



# SENCO Passport



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# Introduction to the SENCO Passport

**The SENCO Passport is a package of training created to equip all Waltham Forest SENCOs in supporting children with developmental delay in an inclusive and enabling environments in the Early Years.**

All the training sessions will be repeated each term on a 2 year cycle, enabling all settings and schools to send one delegate to all sessions. This should be the school or settings SENCO or the EYFS Lead in schools – the same delegate should attend all sessions. By attending 1 to 2 sessions each term for 2 years you will be able to attend every session in the cycle. Additional delegates may book on SENCO Passport training if it is not fully booked 3 days before the session. To reserve a place on the waiting list for this email the address below.



This booklet contains guidance and booking information and information on each of the training courses. If you have any queries contact the Early Years, Childcare and Business Development Service at [EYtraining@walthamforest.gov.uk](mailto:EYtraining@walthamforest.gov.uk)



# Introduction to the SENCO Passport

**The SENCO Passport consists of 9 training courses. There is an additional course exclusively for Early Years New to SENCOs who should also access the SENCO Passport Training.**

At each training you will collect a stamp on your certificate. Some of the courses are made up of two sessions with a gap task – all must be attended and the evaluation completed to receive your certificate.

Once you have completed all SENCO Passport training and collected all your stamps. A fully completed SENCO Passport certificate will be awarded to you to display in your setting or school.



# SENCO Passport Training Guidance and Booking

## Booking your training

All trainings can be booked through the [WF Traded Services online booking system](#). You will need to sign up [here](#) or login into your account. Once logged in, you will be able to access the training calendar or search for the training you are interested in booking.

Once you have received your booking confirmation, you are responsible for checking that the information is accurate and alert the service to any errors.

Please check the status of your booking status (confirmed, waiting list, awaiting confirmation).

## Amending or cancelling your booking

If there are any changes to your booking (such as change of delegate) please email as soon as possible at [EYtraining@walthamforest.gov.uk](mailto:EYtraining@walthamforest.gov.uk) or call us on 02084962909. You could also amend your booking by logging into the [WF Traded Services online booking system](#).

For fee paying courses, in order to cancel your booking without charge you will need to provide a minimum of 7days notice before the date of the course to [EYtraining@walthamforest.gov.uk](mailto:EYtraining@walthamforest.gov.uk). Your cancellation email should specify the name of the course and candidate who will not be attending the course. We will not actively seek an alternate candidate for a place cancelled within 7 days of the course but where there is a waiting list and we are able to fill the cancelled place we will waive the cancellation fee.

## Fees & How to Pay

The course fees and training packages will be stated on each advertised course. Settings and Schools registered in Waltham Forest will be invoiced for payment by the Traded Services Team once training has been checked out of the shopping basket. This will typically be the following calendar month. Early Years settings will also have the option to pay by card should they wish to.

## Arrivals

Please ensure you arrive at least 10 minutes before the course start time to allow for registration. Please note that delegates arriving more than 20 minutes after the start time may be turned away to avoid disruption to the training delivery. Delegates wishing to leave before the end of the course will not be provided with a certificate of attendance. Should you wish to leave before the end of the course, do notify the trainer on your arrival.

## Venues and Parking

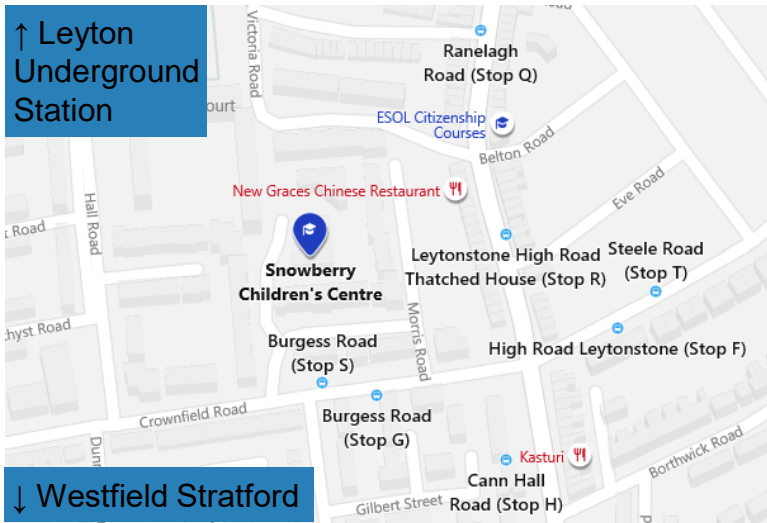
Our training venues will be on the booking information. Please see next page for parking and travel information for the Snowberry Centre – Early Years Professional Development Centre and Whitefield Research and Development Centre.



