



# Training guide 2022/23

SEND and inclusion training for  
early years settings, schools,  
colleges and families



**HILLINGDON**  
LONDON

[www.hillingdon.gov.uk](http://www.hillingdon.gov.uk)

This guide sets out the training provided by the SEND and Inclusion Service which is available to early years settings, schools, colleges and families of children who attend an education setting within Hillingdon.

Details of course costs, times, dates (where applicable), location and how to register interest can be found under each course's description. Please click within the contents to find the course which you are interested in booking.

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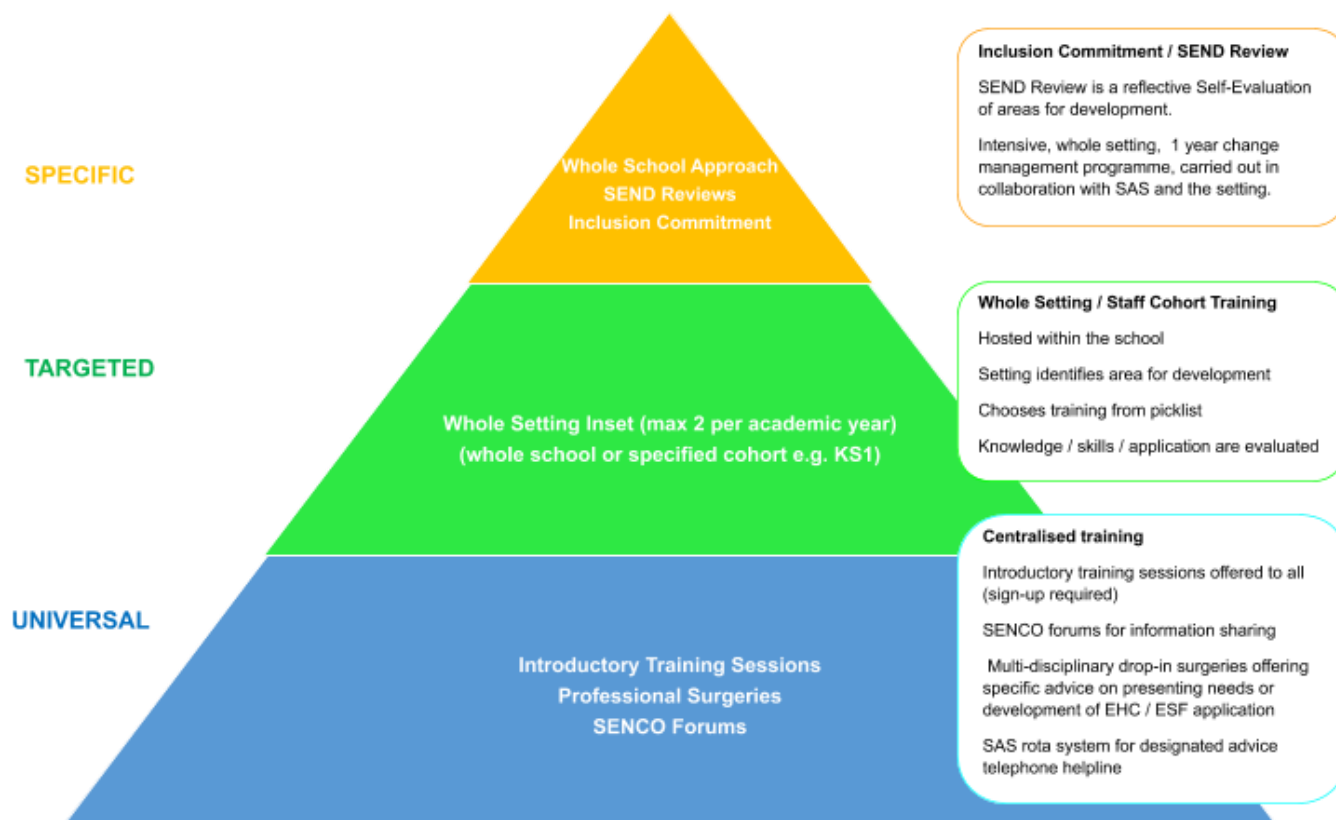
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# SAS Training offer 2022/2023

The SAS 2022/2023 training offer consists of 3 levels of training as illustrated in the triangle below. This guide displays **UNIVERSAL** and **TARGETED** training courses.

If you are interested in **SPECIFIC**, holistic and a complete programme of training, please register your interest for the Inclusion Commitment by emailing Sharon Gill (Principal SEND Advisor) [sgill@hillingdon.gov.uk](mailto:sgill@hillingdon.gov.uk)



The SAS team are offering settings 1 **TARGETED** training session for the academic year. Please look through the [targeted training list](#) and select 1 course that have been identified as an area of development as a whole setting or specified cohort e.g. KS1.

[Terms and conditions apply](#)

# Terms and conditions of booking for Central/Universal training

The following terms and conditions relate to the courses listed in this guide and others provided by the SEND and Inclusion Service which arise during the academic year.

## Making a booking

Bookings should be made at least two weeks in advance as trainers will make a decision on whether the course is viable to run at that time. If uptake is low, the course may be subject to cancellation. Similarly, courses that are popular may close for new bookings once capacity is reached and operate a waiting list.

Each service will provide their own method of confirmation- this may be an automatically generated email from the Google Form, confirmation from Learning Pool or communication via other means. If you have not received confirmation of your place on a course, please contact the relevant service via email as listed below.

## Payment terms

Many courses are available without charge to attendees. However, some courses are chargeable to cover costs of accreditation, textbooks for attendees or because they are offered by a traded service. Payment must be made in advance of course attendance and refunds are not permitted in the case of non-attendance. These training sessions are heavily subsidised.

## Cancellation or non-attendance

In the event that an attendee cannot attend the course, please notify the relevant department as soon as possible but at least 24 hours before the course is scheduled to start. Services can be reached on the numbers listed below. Settings, schools or individuals who do not attend courses and do not provide sufficient notice to allow others to take their place may be prevented from attending training in the future.

The Service may be required to cancel a training course. Attendees will be notified in advance of the training session using the contact details listed on the booking form.

## Evaluations

All delegates will be requested to complete an evaluation form; the information provided will help to improve the training offer and future delivery of the training. We kindly request you to return these evaluation forms promptly so that we can measure the effectiveness of our training offer.

