



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



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 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. 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.



SESCO Passport Training Guidance and Booking

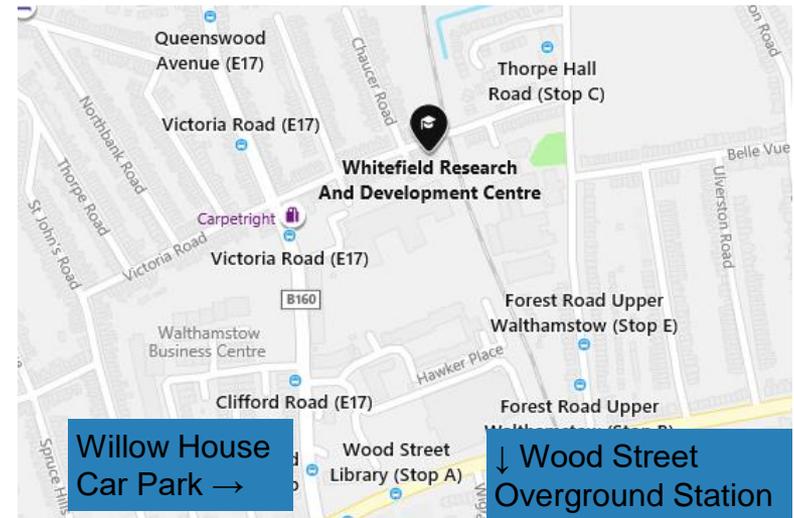
Snowberry Centre - Early Years Professional Development Centre, 1 Snowberry Cl, E15 2AH

- 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

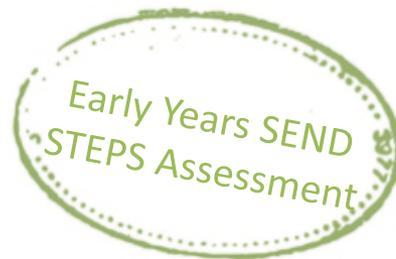
Course Description

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

- [12th September 2019](#)
- [17th January 2020](#)
- [8th 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:

- [15th November 19 & 5th December 19](#)
- [13th January 20 & 12th February 20](#)
- [8th May 20 & 2nd 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:

- [26th November 19 & 8th January 20](#)
- [14th January 20 & 17th March 20](#)
- [28th April & 23rd 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**



Dates

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

- 12th 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:

- [4th November 19](#)
- [10th February 20](#)
- [22nd 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:

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

- [18th November 2019](#)
- [24th February 2020](#)
- [5th 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:

- 19th November 19 & 10th December 19
- 14th January 20 & 31st March 20
- 5th May 20 & 14th 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:

- [8th November 19 & 29th November 19](#)
- [27th February 20 & 19th March 20](#)
- [11th June 20 & 2nd 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:

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

Time

9:30am – 11:30am

Trainer

SENDSuccess

Venue

Whitefield Research and Development Centre
Macdonald Rd
E17 4AZ

Cost

FREE





SENCO Passport

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the Early Years, Childcare and
Business Development Service at
EYtraining@walthamforest.gov.uk