# SENCO Passport Training Guidance and Booking

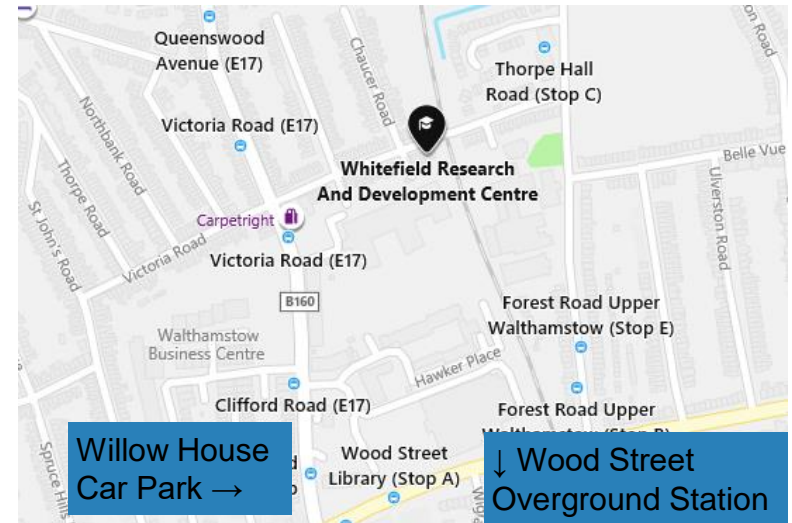
## Snowberry Centre - Early Years Professional Development Centre, 1 Snowberry Cl, E15 2AH

- No parking available on site.
- Pay and display parking available at Westfield Stratford (estimated 20 minute walk)
- Leyton Underground Station (estimated 15 minute walk)
- Buses stopping locally 58, 69, 257



## Whitefield Research And Development Centre, Macdonald Road, E17 4AZ

- No parking available on site.
- Pay and display parking available at Willow House Car Park (estimated 7 minute walk)
- Wood Street Overground Station (estimated 13 minute walk)
- Buses stopping locally 212, W16, 275, 123



For further information regarding parking in Waltham Forest [click here](#)



# Early Years SEND STEPS Assessment

## **Course Description**

Half day workshop on child development, using the STEPS approach to assess and monitor EYFS children with emerging or identified Special Education Needs or Disability. The developmental tools used meet EYFS and the SEND Code of Practice requirements.

## **Course Outline**

- Understanding of early child developmental milestones and identifying delay.
- Using the STEPS approach to assess, monitor and plan for children with an identified or emerging SEND

**Click on dates to book  
this training online**



## **Dates**

- [12<sup>th</sup> September 2019](#)
- [17<sup>th</sup> January 2020](#)
- [8<sup>th</sup> June 2020](#)

## **Time**

9:30am – 12pm

## **Trainer**

SENDSuccess

## **Venue**

Whitefield Research and Development Centre  
Macdonald Rd  
E17 4AZ

## **Cost**

FREE



# Writing and Implementing Effective Support Plans

## **Course Description**

The training consists of two sessions to support practitioners on writing Waltham Forests 'My Early Years Support Plan' with parents for children with developmental delay. Focusing on making these plans effective and implementing these successfully.

## **Course Outline**

- An overview of LWBF My Early Years Support Plan
- Using the support plan as a working document
- Involving parents in the writing process
- Writing effective SMART targets
- Implementing the plan

**Click on dates to book  
this training online**



## **Dates**

Both sessions must be attended by the same practitioner to complete the course:

- [15<sup>th</sup> November 19 & 5<sup>th</sup> December 19](#)
- [13<sup>th</sup> January 20 & 12<sup>th</sup> February 20](#)
- [8<sup>th</sup> May 20 & 2<sup>nd</sup> June 20](#)

## **Time**

9:30am – 12:30pm

## **Trainer**

WF Early Years and Childcare Team

## **Venue**

Snowberry Centre  
Early Years Professional Development Centre  
1 Snowberry Close  
E15 2AH

## **Cost**

Booking fee of £10 per delegate





# Developing Attention Skills

## **Course Description**

This course will enable participants to learn about and practise a range of techniques to support children with Autism to develop their attention skills. Participants need to have a understanding of Autism and the characteristics of Autism before attending this course.