## Contact details

To contact the relevant service regarding a course listed in the brochure, please see below:

- **SEND Key Working**  
[saskeywork@hillingdon.gov.uk](mailto:saskeywork@hillingdon.gov.uk)
- **SEND Advisory Service (ASD, Language and Early Years)**  
[sasinclusion@hillingdon.gov.uk](mailto:sasinclusion@hillingdon.gov.uk)
- **Sensory (HI, VI and MSI)**  
[sasensory@hillingdon.gov.uk](mailto:sasensory@hillingdon.gov.uk)
- **Educational Psychology Service**  
[educationalpsychologyservice@hillingdon.gov.uk](mailto:educationalpsychologyservice@hillingdon.gov.uk)
- **SEND Statutory Service**  
[senadmin@hillingdon.gov.uk](mailto:senadmin@hillingdon.gov.uk)

## Course updates and announcements

All course advertisements and updates can be found in the SEND and inclusion newsletter.

## Targeted training 'Wish List'

The SEND Advisory Service are offering settings the opportunity to register their interest for in house training sessions

Settings are being offered 1 targeted training session a year under the terms and conditions that:

- 1) The intent for application is demonstrated by the setting
- 2) A collaborative learning walk takes place to further support application

An advisor will be in contact with you to confirm dates and times.

Please note, the training sessions are not guaranteed and will depend on advisor's capacity.

Bookings MUST be made by **Friday 22<sup>nd</sup> July 2022**

[Please click here to book a targeted training session or scan the QR Code](#)

[Terms and conditions apply](#)



### Targeted Training List:

#### Early Years

- OAP & Inclusive Environments
- Sensory Differences
- Overview of ASD

#### Communication, Language and Literacy

- An introduction to SLCN and Hillingdon's Speech and Language Pathway
- The use of person-centred Visual Supports
- Blank level questions within the classroom

#### ASD and Social Communication

- Overview of ASD
- ASD and Sensory Sensitivities
- Understanding Behaviour that Challenges
- Behaviours that Challenge- A Toolkit of Strategies
- OAP & Inclusive Environments

#### Social, Emotional and Mental Health

- Zones of Regulation
- Building Emotional regulation

To book a place onto targeted training please complete the form [here](#)

*Please note that course descriptions are outlined within the brochure*





# Early Years and PVI's

## OAP and Inclusive Environments (Targeted only)

### Course description

This training will provide delegates with an awareness and overview of Hillingdon's OAP document. It demonstrates the importance of inclusive practices and the use of visual supports within the classroom to support all children and expands on some of the key OAP strategies; not only to support children and young people with SEND but also to embed for the whole setting.

### Course date, time and location

This is a short course: 1 hour 30 minutes

### How to book

To book a place onto targeted training please complete the form [here](#).

## Sensory Differences (Targeted only)

### Course description

An awareness of sensory differences and how this can impact children's learning and behaviour in the setting.

### Course date, time and location

This is a short course: 1 hour 30 minutes

### How to book

To book a place onto targeted training please complete the form [here](#)

## Overview of ASD in the Early Years (Targeted Only)

### Course description

To develop a basic understanding of Autism in the Early Years. This course will be suitable for delegates to support children who are recently diagnosed or on the pathway to diagnosis and develop strategies to support

### Course date, time and location

This is a short course: 1 hour 30 minutes

### How to book

To book a place onto targeted training please complete the form [here](#)

## Overview of ASD in the Early Years

### Course description

To develop a basic understanding of Autism in the Early Years. This course will be suitable for delegates to support children who are recently diagnosed or on the pathway to diagnosis to develop strategies.

### Course date, time and location

[Thursday 6th October 2022 9.30am-12.30pm Civic Centre Committee Room 4](#)

[Wednesday 8th February 2023 1-4pm Civic Centre Committee Room 4](#)

[Friday 12th May 2023 9.30aam-12.30pm Civic Centre Committee Room 4](#)

### How to book:

Please click on the links attached to the above dates to book a place

## Using Visuals Effectively

### Course description

Visuals support all learners. This course will cover how to use visuals, what type of visuals to use and how this can support communication throughout the child's day.

### Course date, time and location

[Tuesday 6<sup>th</sup> December 2022 9.30am-11.30am – Civic Centre Committee Room 3](#)

[Thursday 19<sup>th</sup> January 2023 1.00pm-3.00pm – Civic Centre Committee Room 3](#)

[Monday 15<sup>th</sup> May 2023 10.00am-12.00pm – Civic Centre Committee Room3](#)

### How to book

Please click on the links attached to the above dates to book a place

## Attention Hillingdon Refresher (for practioners)

### Course description

1 day refresher course for those of you that have previously attended the original 2-day course. Are you look for new ideas or have lost your way a bit? Attention Hillingdon activities will support the development of some of the Early Learning Goals. This 1-day course aims to boost confidence and empower delegates to incorporate their own ideas into the lesson plan, effectively monitor and record pupil progress and understand what is required to become a champion setting

### Course date, time and location

[Thursday 20<sup>th</sup> October 2022 9.30am-4.00pm – Civic Centre Committee Room 3](#)

[Thursday 9<sup>th</sup> February 2023 9.30am-4.00pm – Civic Centre Committee Room 3](#)

[Thursday 8<sup>th</sup> June 2023 9.30am-4.00pm Civic Centre Committee Room 3](#)

### How to book

Please click on the links attached to the above dates to book a place



## My Support plan and referral training

### Course description

This training will support nurseries in successfully completing referrals into SEND Advisory Service and completing specific sections of a My Support Plan. During the training we will support practitioners with the following:

- Completing the background Information; what has taken place over the last 12 months, what is working well for the child and their family and identifying what are the child's and family's priorities.
- Support in identifying children's Strengths and Special Educational Needs
- Identifying SMART outcomes for the Plan and Do aspect of the cycle,
- Planning interventions/strategies to achieve the outcome
- Completing the attached Provision Map for children whose support is placed above the Ordinary Available Provision.

