



On-site Training

Need to get the very best from School PUPIL TRACKER Online quickly and expertly?

Try our TRAINING packages. Tailored to your needs, book single staff meetings, sets of training over a number of weeks or INSET days to suit your school. Please call our trainer manager on 0843 289 2249.

TRAINING COSTS

| | HALF DAY CHARGE: 0 - 3 hours | FULL DAY CHARGE: 3 - 5.5 hours |
|-------------------------------------|---|--|
| Example times | <ul style="list-style-type: none">9:30-12:30pm Full morning session2:00-5:00pm SLT meeting followed by staff meeting | <ul style="list-style-type: none">9:30-4:00pm Full day session, including a 1 hour break for lunch |
| Staff from 1 - 3 schools | £370 +VAT Maximum number of people - 30 | £615 +VAT Maximum number of people - 30 |
| Staff from 4 or more schools | £520 +VAT Maximum number of people - 30 | £915 +VAT Maximum number of people - 30 |

Please note: Exceeding 30 people at a session will incur an additional charge per person of £30+VAT

- Training sessions are bespoke and tailored to the needs of your school.
- There are a wide range of topics to focus upon - but we deliver the training based on your needs.
- The times our trainer comes to your school are flexible; for example, we can cover staff meeting sessions which can include a 1.5 hour session with the school's leadership or administrator before a 1.5 hour staff meeting session with staff.
- An additional charge may need to be added to take account of travel and preparation costs (we will inform you of these charges before the training).
- 1-3 schools prices shown are for training up to 30 staff from up to three schools at one venue.
- 4 or more schools prices shown are for training up to 30 staff from across 4 or more schools at one venue.

How do I book training?

1. Call us on 0843 289 2249 to book a date and time.
We will arrange a trainer who will deliver your training and confirm the costs and whether any travel and preparation costs will also be payable.
2. Once you have booked a date and time, you will be contacted by your trainer to discuss the bespoke content of your training.
3. The trainer will deliver bespoke training at the venue of your choice based on your school's needs.

All units will be tailored by our trainers to your school needs so that you receive bespoke training that is relevant and specific to your needs.

Training packages

UNIT 1: Introduction to SPTO for school leaders *Usual length to cover this unit is 90-180 minutes*

This Unit involves a detailed discussion with SCHOOL LEADERS regarding the bespoke set up of the program for their school including the choices and options for the set up of the National Curriculum 2014, choosing a tracking scheme and Golden Codes and the choices of broad and detailed tracking. The Unit also covers a brief overview of all the principle sections of the software. It is a very useful first step and guide to preparing your school to start using School PUPIL TRACKER Online. **We recommend the full 180 minutes to allow for in-depth discussion, program coverage and time for questions and answers.**

UNIT 2: BROAD TRACKING: Entering data and data analysis *Usual length to cover this unit is 90-180 minutes*

This Unit is aimed at ALL STAFF in school. It begins with a brief introduction to the tools the program has to offer. Issues such as logging in and internet safeguarding are covered, as well as help and support built into the software. Staff will be introduced to the process of planning and entering assessment data into the main assessment grids (the SHORT TERM and LONG TERM grids). The unit covers how a teacher makes judgements about a child's attainment and the type of assessment codes entered based on the tracking scheme school leaders have decided upon. The trainer will explain the background of how the program calculates attainment and progress. The Unit covers use of the tools in the CLASS MENU that can be used for in depth data analysis, locating children that require extra support and tools to help group, track and find slow moving pupils. It is a very useful first step to using the software and getting to know your way around the main assessment areas.

UNIT 3: DETAILED TRACKING: Using the detailed NC2014 and EYFS Records for formative teacher assessment- entering data and data analysis *Usual length to cover this unit is 90-180 minutes*

This Unit is aimed at ALL STAFF in school. It begins with a brief introduction to the tools the program has to offer. Issues such as logging in and internet safeguarding are covered, as well as help and support built into the software. Staff will be introduced to the full range of formative teacher assessment tools, including planning, observation, target and analysis tools and how TEACHERS can use the NC2014 and EYFS record to record their assessment judgements. The unit covers the ability of the system to create consistent Estimated Bands based on the NC2014 judgements and EYFS judgements already achieved and how this can be automatically entered into the SHORT TERM grid. The trainer will explain the background of how the program calculates attainment and progress. The Unit covers use of the tools in the CLASS MENU that can be used for in depth data analysis, locating children that require extra support and tools to help group, track and find slow moving pupils. It is a very useful first step to using the software and getting to know your way around the main assessment areas.

UNIT 4: Early years training (EYFS Summer Profile, including EYFS specific data analysis and Phonic Tracker)

Length: Approx. 90 min

This Unit covers how EARLY YEARS PRACTITIONERS can use the EYFS Summer Profile to record judgements and explore the summative Profile data - such as percentages of pupils with Good Learning Development. The trainer will also show how to quality assure your EYFS Summer Profile judgements and how data is exported to your Local Authority. This Unit can be combined with Unit 3 to create EARLY YEARS training lasting 2.5- 3 hours

UNIT 5: Using TARGET BANK *Usual length to cover this unit is 40 minutes or 60 minutes if practical*

This Unit covers how ALL STAFF can use the NC2014 and EYFS Target Bank and built-in child speak statements to create curriculum next step targets for their class. This is a practical unit where teachers can begin using the software and enter targets for their class.

