



DIOCESE OF WESTMINSTER EDUCATION SERVICE CPD PROGRAMME

SUMMER TERM 2025



DIOCESE OF WESTMINSTER EDUCATION SERVICE

Course Delivery

All online 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 CHAPLAINCY DAY CONFERENCE**

- 2 DIOCESAN DEPUTY HEADTEACHERS RESIDENTIAL CONFERENCE**

- 3 APPOINTING HEADS AND DEPUTIES GOVERNORS ONLINE COURSE
GOVERNORS ADMISSIONS ONLINE COURSE**

- 4 SECONDARY HEADS OF RE UPDATES AND SHARING ONLINE FORUM
SECONDARY UNDERSTANDING THE THEOLOGY YEAR 8 BRANCH 6 ONLINE**

- 5 GOVERNORS SAFEGUARDING ONLINE COURSE
PRIMARY EYFS TWILIGHT SHARING ONLINE SESSION**

- 6 GOVERNORS COMPLAINTS ONLINE COURSE
RACIAL JUSTICE, EQUALITY AND DIVERSITY UPDATE AND SHARING FORUM**

- 7 NEW CHAIR OF GOVERNORS ONLINE COURSE
PRIMARY PRAYER AND LITURGY SHARING ONLINE FORUM**

- 8 SECONDARY CATHOLIC LIFE AND MISSION SHARING ONLINE FORUM
USING CES POLICIES AND PROCEDURES ONLINE COURSE**

- 9 PRIMARY RSE SHARING AND UPDATES ONLINE COURSE
SECONDARY RSE SHARING AND UPDATES ONLINE COURSE**



PAGE OF CONTENTS

- 10** INTRODUCTION TO GOVERNORSHIP ONLINE COURSE
PRIMARY DIOCESAN MODERATION COURSE
- 11** RJED SESSION 3 SCHOOL LEADERS ONLINE COURSE
SECONDARY CHAPLAINS RETREAT
- 12** PRIMARY EYFS TWILIGHT SHARING ONLINE FORUM
PRIMARY DIOCESAN MODERATION COURSE
- 13** SECONDARY HEAD OF RE CONFERENCE
SECONDARY 2ND IN CHARGE OF RE UPDATE AND SHARING ONLINE FORUM
- 14** SECONDARY NEW CHAPLAINS INDUCTION DAY
PRIMARY YEAR 3 RED BRANCHES 1 AND 2 ONLINE COURSE
- 15** PRIMARY YEAR 4 RED BRANCHES 1 AND 2 ONLINE COURSE
PRIMARY YEAR 3 & 4 RED BRANCHES 1 AND 2 PLANNING WORKSHOP
- 16** PRIMARY YEAR 3 & 4 RED BRANCHES 1 AND 2 PLANNING WORKSHOP
- 17** BOOKINGS TERMS AND CONDITIONS
- 18** COURSE CONTACT LIST





SECONDARY CHAPLAINCY DAY CONFERENCE

Tuesday 29th April | 9:30am - 3.30pm

Course Aim: The aim of this course 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.
- Prayer and fellowship.

Target Audience: Chaplains.

Venue: London Jesuit Centre, 114 Mount Street, London

Booking Link: <https://courses.rcdow.org.uk/event/secondary-chaplaincy-day-conference-tuesday-29th-april-2025/>



DIOCESAN DEPUTY HEADTEACHERS RESIDENTIAL CONFERENCE

Thursday 1st May to Friday 2nd May

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 Deputy Headteachers.

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

(Registration will open at 9:00am on Thursday 1st May)

Booking Link: <https://courses.rcdow.org.uk/event/diocesan-deputyheadteachers-conference-thursday1stmayto2ndmay/>



APPOINTING HEADS AND DEPUTIES GOVERNORS ONLINE COURSE

Tuesday 6th May | 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/governors-appointing-heads-and-deputies-online-course-tuesday-6th-may/>

GOVERNORS ADMISSIONS ONLINE COURSE

Wednesday 7th May | 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-7th-may/>

SECONDARY HEADS OF RE UPDATES AND SHARING ONLINE FORUM

Thursday 8th May | 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: Secondary Heads of RE.

Booking Link: <https://courses.rcdow.org.uk/event/secondary-heads-of-re-updates-and-sharing-forum-thursday-8th-may-2025/>

SECONDARY UNDERSTANDING THE THEOLOGY YEAR 8 BRANCH 6 ONLINE COURSE

Tuesday 13th May | 3:45pm – 5:00pm

Conference Aim: The aim of this course is To ensure non-specialist RE teachers understand the theology in Year 8 Branch 6.

Course Content:

- Engaging explanation of the theology in Year 8 Branch 6.
- Opportunities to ask questions to develop understanding of the Catholic beliefs and practices in Year 8 Branch 6.
- Practical suggestions for teaching Year 8 Branch 6.
- 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-6-13th-may-2025/>



GOVERNORS SAFEGUARDING ONLINE COURSE

Tuesday 13th May | 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: Governors.