### Course date, time and location

Please click to register your interest in one of the following dates:

[Monday 3<sup>rd</sup> October 2022 1.00pm-3.00pm – Civic Centre Committee Room 4](#)

[Tuesday 22<sup>nd</sup> November 2022 9.30am-11.30am – Civic Centre Committee Room 4](#)

[Tuesday 17<sup>th</sup> January 2023 1.00pm-3.00pm – Civic Centre Committee Room 4](#)

[Friday 10<sup>th</sup> March 2023 9.30am-11.30am – Civic Centre Committee Room 4](#)

[Thursday 27<sup>th</sup> April 2023 1.00pm-3.00pm – Civic Centre, Committee Room 4a](#)

[Monday 19<sup>th</sup> June 2023 9.30am-11.30am – Civic Centre, Committee Room 4](#)

### How to book:

Please click on the links attached to the above dates to book a place

## Elklan Speech and Language Support for 0-3 years

### Course description

This highly successful externally accredited evidence-based course will equip you to develop the key communication skills in children proved to ensure later success in school. This is the only accredited training in speech, language and communication that is aimed specially at preventing speech and language needs developing in babies and younger children. All the Early Years curriculum in the UK recognize communication and language as a prime area for learning and development. The course was externally evaluated by Sheffield University as part of the Talking Matters project, which demonstrated that children made statistically significant progress through training alone.

### Course Fees

Please note the fees for Accreditation and resources: £89. This is a heavily subsidised course.

### Course date, time and location

Tuesday 18<sup>th</sup> April 2023, Wednesday 19<sup>th</sup> April 2023 and Thursday 20<sup>th</sup> April 2023 9.30am-4.00pm

### How to book

To register your interest in this course, please [click here](#).

## Role of the Early Years Inclusion Coordinator

### Course description

The essential training for Early Years Inclusion Coordinators working in **pre school settings** only. This training has been updated to reflect the new Send Advisory Service and covers current guidance to applying for referrals and funding.

This training takes place over four sessions and participants are required to attend all four:

#### WEEK 1: Legislation

- SEND Reforms, What is inclusion, Policies and procedures

#### WEEK 2: Early identification and intervention

- Observation, assessment and monitoring to inform our practice
- Children's Integrated Therapy Services referrals (how to refer/signpost)
- Universal and targeted Interventions available

#### WEEK 3: Working in partnership,

- My Support Plan: Assess
- Sharing difficult message with families
- Welcoming families with a child who has a SEND
- One page profile
- Hillingdon Ordinary Available Provision
- My support Plan: Plan
- Writing SMART targets/outcomes

#### WEEK 4: Do/Review/Provision maps

- My Support Plan: Do
- Small steps to achieving outcomes
- My Support Plan: Review
- Next steps
- Provision maps
- Send Advisory Service referral form/Threshold of support for referred children
- Applying for Early Support Funding ESF or EHCP

### Course date, time and location

This course will run over **four 3-hour sessions**.

[13<sup>th</sup> September – 4<sup>th</sup> October 2022 1.00-4.00pm – Civic Centre](#)

[10<sup>th</sup> November – 1<sup>st</sup> December 2022 9.30am-12.30pm – Civic Centre](#)

[6<sup>th</sup> March – 27<sup>th</sup> March 2023 1.00-4.00pm – Civic Centre](#)

[6<sup>th</sup> June – 27<sup>th</sup> June 2023 9.30am-12.30pm – Civic Centre](#)

### How to book:

Please click on the links attached to the above dates to book a place

## Speech, Language and Communication in Early Years

### Course description

**Session 1: What is Speech and Language?** Define Speech, Language and Communication

**Session 2: Play and Social Communication** Explore what is social communication? Get an overview of the types of strategies and activities that can support children. Know where you can find further information for support

**Session 3: Stammering** Find out more about children's stammering, strategies and activities that can support the child within the setting and signposting to further information, resources, and services

**Session 4: Speech Sounds** To learn about typical pattern about speech sound development, types of speech sound difficulties, speech sounds therapy activities that you can do within your setting and types of speech sound assessment and signposting to further information

**Session 4: Using Language** Find out how language develops in children, overview of what you can do to support your children language development through: strategies and activities

### Course date, time and location

This course is run over 5 weeks. We recommend you attend Session 1 before booking on to any of the other 4 sessions.

#### October - November 2022

[Session 1: Wednesday 19<sup>th</sup> October 2022 10.30-11.30am](#)

[Session 2: Wednesday 2<sup>nd</sup> November 2022 10.30-11.30am](#)

[Session 3: Wednesday 9<sup>th</sup> November 2022 10.30-11.30am](#)

[Session 4: Wednesday 16<sup>th</sup> November 2022 10.30-11.30am](#)

[Session 5: Wednesday 23<sup>rd</sup> November 2022 10.30am-11.30am](#)

#### February – March 2023

[Session 1: Thursday 23<sup>rd</sup> February 2023 2.00-3.00pm](#)

[Session 2: Thursday 2<sup>nd</sup> March 2023 2.00-3.00pm](#)

[Session 3: Thursday 9<sup>th</sup> March 2023 2.00-3.00pm](#)

[Session 4: Thursday 16<sup>th</sup> March 2023 2.00-3.00pm](#)

[Session 5: Thursday 23<sup>rd</sup> March 2023 2.00-3.00pm](#)

#### May - June 2023

[Session 1: Wednesday 24<sup>th</sup> May 2023 10.30-11.30am](#)

[Session 2: Wednesday 7<sup>th</sup> June 2023 10.30-11.30am](#)

[Session 3: Wednesday 14<sup>th</sup> June 2023 10.30-11.30am](#)

[Session 4: Wednesday 21<sup>st</sup> June 2023 10.30-11.30am](#)

[Session 5: Wednesday 28<sup>th</sup> June 2023 10.30am-11.30am](#)

### How to book

Please click on the links attached to the above dates to book a place



# Communication, Language & Literacy

## The use of person-centered visuals (Targeted only)

### Course description

The course will aim to provide delegates with an understanding of what visual supports are, why they visual supports and the importance and practical ideas and examples of person-centered visual supports which can be used and adapted for the classroom.

### Course date, time and location

This is a short course: 1 hour 30 minutes

### How to book

To book a place onto targeted training please complete the form [here](#)

## An introduction to SLCN and Hillingdon's Speech and Language Pathway (Targeted only)

### Course description

The course will cover what is SLCN, how children with SLCN may present in the classroom and a range of strategies to implement in the classroom as and what the SLCN pathway at Hillingdon entails

### Course date, time and location

This is a short course: 1 hour 30 minutes

### How to book

To book a place onto targeted training please complete the form [here](#)

## Blank level questions in the classroom (Targeted Only)

### Course description

By the end of the training delegates will develop a deeper understanding of what Blank levels are and how to apply them. They will understand how to use Blanks informally throughout the day, within the classroom.

### Course date, time and location

This is a short course: 1 hour 30 minutes

### How to book

To book a place onto targeted training please complete the form [here](#)

## Introduction to Language Link and how to use it effectively

### Course description

This course is designed to give delegates an introduction to Language Link, the benefits of it and how it can be used and integrated within the school setting.