UNIT 6: Intervention tracking and creating an EHC Plan

Usual length to cover this unit is 40 minutes or 60 minutes if practical

This Unit covers how ALL STAFF can create PROVISION MAPS, track interventions across the school and create EHC Plans. If this is a practical session, this involves teachers working on provision mapping. This unit links very well with Unit 5 if both are non-practical sessions to create a staff meeting session.

UNIT 7: Staff update training- bespoke to your needs *Usual length to cover this unit is up to 180 minutes*

Book this unit if you would like update training on any area of the program. Your trainer will create a schedule of training based around your current training needs. This could include refresher training or training to get your staff up to speed with their understanding of the program. You could decide to have bespoke training for you school leaders in which our trainer can spend time going over your school set up and bespoke settings ensuring everything is set up to how you want it to be.

UNIT 8: SENCO user training *Usual length to cover this unit is 120 minutes*

This Unit covers how SENCOs can use the software to lower their workload using the SENCO menu and a range of tools such as EHC Plan tracking, automatic summaries and intervention / provision mapping. It includes Unit 6, covering how ALL STAFF create PROVISION MAPS, track interventions across the school and create EHC Plans.

UNIT 9: How leaders set and review targets for their school *Usual length to cover this unit is 60 minutes*

This Unit covers how SCHOOL LEADERS can set detailed expectation targets for their school. It includes an introduction to setting EYFS, KS1, Y4 and KS2 targets for different cohorts and in different subjects; a review of whether children are on track to meet targets and a pointer to whether targets are challenging enough for each child.

UNIT 10: Using Online Reporting (Please Note: This is not writing your Annual Reports) *Length: Approx. 75 minutes*

This Unit covers how schools can set up their Online Reports to report to parents. As a unit this is aimed at SCHOOL LEADERS, but it can be demonstrated to a whole school (teacher) audience. Along with setting up the report, the teacher's role in maintaining the report each term. The best way of introducing Online Reporting to your school is also explored. PLEASE NOTE: THIS IS NOT ABOUT WRITING YOUR ANNUAL REPORTS TO PARENTS. IT IS ABOUT REPORTING AND COMMUNICATING TO PARENTS USING A TAILORED ALWAYS-UP-TO-DATE ONLINE REPORT

UNIT 11: Best use of School PUPIL TRACKER Online for TEACHERS and EY PRACTITIONERS

Usual length to cover this unit is 60 minutes

Unit 11 is a bespoke unit covering how TEACHERS and PRACTITIONERS can use School PUPIL TRACKER to support their teaching, exploring pupil learning quickly across the year in graphs and charts via the CLASS MENU, examining progress in targets and examining patterns in progress of groups and sub-groups. This unit can be tailored to the current learning needs of your staff.

UNIT 12: Best use of School PUPIL TRACKER Online for SCHOOL LEADERS *Usual length to cover this unit is 90 minutes*

This Unit covers how SCHOOL LEADERS can use School PUPIL TRACKER Online to explore trends in their data across their school, getting detailed feedback on the progress and attainment of groups and sub-groups across whatever search they require. You will be shown how School PUPIL TRACKER can be used to fulfil OfSTED expectations within the National Curriculum 2014. Scaled scores and ARE data analysis and exploration can also be covered. Including national comparison of school data.

UNIT 13: Manager Settings and Set Up - administrator training *Usual length to cover this unit is 60-90 minutes*

This Unit can cover how SCHOOL LEADERS and ADMINISTRATORS set up School PUPIL TRACKER Online for their school if they have not already done so and wish our trainer to guide them through the process (90 mins). This includes using (for example) SIMS.net to build a CTF report that can be uploaded to transfer every child in a school very quickly. The unit includes an exploration of the Set Up Helper to ensure the choices are set to best benefit the school.

Alternatively we can provide the ADMINISTRATOR of the program with general training covering how to manage the program through the year (60 mins)- this will include routines needed to be completed to ensure your account is kept up to date such as importing new pupils and uploading reports, etc.

UNIT 14: Annual Report Writer SET UP training *Usual length to cover this unit is 90 minutes*

This Unit covers how SCHOOL LEADERS can build the Report Layout for their Annual Reports in School PUPIL TRACKER Online. It demonstrates how to create a bespoke report for a school, tailored exactly to their needs. Once created, reports can be completed by TEACHERS (Unit 15) and then printed or published online.

UNIT 15: Annual Report Writer: How to write your reports *Usual length to cover this unit is 90 minutes*

This Unit covers how TEACHERS write their annual reports using the Annual Report Writer. If this session is planned to last a half-day session, it may be useful to spend some time quickly reviewing Unit 14.

PLEASE NOTE: Your staff will ONLY be able to work on or be shown your own reporting format or layout if the report layout for your school has been created and 'finalised' in the ANNUAL REPORT SET UP.

UNIT 16: Recording a child's Depth of Learning (Mastery) *Usual time to cover this is 90-180 minutes*

Introduction to recording a child's Depth of learning in the new National Curriculum, including practical examples, its use in the classroom and the use of Depth of Learning ratings in School PUPIL TRACKER to show extended progress and higher attainment.