## **Course Outline**

- Developmental progression of attention skills
- Intensive interaction techniques
- Stages 1 and 2 of Attention Autism ('Bucket Time') approach programme
- Stages 3 and 4 of Attention Autism programme
- Attention Autism and story telling

**Click on dates to book  
this training online**



## **Dates**

Both sessions must be attended by the same practitioner to complete the course:

- [26<sup>th</sup> November 19 & 8<sup>th</sup> January 20](#)
- [14<sup>th</sup> January 20 & 17<sup>th</sup> March 20](#)
- [28<sup>th</sup> April & 23<sup>rd</sup> June 20](#)

## **Time**

9:30am – 12:30pm

## **Trainer**

WF Educational Psychology Service

## **Venue**

Snowberry Centre  
Early Years Professional Development Centre  
1 Snowberry Close  
E15 2AH

## **Cost**

Booking fee of £10 per delegate



# Early Years New to SENCO Training

## ***Course Description***

**EXCLUSIVELY FOR EARLY YEARS SENCOS NEW TO THE ROLE.** The training will cover the SEND Code of Practice, the role of the EY SENCO as a lead in their setting and will provide information and guidance on local processes. The initial course will include follow up networking and continued professional development meetings.

## ***Course Outline***

- The role of the SENCO in the EY settings
- Inclusive practice for every child
- Working together to support children and their families
- SEN Support and the graduated approach
- WF Pathway SENIF - EHC

**Click on dates to book  
this training online**

Early Years  
New to SENCO  
Training

## ***Dates***

All sessions must be attended by the same practitioner to complete the course:

- 12<sup>th</sup> November 20
- Following up networking and CPD meeting will be organised at first session.

## ***Time***

9:30am – 12:30pm

## ***Trainer***

WF Early Years and Childcare Team

## ***Venue***

Snowberry Centre  
Early Years Professional Development Centre  
1 Snowberry Close  
E15 2AH

## ***Cost***

Booking fee of £10 per delegate



# Understanding and Supporting Behaviour

## **Course Description**

The course covers legislation including the SEND code of practice in regard to behaviour. Also, understanding behaviour, understanding the reasons and triggers for certain child behaviour and practical tools for managing and responding to the behaviour positively.

## **Course Outline**

- What is behaviour?
- Role of adults in managing
- Children's behaviour
- How attachment and individual difference affects behaviour
- Effective strategies for promoting positive behaviour



**Click on dates to book  
this training online**

## **Dates**

Both sessions must be attended by the same practitioner to complete the course:

- [4<sup>th</sup> November 19](#)
- [10<sup>th</sup> February 20](#)
- [22<sup>nd</sup> May 20](#)

## **Time**

9:30am – 12:30pm

## **Trainer**

WF Educational Psychology Service

## **Venue**

Snowberry Centre  
Early Years Professional Development Centre  
1 Snowberry Close  
E15 2AH

## **Cost**

Booking fee of £10 per delegate



# Early Identification and Early Intervention

## **Course Description**

An introductory course focusing on identifying SEN in the early years, and planning effective intervention to support child's development.

Includes sharing good practice, case studies and professional discussions.

## **Course Outline**

- Graduated approach to SEN
- Assess, plan, do, review cycle
- Observation techniques
- Inclusive practice
- Development of play
- Common strategies and levels of support

**Click on dates to book  
this training online**



## **Dates**

Both sessions must be attended by the same practitioner to complete the course:

- [13<sup>th</sup> November 19 & 4<sup>th</sup> December 19](#)
- [28<sup>th</sup> January 20 & 3<sup>rd</sup> March 20](#)
- [12<sup>th</sup> May 20 & 29<sup>th</sup> June 20](#)

## **Time**

9:30am – 12:30pm

## **Trainer**

WF Educational Psychology Service

## **Venue**

Snowberry Centre  
Early Years Professional Development Centre  
1 Snowberry Close  
E15 2AH

## **Cost**

Booking fee of £10 per delegate



# Inclusive Practice and Using Visual Aids

## **Course Description**

Participants will learn about the importance of joint attention and how to develop it in order to support children's development as well as exploring a range of visual aids. Although primarily aimed at helping children with ASD, the strategies should be used in all inclusive environments.