### Course date, time and location

Wednesday 7<sup>th</sup> December 2022 11.00am-12.30pm – Civic Centre Committee Room 7

### How to book

To register your interest in this course, please [click here](#).

## Signalong for professionals - foundation course

### Course description

This accredited course will equip learners with the skills they need to use Signalong. Signalong is a sign supported communication system for children with additional needs to support them in developing their speaking and understanding. This course is designed both for beginners and experienced signers and consists of theory and practical based learning. We will cover symbolic understanding and generalisation.

### Course date, time and location

Every Wednesday between Wednesday 21<sup>st</sup> September 2022 until Wednesday 12<sup>th</sup> October 2022  
12.00-4.00pm Civic Centre

Every Tuesday between Tuesday 25<sup>th</sup> April 2023 until Tuesday 15<sup>th</sup> May 2023 4.00pm-8.00pm Civic Centre

### Course cost

This course is heavily subsidised. You will be required to pay a fee of £5.10 for your certificate.

[Learning Zone - Signalong for Professionals](#)

If you wish to purchase your own training manual please follow the link below

<https://signalong.org.uk/shop/catalog/> if not these will be available during the session.

### How to book

Please go to [Learning Zone - Signalong for Professionals](#) to book your place

## Lego Therapy

### Course description

The course will provide delegates with an understanding of the benefits of Lego Therapy, how to identify children who may benefit from this intervention and to have a greater understanding of how to set up and run this intervention

### Course date, time and location

Wednesday 15<sup>th</sup> February 2023 11.00am-12.30pm – Civic Centre Committee Room 7

### How to book

To register your interest in this course, please [click here](#)



## Elklan Speech and Language Support for 5-11 years

### Course description

A practical hands-on training course for staff working in primary schools to provide new approaches and strategies to help them maximize the young people's speech, language and communication potential and effectively differentiate the curriculum. It gives practical advice and strategies which are also suitable for children with English as an additional language and other special educational needs as well as providing you with an externally verified and accredited level 2 or 3 award.

Please note the fees for Accreditation and resources: £89.00. This is a heavily subsidized course.

This course is intensive and will require commitment outside of training hours, to complete the logbook. Attendance to all sessions is also required.

### Course date, time and location

10 sessions over 10 weeks (1 session a week)

Friday 5<sup>th</sup> May 2023 – Friday 14<sup>th</sup> July 2023 2.00-4.00pm Civic Centre, Committee Room 7

### How to book

To register your interest in this course, please [click here](#)

## Mind Map Training

### Course description

The course will introduce delegates to Mind Maps and how they are created and used in the learning environment. The key focus will be on, how delegates can use them effectively with learners who have Speech, language and communication difficulties.

### Course date, time and location

Tuesday 11<sup>th</sup> October 2022 11.00am-12.30pm – Civic Centre Committee Room 7

### How to book

To register your interest in this course, please [click here](#)

## An introduction to Intensive Interaction

### Course description

This course will give attendees the ability to understand what intensive interaction is, who can use it/benefit from it, how to baseline with example activities to consolidate what they have learnt

### Course date, time and location

Tuesday 28<sup>th</sup> March 2022 11.00am-12.30pm - Civic Centre, Committee Room 7

### How to book

To register your interest in this course, please [click here](#)



# ASD and Communication

## Overview of ASD (targeted only)

### Course description

To develop a basic understanding of Autism. This one day short course will aim to provide delegates the ability to: 1) Understand the different elements of the autism diagnosis 2) Understand how girls with autism present differently to boys 3) Gain an insight into the theories of the autistic brain 4) To gain a better understanding of Autism and understand how this can impact on learning and behaviour.

### Course date, time, and location

This is a short course: 1 hour 30 minutes

### How to book

To book a place onto targeted training please complete the form [here](#).

## Understanding behaviours that challenge

### Course description

This course will provide an understanding of behaviour that challenges, including the five types and core functions of behaviour as well as differences between a trigger, a cue, and setting event.

### Course date, time, and location

Thursday 17<sup>th</sup> November 2022 1.30pm–3.00pm – Civic Centre, Committee Room 3

### How to book

To register your interest in this course, please [click here](#)

To book a place for this course as a targeted training please complete the form [here](#).

## Behaviours that challenge – A toolkit of strategies

### Course description

This course will provide a range of behaviour management strategies that will support the different phases of behaviour that can be adapted to each student's needs.

### Course date, time, and location

Wednesday 8<sup>th</sup> February 2023 10.00am-11.30am – Civic Centre, Committee Room 4

### How to book

To register your interest in this course, please [click here](#)

To book a place for this course as a targeted training please complete the form [here](#).

## ASD and Sensory Sensitivities

### Course description

An awareness of the sensory differences that autistic people may experience and how this can impact a child or young person's learning and behaviour and suggested strategies to support.

### Course date, time, and location

Wednesday 11<sup>th</sup> January 2023 1.30pm–3.00pm

### How to book

To register your interest in this course, please [click here](#)

To book a place for this course as a targeted training please complete the form [here](#).

## OAP and Inclusive Environments

### Course description

This training will provide delegates with an awareness and overview of Hillingdon's OAP document. It demonstrates the importance of inclusive practices and the use of visual supports within the classroom to support all children and expands on some of the key OAP strategies; not only to support children and young people with SEND but also to embed for the whole classroom

### Course date, time and location

[Wednesday 2<sup>nd</sup> November 2022 10.00am-11.30am – Civic Centre, Committee Room 3a](#)

[Thursday 8<sup>th</sup> June 2023 1.30pm-3.00pm – Civic Centre, Committee Room 3a](#)

### How to book

Please click on the links attached to the above dates to book a place

To book a place for this course as a targeted training please complete the form [here](#).

## Pathological Demand Avoidance (PDA)

### Course description

Pathological Demand Avoidance (PDA) is a complex Autism Spectrum Condition that is characterised by an anxiety driven need to be in control and avoid everyday demands. This course will develop understanding of PDA and the impact it has on learners, and how to reduce barriers to learning.

### Course date, time and location

Tuesday 7<sup>th</sup> March 2023 1.30pm-3.00pm Civic Centre Committee Room 4

### How to book

To register your interest in this course, please [click here](#).

## Autism and Girls

### Course description

This session aims to give delegates an understanding of how autistic girls present differently and equip them with strategies to support.