Booking Link: <https://courses.rcdow.org.uk/event/governors-safeguarding-tuesday-13th-may/>



PRIMARY EYFS TWILIGHT SHARING ONLINE COURSE

Wednesday 15th May | 3.45pm - 5.00pm

Course Aim: The aim of this course is to provide EYFS teachers 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 RECs.

Booking Link: <https://courses.rcdow.org.uk/event/primary-eyfs-sharing-online-session-wednesday-15th-may-2025/>

GOVERNORS COMPLAINTS ONLINE COURSE

Wednesday 21st May | 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-21st-may/>

RACIAL JUSTICE, EQUALITY AND DIVERSITY UPDATE AND SHARING FORUM

Thursday 22nd May | 3.45pm - 5.00pm

Course Aim: The aim of this course is to share with 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/cross-phase-racial-justice-equality-and-diversity-update-and-sharing-forum-thursday-22nd-may-2025/>

NEW CHAIR OF GOVERNORS ONLINE COURSE

Tuesday 3rd June | 5.00pm - 7.00pm

Thursday 5th June | 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-3rd-and-5th-june/>

PRIMARY PRAYER AND LITURGY SHARING ONLINE FORUM

Thursday 5th June | 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: Prayer and Liturgy RECs.

Booking Link: <https://courses.rcdow.org.uk/event/primary-prayer-and-liturgy-sharing-online-forum-thursday-5th-june/>

SECONDARY CATHOLIC LIFE AND MISSION SHARING ONLINE FORUM

Tuesday 10th June | 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: Prayer and Liturgy RECs.

Booking Link: <https://courses.rcdow.org.uk/event/secondary-catholic-life-and-mission-sharing-online-forum-tuesday-10th-june/>

USING CES POLICIES AND PROCEDURES GOVERNORS ONLINE COURSE

Tuesday 10th June | 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-10th-june/>

PRIMARY RSE SHARING AND UPDATES ONLINE COURSE

Wednesday 11th June | 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-updates-online-course-11th-june-2025-3-45pm-to-5-00pm/>

SECONDARY RSE SHARING AND UPDATES ONLINE COURSE

Wednesday 11th June | 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 leads in Secondary Schools.

Booking Link: <https://courses.rcdow.org.uk/event/secondaryrse-sharing-and-updates-online-course-wednesday-11th-june-2025/>

INTRODUCTION TO GOVERNORSHIP ONLINE COURSE

Wednesday 11th June | 5.00pm - 7.00pm

Monday 16th June | 5.00pm - 7.00pm

Wednesday 18th June | 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-training-course-3-sessions-11th-16th-and-18th-june/>

PRIMARY DIOCESAN MODERATION COURSE

Thursday 12th June | 9:30am – 12:00pm

Course Aim: The aim of this course is to provide an opportunity for schools to moderate RE assessments with colleagues across the diocese.

Course Content:

- Relevant and useful diocesan updates.
- Opportunity to share pupil outcomes of RED in Key Stage 1.
- Moderation of work using interim assessment standards.

Target Audience: RECs.

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

Booking Link: <https://courses.rcdow.org.uk/event/primary-diocesan-moderation-course-thursday-12th-june/>

RJED SESSION 3: SCHOOL LEADERS ONLINE COURSE

Thursday 12th June 2025 | 3.45pm - 5.00pm

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

Course Content:

- Relevant and useful senior leaders 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 senior leaders in RJED.

Target Audience: School Leaders.

Booking Link: <https://courses.rcdow.org.uk/event/cross-phase-racial-justice-equality-and-diversity-session-3-school-leaders-12th-june-2025/>

SECONDARY CHAPLAINS RETREAT

Friday 13th June | 9.30am - 3.30pm

Join us for the upcoming Chaplains' Retreat Day as we embark on The Westminster Way, celebrating the Jubilee Year with a powerful pilgrimage through the footsteps of martyrs and saints who serve as 'Beacons of Hope.' This diocesan pilgrimage through London highlights Westminster's unique role in the Church and invites us to explore the rich expressions of sainthood: Martyr, Missionary, Servant, Scholar, and Prophet. Each stage of the journey delves into these themes through the lives of saints who embody them. Our route will take us to sacred sites including the English Martyrs at Tower Hill, St Mary Moorfields, Charterhouse Monastery, St Etheldreda's, Corpus Christi Maiden Lane, and Westminster Cathedral. Reflect, discover, and deepen your faith as we journey together as Pilgrims of Hope.

Target Audience: Chaplains and Liturgy Coordinator.

Venue: Niland Conference Centre, 93 Elstreet Road, Bushey, WD23 4EE.

