RSE ONLINE CONFERENCE

**Thursday 27th March | 9.30am - 12.00pm**

**Conference Aim:** The aim of this online conference is to provide RSE leads with relevant and useful training, and practical ideas so they can excel in their roles and have an opportunity support one another and share good practice.

**Conference Content:**

- To provide Diocesan updates, share expectations and outline support, documents and resources available.
- To provide relevant and useful training that will support RSE leads in leading RSE in a Catholic school context.
- To provide opportunities to share good practice.

**Target Audience:** For all RSE leads in primary and secondary schools who were unable to attend the RSE Conference on 11th June 2024.

**Booking Link:** <https://courses.rcdow.org.uk/event/cross-phase-rse-online-conference-thursday-27th-march/>

# 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.



# CPD CONTACT LIST

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