### Course date, time and location

Tuesday 25<sup>th</sup> April 2023 1.30pm-3.00pm Civic Centre Committee Room 4

### How to book

To register your interest in this course, please [click here](#).

## SCERTS - Whole Class Active Engagement and Progress Tracker

### Course description

To develop a basic understanding of the SCERTS Framework and the 5 areas of active engagement. The session will provide delegates with an understanding of the 5 areas of active engagement and a practical tool to use in the classroom to enhance active engagement by analysing the classroom environment and ensuring transactional supports are in place. The progress tracker will provide delegates with a practical tool to enable teachers to identify children's neuro-developmental and emotional level in key areas, and develop meaningful, achievable outcomes, facilitating the measurement of progress from starting point.

### Course date, time and location

Wednesday 22<sup>nd</sup> March 2022 9.30am-12.00pm – Civic Centre Committee Room 3

### How to book

To register your interest in this course, please [click here](#).

## Transition Planning

### Course description

Transitioning is a crucial time for children and young people with SEND. Whether it be transitioning within a classroom to the next lesson or from Primary to Secondary school, effective preparation is key.

This course explores the different types of transitions and aims to provide delegates with tools and strategies to support children and young people with successful transitions.

### Course date, time and location

Tuesday 21<sup>st</sup> March 2022 10.00am-11.30am – Civic Centre, Committee Room 4

### How to book

To register your interest in this course, please [click here](#)



# Social, Emotional and Mental Health

## Zones of Regulation Training

### Course description

This course is designed to develop an understanding and confidence in using the Zones of Regulation approach. This framework teaches self-regulation by categorising all the different ways we feel into four concrete coloured zones.

The aim is to employ this framework as one of your tools to support students to manage and become more aware of emotions and develop their independence and personal responsibility in emotional regulation. In turn this promotes school readiness through the student being able to recognise the emotional state in which they need to be in to be ready to learn.

### Course date, time and location

Monday 5<sup>th</sup> December 2022 10.00am-11.30am – Civic Centre, Committee Room 3

### How to book

To register your interest in this course, please [click here](#)

To book a place onto targeted training please complete the form [here](#).

## Building Emotional Regulation

### Course Description

This course will provide an overview of understanding emotions and the physiological, social and sensory impact of emotions. It will highlight different tools to help identify different emotions and to support mutual and self-regulation.

The course will cover using feeling charts/ thermometers, 5-point scale and body mapping to identify emotions. It will also highlight different strategies that can be used to help a child regulate their emotions e.g. calming box, movements break, safe spaces.

### Course date, time and location

Monday 8<sup>th</sup> May 2023 10.00am-11.30am – Civic Centre, Committee Room 4

### How to book

To register your interest in this course, please [click here](#)

To book a place onto targeted training please complete the form [here](#).





# SEND Keyworking Workshops

## Capturing the voice of the Child/Young Person

### Course Description

Looking at best practice and resources to working in a personal centered way using one page profile, My Support Plan, talking mats and others.

### Course date, time and location

[Monday 10<sup>th</sup> October 2022 12.00-3.00pm – Civic Centre, Committee Room 3](#)

[Monday 26<sup>th</sup> June 2023 10.00am-13.00pm – This session will be held virtually](#)

### How to book

Please click on the links attached to the above dates to book a place

## SEND Keyworking for professionals and parents/carers

### Course Description

The course aims to provide you with the confidence and knowledge to organize and facilitate effective TAC/TAYP meetings, enabling you to develop child/young person-centered My Support Plans.

Learning more about the key working principles and functions, the 'Helping process', person-centred planning and writing effective outcomes will build upon your existing knowledge and skills and help you to implement these into your everyday practice. You will gain a greater understanding of the child/young person/family's journey through the world of SEND

### Course date, time and location

Monday 9<sup>th</sup> January 2023 10am-4.00pm – Civic Centre, Committee Room 3

### How to book

To register your interest in this course, please [click here](#)

## Preparing for effective TAC/TAYP meetings

### Course Description

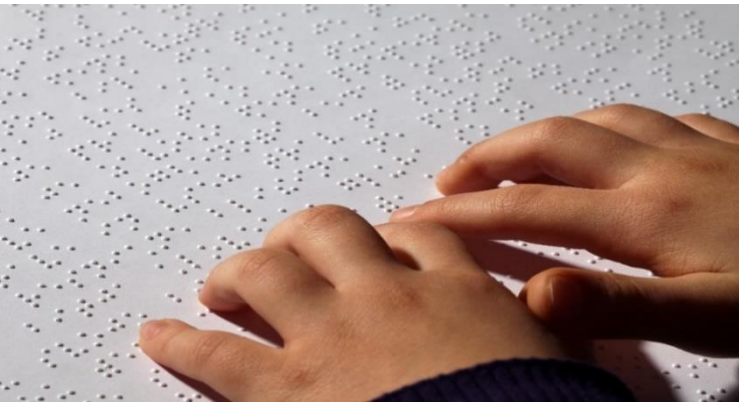
This 2-hour session will provide participants with practical tips and advice about preparing for and facilitating effective TAC/TAYP meetings.

### Course date, time and location

Monday 13<sup>th</sup> March 2023 10am-1.00pm – This session will be held virtually

### How to book

To register your interest in this course, please [click here](#)



# Hearing, Vision and Multi-Sensory Impairment

## Hillingdon Deaf Support Hub

### Course description

The session will enable practitioners to develop an increased understanding of good practice, strategies and support required for deaf children and young people in their settings through discussion, demonstration, and practical activities.

### Course date, time and location

[Thursday 10<sup>th</sup> November 2022 9.30am-12.00pm](#)

[Thursday 2<sup>nd</sup> March 2023 9.30am-12.00pm](#)

### How to book

To register for this course, please [click here](#)

## Down Syndrome and Deafness

### Course description

It is extremely common for children and young people with Down syndrome to also have additional hearing needs but why?

This session will enable practitioners to develop an increased understanding of why hearing loss is so common in children/ young people with Down syndrome. Discussion, demonstration, and practical activities will allow practitioners to consider good practice, strategies and support required for this specific group in their setting.

Areas to be covered include: How do we hear? What types of deafness are there? (e.g. permanent, temporary, one-sided) What specialist deaf equipment can help? (e.g. hearing aids, cochlear implants & assistive listening devices) What is the impact of deafness on learning and development? What does a deaf friendly learning environment look like? Signposting to other deaf services.