## **Course Outline**

- What are visual aids and why are they effective?
- Importance of joint attention and the use of intensive interaction
- Examples of learning to play techniques e.g. Identiplay.
- Embedding these strategies across the setting.

**Click on dates to book  
this training online**



## **Dates**

- [18<sup>th</sup> November 2019](#)
- [24<sup>th</sup> February 2020](#)
- [5<sup>th</sup> June 2020](#)

## **Time**

9:30am – 12:30pm

## **Trainer**

WF Educational Psychology Service

## **Venue**

Snowberry Centre  
Early Years Professional Development Centre  
1 Snowberry Close  
E15 2AH

## **Cost**

Booking fee of £10 per delegate



# Enhanced Ratios to All!

## Course Description

Practitioners will develop an ethos of inclusion through discussion and observation of practice at Church Hill Nursery School. We will discuss our intentions and values regarding inclusion, our implementation of this practice discussing the possible obstacles to inclusion and the impact of moving away from purely 1:1 support for children. Developing a whole staff culture which is welcoming of children who need additional support and accepting of children with SEN.

## Course Outline

- *What does inclusion look like?*
- *Barriers to welcoming children with additional needs or SEND.*
- *How to organise support as an inclusive setting.*
- *A learning walk*
- *Best practice and implementing values of inclusion.*
- *Planning for the impact in your own setting.*

Click on dates to book  
this training online



## Dates

Both sessions must be attended by the same practitioner to complete the course:

- 19<sup>th</sup> November 19 & 10<sup>th</sup> December 19
- 14<sup>th</sup> January 20 & 31<sup>st</sup> March 20
- 5<sup>th</sup> May 20 & 14<sup>th</sup> July 20

## Time

8:30am – 11:30am

## Trainer

Church Hill Nursery School with EYSS

## Venue

Church Hill Nursery School  
Woodbury Road  
Walthamstow  
E17 9SB

## Cost

Booking fee of £10 per delegate



# Understanding Speech and Language Development

## **Course Description**

This training explores speech, language and communication development in the early years. It will provide practitioners with strategies to support these effectively in their settings. The importance of the role of adult in developing excellent early communication skills is considered. This will include use of video reflection, practical activities and group discussions.

The session will allow participants to develop knowledge, skills and confidence in identifying and planning for children with communication needs.

## **Course Outline**

- Develop understanding of speech, language and communication development including bilingualism
- Explore early language delay and strategies when speaking with parents
- Explore practical and effective strategies to support children's language development
- Reflect on current practice, identifying strengths and areas for development

**Click on dates to book  
this training online**



## **Dates**

Both sessions must be attended by the same practitioner to complete the course:

- [8<sup>th</sup> November 19 & 29<sup>th</sup> November 19](#)
- [27<sup>th</sup> February 20 & 19<sup>th</sup> March 20](#)
- [11<sup>th</sup> June 20 & 2<sup>nd</sup> July 20](#)

## **Time**

9:30am – 12:30pm

## **Trainer**

All Talk Communication Project

## **Venue**

Snowberry Centre  
Early Years Professional Development Centre  
1 Snowberry Close  
E15 2AH

## **Cost**

Booking fee of £10 per delegate



# Autism in the Early Years

## **Course Description**

An overview of autism and appropriate strategies to use to support children in your setting.

## **Course Outline**

There are 4 competencies which will be focused on:

- a unique child
- positive relationships
- learning and development
- enabling environments

**Click on dates to book  
this training online**



## **Dates**

Both sessions must be attended by the same practitioner to complete the course:

- [17<sup>th</sup> January 20 & 27<sup>th</sup> March 20](#)
- [27<sup>th</sup> April 20 & 6<sup>th</sup> July 20](#)

## **Time**

9:30am – 11:30am

## **Trainer**

SENDSuccess

## **Venue**

Whitefield Research and Development Centre  
Macdonald Rd  
E17 4AZ

## **Cost**

FREE







# SENCO Passport

If you have any queries contact  
the Early Years, Childcare and  
Business Development Service at  
[EYtraining@walthamforest.gov.uk](mailto:EYtraining@walthamforest.gov.uk)