Booking Link: <https://courses.rcdow.org.uk/event/secondary-chaplains-retreat-friday-13th-june/>

PRIMARY EYFS TWILIGHT SHARING FORUM ONLINE

Wednesday 18th June | 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-18th-june/>

PRIMARY: DIOCESAN MODERATION COURSE

Thursday 19th June | 9.30am - 12.00pm

Course Aim: The aim of this course is to provide an opportunity for schools to moderate RE assessments with colleagues across the diocese.

Course Content:

- Relevant and useful diocesan updates.
- Opportunity to share pupil outcomes of RED in Key Stage 1.
- Moderation of work using interim assessment standards.

Target Audience: RECs.

Venue: Niland Conference Centre, 93 Elstreet Road, Bushey, WD23 4EE.

Booking Link: <https://courses.rcdow.org.uk/event/primary-diocesan-moderation-course-thursday-19th-june/>

SECONDARY: HEAD OF RE CONFERENCE

Thursday 26th June to Friday 27th June

Conference Aim: The aim of this conference is to provide Heads of RE with relevant and useful training, spiritual nourishment and practical ideas to help them lead their RE Department.

Conference 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.
- Opportunities to share good practice and network.
- Spiritual formation and fellowship.

Target Audience: Heads of RE.

Venue: High Leigh Christian Conference Centre, Lord Street, Hoddesdon, Hertfordshire EN11 8SG.

Booking Link: <https://courses.rcdow.org.uk/event/secondary-head-of-re-conference-26th-and-27th-june-2025/>

SECONDARY SECOND IN CHARGE OF RE UPDATE AND SHARING ONLINE FORUM

Monday 30th June | 3:45pm – 5:00pm

Course Aim: The aim of this course is to induct new chaplains regarding the national and Diocesan expectations for chaplaincy.

Course Content:

- Engaging explanation about the national and diocese expectation for chaplaincy.
- Shared expertise from an establish and outstanding chaplain.
- Practical ideas about how to plan and effectively organise chaplaincy in the context of a secondary school.
- Opportunity for formation and fellowship.

Target Audience: New Chaplains and Liturgy Coordinators.

Booking Link: <https://courses.rcdow.org.uk/event/secondary-second-in-charge-of-re-update-and-sharing-online-forum-monday-30th-june/>

SECONDARY: NEW CHAPLAINS INDUCTION DAY

Tuesday 1st July | 9.30am - 3.30pm

Course Aim: The aim of this course is to induct new chaplains regarding the national and Diocesan expectations for chaplaincy.

Course Content:

- Engaging explanation about the national and diocese expectation for chaplaincy.
- Shared expertise from an establish and outstanding chaplain.
- Practical ideas about how to plan and effectively organise chaplaincy in the context of a secondary school.
- Opportunity for formation and fellowship.

Target Audience: New Chaplains and Liturgy Coordinators.

Venue: Diocese of Westminster, Vaughan House, 46 Francis Street, SW1 1QN

Booking Link: <https://courses.rcdow.org.uk/event/secondary-new-chaplains-induction-day-tuesday-1st-july/>

PRIMARY YEAR 3 RED BRANCHES 1 AND 2 ONLINE COURSE

Wednesday 2nd July | 3:30pm – 5:00pm

Course Aim: The aim of this course is to support Year 3 teachers and RECs with theology for Branches 1 and 2.

Course Content:

- To investigate content of Creation & Covenant and Prophecy & 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 3 teachers and RECs.

Booking Link: <https://courses.rcdow.org.uk/event/primary-year-3-red-branches-1-and-2-online-course-wednesday-2nd-july/>

PRIMARY YEAR 4 RED BRANCHES 1 AND 2 ONLINE COURSE

Wednesday 2nd July | 3.30pm - 5.00pm

Course Aim: The aim of this course is to support Year 4 teachers and RECs with theology for Branches 1 and 2.

Course Content:

- To investigate content of Creation & Covenant and Prophecy & 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 4 teachers and RECs.

Booking Link: <https://courses.rcdow.org.uk/event/primary-year-4-red-branches-1-and-2-online-course-wednesday-2nd-july/>

PRIMARY YEAR 3 & 4 RED BRANCHES 1 AND 2 PLANNING WORKSHOP

Thursday 10th July | 9.30am – 12:30pm

Course Aim: The aim of this course is to provide Y3 & Y4 teachers/RECs with opportunities to collaborate, develop activities and planning for Branches 1 & 2.

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.

Booking Link: <https://courses.rcdow.org.uk/event/primary-year-3-4-red-branches-1-and-2-planning-workshop-thursday-10th-july-2/>

PRIMARY YEAR 3 & 4 RED BRANCHES 1 AND 2 PLANNING WORKSHOP

Thursday 10th July | 9.30am - 12.30pm

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-3-4-red-branches-1-and-2-planning-workshop-thursday-10th-july/>

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



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

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