### Course date, time and location

Thursday 25<sup>th</sup> May 2023 1.30pm-3.00pm

### How to book

To register for this course, please [click here](#)

## **Vision Impairment awareness**

### **Course date, time and location:**

Wednesday 22<sup>nd</sup> February 2023 8am

### **How to book**

An email with a team's link will be sent to all SENCOs and Parents 10 days before the training

## **Setting up a sensory space, classroom/environment audits and accessibility**

### **Course date, time and location:**

Wednesday 14<sup>th</sup> September 2022 8am

### **How to book**

An email with a team's link will be sent to all SENCOs and Parents 10 days before the training

## **Access technology and Curriculum access**

### **Course date, time and location:**

Wednesday 12<sup>th</sup> October 2022 8am

### **How to book**

An email with a team's link will be sent to all SENCOs and Parents 10 days before the training

## **VI: Exams Access Arrangements**

### **Course date, time and location:**

Wednesday 11<sup>th</sup> January 2023 8am

### **How to book**

An email with a team's link will be sent to all SENCOs and Parents 10 days before the training

## **Specific Vision Conditions**

### **Course date, time and location:**

Wednesday 15<sup>th</sup> March 2023 8am

### **How to book**

An email with a team's link will be sent to all SENCOs and Parents 10 days before the training

## **Signposting, charities support offered, Wakelet, DLA and DAF**

### **Course date, time and location:**

Wednesday 10<sup>th</sup> May 2023 8am

### **How to book**

An email with a team's link will be sent to all SENCOs and Parents 10 days before the training

## **The VI team introduction to our role and what is a FVA**

### **Course date, time and location:**

Wednesday 5<sup>th</sup> July 2023 8am

### **How to book**

An email with a team's link will be sent to all SENCOs and Parents 10 days before the training

## **Informal meet the team, how do we support families and young people**

### **Course date, time and location:**

Wednesday 14<sup>th</sup> September 2022 9am

### **How to book**

An email with a team's link will be sent to all SENCOs and Parents 10 days before the training

## **How can I help my VI child at home, Accessible stories and books**

### **Course date, time and location:**

Wednesday 12<sup>th</sup> October 2022 9am

### **How to book**

An email with a team's link will be sent to all SENCOs and Parents 10 days before the training

## **Hospital reports explained and CVI certificate**

### **Course date, time and location:**

Wednesday 11<sup>th</sup> January 2023 9am

### **How to book**

An email with a team's link will be sent to all SENCOs and Parents 10 days before the training



# Workshops for Parents

## Barriers to school and school refusing

### Course description

Parents workshop to support and understand the barriers and challenging for Children and Young people that refuse schools. Ways to support the child/young person back into school. To look at changing of environments, sensory processing, and executive functioning skills.

### Course date, time and location

Thursday 8<sup>th</sup> September 2022 10am-1pm

This session will be held virtually (Teams link to follow)

### How to book

To register your interest in this course, please [click here](#)

## Emotional wellbeing and Self-care skills

### Course Description

Strategies and tips for emotional wellbeing and self-care which focuses on the needs of parents and carer's of children with SEND/ASD. This course will explore positive ways on how you as a parent / carer can support your own wellbeing to develop resilience and empowerment

### Course date, time and location

[Thursday 10<sup>th</sup> November 2022 10.00am-1.00pm – Civic Centre, Committee Room 3](#)

[Thursday 13<sup>th</sup> July 2023 10.00am-1.00pm – Civic Centre, Committee Room 4](#)

### How to book

Please click on the links attached to the above dates to book a place



## Toileting Workshop for Parents and Carers (0-5)

### Course Description

Strategies for supporting successful toilet training for children with Autism/SEND. This course will look at understanding the underlying difficulties and differences for children with ASD/SEND that impacts on successful toilet training

### Course date, time and location

Thursday 8<sup>th</sup> December 2022 10.00am-1.00pm

This session will be held virtually

### How to book

To register your interest in this course, please [click here](#)

## SEND/ASD Sleep Workshop

### Course Description

This course will look at understanding the underlying difficulties and differences for children with SEND/ASD that impacts successful sleep

### Course date, time and location

[Thursday 6<sup>th</sup> October 2022 10am-1.00pm – Civic Centre, Committee Room 3](#)

[Thursday 9<sup>th</sup> February 2023 10.00am-1.00pm – This session will be held virtually](#)

### How to book

To register your interest in this course, please [click here](#)

## Autism and Girls

### Course Description

Parent workshop providing advice and information on Autism and girls and how it maybe masked. Resources and support.

### Course date, time and location

Thursday 12<sup>th</sup> January 2023 10am-1.00pm - Civic Centre, Committee Room 3

### How to book

To register your interest in this course, please [click here](#)

## Communication/ Behaviour/ Positive Behaviour Support parents workshop

### Course Description

Positive Behaviour Support strategies, looking at behaviour as communication and how we can empower the C/YP to communicate in a positive way. Triggers, positive reinforcers, and praise.

### Course date, time and location

Thursday 16<sup>th</sup> March 2023 10.00am-1.00pm – Civic Centre, Committee Room 3

### How to book

To register your interest in this course, please [click here](#)

## Introduction to Signalong – Parents training

### Course Description

'Signalong is a sign supported communication system for children with additional needs to support them in developing their speaking and understanding. These workshops are designed both for beginners and experienced signers.

### Course date, time and location

Tuesday 8th November 2022 10.00am-12.00pm – Civic Centre, Committee Room 3

### How to book

To register your interest in this course, please [click here](#)

## Sensory diets/ Sensory Needs/ Sensory Breaks

### Course Description

A workshop looking at strategies to support your child's sensory needs including tools you can use, resources, sensory diets. How to implement these into your day to day life at home and in the community.

### Course date, time and location

Thursday 11<sup>th</sup> May 2023 10.00am-1.00pm

### How to book

To register your interest in this course, please [click here](#)

## Signalong at home for parents/carers

### Course Description

Signalong is a sign supported communication system for children with additional needs to support them in developing their speaking and understanding. These workshops are designed both for beginners and experienced signers.

### Course date, time and location

Tuesday 21<sup>st</sup> March 2023 10.00am-12.00pm – Civic Centre, Committee Room 3

### How to book

To register your interest in this course, please [click here](#)

## Transition – Primary to Secondary

### Course Description

Strategies for supporting Transition for children / young people with SEND/ASD. This course will look at understanding what transitions are e.g., daily, occasional, life changing! Explore how SEND/ASD impacts on transitions and how strategies can help support with these transitions.

### Course date, time and location

Tuesday 27<sup>th</sup> April 2023 10.00am-1.00pm – This session will be held virtually

### How to book

To register your interest in this course, please [click here](#)

## SEND/ASD Sensory (Combine meal-times)

### Course Description

This course will look at understanding and supporting children's sensory processing differences and how you can support your child with their sensory differences, exploring over and under sensitivities and self-regulation. This course will also look at the underlying difficulties and challenges that can impact on mealtimes/eating and offer strategies to support this.

### Course date, time and location

Thursday 8<sup>th</sup> June 2023 10.00am-1.00pm – Civic Centre, Committee Room 4

### How to book

To register your interest in this course, please [click here](#)

## Signalong at school for parents and carers

### Course Description

Signalong is a sign supported communication system for children with additional needs to support them in developing their speaking and understanding. These workshops are designed both for beginners and experienced signers.

These are specific topic related workshops to practice signing involving everyday homelife.

### Course date, time and location

[Tuesday 11<sup>th</sup> July 2023 10.00am-12.00pm – Civic Centre, Committee Room 3a](#)

### How to book

To register your interest in this course, please [click here](#)

## Programmes for Parents and Carers

The following courses and workshops are available for parents and families. Please share and direct them to the Local Offer where they can sign up to book a place

### Ducklings – For children aged 5 years and under

#### Course Description

Ducklings is a 4-week online course to support parents/carers with a child (or children) under 5 years of age who have been newly diagnosed with Autistic Spectrum Disorder (ASD) or are awaiting an assessment with the Child Development Centre. The sessions support parents/carers to understand and increase their awareness of ASD: supporting your child's development, exploring strategies to support family life, providing information, advice and signposting.

#### How to book

To add your name to the waiting list please email: [NorthCC@hillingdon.gov.uk](mailto:NorthCC@hillingdon.gov.uk)  
Parent/carer full name, Your child's full name and date of birth, A contact telephone number

### Stay and Play Plus sessions

#### Course Description

A session for families to promote development for children providing play, interaction and engagement, in an inclusive learning environment. This session is aimed at those who have attended Attention Hillingdon and/or Language for Life and children with special educational needs and disabilities (and emerging needs).

#### How to book

For the above and to find out more about Children's Centres, please contact your local Children's Centre or go to: Children's centres - Hillingdon Council <https://www.hillingdon.gov.uk/childrenscentres>

### Language for Life – For children aged 5 years and under

#### Course Description

A 6-week programme to support parents understanding of child's language development, with opportunities to practice these skills in an engaging play environment.

#### How to book

For the above and to find out more about Children's Centres, please contact your local Children's Centre or go to: Children's centres - Hillingdon Council <https://www.hillingdon.gov.uk/childrenscentres>

### Attention Hillingdon

#### Course Description

An 8-week programme to help develop children's attention, speech and listening skills. Sessions are for parents and children aged 5 years and under.

#### How to book

For the above and to find out more about Children's Centres, please contact your local Children's Centre or go to: Children's centres - Hillingdon Council <https://www.hillingdon.gov.uk/childrenscentres>

## Barnardo's Cygnets - Core Programme

### Course Description

Cygnets is a FREE parenting support programme for parents and carers of children and young people ages 5-18 with a diagnosis of autistic spectrum disorder (ASD) and/or social communication difficulties. Those who are awaiting a diagnosis can also attend. The Barnardos Cygnets Programme is a programme aimed to support the child by working to upskill parents and professionals enabling them to better understand autism. The programme teaches about autism first and then how to support communication and promote positive behaviours.

The course aims to improve participants' confidence in managing the challenges faced when raising or teaching a child with autism. The idea behind the Cygnets framework is to teach about autism first. Then consider the impact of sensory dysfunction, communication and behaviour following an appreciative inquiry approach. The programme consists of six group sessions, once a week for 3 hours. The aim is to build confidence and empower parents and professionals to problem solve, understand why their child may behave differently so they can begin to learn how best to help their child develop.

### Course date, time and location:

This programme runs on a rolling basis every half term from October 2022-July 2023

Morning session 9.30am-12.30pm or Evening session 6.00pm-9.00pm – Civic Centre

### How to book

[Please click here to join the waiting list](#)

## National Autistic Society Early Bird

### Course description

Early Bird is a support programme for parents and carers, of pre-school children with a diagnosis of autism or are on the pathway to receiving a diagnosis of autism (not yet attending full time school)

The programme aims to support parents in the period between diagnosis and school placement, offering advice and guidance on strategies and approaches for dealing with young children with autism. It works on understanding autism, building confidence to encourage interaction and communication and analysing and managing behaviour.

The programme draws from well-established practice in the field of autism

The approaches used include: the national Autistic Society SPELL framework, techniques from the TEACCH approach, Picture Exchange Communication System (PECS)

### Course date, time and location:

Every term – Dates Vary

The programme combines 8 group sessions and 2 home visits

Parents will have a weekly commitment of a two-and-a-half hour training session or home visit, and to ongoing work with their child at home

### How to book

[Register here to be added to the waiting list.](#)





# Educational Psychology Service (EPS)

## EPS Traded Offer

Hillingdon Educational Psychology Service (EPS) have developed a comprehensive offer of support to our community of schools and other settings. This includes our traded EPS offer that provides a number of 'packages of support' that can be purchased to meet the individual needs of schools and other settings.

Attached is an [overview of the EPS traded offer](#) that schools / settings can access in the 2021 / 2022 academic year.

## EPS Training

Please find below the CPD/ training sessions Hillingdon EPS are delivering in the 2022/2023 academic year.

For any further information or to book a place on one of the EPS courses email [educationalpsychologyservice@hillington.gov.uk](mailto:educationalpsychologyservice@hillington.gov.uk) stating what session you are interested in and dates you would like it to be delivered

**Role of the EP-** This training covers an explanation of what Educational Psychologists do, our service values, the four areas of need, types of work that EP's can conduct in school and a case study. (1 hour)

**Literacy difficulties and Visual stress-** This speaks about the definition of Dyslexia, how to identify children who may specific problems with reading, writing or spelling and the strategies that teachers can use in the classroom including a case study. (1.5 hours)

**Selective Mutism-** History of Selective Mutism, how to identify children who have Selective Mutism and strategies and resources that teachers can use to support in the classroom. (1 hour)

**Attachment difficulties and impact in the classroom** (1.5 hours)

**Transition support for year 6** (flexible training from 1 hour to half day including intervention projects)

**Enabling all children to make progress in the classroom** focused on growth mindset, motivation and locus of control approaches (1 hour)

**Metacognition skills-** focused on developing teacher's knowledge and understanding and strategies to implement in classrooms, (1.5 hours)

**Supporting families, children and school staff who have experienced bereavement and loss.** (1 hour to half day tailored to meet the needs of each school)

**Precision teaching-** a method of planning a teaching programme to meet the needs of an individual child or young person who is experiencing difficulty with acquiring some skills. It has an inbuilt monitoring function and is basically a means of evaluating the effectiveness of what is being taught. Precision teaching is a structured teaching method that's designed to improve the accuracy and fluency of reading, spelling and maths. The main goal of precision teaching is to help ensure that students become fluent and accurate in using their words (1.5 hours)

**Supporting school/setting following a Critical Incident for School Leadership Team-** (2 hours)

**Executive Functioning:** what it is and how to support pupils with EF needs/difficulties. Covered concepts including metacognition, motivation, self-regulation, growth mindset, positive praise, etc. 1 hour

**Motivational Intervening** - an overview of how to elicit change using this evidence-based approach, to familiarise with counselling approach: MI techniques; promote motivation for change; to promote self-efficacy in YP and understanding and management of their emotions and behaviour (1.5 hour) MI is an intervention which can be delivered as per need.

**Wellbeing trainings aimed for children, parents and teachers** (1 hour each), focused on strategies to use at home and school

**ELSA (Emotional Literacy Support Assistant)** - The ELSA project is an initiative designed to help schools meet the needs of emotionally vulnerable pupils from within their own resources. 5 days training and half termly group supervision sessions for 2 hours

What is (an) ELSA?

- ELSAs are emotional literacy support assistants working in schools.
- ELSAs help children recognise, understand and manage emotions to increase success.
- ELSAs plan and deliver individual (and small group) support programmes.
- ELSAs receive training and supervision from educational psychologists.

**ELSA Training:**

- Emotional literacy in schools/raising emotional awareness.
- Self-esteem/active listening and communication skills.
- Anger management/working with puppets
- Social skills/autistic spectrum difficulties and social stories.
- Friendship skills/writing therapeutic stories.

## Group Interventions

### Therapeutic Story writing group - 10 sessions

Research shows that Therapeutic Story writing Groups help pupils:

Process difficult feelings

Develop social skills.

Improve emotional resilience.

Improve writing skills

#### Group Size

4-6 children aged 7- 11 with emotional difficulties, particularly suitable for those on the SEN register or with SEMH difficulties. Think carefully about group dynamics, mix of girls and boys, think about balancing challenging pupils with more withdrawn pupils. **Children should be able to write a story independently and express their thoughts on paper.**

### Cool Connections intervention - 10 sessions

Cool Connections is a fun, engaging group intervention that provides a cognitive behavioural therapy (CBT) approach to positively modifying the everyday thoughts and behaviours of children and young people aged 9 to 14. Combining a summary of CBT principles and step-by-step guidelines on how to use the materials appropriately with a mixture of games, handouts, home activities and therapeutic exercises, "Cool Connections" is designed to encourage resilience and self-esteem and reduce feelings of anxiety.

#### Group size

4- 6 children who would benefit from understanding the link between their thought's feelings and behaviour.

### Transition Group (2-5 sessions)

Strengths-based programme supporting children who are in Y6 and are transitioning to secondary school, where the following activities would take place (depending on the suitability of the group and the number of sessions):

- Tree of Life
- Ideal School
- Exploration of their strengths
- Exploration of what the children are looking forward to
- Problem-solving scenarios as a group
- Discussions around friendships, social influence and asking for help

### Sandwell Well-being intervention

The Sandwell Well-being Charter Mark is a school's opportunity to commit to improving the mental health and well-being of everyone connected with the school.

The Charter Mark is made up of three elements:

- [The Charter Mark School Audit](#)
- [The Healthy Mind, Happy Me Curriculum](#)
- [The Pupil Well-being Survey](#)

[About the Sandwell Well-being Charter Mark | Sandwell Council](#)

# SEND Statutory Service



## School Survival Workshops

The Hillingdon SEND team want to offer you workshop based, interactive sessions to enable you to gain insight from internal and external professionals, but most importantly your fellow SENCO's.

Please click here to book a place [SEND Service training offer \(office.com\)](https://office.com)



## September

### Role and responsibilities of the SEND Officer

- Solution focused conversation
- How coproduction needs to be embedded
- Working with CYP and families
  - Managing expectations
- Joint working between SEND Team and settings

## October

### Provision mapping after an EHCP

Legislation – SEND COP

Provide samples of good and poor provision maps

- Where to start with a provision map
- Outcomes (SMART) \*engaging task\*
- Measuring progress, how? When? Who?
- What is the role of the 1:1, what are the interventions? Why were the interventions chosen?

Bring a provision map that was turned down, or accepted for detailed evaluation

### Case studies and provision mapping task

- Include OAP and interventions already being used in your school, (maximising resource)

### Challenge and stretch – how to differentiate

- Teaching strategies for differentiation – what does your school use?
- WWW & EBI
- Your different learner styles – how to meet those needs
- Your classroom – sensory profiling / interventions overview (IB)

Seating plans? Do they work? What are your main classroom challenges? Space/diversity of learner/both

### **Legal focus**

Mediations – what are they and what is your role?

Tribunals – what is the timeline and what is your role?

## **November**

### **Phase transfer**

- Discussions
- Annual review meetings
- School choice conversations

Better working relationships with feeder schools

What provision is in borough

New timeline

How to structure a phase transfer annual review

Consultation expectations and response expectations / legislation

How to increase better working relationships with feeder schools

Understanding the offer of provision

Settling anxiety with parents in relation to secondary / statutory schooling and that transition plan starting early – CYP centred.

Transition targets – when to start transition, tracking those key changes in key stages.

Timing of annual reviews/moving on

## **March**

### **Annual reviews**

- Person centred
- Discussion

Share good examples of annual review practise

- Sharing of reports, what reports, what information is being shared prior to the meeting
- Vs statutory expectation
- The meeting, who should attend and why
- How to gather CYP thoughts, feelings, aspirations, how to engage them even if briefly in a meeting.
- Ensuring parents understanding, parent views and section A update (although its not a legal section to be appealed, its important to bring the families position to life)
- How to complete the ARR paperwork effectively. Gather what is working well and what is not working well
- Hillingdon ARR paperwork good and poor examples
- How to update straight on the plan and why that's effective
- Legislation